



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

To: **ALL MEMBERS OF THE COUNCIL**

NOTICE IS HEREBY GIVEN that the Annual Meeting of the Town Council will be held at the Oakwood Centre on Tuesday 8 May 2018 at 8 pm.

Deborah Mander
Town Clerk

Before the opening of the Town Forum the Town Mayor will present grant cheques to representatives of local community groups and other organisations.

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.

AGENDA

1. **ELECTION OF TOWN MAYOR**

To elect a Town Mayor for the 2018/19 municipal year.

The outgoing Mayor will address the Council.

The outgoing Mayor will then call for nominations for the office of Town Mayor for 2018/19.

The outgoing Mayor will ask the Council to vote on the nomination(s).

2. **TOWN MAYOR'S DECLARATION OF ACCEPTANCE OF OFFICE**

The newly elected Town Mayor to receive the Chain of Office, take the chair and make the Declaration of Acceptance of Office.

The Town Mayor to address the Council.

3. **WOODLEY TOWN COUNCIL CASUAL VACANCY ELECTIONS 2018**
To note the Members elected to Woodley Town Council at the election held on 3 May 2018. (To be notified at the meeting)
4. **DECLARATIONS OF ACCEPTANCE OF OFFICE**
To receive a verbal report from the Town Clerk on the completion of the Declaration of Acceptance of Office by Members elected on 3 May 2018.
5. **APOLOGIES FOR ABSENCE**
6. **DECLARATIONS OF INTEREST**
To receive any declarations of interest.
7. **ELECTION OF DEPUTY TOWN MAYOR**
To elect a Deputy Town Mayor for the 2018/19 municipal year.

The Town Mayor will call for nominations for the office of Deputy Town Mayor for 2018/19.

The Town Mayor will ask the Council to vote on the nomination(s).

The Town Mayor to present the Deputy Town Mayor with the Chain of Office.
8. **COMPOSITION OF THE COUNCIL**
 - 8.1 To note that Councillor Gilder has resigned from the Liberal Democrat party and is now an independent councillor.
 - 8.2 To note the composition of the Council, as at the date of agenda publication:
Conservative: 22 Independent: 1 Vacant: 2

The updated composition of the Council, following the Casual Vacancy election on 3 May 2018, will be notified at the meeting.
9. **POLITICAL GROUP LEADERS**
To note the appointment of the Leader and Deputy Leader of the political group(s) on the Council.
10. **ELECTION OF THE LEADERSHIP OF THE COUNCIL**
 - 10.1 To elect the Leader of the Council for the 2018/19 municipal year.
 - 10.2 To elect the Deputy Leader of the Council for the 2018/19 municipal year.

11. **STANDING COMMITTEES**

To appoint Members to serve on the standing committees in the 2018/19 municipal year:

11.1 **Strategy & Resources Committee**

- a) To approve the number of seats on the Strategy and Resources Committee.
- b) To appoint Members to serve on the Strategy and Resources Committee.

11.2 **Leisure Services Committee**

- a) To approve the number of seats on the Leisure Services Committee.
- b) To appoint Members to serve on the Leisure Services Committee.

11.3 **Planning Committee**

- a) To approve the number of seats on the Planning Committee.
- b) To appoint Members to serve on the Planning Committee.

12. **CHAIRMEN AND VICE CHAIRMEN OF STANDING COMMITTEES**

To appoint the Chairman and Vice Chairman of the standing committees for the 2018/19 municipal year.

Under Standing Order 4 d) members of a standing committee appoint the Chairman and Vice Chairman of that committee.

12.1 **Strategy & Resources Committee**

- a) The Town Mayor will invite nominations for Chairman and ask the committee members to vote on the nomination(s).
- b) The Town Mayor will invite nominations for Vice Chairman and ask the committee members to vote on the nomination(s).

12.2 **Leisure Services Committee**

- a) The Town Mayor will invite nominations for Chairman and ask the committee members to vote on the nomination(s).
- b) The Town Mayor will invite nominations for Vice Chairman and ask the committee members to vote on the nomination(s).

12.3 **Planning Committee**

- a) The Town Mayor will invite nominations for Chairman and ask the committee members to vote on the nomination(s).
- b) The Town Mayor will invite nominations for Vice Chairman and ask the committee members to vote on the nomination(s).

13. **APPOINTMENT OF WORKING PARTIES AND SUB COMMITTEES**

Under Standing Order 4 e) members of the parent standing committee approve the numbers on and the appointment of members to the working parties.

All terms of reference are included in **Appendix 13 (enclosed)**.

13.1 **Strategy & Resources Committee:**

- | | | |
|----|--|------------------|
| a) | Investments Working Party | App.13
Page 1 |
| 1) | To approve the terms of reference of the working party. | |
| 2) | To approve the number of places on the working party. | |
| 3) | To appoint Members to the working party | |
| b) | Risk Management Working Party | App.13
Page 2 |
| 1) | To approve the terms of reference of the working party. | |
| 2) | To approve the number of places on the working party. | |
| 3) | To appoint Members to the working party. | |
| c) | Catering Partnership | App.13
Page 3 |
| 1) | To approve the terms of reference of the working party. | |
| 2) | To approve the number of places on the working party. | |
| 3) | To appoint Members to the working party. | |
| d) | Standing Orders & Financial Regulations Working Party | App.13
Page 4 |
| 1) | To approve the terms of reference of the working party. | |
| 2) | To approve the number of places on the working party. | |
| 3) | To appoint Members to the working party. | |
| e) | PR/Marketing Working Group | App.13
Page 5 |
| 1) | To approve the terms of reference of the working party. | |
| 2) | To approve the number of places on the working party. | |
| 3) | To appoint Members to the working party | |
| f) | Personnel Sub Committee | App.13
Page 6 |
| 1) | To approve the terms of reference of the sub committee. | |
| 2) | To approve the number of places on the sub committee. | |
| 3) | To appoint Members to the sub committee. | |

13.2 **Strategy and Resources Committee and Leisure Services Committee**

- | | | |
|----|--|------------------|
| | Woodford Park Leisure Centre Regeneration Task & Finish Group | App.13
Page 7 |
| 1) | To approve the terms of reference of the task & finish group. | |
| 2) | To approve the number of places on the task & finish group. | |
| 3) | To appoint Members to the task & finish group. | |

13.3 **Leisure Services Committee:**

- | | | |
|----|--|------------------|
| a) | Community Youth Partnership | App.13
Page 8 |
| 1) | To approve the terms of reference of the working party. | |
| 2) | To approve the number of places on the working party. | |
| 3) | To appoint Members to the working party. | |
| 4) | To approve the appointment of voluntary sector representatives to the working party. | |

b) **3G pitch Steering Group**

App.13

- 1) To approve the terms of reference of the steering group.
- 2) To approve the number of places on the steering group.
- 3) To appoint Members to the steering group.

Page 9

13.4 **Bulmershe Site of Urban Landscape Value Joint Working Party:**

App.13

- 1) To note the terms of reference of the Bulmershe Site of Urban Landscape Value Joint Working Party.
- 2) To appoint two representatives and one named substitute to the joint working party for the 2018/19 municipal year.

Page 10

14. **APPOINTMENT OF REPRESENTATIVES ON OUTSIDE BODIES**

To appoint the Council's representatives on outside bodies:

- 14.1 Berkshire Association of Local Councils (BALC) - 2 places
- 14.2 Wokingham District Association of Local Councils – No appointment to be made until future of association is determined
- 14.3 ARC - 2 places
- 14.4 Campaign Against Waste - 1 place (plus 1 deputy)
- 14.5 Citizens Advice Wokingham - 1 place
- 14.6 Highwood Management Conference - 2 places
- 14.7 Museum of Berkshire Aviation Trust - 1 place
- 14.8 Poor's Land Charity – 2 places
(there are 4 appointments to the charity – the terms of office of Councillor D. Mills and Mr Laurie Day end in 2018; Councillor J. Cheng and Mrs Shelagh Flower serve to 2020.)
- 14.9 Readibus - 1 place
- 14.10 Road/Street Works Major Projects Meetings - 1 place (plus 1 deputy)
- 14.11 Sonning & District Welfare & Education Trust – 1 place
- 14.12 The Bulmershe School: Governor – 1 place
- 14.13 Wokingham Borough/Parish Working Group – 1 place (plus 1 deputy)
- 14.14 Woodley Airfield Centre Management Committee – 2 places
- 14.15 Woodley Bowling Club Management Committee – 1 place
- 14.16 Woodley Town Centre Management Initiative – 2 places
- 14.17 Woodley Volunteer Centre – 1 place

In addition the Council appoints representatives to the following, no appointments are required to be made in 2018:

Robert Palmer Almshouse Charity (1 place)
Councillor Sam Rahmouni serving to 2020

15. **CHEQUE SIGNATORIES**

To appoint signatories to sign cheques and transfers on behalf of the Council.

*Current councillors who were appointed signatories in 2017:
Councillors K. Baker, R. Horskins, J. MacNaught, D. Mills and D. Stares.*

16. **MINUTES OF THE COUNCIL MEETING HELD ON 6 FEBRUARY 2018** Page 8
To receive the Minutes of the Council Meeting held on 6 February 2018 and to approve their signing as a true and correct record.
17. **COMMITTEE REPORTS**
To receive the minutes of the following meetings:
- | | | | |
|------|--|------------------|---------|
| 17.1 | Planning Committee | 27 February 2018 | Page 13 |
| 17.2 | Extraordinary Strategy and Resources Committee | 27 March 2018 | Page 23 |
| 17.3 | Planning Committee | 27 March 2018 | Page 25 |
| 17.4 | Leisure Services Committee | 10 April 2018 | Page 37 |
| 17.5 | Strategy and Resources Committee | 17 April 2018 | Page 41 |
| 17.6 | Planning Committee | 24 April 2018 | Page 59 |
18. **LEADER'S STATEMENT**
To receive a statement from the Leader of the Council.
19. **WOODFORD PARK LEISURE CENTRE - PROJECTS**
Subject to the recommendation from Strategy and Resources Committee, 17 April 2018, minute number 131, being approved, Members are asked to consider giving approval to spend £20,000 in advance of the receipt of the loan in order to install new ladies' toilets at Woodford Park Leisure Centre. These works are regarded as urgent.
20. **WOODFORD PARK PADDLING POOL**
To approve the allocation of £10,000 from the Building and Facilities fund to pay for the replacement liner to the padding pool in Woodford Park.
21. **WOODLEY TOWN CENTRE - REPLACEMENT SEATING**
The Town Council has received a proposal from Wokingham Borough Council that both councils jointly fund the cost of new seating and installation around the two trees that presently have wooden seating around them. The estimated cost of the works is £30,000. Wokingham Borough Council is able to contribute £11,000 to the project. The Town Council is being asked to fund the remaining £19,000. There will be an estimated £24,000 Section 106 funds remaining from the £100,000 Section 106 funds (for community use in relation to the Sandford Farm development) that have been allocated for the installation of the new public toilet. and Wokingham Borough Council has confirmed that this use of the funds would be acceptable. Photographs of the proposed seats are provided at **Appendix 21**. Some of the seating will have armrests to aid people getting on and off the seats. Page 67
- Members are asked to consider allocating a sum of up to £19,000 from the remaining Section 106 funds towards the provision of seating in the town centre. If agreed, Wokingham Borough Council would then consider this proposal to allocate these funds for the seating project.

22. **GENERAL DATA PROTECTION REGULATION**

As reported to the Strategy and Resources Committee on 17 April the Council is making progress to meet the requirements of the General Data Protection Regulation (GDPR) which will come into force on 25 May. In that report Members were informed of the requirement under the new legislation to appoint a Data Protection Officer (DPO). The report advised that this role be undertaken by someone external to the Council who had the experience and knowledge to advise and support the Council in its GDPR journey to compliance and Members noted the possibility of this role being performed by the Assistant Director Governance at Wokingham Borough Council.

Last week the Council was informed by the National Association of Local Councils that an amendment to the legislation is to be considered that would exclude town and parish council's from this requirement and therefore appointing a DPO to support a council's approach to data protection will be discretionary. This amendment has not yet been passed into legislation but is likely to be approved.

Nevertheless, the Town Clerk recommends that this Council, on the basis of good practice and taking into account its facilities, activities and size in terms of the number of staff and customers, appoint the Assistant Director Governance, Wokingham Borough Council, to act as the Town Council's DPO. Attached at **Appendix 22** is the letter offering this service, which would eventually be provided in a service level agreement. It is likely that any special additional advice or guidance will be charged for on a case by case basis, but any costs are not yet known.

Page 68

Members are asked to consider this recommendation.

23. **REPRESENTATIVES ON OUTSIDE BODIES**

To receive any reports from Town Council representatives on outside bodies.
(Appendix 23)

Page 69

24. **TOWN MAYOR'S ENGAGEMENTS**

a) To note the engagements attended by Councillor Cheng as Town Mayor.
(Appendix 24)

Page 70

b) To note the engagements attended by Councillor Rahmouni as Deputy Mayor.
(Appendix 24)

Page 70

**Minutes of a Meeting of the Town Council held at the Oakwood Centre on
Tuesday 6 February 2018 at 8 pm**

Present: *Councillors J. Cheng (Chairman); K. Baker; T. Barker; S. Brindley;
A. Chadwick; C. Dixon; R. Dolinski; M. Forrer; D. Fradley; K. Gilder;
J. MacNaught; D. Mills; S. Rahmouni; D. Smith; D. Stares;
M. Walker*

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

Also present: *Bev Thompson, Darrell Gale & Arnab Mukherjee, Wokingham
Borough Council
2 members of the public*

Before the start of the meeting:

- *Bev Thompson, Darrell Gale and Arnab Mukherjee, Wokingham Borough Council, gave a presentation on the plans for the redevelopment of Bulmershe Leisure Centre, as reported in **Appendix A**.*
- *A maximum of 30 minutes was set aside for members of the public to pose questions to the Council in the Town Forum. As there were no members of the public wishing to address the Council the Town Forum did not take place.*

54. APOLOGIES FOR ABSENCE

Apologies were received from Councillors P. Etherington, B. Franklin, M. Green, R. Horskins, R. Lay, W. Soane, J. Trick and P. Wicks.

55. DECLARATIONS OF INTEREST

There were no declarations of interest made by Members.

56. MINUTES OF COUNCIL MEETING HELD ON 12 DECEMBER 2017

The Town Mayor presented the minutes of the Council meeting held on 12 December 2017.

RESOLVED:

- ♦ To approve the minutes of the Council meeting held on 12 December 2017 and that they be signed by the Mayor as a correct record.

57. COMMITTEE REPORTS

57.1 Minutes of the Planning Committee: 9 January 2018

Councillor Barker presented the minutes of the Planning Committee meeting held on 9 January 2018.

RESOLVED:

- ♦ To receive the minutes of the Planning Committee meeting held on 9 January 2018.

57.2 Minutes of the Leisure Services Committee: 16 January 2018

Councillor Barker presented the minutes of the Leisure Services Committee meeting held on 16 January 2018.

RESOLVED:

- ♦ To receive the minutes of the Leisure Services Committee meeting held on 16 January 2018.

57.3 **Minutes of the Strategy and Resources Committee: 23 January 2018**

Councillor Baker presented the minutes of the Strategy and Resources Committee meeting held on 23 January 2018.

Minute No. 86: Investments Working Party

RESOLVED:

- ♦ To approve the Treasury Management Strategy 2018/19.

Minute No. 87: Charges 2018/19

a) Oakwood Centre charges

RESOLVED:

- ♦ To approve the 2018/19 charges at the Oakwood Centre, as set out in the Proposed Charges 2018/19 Appendix.

b) Leisure Services charges

RESOLVED:

- ♦ To approve the charges for Leisure Services in 2018/19, as set out in the Proposed Charges 2018/19 Appendix.

Minute No. 89: Budget Estimates 2018/19

d) Budget and precept 2018/19

Councillor Baker presented the 2018/19 budget and the recommended precept level for 2018/19 to the Council.

RESOLVED:

- ♦ To approve the budget for 2018/19, as presented in the Budget Appendix.
- ♦ To approve a precept level of £1,101,119 for the 2018/19 financial year, as set out in the Budget Appendix.

RESOLVED:

- ♦ To receive the minutes of the Strategy and Resources Committee meeting held on 23 January 2018.

57.4 **Minutes of the Planning Committee: 30 January 2018**

Councillor Barker presented the minutes of the Planning Committee meeting held on 30 January 2018.

RESOLVED:

- ♦ To receive the minutes of the Planning Committee meeting held on 30 January 2018.

58. **LEADER'S STATEMENT**

The Leader of the Council made the following statement:

"Here we are again at the meeting which sets the budget for the coming year, 2018/19. Once again, our Town Clerk, Deborah, has worked wonders and allowed us to set a budget which is appropriate for the coming year.

As we come to a close on this financial year of 2017/18 it looks like we are going to enhance our general reserves by nearly £56,000 which is a staggering achievement. This has come about by sound financial management by our Town Clerk and her team plus all our income generating activities increasing their contribution. Assuming this occurs, the General Reserves will just break the £500,000 barrier with another £250,000 in earmarked reserves. I think no other Town Council in Berkshire are in as good a financial position as we are.

So, what about next year? I can confirm that the cost pressures are rising quickly, far quicker than we can increase our income line. The main pressure in that bundle is staffing costs. Whilst the pay rise has yet to be agreed by the unions and the negotiation body, with a 2% overall increase turned down by the unions, it certainly will not be any lower and could be higher. National Insurance is also due to increase and the dreaded pensions deficiency increasing by 1.7% over the next two years. We have also added a new grounds maintenance post to continue the huge improvement in Woodford Park and all its facilities.

That is adding a whopping £42,000 or a 6.9% increase. That equates to a 3.8% increase in council tax just to stand still. This does not take into account the other operational cost increases either.

Back in 2013/14, before we took control, the precept for a band D property was £114.65. Last year, 2017/18, it was £106.71 - some 7% lower than under the previous administration. Reserves then were also much lower at £388,000 compared to just over £500,000. In fact, you would have to go all the way back to 2007/08 to find a lower council tax rate.

So, with all the cost pressures mentioned previously I am extremely proud and privileged to announce that we will be keeping the council tax at its current level. I believe we might be the only council in the Borough with a zero increase this year. This reflects the extremely hard work over the years of the Town Clerk and her team together with the financial prudence that is the very essence of being a Conservative Council."

59. **WOODFORD PARK LAKE PROJECT – PROGRESS AND FUNDING**

The Deputy Town Clerk tabled an amended Report No. FC 1/18, which set out the estimated costs of each element of the Woodford Park lake project and the grants and loans that had been applied for.

The Deputy Town Clerk informed Members that an application for a grant of £50,000 towards the project costs would be made to the Suez Landfill Communities Trust, but that if the application was successful the Council would be required to make a 'Contributing Third Party' payment of £5,750 (11.5% of the grant) to the fund provider. This figure had therefore been added to the project costs, which totalled £142,750.

The balance of the total project cost, not funded by the loan and grant applications, was £57,750 and Members considered allocating £60,000 to the lake project earmarked reserve to cover these costs.

RESOLVED:

- ◆ To note Report No. FC 1/18.
- ◆ To allocate £60,000 from the General Reserve to the earmarked reserve for the Woodford Park lake regeneration project with effect from 1 April 2018.

60. **COUNCIL SEAL**

RESOLVED:

- ◆ To approve the use of the Council's seal on a lease with Reading Borough Council in respect of the Reading Road Allotment and Town Lane Fields site.

61. **WOODLEY PRE-SCHOOL**

Members noted that the lease granted by the Town Council to Woodley Pre-School had been completed on 30 January 2018.

62. **TOWN CENTRE PUBLIC TOILET**

Members noted that a purchase order had been submitted for the supply and installation of a public toilet in Woodley town centre, and that the lead-in time was estimated to be 10-12 weeks.

63. **OUTSIDE BODIES**

No written reports had been received from the Council's representatives on outside bodies.

Councillor Rahmouni gave a verbal report on matters at the Robert Palmer Almshouses.

Councillor Mills had attended the Borough/Parish Liaison meeting the previous evening and gave a verbal report on the meeting. The minutes of this meeting would be included in a future agenda, following receipt.

Under this item, Councillor Gilder reported that the Wokingham Borough Sports Council awards evening in November had shown that there were many really good athletes in the Woodley area and in the borough as a whole. Councillor Gilder had also attended the Sports Council's AGM and had again been elected to the committee.

Councillor Baker informed Members that as 1Life was no longer involved in the provision of the Borough Council's leisure services, the C-Salt Community Forum was no longer in existence.

64. **TOWN MAYOR'S ENGAGEMENTS**

- a) Members noted that Councillor Cheng had been unable to undertake any engagements as Town Mayor since the last meeting as she had been recovering from an accident.
- b) Councillor Rahmouni reported on the 2 events he had attended as Deputy Town Mayor.

65. **FUTURE AGENDA ITEMS**

No suggestions were made for future agenda items.

Meeting closed at 9:22pm

Meeting of the Town Council on 6 February 2018

The Town Mayor welcomed Bev Thompson, Darrell Gale and Arnab Mukherjee, Wokingham Borough Council, to the meeting to update Members on the plans for the redevelopment of Bulmershe Leisure Centre.

Darrell Gale informed Members that the scheme had been completely reassessed in the previous 8 months to ensure that it was affordable, as additional construction costs had been discovered. This had necessitated the reassessment of the specifications and he believed that the scheme had been improved during this process. Darrell Gale referred to the artists impression and sketch plan, which had been distributed to Members, and pointed out that the scheme now included a main pool, a learner pool with a moveable floor, a gym, a sports hall and a café, which had all been identified as important requirements during the public consultation. All the changing areas would provide fully accessible toilets and larger cubicles for disabled access.

Bev Thompson reported that they had worked closely with Bulmershe School with regard to safeguarding issues and there would probably be a separate entrance and changing facilities for the school. The school would need sole use of many of the facilities during the school day, but they had negotiated with the school to allow public swimming sessions to be provided during the day, as this had been requested during the public consultation.

In reply to questions, Arnab Mukherjee informed Members that they were hoping to provide an efficient building with low running costs and would provide adequate parking for the school and for the leisure centre, including coach parking. Darrell Gale said that the Traffic and Highways engineers were currently working on schemes for the design of access to the site and were aware of the issues that needed to be addressed. He assured Members that the safety of children using the site was of paramount importance when designing traffic access, even if this resulted in more problems on Woodlands Avenue.

Members were informed that the leisure centre would close at the end of April and internal demolition would start straight away. Formal planning permission would be required before construction could start, but it was hoped that the new leisure centre would open after a construction period of 18 months.

The Town Mayor thanked Bev Thompson, Darrell Gale and Arnab Mukherjee for their presentation and said that she looked forward to seeing the start of construction for the new building.

**Minutes of a Meeting of the Planning Committee held at the Oakwood Centre
on Tuesday 27 February 2018 at 7:45 pm**

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

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

Officer present: *L. Matthews, Committee Officer*

179. **APOLOGIES**

Apologies for absence were received from Councillors S. Brindley, R. Dolinski, B. Franklin and D. Mills.

180. **DECLARATIONS OF INTEREST**

There were no declarations of interest made by Members.

181. **MINUTES OF THE PLANNING COMMITTEE MEETING HELD ON 30 JANUARY 2018**

RESOLVED:

- ◆ That the minutes of the Planning Committee meeting held on 30 January 2018 be approved and signed by the Chairman as a true and accurate record.

182. **CURRENT PLANNING APPLICATIONS**

Notification had been received from the planning authority that the documentation for application No. 180319, 66 Bruce Road, was invalid and the application had been removed from the list of applications to be determined. The application would be considered at a future meeting, following resubmission.

RESOLVED:

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

183. **PLANNING DECISIONS**

RESOLVED:

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

184. **OFFICE CONVERSION PRIOR NOTIFICATION**

RESOLVED:

- ◆ To note application 180184.
Location: 81-109 Crockhamwell Road, Woodley, RG5 3JP.
Proposal: Prior approval submission for the conversion of part of first floor of existing offices (Use Class B1(a)) to 8 No. residential units (Use Class C3).

185. **PLANNING APPEAL**

RESOLVED:

- ♦ To note the following appeal decision:
 - Application: 170364
 - Location: Land known as 7-10 The Parade, Brecon Road, Woodley, RG5 4PR.
 - Appeal details: Appeal against the refusal of planning permission for the construction of two semi-detached houses with associated parking, drainage and access.
 - Decision: The appeal was allowed and planning permission granted.

186. **TREE PRESERVATION ORDERS**

RESOLVED:

- ♦ To note that Wokingham Borough Council had made the following Tree Preservation Orders:
 - a) TPO 1624/2018 – relating to 2 English oak trees on land at The Bulmershe School, Woodlands Avenue, Woodley.
This order took effect, on a provisional basis, from 31 January 2018 and would continue in force for 6 months or until the order was confirmed by Wokingham Borough Council.
 - b) TPO 1635/2018 – relating to 5 broad leaf trees on land at Woodley Park Estate, Reading Road, Woodley.
This order took effect, on a provisional basis, from 9 February 2018 and would continue in force for 6 months or until the order was confirmed by Wokingham Borough Council.

187. **COMMUNITY SPEED WATCH**

The Chairman informed Members that an order had been placed for the Sentinel speed detection unit. He reported that he had investigated the possibility of purchasing a speed indication unit that could be fixed to lampposts, but had discovered that the Wokingham Borough Council Highways Department would not allow these units to be attached to road signs, as they distracted drivers' attention from the signs. Lamppost mounted units that measured speed but did not indicate to drivers were being investigated.

The Chairman reported that Finchampstead Parish Council had invited Woodley Members to join them at the roadside to observe their speed detection equipment in operation. The Chairman had also been in contact with Thames Valley Police to discuss training arrangements for speed watch volunteers and police requirements for the operation of the equipment.

188. **WOKINGHAM BOROUGH COUNCIL SCHOOL CROSSING PATROL CONSULTATION**

As requested at the Planning Committee meeting held on 30 January (minute number 171), the response of the Town Council when the matter of school crossing patrollers was considered previously had been circulated to the Committee.

Members considered the current proposal that the remaining school crossing patrols should cease at the end of the current academic year (July 2018).

RESOLVED:

- ♦ To respond to the consultation saying that the Town Council had concerns about the loss of the school crossing patrols in all three of the locations in Woodley and looked forward to seeing the Borough Council's proposals for new pedestrian crossings.

189. **APPLICATION FOR PREMISES LICENCE: 1 ENGLEFIELD PLACE**

Members noted that notification had been received from Wokingham Borough Council of an application under the Licensing Act 2003 for a premises licence to permit the sale of alcohol at 1 Englefield Place, Earley, RG6 1FR. Although this location had an Earley postcode, it was located within the Woodley parish boundary.

The Town Council's comments on this application were required prior to the meeting and details of the application had therefore been circulated to the Committee and Members' views sought. No objections had been raised.

190. **APPLICATION FOR THE DESIGNATION OF ST NICHOLAS HURST PARISH AS A NEIGHBOURHOOD AREA**

Members noted that St Nicholas Hurst Parish Council had applied to have the area of St Nicholas Hurst Parish designated as a 'Neighbourhood Area' for the purposes of neighbourhood planning and that comments on the application had been requested by Wokingham Borough Council.

RESOLVED:

- ◆ To send a "no comment" response on the St Nicholas Hurst Parish Neighbourhood Area Designation application.

191. **CONTROLLED LOCALITY (RURALITY) DETERMINATION OF READING: NHS PHARMACEUTICAL REGULATIONS**

Members noted correspondence received from NHS England regarding a controlled locality determination for Reading and surrounding areas, in accordance with NHS pharmaceutical regulations, and seeking the views of the Town Council.

RESOLVED:

- ◆ To send a "no comment" response regarding the controlled locality determination for Reading and surrounding areas.

192. **BUS SERVICE 12**

Members noted the update from Wokingham Borough Council on the current situation regarding Bus Service 12, as given in the agenda. The Executive Council had approved funding for the service and the key principles for the service had been agreed, including the requirement that future tenders must include morning peak journeys. The tender documents would be sent out shortly, allowing bids to be assessed and an operator to be appointed to run the service from September 2018.

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

Members noted the report of the Woodley and North Earley Community Forum held on 29 January 2018.

194. **INTRODUCTION OF FOOD WASTE COLLECTION**

Members noted the press release from Wokingham Borough Council regarding plans to introduce weekly food waste collections the following year.

195. **PUBLICATIONS/INFORMATION**

RESOLVED:

- ◆ To note receipt of the following:
 - *Thames Valley Environmental Records Office Newsletter – January 2018*
 - *JAC Newsletter – Autumn 2017*
 - *Launchpad Newsletter – February 2018*
 - *Community Council for Berkshire e-bulletin - February 2018*

196. **FUTURE AGENDA ITEMS**

There were no suggestions for future agenda items.

197. **PUBLICITY/WEBSITE**

There were no suggestions for items to be publicised.

198. **EXCLUSION OF PUBLIC AND PRESS**

RESOLVED:

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

199. **ENFORCEMENT ISSUES**

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

The meeting closed at 8:55 pm

Chairman

Woodley Town Council

Page 1

Date :- 28/02/2018

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;				
180143	26/01/2018	Ade Balogun	Mr & Mrs Riley	214 Colemans Moor Road Colemans Moor Road Woodley RG5 4DW
Proposal : Householder application for the proposed erection of single storey rear extension to form conservatory.				
Observations : No objections.				
180161	12/02/2018	Christine Phillips	Mr Jonathan Cawthorn	172 Crockhamwell Road Crockhamwell Road Woodley RG5 3JH
Proposal : Advertisement consent for the proposed erection of 1No. internally illuminated fascia sign and 1No. internally illuminated projecting sign.				
Observations : The Committee had no objections to this application and were pleased to note that there would be a new retail outlet moving into the premises.				
180176	01/02/2018	Senjuti Manna	Mr A Stewart	18 Glendevon Road Glendevon Road Woodley RG5 4PJ
Proposal : Application to vary condition 2 (approved plans) of planning consent 172429 for the erection of a single storey side extension to existing dwelling. The new plans propose change in the roof design.				
Observations : No objections.				
180205	01/02/2018	Ade Balogun	Mr Mark Green	2 Gainsborough Close Gainsborough Close Woodley RG5 4HD
Proposal : Householder application for proposed erection of single storey rear extension to dwelling and part conversion of existing garage to provide habitable accommodation.				
Observations : No objections.				
180231	06/02/2018	Christine Phillips	Mr Mark Seagrove	53 Haddon Drive Haddon Drive Woodley RG5 4LX
Proposal : Householder application for the proposed erection of single storey side extension.				
Observations : No objections.				
180277	22/02/2018	Katie Herrington	Mr Arun Gill	3 Southlake Parade Kingfisher Drive Woodley RG5 3SJ
Proposal : Full application for the proposed change of use from Office to 1No. two bedroom residential dwelling.				
Observations : The Committee had no objection to the proposed change of use for this property, but				

Date :- 28/02/2018

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>
			commented that the plans were poor.	
			The Committee made the following comments:	
			- It is unclear what is depicted by the enclosed L-shaped space adjacent to the kitchen.	
			- The access to the bathroom is directly off the living accommodation.	
180287	12/02/2018	Christine Phillips	Mr Daniel Smith	45 Haddon Drive Haddon Drive Woodley RG5 4LX
			Proposal : Householder application for the proposed erection of single storey side and rear extensions to dwelling following the demolition of existing conservatory and existing garage plus internal alterations on the ground floor.	
			Observations : No objections.	
180296	06/02/2018	Ade Balogun	Mr & Mrs Syam Nair	67 Woodlands Avenue Woodlands Avenue Woodley RG5 3HF
			Proposal : Householder application for the proposed erection of single storey rear, single storey side extension to form porch, hip to gable rear roof extension plus changes to fenestration.	
			Observations : No objections.	
180362	15/02/2018	Rosie Rogers	Mr & Mrs Tyler	3 Haddon Drive Haddon Drive Woodley RG5 4LX
			Proposal : Householder application for the proposed erection of single storey side and rear extension to dwelling following the demolition of existing garage plus single storey front extension to form porch and internal alterations.	
			Observations : No objections.	
180364	16/02/2018	Ade Balogun	Mr Stuart Simpkins	41 Reading Road Reading Road Woodley RG5 3DA
			Proposal : Householder application for the proposed erection of single storey front extension to extend existing porch plus erection of gazebo to the rear of the dwelling.	
			Observations : No objections.	
180382	16/02/2018	Nuno Fernandes	Mr Balaradjou Anandhakrishnan	10 Cottesmore Road Cottesmore Road Woodley RG5 3NX
			Proposal : Householder application for the proposed erection of single storey rear extension following the demolition of the existing conservatory, erection of single storey front to form porch, garage conversion to create habitable accommodation, plus changes to fenestration.	
			Observations : No objections.	

Date :- 28/02/2018

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>
180388	21/02/2018	Dariusz Kusk	Mr & Mrs Thompson	1 Lindberg Way Lindberg Way Woodley RG5 4XE
Proposal : Householder application for the proposed erection of single storey rear extension to dwelling following the demolition of existing conservatory.				
Observations : No objections.				
180393	22/02/2018	Senjuti Manna	Mr & Mrs M Smith	45 Coppice Road Coppice Road Woodley RG5 3RA
Proposal : Householder application for the proposed erection of a single storey rear extension following demolition of existing conservatory.				
Observations : No objections.				
180404	16/02/2018	Ade Balogun	Mrs Seymour	18 Roslyn Road Roslyn Road Woodley RG5 3HR
Proposal : Householder application for the proposed erection of single storey rear extension to dwelling plus demolition of existing detached garage.				
Observations : No objections.				
180435	21/02/2018	Senjuti Manna	Mr & Mrs Morgan & B Brennan	77 Western Avenue Western Avenue Woodley RG5 3BL
Proposal : Householder application for the proposed extension of a new side dormer to dwelling.				
Observations : No objections.				
180444	21/02/2018	Ade Balogun	Mr & Mrs Paul Bell	84 Butts Hill Road Butts Hill Road Woodley RG5 4NR
Proposal : Householder application for the proposed erection of single storey rear extension to dwelling.				
Observations : No objections.				
180449	21/02/2018	Ade Balogun	Mr V Pitambaran	15 Concorde Way Concorde Way Woodley RG5 4NF
Proposal : Householder application for the proposed conversion of existing garage to habitable accommodation.				
Observations : No objections.				

Date :- 28/02/2018

Observations on the following Planning Applications

<u>Application No</u>	<u>Date Recd</u>	<u>Case Officer</u>	<u>Applicant Name</u>	<u>Location</u>
Concerns on the following applications;				
180178	31/01/2018	Rasha Khoja	Mr E Claus	27 Dowding Close Dowding Close Woodley RG5 4NL

Proposal : Householder application for the proposed part conversion of existing garage to habitable accommodation, single storey front and rear extension, first floor extension over existing garage.

Observations : The Committee were concerned about the reduction in parking provision for this property with the loss of the garage, as there is only room for one car on the driveway.

NOTIFICATIONS OF PLANNING DECISIONS FROM Wokingham Borough Council**Wed 28 February 2018**

' C ' Contrary to Borough

Page No : 1

' E ' Endorsed by Borough

GRANTED PLANNING PERMISSIONS

E 172423	Approved	8 Copse Mead
C 173033	Approved	24 Badgers Rise Local COMMENT The Committee recommended that this application be refused on the following grounds: - The extension is not subservient to the existing building. - The proposed dormer extension is the same height as the roof ridge. - Visually unacceptable. - Out of keeping with neighbouring properties. - This extension would set a precedent.
173377	Approved	29 Duncan Road
E 173417	Approved	Hawkhurst House
E 173470	Approved	74 Millbank Crescent
E 173496	Approved	30 Redwood Avenue
E 173525	Approved	42 Highgate Road
E 173573	Approved	5 Herald Way
E 173581	Approved	118 Kingfisher Drive
E 173591	Approved	4 Quentin Road
E 173597	Approved	38 Cypress Road
E 173697	Approved	7 Bingley Grove

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Minutes of an extraordinary meeting of the Strategy & Resources Committee held at the Oakwood Centre on Tuesday 27 March 2018 at 7:15 pm

Present: *Councillors R. Dolinski (Chairman); D. Mills; D. Stares; M. Walker*

Officers present: *D. Mander, Town Clerk*

Also present: *Councillor P. Wicks*

101. **APOLOGIES**

Apologies for absence were received from Councillors K. Baker, S. Brindley and A. Chadwick.

102. **DECLARATIONS OF INTEREST**

There were no declarations of interest made by Members.

103. **EXCLUSION OF PUBLIC AND PRESS**

RESOLVED:

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

104. **PERSONNEL SUB-COMMITTEE**

The Chairman presented the minutes of the Personnel Sub Committee meeting that had taken place on 6 March 2018.

Members consider the recommendations and

RESOLVED:

- ◆ To approve the addition of a new post of Groundsperson to the staff establishment, as set out in the job description provided at the meeting.
- ◆ To approve the revised hours and pay scale for the PR/Marketing Coordinator post, as set out in the job description provided at the meeting.

The meeting closed at 7:30 pm

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**Minutes of a Meeting of the Planning Committee held at the Oakwood Centre
on Tuesday 27 March 2018 at 7:45 pm**

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

Also present: *Councillor R. Horskins
3 members of public*

Officer present: *L. Matthews, Committee Officer*

200. **APOLOGIES**

Apologies for absence were received from Councillor S. Brindley.

201. **DECLARATIONS OF INTEREST**

Councillor D.Mills – Personal interest: Agenda item 4, planning application 180608: 2 Chard Close, as he knows the applicant.

Councillor Mills left the room when planning application 180608 was considered and took no part in the discussion or decision on this application.

202. **MINUTES OF THE PLANNING COMMITTEE MEETING HELD ON 27 FEBRUARY 2018**

RESOLVED:

- ◆ That the minutes of the Planning Committee meeting held on 27 February 2018 be approved and signed by the Chairman as a true and accurate record.

203. **CURRENT PLANNING APPLICATIONS**

RESOLVED:

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

204. **PLANNING DECISIONS**

RESOLVED:

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

205. **NEIGHBOUR CONSULTATION SCHEME**

RESOLVED:

- ◆ To note application 180585.
Location: 271 Headley Road East, Woodley, RG5 4SE.
Proposal: Application for the prior approval of the erection of a single storey rear extension, which would extend beyond the rear wall of the original house by 3.6m, for which the maximum height would be 2.49m and the height of the eaves 2.49m.

- ◆ To note application 180732.
Location: 113 Woodlands Avenue, Woodley, RG5 3HQ.
Proposal: Application for the prior approval of the erection of a single storey rear extension, which would extend beyond the rear wall of the original house by 3.45m, for which the maximum height would be 2.90m and the height of the eaves 2.7m

206. **OFFICE CONVERSION PRIOR NOTIFICATION**

RESOLVED:

- ◆ To note application 180573.
Location: Cockayne House, 116-128 Crockhamwell Road, Woodley, RG5 3JP.
Proposal: Prior approval submission for the conversion of first floor offices (Use Class B1(a)) to 4 No. one bedroom apartments and 4 No. two bedroom apartments (Use Class C3).

207. **TREE PRESERVATION ORDERS**

RESOLVED:

- ◆ To note that Wokingham Borough Council had made the following Tree Preservation Orders:
 - a) TPO 1645/2018 – relating to an English oak tree located in the north-east corner of the front amenity area of 39 Crockhamwell Road, Woodley.
This order was served on 13 March 2018.
 - b) TPO 1646/2018 – relating to trees on land at South Lake Primary School, Campbell Road, Woodley.
This order was served on 13 March 2018.
 - c) TPO1647/2018 – relating to an English oak and a Norway maple on land at Bulmershe Leisure Centre, Woodlands Avenue, Woodley.
This order took effect, on a provisional basis, from 22 March 2018 and would continue in force for 6 months or until the order was confirmed by Wokingham Borough Council.

208. **HIGHWAYS**

Road Works / Street Works Major Projects Co-ordination meeting

Members noted the details of the items discussed at the Wokingham Borough Council Road Works/Street Works Major Project Co-ordination meeting held on 21 March 2018.

209. **BUTTS HILL ROAD BRIDGE, WOODLEY**

Members noted the correspondence received from Network Rail regarding work to the parapets of the Butts Hill Road bridge, which is scheduled to take place from April 2018 to October 2018.

210. **COMMUNITY SPEED WATCH**

The Chairman drew Members' attention to the Sentinel speed detection unit and tripod, which had been delivered that day and had been erected in the meeting room for Members to view. He tabled the results of his investigation of a post-mounted data logging device that would measure the speed of vehicles travelling in both directions on a road, but would not identify the vehicles or indicate the speed to drivers. This device was unmanned and could be left in position for a week or more to investigate whether there was actually a problem in areas where speeding had been reported and to indicate what times of day the problem occurred.

This would then allow the manned Sentinel equipment to be deployed in targeted areas to act as a deterrent.

The Chairman reported that in areas where it was found necessary to use the data logging equipment on a regular basis, supporting brackets could be permanently fixed to lampposts to simplify the positioning of the equipment and permission for this would have to be sought from Wokingham Borough Council. In locations where the equipment was erected for a "one-off" deployment, it would not be necessary to request permission but the Borough Council would have to be notified where the unit was being used. It would also be necessary to notify Thames Valley police where the equipment was being used.

Members discussed the ways in which the data logging equipment could be used to target the use of the Sentinel equipment and considered the costs of the available units.

RESOLVED:

- ◆ To purchase a speed detection data logger and necessary software, battery charger and brackets.

211. **WOKINGHAM BOROUGH COUNCIL FIVE YEAR HOUSING LAND SUPPLY**

RESOLVED

- ◆ To note correspondence received from Councillor David Lee, Wokingham Borough Council Executive Member for Strategic Highways and Planning, regarding the Five Year Land Supply Statement.
- ◆ To note receipt of the Wokingham Borough Council Five Year Housing Land Supply Statement.

212. **NATIONAL PLANNING POLICY FRAMEWORK CONSULTATION**

RESOLVED:

- ◆ To defer this item until the next Planning Committee meeting, to be held on 24 April 2018, to allow more time for consideration of the draft revised National Planning Policy Framework.

213. **CAMPAIGN TO PROTECT RURAL ENGLAND – PLANNING WORKSHOP**

RESOLVED:

- ◆ That Councillors Barker and Mills will attend the Planning Workshop for town and parish councils to be held by the Campaign to Protect Rural England on 18 April 2018.

214. **ALDERMASTON PARISH COUNCIL – RESILIENCE PLAN**

Members considered the Aldermaston Parish Council Resilience Plan.

RESOLVED:

- ◆ To send a "no comment" response on the Aldermaston Parish Council Resilience Plan.

215. **PUBLICATIONS/INFORMATION**

RESOLVED:

- ◆ To note receipt of the following:
 - *Launchpad Newsletter – March 2018*
 - *WTCMI Newsletter - March 2018*

216. **FUTURE AGENDA ITEMS**

The following items were requested for inclusion in the next agenda:

- The National Planning Policy Framework consultation
- Community Speed Watch update

217. **PUBLICITY/WEBSITE**

There were no suggestions for items to be publicised.

218. **EXCLUSION OF PUBLIC AND PRESS**

RESOLVED:

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

219. **ENFORCEMENT ISSUES**

The Chairman informed Members that no enforcement notifications had been received since the last meeting.

The meeting closed at 9:30 pm

Chairman

Woodley Town Council

Page 1

Date :- 28/03/2018

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;				
180319	05/03/2018	Rosie Rogers	Mrs H Gennace	66 Bruce Road Bruce Road Woodley RG5 3DZ
Proposal : Householder application for the proposed erection of single storey side extension to dwelling.				
Observations : No objections.				
180361	05/03/2018	Dariusz Kusyk	Mr & Mrs Lewis	5 Lanark Close Lanark Close Woodley RG5 4DF
Proposal : Householder application for the proposed part single storey, part two storey side extension, conversion of existing garage to habitable accommodation and single storey front extension to form porch.				
Observations : No objections.				
180380	07/03/2018	Ade Balogun	Mr Mark Redman	67 Malone Road Malone Road Woodley RG5 3NL
Proposal : Householder application for the proposed erection of single storey front, side and rear extensions to dwelling.				
Observations : No objections.				
180408	19/03/2018	Christine Phillips	Papa John's (GB) Ltd	172 Crockhamwell Road Crockhamwell Road Woodley RG5 3JH
Proposal : Full application for the proposed refurbishment of existing shop front, retention and overhaul of existing extraction flue, new opening on rear wall, installation of steel entrance door, erection of a single storey rear extension and installation of a condensing unit, erection of a timber fence and gate.				
Observations : No objections.				
180416	19/03/2018	Nesha Burnham	Mr Barry Keen	36 Loddon Bridge Road Loddon Bridge Road Woodley RG5 4AS
Proposal : Householder application for proposed erection of part single, part first floor side and rear extensions plus two storey rear extension to dwelling.				
Observations : No objections.				
180463	19/03/2018	Stefan Fludger	Mr & Mrs Smillie	1 Oak Way Oak Way Woodley RG5 3QS
Proposal : Householder application for the proposed erection of single storey front extension to form porch.				
Observations : No objections.				

Date :- 28/03/2018

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>
180492	07/03/2018	Nesha Burnham	Mr John Eighteen	3 Seaford Gardens Seaford Gardens Woodley RG5 3LN
<p>Proposal : Householder application for the proposed erection of first floor side extension to dwelling.</p> <p>Observations : One letter of concern had been received for this application, but the concerns raised were not planning matters.</p> <p>The Committee had no objections to this application.</p>				
180499	20/03/2018	Rosie Rogers	Mr & Mrs Ewer	200 Hurricane Way Hurricane Way Woodley RG5 4UH
<p>Proposal : Householder application for the proposed conversion of loft space to create habitable accommodation.</p> <p>Observations : No objections.</p>				
180521	23/02/2018	Fiona Sullivan	Mr Aktar	185 Colemans Moor Road Colemans Moor Road Woodley RG5 4DD
<p>Proposal : Application for conversion of existing garage to additional habitable accommodation, to include change of existing flat roof to pitched roof. (Retrospective)</p> <p>Observations : No objections.</p>				
180570	05/03/2018	Nesha Burnham	Mrs A Plaistow	45 Malvern Close Malvern Close Woodley RG5 4HL
<p>Proposal : Householder application for the proposed erection of single storey side extension to dwelling.</p> <p>Observations : No objections.</p>				
180595	05/03/2018	Simon Taylor	Unknown	Land adjacent to 25 Henley Wood Road Earley RG6 7EE
<p>Proposal : ADJOINING PARISH CONSULTATION Full planning application for the proposed erection of 1No. dwelling with lockable cycle store.</p> <p>Observations : No comment.</p>				
180608	19/03/2018	Nesha Burnham	Diana Mason	2 Chard Close Chard Close Woodley RG5 4HU
<p>Proposal : Householder application for the proposed erection of single storey front extension to dwelling.</p> <p>Observations : Two residents were present at the meeting to voice their concerns and one letter of concern had been received.</p> <p>The Committee considered the application and had no objections to the proposal, but asked that the neighbour's concerns about the size of the proposed extension be taken into</p>				

Date :- 28/03/2018

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>
consideration. The residents of the neighbouring property considered that the proposed depth of the extension was too great, at 2.5m, and felt that a depth of 1.5m would be more appropriate.				
180628	19/03/2018	Stefan Fludger	Mr Adie Davis	11 Pitford Road Pitford Road Woodley RG5 4QF
Proposal : Householder application for the proposed erection of single storey rear and side extension to dwelling, plus erection of single storey front extension to form porch.				
Observations : No objections.				
180639	19/03/2018	Stefan Fludger	Mr G Robinson	16 Millers Grove Millers Grove Woodley RG5 4AF
Proposal : Householder application for the proposed erection of single storey side extension to dwelling.				
Observations : The Committee did not object to an extension in this location, but had concerns that the odd shape of the proposed extension would alter the street scene of this new development.				
The Committee also asked for confirmation to be sought as to whether there was a covenant to prevent extensions being built on this new development.				
180663	19/03/2018	Nesha Burnham	Mr A Kendejuhasz	40 Hazel Drive Hazel Drive Woodley RG5 3SA
Proposal : Householder application for the proposed erection of single storey side/rear extension to dwelling following the demolition of existing conservatory plus part conversion of existing garage to create habitable accommodation.				
Observations : The Committee had no objections to this proposal, but was aware that building work had already started on site.				

Date :- 28/03/2018

Observations on the following Planning Applications

<u>Application No</u>	<u>Date Recd</u>	<u>Case Officer</u>	<u>Applicant Name</u>	<u>Location</u>
Refused on the following applications;				
180549	19/03/2018	Stefan Fludger	Dr Shazia Sheikh	269 Headley Road East Headley Road East Woodley RG5 4SE
<p>Proposal : Full application for the proposed erection of a new dwelling to the side of 269 Headley Road East.</p> <p>Observations : The Committee recommended that this application be refused on the following grounds:</p> <ul style="list-style-type: none"> - The proposal breaches the building line in Welford Road. - There will be a loss of amenity land. - One parking space will be provided for the new dwelling, but the garage and additional parking space for the existing property at 269 Headley Road East will be lost and no alternative provision is proposed. 				
180563	07/03/2018	Nesha Burnham	Mrs Scales	24 Badgers Rise Badgers Rise Woodley RG5 3AJ
<p>Proposal : Householder application for the proposed conversion of loft space to habitable accommodation with rear dormer extension.</p> <p>Observations : The Committee noted that the previous application for this property (application No. 173033) had been approved because the applicant had agreed to reduce the proposed width of the roof dormer following discussions with the planning officer.</p> <p>This current application once again proposes a wider roof dormer and the Committee recommended that the application be refused on the following grounds:</p> <ul style="list-style-type: none"> - The extension is not subservient to the existing building. - The proposed dormer extension is the same height as the roof ridge. - Visually unacceptable. - Out of keeping with neighbouring properties. - This extension would set a precedent. 				

Date :- 28/03/2018

Observations on the following Planning Applications

<u>Application No</u>	<u>Date Recd</u>	<u>Case Officer</u>	<u>Applicant Name</u>	<u>Location</u>
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Concerns on the following applications;**180613**

05/03/2018	Charenjit Braich	Mr Kevin Booth	34 Constable Close Constable Close Woodley RG5 4US
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Proposal : Householder application for the proposed erection of a single storey side extension including conversion of existing garage to habitable accommodation plus a single storey rear extension following demolition of existing conservatory.

Observations : The Committee had concerns about the parking provision shown in this proposal, as they felt the parking space shown in front of the house was unrealistic.

NOTIFICATIONS OF PLANNING DECISIONS FROM Wokingham Borough Council

Thu 22 March 2018

' C ' Contrary to Borough

Page No : 1

' E ' Endorsed by Borough

GRANTED PLANNING PERMISSIONS

E 171232	Approved	66 Crockhamwell Road
E 173414	Approved	1 Gemini Road
C 173687	Approved	191 Colemans Moor Road Local COMMENT The Committee recommended that this application be refused on the following grounds: - Visual appearance. - Out of character with the street scene. The committee commented that no other properties in this vicinity of Colemans Moor Road have dormers in the roof, so this proposal would set a precedent and change the appearance of the road.
E 173763	Approved	3 Vickers Close
E 180015	Approved	53a Rowan Drive
E 180018	Approved	59 Malone Road
E 180100	Approved	19 Concorde Way
E 180110	Approved	55 Butts Hill Road
E 180111	Approved	7 Warren Road
E 180142	Approved	406-412 London Road
E 180161	Approved	172 Crockhamwell Road
E 180176	Approved	18 Glendevon Road
180178	Approved	27 Dowding Close
E 180205	Approved	2 Gainsborough Close
E 180231	Approved	53 Haddon Drive
E 180287	Approved	45 Haddon Drive
E 180364	Approved	41 Reading Road
E 180404	Approved	18 Roslyn Road

Thu 22 March 2018

' C ' Contrary to Borough

Page No : 2

' E ' Endorsed by Borough

REFUSED PLANNING PERMISSIONS

C 173196	Refused	3 Copse Mead Local COMMENT No objections.
C 173614	Refused	21 Duffield Road Local COMMENT Five residents were present at the meeting to voice their concerns and four letters of concern had been received. After listening to the residents' concerns, the Committee considered the application and had no objections to the proposed development. However, the Committee asked that the neighbours concerns be taken into consideration regarding the proposed demolition of one of the oldest properties in Woodley and the presence of an ancient well and spring, as well as concerns about the additional traffic on Duffield Road. The proposed development is very close to Willowbank School and Duffield Road already suffers from well known parking and traffic movement problems during the day.

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**Minutes of a meeting of the Leisure Services Committee held at the Oakwood Centre
on Tuesday 10 April 2018 at 8:00 pm**

Present: *Councillors W. Soane (Chairman); B. Franklin; K. Gilder; S. Rahmouni;
D. Stares; M. Walker*

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

Also present: *Sam Milligan, Just Around the Corner charity
David Provins and Bob King, Friends of Woodford Park
1 member of the public*

57. **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors T. Barker and M. Green.

58. **DECLARATIONS OF INTEREST**

There were no declarations of interest made by Members.

59. **MINUTES OF THE MEETING HELD ON 16 JANUARY 2018**

RESOLVED:

- ♦ That the minutes of the Leisure Services Committee meeting of 16 January 2018 be approved and signed by the Chairman as a correct record.

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

Sam Milligan, Just Around the Corner charity (JAC), was welcomed to the meeting and presented the JAC report.

Sam Milligan informed Members that the atmosphere in Woodley was reasonably good again; young people were congregating in fairly small groups and were engaging with JAC. Members noted the examples of support that JAC had been able to give to certain individuals, as described in the report.

Sam Milligan reported that there was currently one young person living in JAC's Journey to Independence House and there was space for another young person to move in in due course.

In reply to a question about how JAC works in partnership with Woodley schools, Sam Milligan informed Members that JAC receives referrals from primary and secondary schools in Woodley and pupils attend the JAC equine centre at Rehoboth to help them work through issues.

The Chairman thanked Sam Milligan for coming to the meeting.

61. **COMMUNITY YOUTH PARTNERSHIP**

Councillor Gilder presented Report No. LS 8/18 of the Community Youth Partnership meeting held on 28 March 2018.

Councillor Gilder reported that the one-day conference on anxiety in young people, which had been held at the Oakwood Centre, had been very well received by parents and

professionals and the feedback had been very positive. The main comments that had been raised at the event had been the need for organisations offering help to link up and communicate with each other and for information to be made available at a very basic level, for example at GP surgeries, before problems became too severe.

RESOLVED:

- ◆ To note Report No. LS 8/18.

62. **BUDGETARY CONTROL**

The Town Clerk presented Report No. LS 9/18 and noted that expenditure was lower than the revised budget figure and income was generally higher. In particular, Woodford Park Leisure Centre was on track to greatly exceed its target income, and income from the 3G pitch would be higher than the revised estimate, partly because grass football had been moved to the 3G pitch during wet weather. Members thanked the Leisure Services Manager for his hard work in promoting the gym and the 3G pitch.

RESOLVED:

- ◆ To note Report No. LS 9/18.

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

The Leisure Services Manager presented Report No. LS 10/18. He informed Members that the organisers of the My Journey initiative, run by Wokingham Borough Council, had been searching for a location in Woodley to install a bike hub, where bikes could be stored to be used for local activities, and had identified a suitable location close to the tennis court in Woodford Park. Members considered a request that this area of land be used for a bike hub.

Members noted the arrangements for Woodley Sports Week, which would take place between Monday 21 May and Thursday 24 May 2018, with the swimming gala being held at Bluecoat School, due to the closure of Bulmershe Leisure Centre. Members were pleased to note that the Wokingham Schools' orienteering competition would again be held in Woodford Park in May 2018.

The Leisure Services Manager reported that the recent wet weather and late snow meant that the cricket pitch would not be ready for the start of Woodley Cricket Club's provisional fixture list and the number of matches would therefore be reduced from 30 to 29. Members also noted that Woodford Park Leisure Centre would be hosting a judo showcase on 21 April.

There was a brief discussion of matters relating to the Gym on the Park, but due to the sensitive nature of the discussion, in relation to commercial matters, the Chairman proposed that the discussion be continued in a confidential session at the end of the meeting.

RESOLVED:

- ◆ To note Report No. LS 10/18.
- ◆ To recommend that the Strategy and Resources Committee recommends to Full Council that permission be given for My Journey to install a bike hub in the identified location close to the tennis court in Woodford Park.
- ◆ To continue the discussion of matters relating to the Gym on the Park in a confidential session at the end of the meeting.

64. **PARKS AND BUILDINGS**

The Deputy Town Clerk presented Report No. LS 11/18.

Members were pleased to note that works to install the new steel joist to the roof of Woodford Park Leisure Centre had been completed and the new ceiling to the reception area would be installed in the next few weeks. They also noted that the new paddling pool liner would be installed at the end of April.

The Deputy Town Clerk reported that, as suggested by the Committee at the meeting on 16 January, minute number 55, Wokingham Borough Council had been contacted to enquire whether the Town Council might accommodate activities that would be displaced during construction of the new Bulmershe Leisure Centre, but following an initial acknowledgement of the enquiry no further response had been forthcoming.

Members were informed that the 20-year ground lease for the new Woodley Pre-School building had been signed and the building had been installed. Ground works and connection to utilities were underway and the school was expected to start operating from the new building in the next few weeks.

The Deputy Town Clerk informed Members of work that had been carried out in Woodford Park, including the preparation of wild flower beds and tidying of the Garden of Remembrance, which had been undertaken with help from the Friends of Woodford Park. Following a request from the Friends of Woodford Park, the Rotary Club of Loddon Vale had agreed to donate up to £1,000 towards materials for the resurfacing of the pathways in the Rotary Garden and up to £500 for new shrubs. Members were pleased to note that the tree works to the lake had been completed and that the stage two application to the Landfill Communities Trust for £50,000 for the lake project had been submitted, with a decision expected in May. The Deputy Town Clerk also reported that he and a representative from the Friends of Woodford Park had met with representatives from the Britain in Bloom initiative to look at the possibility of Woodley entering the "town" category in future years, which would incorporate the community and town centre entries.

Members received an update on matters relating to the Reading Road allotments and noted that there had been problems with a small number of tenants driving too fast on the site. Signage had been erected and the tenants' committee was contacting tenants to raise awareness of the issue. The Council would write to tenants who were observed diving carelessly on the site and advise that they could lose their allotment plot if they continued to do so. Members were informed that several thefts had occurred at the allotments site in recent months, including the theft of one of the CCTV cameras purchased by the tenants' committee.

Members also noted that installation of the new, inclusive play area in the town centre was nearing completion and noted the report of the Friends of Woodford Park meeting held on 6 March 2018 and the minutes of the Allotment Tenants' Committee AGM, which took place on 26 March 2018.

Following concerns raised by Members, the Deputy Town Clerk agreed to investigate the presence of a large amount of stones at the park in Rivermead Road, and to replace signs that had gone missing from around the Woodford Park lake which explained the need for the tree work that had taken place. In reply to a question, the Deputy Town Clerk also updated Members on the plans to provide a new base for the Maintenance Team.

RESOLVED:

- ◆ To note Report No. LS 11/18.

65. **TOWN CENTRE PUBLIC TOILET UPDATE**

Members noted that the order for the semi-automatic public toilet had been placed and it was hoped that an installation date would be identified soon.

66. **FUTURE AGENDA ITEMS**

A report on the upcoming meeting of the Woodford Park Leisure Centre Regeneration Task and Finish Group was requested.

67. **PUBLICITY AND WEBSITE**

RESOLVED:

- ◆ To publicise the following:
 - The opening of the new, inclusive play area in the town centre.
 - The Town Council's contribution to the new building for Woodley Pre-School.

68. **EXCLUSION OF PUBLIC AND PRESS**

RESOLVED:

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

69. **THE GYM ON THE PARK**

Members continued their discussion of matters relating to the Gym on the Park.

The meeting closed at 8:55 pm

Minutes of a meeting of the Strategy & Resources Committee held at the Oakwood Centre on Tuesday 17 April 2018 at 8:00 pm

- Present:** *Councillors K. Baker (Chairman); S. Brindley; A. Chadwick; R. Dolinski; D. Mills; D. Smith; M. Walker*
- Officers present:** *D. Mander, Town Clerk; K. Murray, Deputy Town Clerk; L. Matthews, Committee Officer; E. Whitesmith, Leisure Services Manager; L. Skinner, Maintenance Manager*
- Also present:** *Tony Hoskins, Reading Community Energy Society (RCES)
1 member of the public*

105. **APOLOGIES**

Apologies for absence were received from Councillors J. Cheng and D. Stares.

106. **DECLARATIONS OF INTEREST**

Councillor Walker	Agenda item 12: Community Grants	Prejudicial pecuniary interest – Councillor Walker is a member of Woodley Women's Club, which has applied for a grant.
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Councillor Walker left the room and was not present for the discussion or decision on agenda items 12a and 12b.

107. **MINUTES OF THE MEETING HELD ON 23 JANUARY 2018**

RESOLVED:

- ♦ That the minutes of the Strategy and Resources Committee meeting of 23 January 2018 be approved and signed by the Chairman as a correct record.

108. **MINUTES OF THE EXTRAORDINARY MEETING HELD ON 27 MARCH 2018**

Councillor Mills asked for the minutes to be amended to show that he was present at the meeting. The Town Clerk made this amendment by hand.

RESOLVED:

- ♦ That the minutes of the Extraordinary Strategy and Resources Committee meeting of 27 March 2018 be approved and signed by the Chairman as a correct record, following an amendment to show that Councillor Mills was present at the meeting.

109. The Chairman proposed and it was

RESOLVED:

- ♦ That Agenda Item 13, Renewable Energy, be moved to this point in the meeting so that Tony Hoskins, RCES, would not need to stay for longer than necessary.

110. **RENEWABLE ENERGY**

The Chairman welcomed Tony Hoskins, RCES, to the meeting.

The Deputy Town Clerk presented Report No. SR 18/18, which provided information to enable Members to consider providing a letter of authority to RCES to progress the scheme for the supply of electricity and the installation of solar panels on the Oakwood Centre, Woodford Park Leisure Centre and Coronation Hall. He also tabled a sheet showing a calculation of the estimated savings in energy costs over a 20 year period that would be achieved if the Council joined the RCES scheme.

The Deputy Town Clerk informed Members that he had spoken to Reading Borough Council about their experience, as they were currently members of the scheme and had used the same installer that had been proposed for the possible Woodley installation. He explained that a letter of authority from the Town Council was required to allow RCES to proceed with the next stage of the possible Woodley installation, but this would not commit the Council to joining the scheme.

Members discussed the proposal at length and questioned Tony Hoskins about the ownership of the panels, what would happen if RCES ceased to operate, what would happen to the solar panels when the scheme ended and how the potential savings had been calculated. In addition, Tony Hoskins answered questions about the investors that finance the scheme and how they are vetted, and how the charitable projects that receive support from RCES are chosen. Tony Hoskins agreed to provide information on the profile of RCES investors and the due diligence checks that were carried out by RCES.

Members were concerned that the Oakwood Centre roof was known to need repairs and stressed that these would need to be undertaken before solar panels could be installed. The Deputy Town Clerk agreed that this was an issue and reported that a survey had already been carried out to determine the extent of the necessary repairs. The possibility of removing the solar panels to allow any future roof repairs to be carried out was also discussed.

RESOLVED:

- ♦ To note Report No. SR 18/18.
- ♦ To provide a letter of authority to enable RCES and the installer to progress the scheme to the next stage, with no formal commitment for the Council to take part in the scheme at this point.

The Chairman thanked Tony Hoskins for coming to the meeting.

111. **FINANCE**

a) **Budgetary Control**

The Town Clerk presented Report No. SR 10/18.

RESOLVED:

- ♦ To note Report No. SR 10/18.

b) **Payments**

RESOLVED:

- ♦ To approve the following payments, listed in **Appendix A** (January), **Appendix B** (February) and **Appendix C** (March):

	Current account	Imprest account
January 2018	£61,998.95	£41,505.58
February 2018	£75,222.63	£44,474.69
March 2018	£131,325.08	£42,983.38

c) **Internal audit**

RESOLVED:

- ◆ To receive the interim audit report for the period from October 2017 to January 2018.

112. **OAKWOOD CENTRE UPDATE**

The Deputy Town Clerk presented Report No. SR 11/18 and informed Members that investigations into the cause of the damp in the lower part of the walls in the toilets area had found a gap in a pipe in the disabled toilet and this had been repaired. The area would be dried out with dehumidifiers and would then be checked again for damp to see if the problem had been resolved. The Deputy Town Clerk explained that this had delayed the planned refurbishment of the Gents toilets. Members asked that a notice be displayed to explain what was happening and why the refurbishment had been delayed.

RESOLVED:

- ◆ To note Report No. SR 11/18.

113. **GENERAL DATA PROTECTION REGULATION (GDPR)**

The Town Clerk presented Report No. SR 12/18.

The Chairman asked the Town Clerk to circulate to Members a brief summary and timeline of the work that needed to be done.

RESOLVED:

- ◆ To note Report No. SR 12/18.

114. **PR/MARKETING WORKING GROUP**

The Deputy Town Clerk presented Report No. SR 13/18 of the PR/Marketing Working Group meeting held on 5 February 2018.

The Town Clerk informed Members that the vacant PR/Marketing Co-ordinator post was currently being advertised and several applications had already been received.

Members were pleased to note the progress that had been made on arrangements for the End of World War 1 commemoration event to be held on 11 November 2018 and made suggestions of films with a First World War theme that might be shown in the theatre during the event.

RESOLVED:

- ◆ To note Report No. SR 13/18.

115. **CATERING PARTNERSHIP**

The Town Clerk presented Report No. SR 14/18 of the Catering Partnership meeting held on 16 April 2018.

RESOLVED:

- ◆ To note Report No. SR 14/18.

116. **RISK MANAGEMENT WORKING PARTY**

Councillor Mills presented Report No. SR 15/18 of the Risk Management Working Party meeting held on 28 March 2018.

RESOLVED:

- ♦ To note Report No. SR 15/18.

- ♦ To recommend that Council adopt the 2018/19 Risk Management Strategy, attached at **Appendix D**.

- ♦ That the Risk Register be presented to Council.

117. As the next agenda item concerned a confidential matter, the Chairman proposed and it was

RESOLVED:

- ♦ That Item 11, Woodford Park Leisure Centre Task and Finish Group, be discussed at the end of the meeting so that the member of public present would not be excluded during the meeting.

118. **COMMUNITY GRANTS**

- a) Members reviewed the guidelines in relation to the number of Community Grants that could be awarded to individuals in one year.

RESOLVED:

- ♦ To amend the guidelines to remove the cap on the total expenditure on grants to individuals permitted in one year.

- b) Members considered the requests for grant funding, as set out in Report No. SR 17/18, in line with the community grants criteria, and

RESOLVED:

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

Friends of Woodford Park	£250	To purchase plants for the flowerbeds in Woodford Park.
Me2 Club	£250	Towards the cost of recruiting and screening 5 new volunteers within Woodley.
Revitalise Respite Holidays	£250	Towards the cost of providing a one-week respite break for a disabled guest and their carer from Woodley.
Woodley Festival of Music and Arts	£250	Towards the cost of providing the Festival of Music and Arts in 2018.
Woodley Netball Club	£250	Towards to cost of funding coaches to accompany the Under 14's team at the National Club Finals in Newcastle.
Woodley United FC	£250	Towards the cost of providing football coaching in Woodley primary schools and running a girls' academy.

Woodley Women's Club	£200	Towards the cost of providing entertainment and a birthday cake to celebrate the club's 60 th anniversary.
<u>Individuals</u>		
Emily Phillips (GB Ice Dance Squad)	£100	Towards the cost of travelling to a training camp in Canada.
Adrian Wakelin (GB Dragon Boat Squad)	£100	Towards GB uniform, training camps and travelling to the European Championships in Germany.
Daniel Wakelin (GB Dragon Boat Squad)	£100	Towards GB uniform, training camps and travelling to the European Championships in Germany.

119. **WOODLEY TOWN CENTRE MANAGEMENT INITIATIVE**

RESOLVED:

- ◆ To note the report of the Woodley Town Centre Management Initiative meeting held on 24 January 2018.

120. **EXTERNAL FUNDING PROJECT LIST**

The Deputy Town Clerk presented the current external funding project list. He also tabled a schedule of the projects currently being undertaken and planned for 2018/19 and asked whether Members would like this information to be presented at every meeting.

RESOLVED:

- ◆ To note the external funding project list.
- ◆ That a schedule of projects currently being undertaken and planned for the following year be presented at every meeting.
- ◆ That a timeline showing the projects currently being undertaken and planned for the following year be posted on the website.

121. **WOODLEY TOWN COUNCIL WEBSITE STATISTICS**

Members noted the statistics for website views, searches and usage given in the agenda.

122. **REVIEW OF LOCAL GOVERNMENT ETHICAL STANDARDS: STAKEHOLDER CONSULTATION**

RESOLVED:

- ◆ That Councillors Dolinski and Smith would review the Ethical Standards consultation document and formulate a response on behalf of the Council.

123. **PUBLIC TOILET UPDATE**

Members noted that the order for the semi-automatic public toilet had been placed and an installation date was awaited.

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

- a) Members noted that the February Neighbourhood CIL Proportion (Transfer to Parish/Town Councils) Report identified potential CIL funds to the Town Council of £41,120.

- b) Members noted that a first CIL payment of £4,582.94 would be paid to the Town Council in April. The Town Clerk informed Members that an earmarked reserve would be set up for the CIL payments, as previously agreed.
- c) Members noted information received from Wokingham Borough Council regarding the CIL funds allocation process.

125. **BOROUGH/PARISH LIAISON FORUM**

Members noted the minutes of the Borough/Parish Liaison Forum held on 26 March 2018.

126. **FUTURE AGENDA ITEMS**

There were no suggestions made for future agenda items.

127. **PUBLICITY AND WEBSITE**

No further items were put forward to be publicised or added to the website.

128. It was proposed by the Chairman and

RESOLVED:

- ◆ That as the business was unlikely to be completed by 10pm the meeting continue in order to complete the business set out in the agenda.

129. **WOODFORD PARK LEISURE CENTRE TASK AND FINISH GROUP**

- a) Following the reduction in the number of Members making up the Woodford Park Leisure Centre Task and Finish Group (Strategy and Resources Committee, 23 January 2018, minute number 94) it was

RESOLVED:

- ◆ To note that Councillor Mills was no longer a member of the task and finish group.

130. **EXCLUSION OF PUBLIC AND PRESS**

RESOLVED:

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

131. **WOODFORD PARK LEISURE CENTRE TASK AND FINISH GROUP**

- b) The Leisure Services Manager presented Report No. SR 16/18.

RESOLVED:

- ◆ To note Report No. SR 16/18.
- ◆ To approve expenditure from the Woodford Park Leisure Centre earmarked reserve to commission an architect to provide costed designs in line with Project 2.

- ◆ To recommend to Council that costs of Projects 1, 2 and 3, once established, be met by an application to the Public Works Loan Board for a loan to cover these costs and that any application for loan approval could include the loan request, already agreed in principle, for the lake and maintenance workshop costs, depending on timing.

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

132. **RECOMMENDATION FROM THE LEISURE SERVICES COMMITTEE**

Members noted that the organisers of the My Journey initiative, run by Wokingham Borough Council, had been searching for a location in Woodley to install a "bike hub", where bicycles could be stored for use in activities and events locally, and had identified a suitable location close to the tennis court in Woodford Park.

The Leisure Services Committee had considered the proposal at a meeting on 10 April 2018 (minute number 63) and recommended that the Strategy and Resources Committee recommend to Full Council that permission be given for My Journey to install a bike hub in the identified location.

Members considered this recommendation and, in particular

RESOLVED:

- ◆ To recommend to Council that permission be given for My Journey to install a bike hub in the identified location close to the tennis court in Woodford Park and that a formal agreement between Wokingham Borough Council and the Town Council be required.

The meeting closed at 10:30 pm

Woodley Town Council 2017/2018**Current Account****List of Payments made between 01/01/2018 and 31/01/2018**

<u>Date Paid</u>	<u>Payee Name</u>	<u>Amount Paid</u>	
11-Jan-18	2nd Woodley Scout Group	10.60	Christmas card delivery
11-Jan-18	Alan Hadley Ltd	276.00	Refuse collection
18-Jan-18	Allen's Design & Print Ltd	336.00	WCTMI-Art work
11-Jan-18	ASAP Computer Services	1902.00	Annual IT support/maintenance
11-Jan-18	BALC	48.00	Training
12-Jan-18	Be Fuelcards Ltd	110.48	Diesel & Petrol (Depot/maintenance)
18-Jan-18	Bowak Ltd	268.20	Cleaning supplies
04-Jan-18	Brake Bros Foodservice Ltd	101.59	Vending supplies
25-Jan-18	Brown Bag Cafe Ltd	449.42	Catering services
11-Jan-18	BT Payments Services Ltd	280.03	Phone
25-Jan-18	Churchill Contract Services Ltd	2260.33	Contract cleaning
02-Jan-18	Club Manager Ltd	80.40	Club Manager membership
25-Jan-18	CoolerAid Ltd	56.88	Bottled water
16-Jan-18	Crown Gas & Power	246.89	Gas supply
16-Jan-18	Crown Gas & Power	286.97	Gas supply
16-Jan-18	Crown Gas & Power	972.31	Gas supply
16-Jan-18	Crown Gas & Power	1205.81	Gas supply
04-Jan-18	DCK Accounting Solutions Ltd	617.40	Budget setting
04-Jan-18	Drews Ltd	26.73	Building supplies
04-Jan-18	Dunston Graphics	72.00	Land registry lease plan
04-Jan-18	Earth Anchors Ltd	424.74	Big Ben litter bin
11-Jan-18	EDF Energy 1 Ltd	12.88	Electricity supply
04-Jan-18	Envidia Ltd	125.00	Coaching
11-Jan-18	Envidia Ltd	50.00	Coaching
22-Jan-18	Epos Now Ltd D/D	30.00	EPOS till monthly charge
11-Jan-18	Eurodec Ltd	107.89	Building supplies
04-Jan-18	Fencing Products Ltd	98.80	Building supplies
18-Jan-18	Fraser Office Supplies Ltd	43.20	Stationery supplies
04-Jan-18	Fuel Fitness Ltd	25.00	Coaching
10-Jan-18	Global 4 Communications	270.11	Phone
04-Jan-18	Greenham	282.14	First Aid supplies
25-Jan-18	HMRC Cumbernauld	12441.30	PAYE & NI - employers and employees
25-Jan-18	ICON Training	628.58	Staff training
18-Jan-18	InTouch	35.99	Monthly website charge
25-Jan-18	InTouch	35.99	Monthly website charge
04-Jan-18	JD Drains Ltd	156.00	Clear sewer blockage
18-Jan-18	John Willis	120.00	Window cleaning
18-Jan-18	Lamps-Tubes Luminations Ltd	5215.84	Christmas lighting - WTCMI
29-Jan-18	Les Mills Fitness UK Ltd	192.00	Coaching
25-Jan-18	Lister Wilder Ltd	156.53	Gardening supplies
02-Jan-18	Lloyds Bank D/D	29.36	Monthly bank service charges
15-Jan-18	Lloyds Bank D/D	137.70	Monthly cardnet service charge
30-Jan-18	Lloyds Bank D/D	43.39	Monthly bank service charges
11-Jan-18	M J & K A Collions	285.12	Salt WPLC
15-Jan-18	Mainstream Digital Ltd	59.14	Phone
04-Jan-18	Margaret Macknelly Design	327.00	Woodley Hearld - design
11-Jan-18	McVeigh Parker & Co Ltd	213.61	Steel fence/posts
12-Jan-18	Merchant Rentals Ltd	30.58	Cardnet Machine monthly rental
18-Jan-18	Opus Business Systems Ltd	1161.60	Phone
18-Jan-18	P&H Direct Van Sales Ltd	132.69	Vending supplies
11-Jan-18	PHS Group	1630.44	Annual Sanitiser/waste disposal charge

23-Jan-18	Pitney Bowes Ltd	100.00	Postage top up
11-Jan-18	Plusnet Plc	52.20	Phone
17-Jan-18	Plusnet Plc	38.40	Phone
25-Jan-18	Prudential	30.00	AVC payment - deducted from pay
11-Jan-18	Reading Borough Council	3250.00	Half yearly allotment lease charge
25-Jan-18	Reading Borough Council	159.15	Annual lease fee - Wheble Park
04-Jan-18	Riso UK Ltd	247.51	Photocopying OC
04-Jan-18	SGW Payroll Ltd	165.14	Payroll services
15-Jan-18	Siemens Financial Services	1100.80	GYM equip monthly rental
04-Jan-18	Spaldings Ltd	151.63	Gardening supplies
18-Jan-18	SSE Southern Electric	2026.22	Electricity supply
25-Jan-18	The Berkshire Pension Fund	12139.63	Pension - employers and employees
04-Jan-18	The Card Shop	136.00	Christmas cards - Mayor
23-Jan-18	Total Gas & Power Ltd	1342.30	Electricity supply
11-Jan-18	Trade UK - BandQ	166.25	Building supplies
11-Jan-18	Trade UK - Screwfix	234.89	Building supplies
18-Jan-18	Traditional Local Cleaning Ltd	1679.51	Contract cleaning
11-Jan-18	Travis Perkins Trading Co	26.26	Building supplies
25-Jan-18	Unison Collection Ac	34.00	Union fees deducted from pay
25-Jan-18	Veolia ES - UK Ltd	488.92	Refuse collection
18-Jan-18	Vodafone	251.48	Phone
02-Jan-18	Wokingham BC	40.00	Rates
02-Jan-18	Wokingham BC	154.00	Rates
02-Jan-18	Wokingham BC	340.00	Rates
02-Jan-18	Wokingham BC	839.00	Rates
02-Jan-18	Wokingham BC	2563.00	Rates
04-Jan-18	Wyevalle Garden Centres Ltd	132.00	Gardening supplies

61998.95

CLERKS IMPREST A/C

List of Payments made between 01/01/2018 and 31/01/2018

Date Paid	Payee Name	Amount Paid	
29-Jan-18	(Personal Information)	50.00	Refund deposit
08-Jan-18	(Personal Information)	22.50	Staff - eye test
29-Jan-18	(Personal Information)	50.00	Refund deposit
08-Jan-18	(Personal Information)	78.00	Refund deposit
15-Jan-18	(Personal Information)	50.00	Refund deposit
15-Jan-18	(Personal Information)	15.00	Refund deposit
22-Jan-18	(Personal Information)	50.00	Refund deposit
22-Jan-18	(Personal Information)	99.96	Gym member refund
15-Jan-18	(Personal Information)	200.00	Refund deposit
25-Jan-18	(Personal Information)	50.00	Refund deposit
17-Jan-18	Amazon Co UK	26.69	SanDisk 32GB/card reader
05-Jan-18	Amazon UK	26.64	Lumbar support cushion
09-Jan-18	Barrabes.com	83.22	Jacket
24-Jan-18	Lloyds Bank	39985.95	Net Jan 2017 payroll
12-Jan-18	Lloyds Bank D/D	11.74	Bank charges
24-Jan-18	Partypacks.co.uk	24.35	Birthday banners WPLC
10-Jan-18	PETTY CASH A/C	193.83	Top up petty cash
09-Jan-18	Screwfix Direct	35.94	CCTV sign - allotments
12-Jan-18	Shop Stuff	215.82	New cash register
22-Jan-18	Shop Stuff	185.94	Exchange till - Oakwood
08-Jan-18	WTCMI	50.00	Payment from WBC to WTCMI

41505.58

Woodley Town Council 2017/2018

Current Account

List of Payments made between 01/02/2018 and 28/02/2018

<u>Date Paid</u>	<u>Payee Name</u>	<u>Amount Paid</u>	<u>Transaction Detail</u>
23-Feb-18	A1 Locksmiths(Berkshire) Ltd	9.00	Key cut
23-Feb-18	Abbey Windows	684.00	WPLC window replaced
14-Feb-18	Alan Hadley Ltd	276.00	Refuse collection
23-Feb-18	Alan Hadley Ltd	700.20	Refuse collection
15-Feb-18	Allen's Design & Print Ltd	1697.00	WTCMI leaflets/posters
23-Feb-18	AV Asbestos Ltd	216.00	Asbestos survey
23-Feb-18	Be Fuelcards Ltd	45.08	Petrol - depot
14-Feb-18	Blandy & Blandy LLP	3426.00	Legal services
23-Feb-18	Bowak Ltd	414.91	Cleaning supplies
14-Feb-18	Brake Bros Foodservice Ltd	433.93	Vending supplies
23-Feb-18	Brake Bros Foodservice Ltd	460.69	Vending supplies
14-Feb-18	Brammer UK Ltd	134.26	Gardening supplies
15-Feb-18	Brammer UK Ltd	72.88	Gardening supplies
23-Feb-18	Brown Bag Cafe Ltd	699.64	Catering services
23-Feb-18	BT Telephone Payment Centre	136.80	Phone
14-Feb-18	Castle Water	82.14	Water rates
15-Feb-18	Castle Water	2190.79	Water rates
01-Feb-18	Club Manager Ltd	80.40	Club Manager membership
23-Feb-18	CoolerAid Ltd	132.72	Bottled water
19-Feb-18	Crown Gas & Power	1277.83	Gas supply
19-Feb-18	Crown Gas & Power	971.14	Gas supply
19-Feb-18	Crown Gas & Power	246.73	Gas supply
19-Feb-18	Crown Gas & Power	245.23	Gas supply
23-Feb-18	Dejac Associates Ltd	168.00	Apple Airport base
14-Feb-18	EDF Energy 1 Ltd	12.88	Electricity supply
23-Feb-18	Ellis Whittam Ltd	88.80	Insurance
23-Feb-18	Envidia Ltd	100.00	Coaching
12-Feb-18	Epos Now Ltd D/D	30.00	EPOS till mthly charge
23-Feb-18	Eurodec Ltd	77.50	Building supplies
14-Feb-18	Eventu	200.00	Theatre services
23-Feb-18	Fencing Products Ltd	21.60	Building supplies
23-Feb-18	Fraser Office Supplies Ltd	302.75	Stationery supplies
15-Feb-18	Fuel Fitness Ltd	25.00	Coaching
15-Feb-18	Gilbert Thompson	525.00	Newsletter delivery
09-Feb-18	Global 4 Communications	282.54	Phone
23-Feb-18	HMRC Cumbernauld	12999.86	PAYE & NI - employers and employees
14-Feb-18	IMAGE BOX	72.00	Foamex signs
23-Feb-18	InTouch	82.05	Monthly website charge
14-Feb-18	Krowmark Ltd	100.02	Staff uniform OC
23-Feb-18	Krowmark Ltd	79.50	Staff uniform OC
14-Feb-18	Lamps-Tubes Luminations Ltd	1070.26	Christmas lights WTCMI
23-Feb-18	Landshape Ltd	1248.00	WP Lake project
27-Feb-18	Les Mills Fitness UK Ltd	192.00	Coaching
23-Feb-18	Lister Wilder Ltd	154.39	Building supplies
14-Feb-18	Lloyds Bank D/D	269.55	Monthly cardnet service charge
14-Feb-18	Mainstream Digital Ltd	0.78	Phone
15-Feb-18	Merchant Rentals Ltd	30.58	Cardnet Machine monthly rental
23-Feb-18	MKR Electrical Services Ltd	1663.02	Electrical supplies
15-Feb-18	Novar Systems Ltd	1809.94	Insurance - roof leak OC
23-Feb-18	Office Depot International UK Ltd	40.36	Stationery supplies
14-Feb-18	PHS Group	315.49	Dust mat Qtrly rental
09-Feb-18	Plusnet Plc	52.20	Phone
16-Feb-18	Plusnet Plc	38.40	Phone
15-Feb-18	PRS for Music	411.10	Music licence
23-Feb-18	Prudential	30.00	AVC payment deducted from pay

28-Feb-18	Public Works Loan Board	5874.06	PWLB Loan
20-Feb-18	Rathbones	2588.56	VAT reclaimed on investments charges
12-Feb-18	SGW Payroll Ltd	165.14	Payroll services
15-Feb-18	Siemens Financial Services	1100.80	Gym equip monthly rental
23-Feb-18	Speedy Asset Services Ltd	570.00	OC theatre winches servicing
14-Feb-18	SSE Southern Electric	154.52	Electricity supply
15-Feb-18	SSE Southern Electric	1602.82	Electricity supply
15-Feb-18	T H White Ltd	546.16	Gardening supplies
14-Feb-18	Technical Surfaces Ltd	360.00	3G matchfit servicing
23-Feb-18	Thames Valley Temperature Control Ltd	4249.80	OC heating pump
23-Feb-18	The Berkshire Pension Fund	12303.35	Pension - employers and employees
15-Feb-18	Token Security Solutions Ltd	660.00	Annual key holding service
20-Feb-18	Total Gas & Power Ltd	1306.49	Electricity supply
23-Feb-18	Trade UK - Screwfix	218.49	Building supplies
23-Feb-18	Traditional Local Cleaning Ltd	2024.48	Contract cleaning
15-Feb-18	Travis Perkins Trading Co	324.00	Building supplies
23-Feb-18	Travis Perkins Trading Co	180.00	Building supplies
23-Feb-18	Unison Collection Ac	34.00	Union fees deducted from pay
23-Feb-18	Veolia ES - UK Ltd	547.93	Refuse collection
22-Feb-18	Vodafone	250.03	Phone
14-Feb-18	WFL UK Ltd	1971.90	Diesel - depot
14-Feb-18	Wingfield Engineering Ltd	334.80	MOT service truck - depot
23-Feb-18	Zapkam Ltd	728.36	Staff uniform WPLC

75222.63

CLERKS IMPREST A/C

List of Payments made between 01/02/2018 and 28/02/2018

Date Paid	Payee Name	Amount Paid	Transaction Detail
26-Feb-18	(Personal Information)	50.00	Refund deposit
15-Feb-18	(Personal Information)	82.50	WPLC Pilates refund
13-Feb-18	(Personal Information)	15.00	Refund deposit
06-Feb-18	(Personal Information)	50.00	Refund deposit
12-Feb-18	(Personal Information)	50.00	Refund deposit
12-Feb-18	(Personal Information)	50.00	Refund deposit
19-Feb-18	(Personal Information)	50.00	Refund deposit
28-Feb-18	(Personal Information)	50.00	Refund deposit
09-Feb-18	(Personal Information)	50.00	Refund deposit
26-Feb-18	(Personal Information)	100.00	Refund deposit
23-Feb-18	(Personal Information)	50.00	Refund deposit
19-Feb-18	(Personal Information)	50.00	Refund deposit
05-Feb-18	(Personal Information)	50.00	Refund deposit
19-Feb-18	(Personal Information)	50.00	Refund deposit
19-Feb-18	(Personal Information)	150.00	Refund deposit
12-Feb-18	All Pass.co.uk	139.80	Shade & windbreak Dk green
19-Feb-18	Amazon co uk	54.85	Tamper proof rat poison boxes
19-Feb-18	Amazon UK	24.97	Mini keyboard x2
26-Feb-18	Hicks Holding	319.77	RY54DBU-MOT & service
28-Feb-18	LCPAS Store	30.00	Data protection regulations
19-Feb-18	Lloyds Bank	42364.90	Net February 2018 payroll
14-Feb-18	Lloyds Bank D/D	11.69	Monthly bank service charges
21-Feb-18	Nothing but Padlock	108.73	Keyed weatherproof padlock
26-Feb-18	OLOP Table Ten	80.00	Table tennis tables
27-Feb-18	One Direct.co.uk	127.19	Motorola walkie talkie
02-Feb-18	Paypal Pageantry	5.25	Pageantry postcards
19-Feb-18	PETTY CASH A/C	117.37	Top up petty cash
13-Feb-18	The Parentadult.com	40.00	Staff training
19-Feb-18	TV Licensing	147.00	OC TV Licence
15-Feb-18	Zazzle GBP	5.67	Postcards

44474.69

Woodley Town Council 2017/2018**Current Account****List of Payments made between 01/03/2018 and 31/03/2018**

<u>Date Paid</u>	<u>Payee Name</u>	<u>Amount Paid</u>	
28-Mar-18	A1 Locksmiths(Berkshire) Ltd	47.95	Keys cut
21-Mar-18	Alan Hadley Ltd	276.00	Refuse collection
21-Mar-18	Angel Springs Ltd	26.40	Environmental charge
21-Mar-18	Arkell - Hurcombe-Bronzeworks	96.60	Bronze plaque
07-Mar-18	ATCM	354.00	Assoc Town & City Management member
28-Mar-18	B & S Chains (Midlands) Ltd	35.40	Building supplies
12-Mar-18	B and S Roofing	22975.56	WPLC roof repair
21-Mar-18	BCM Group Plc	81.76	Service & maint photocopier WPLC
02-Mar-18	Be Fuelcards Ltd	68.17	Diesel - van
16-Mar-18	Berkshire Tree Care	624.00	Gardening services
21-Mar-18	Bowak Ltd	232.37	Cleaning supplies
21-Mar-18	Brake Bros Foodservice Ltd	452.28	Vending supplies
21-Mar-18	Brown Bag Cafe Ltd	1166.30	Catering services
12-Mar-18	BT Telephone Payment Centre	167.40	Phone
21-Mar-18	Came & Company IBA	32172.82	Annual insurance
07-Mar-18	Capital Cleaning	184.19	Cleaning supplies
07-Mar-18	Castle Water	2039.34	Water rates
21-Mar-18	Central Sports UK Ltd	311.74	WPLC sports supplies
01-Mar-18	CF Corporate Finance Ltd	214.32	Qtrly Photocopier charge
07-Mar-18	Churchill Contract Services Ltd	2260.33	Contract cleaning
01-Mar-18	Club Manager Ltd	80.40	Club Manager membership
21-Mar-18	CoolerAid Ltd	137.46	Bottled water
19-Mar-18	Crown Gas & Power	240.40	Gas supply
19-Mar-18	Crown Gas & Power	247.83	Gas supply
19-Mar-18	Crown Gas & Power	976.78	Gas supply
19-Mar-18	Crown Gas & Power	1219.25	Gas supply
16-Mar-18	Dejac Associates Ltd	360.00	Annual anti-virus software charge
07-Mar-18	EDF Energy 1 Ltd	11.85	Electricity supply
16-Mar-18	EDF Energy 1 Ltd	3.10	Electricity supply
28-Mar-18	Ellis Whittam Ltd	6292.80	HR support & insurance
28-Mar-18	Energy Electrical Distributors Ltd	115.56	Electrical supplies
12-Mar-18	Epos Now Ltd D/D	30.00	Epos till monthly charge
28-Mar-18	Eurodec Ltd	70.99	Building supplies
21-Mar-18	Fraser Office Supplies Ltd	159.36	Stationery supplies
09-Mar-18	Global 4 Communications	303.83	Phone
16-Mar-18	Gymnastics Enterprises Ltd	98.90	Certificates/badges
21-Mar-18	Hallas and Co	1200.00	OC roof survey
28-Mar-18	HMRC Cumbernauld	12759.59	PAYE & NI - employers & employees
07-Mar-18	IMAGE BOX	114.00	Foamex board-Lake project
21-Mar-18	InTouch	35.99	Monthly website charge
16-Mar-18	J P Lennard Ltd	148.33	WPLC sports supplies
07-Mar-18	John Willis	120.00	Window cleaner
28-Mar-18	Just Around The Corner	5986.75	Grant
21-Mar-18	Keep Britian Tidy	382.80	Green Flag application
21-Mar-18	Lantec Security Ltd	2328.00	Annual fire alarm & maintenance charge
27-Mar-18	Les Mills Fitness UK Ltd	192.00	Coaching
07-Mar-18	Lightatouch	755.00	Internal audit
06-Mar-18	Lloyds Bank D/D	35.36	Monthly bank service charges
14-Mar-18	Lloyds Bank D/D	163.43	Monthly cardnet service charge
06-Mar-18	Mailcoms Ltd D/D	306.86	Postage
22-Mar-18	Mailcoms Ltd D/D	89.88	Postage
14-Mar-18	Mainstream Digital Ltd	0.35	Phone
15-Mar-18	Merchant Rentals Ltd	30.58	Cardnet Machine monthly rental
16-Mar-18	MKR Electrical Services Ltd	379.79	Electrical supplies

16-Mar-18	New Neighbours Ltd	72.00	Distribution of leaflets WTCMI
21-Mar-18	Office Depot International UK Ltd	193.84	Stationery supplies
16-Mar-18	Pitney Bowes Ltd	100.00	Postage
09-Mar-18	Plusnet Plc	52.20	Phone
16-Mar-18	Plusnet Plc	38.40	Phone
28-Mar-18	Prudential	30.00	AVC payment deducted from pay
26-Mar-18	Public Works Loan Board	1528.16	PWLB Loan
07-Mar-18	Rialtas Business Solutions Ltd	330.00	Annual WPLC bookings software charge
16-Mar-18	Rialtas Business Solutions Ltd	192.00	Annual allotments software charge
16-Mar-18	Rigby Taylor	510.00	Gardening services
21-Mar-18	Serviceline	529.08	OC kitchen service call out
15-Mar-18	SGW Payroll Ltd	167.18	Payroll services
15-Mar-18	Siemens Financial Services	1100.80	Gym equip monthly rental
16-Mar-18	Siemens Financial Services Ltd	720.00	Qtrly Photocopier charge
21-Mar-18	SSE Southern Electric	2960.69	Electricity supply
21-Mar-18	Thames Valley Preservation Ltd	90.00	OC survey
28-Mar-18	The Berkshire Pension Fund	12226.43	Pension - employers and employees
21-Mar-18	The Interactive Health & Safety Co I	3966.00	Health & Safety training software
21-Mar-18	The Reindeer Centre	1680.00	Reindeer & Sleigh hire - WTCMI
20-Mar-18	Total Gas & Power Ltd	1320.34	Electricity supply
28-Mar-18	Trade UK - BandQ	164.65	Building supplies
21-Mar-18	Trade UK - Screwfix	188.09	Building supplies
28-Mar-18	Trade UK - Screwfix	1166.29	Building supplies
21-Mar-18	Traditional Local Cleaning Ltd	1609.79	Contract cleaning
28-Mar-18	Unison Collection Ac	34.00	Union fees deducted from pay
16-Mar-18	Universal Services	64.18	Trampoline service
21-Mar-18	Veolia ES - UK Ltd	478.13	Refuse collection
22-Mar-18	Vodafone	238.09	Phone
07-Mar-18	Wokingham Borough Council	217.19	Council tax - WPLC flat
07-Mar-18	Yarnold Heating and Plumbing Ltd	193.40	Gas safety report WPLC flat

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CLERKS IMPREST A/C

List of Payments made between 01/03/2018 and 31/03/2018

Date Paid	Payee Name	Amount Paid	
02-Mar-18	(Personal Information)	50.00	Refund deposit
05-Mar-18	(Personal Information)	15.00	Refund deposit
22-Mar-18	(Personal Information)	29.00	Refund overcharge plaque
26-Mar-18	(Personal Information)	50.00	Refund deposit
27-Mar-18	(Personal Information)	50.00	Refund deposit
06-Mar-18	(Personal Information)	342.00	Refund deposit
06-Mar-18	(Personal Information)	50.00	Refund deposit
16-Mar-18	Amazon EU-UK	20.65	Sugar sachets
28-Mar-18	Amazon UK	71.80	Ripple paper cups
16-Mar-18	Amazon UK	22.97	Apple mini keyboards
13-Mar-18	Amazon UK	19.98	Multi-media keyboard
19-Mar-18	Amazon UK	39.99	Large pop up goals WPLC
19-Mar-18	IPSA	60.00	Cancel OC booking
13-Mar-18	Lloyds Bank	41348.91	Refund deposit
05-Mar-18	Lloyds Bank D/D	11.71	Monthly bank service charges
13-Mar-18	Me2 Club	50.00	Refund deposit
14-Mar-18	PETTY CASH A/C	162.83	Petty cash topup
21-Mar-18	Screwfix Direct	89.98	Heaters - OC
19-Mar-18	Screwfix Direct	29.99	Staff OC shoes
07-Mar-18	Sitebox Ltd	274.66	Heaters OC
08-Mar-18	Sitebox Ltd	137.33	Refund deposit
29-Mar-18	Sports Direct	56.58	Football pack/tennis balls

42983.38

Risk Management Strategy

Risk is the threat that an event or action will adversely affect an organisation's ability to achieve its objectives and to successfully execute its strategies. Risk management is the process by which risks are identified, evaluated and controlled. Risk management is an essential feature of good governance. An organisation that manages risk well is more likely to achieve its objectives.

The effective management and mitigation of risk is a key issue for the success of any organisation or activity and it is important to understand the risks inherent in any decision. A structured approach to risk management can achieve this by enabling the decision to be made within a framework of better information about the potential outcome of a particular course of action. The Town Council has adopted a structured approach to risk management.

This strategy is intended as guidance to the Council and its management team and will be made available to all staff.

Aims and benefits

The aim of this strategy is to develop an awareness of the benefits of risk management within the Council. It also encourages everyone involved to adopt an open and structured approach to risk management. The Council intends that effective risk management will help to deliver -

- Increased certainty and fewer surprises.
- Better management of threats to cost, time and performance.
- Better grasping of opportunities to improve services.
- More effective management of change.
- Better management at all levels through improved decision making.
- Clear ownership and accountability for risk and its management.
- Better value for money for the council taxpayer.

Process

The overall process for the management of risk is set out at **Appendix 1**.

Ownership

The Risk Strategy is owned by the Council and implemented through the offices of the Town Clerk.

Assessment of risk

Each risk will be assessed in terms of its probability of occurrence and the potential impact on the Council. The following are the criteria by which each risk will be assessed:

Probability of Occurrence:

Category	Probability	Possible Indicators
Almost Certain (4)	>90% ¹	Frequent occurrence
Likely (3)	>60%	Regular occurrence
Possible (2)	>10%	Occasional occurrence
Unlikely (1)	<10%	Has never occurred

¹Any risk assessed as greater than 90% is almost certain to happen and should be addressed.

Evaluation of Impact:

Impact on Performance	Risk Threat
Major (4)	Financial Impact >£25,000 Fatality / disabling injuries to public or staff / Adverse national media attention / external intervention / total service disruption / extensive legal action against the Council
Serious (3)	Financial Impact >£15,000 Adverse local media attention / extensive public complaints / adverse comments by regulators or auditors / significant service disruption / failure to deliver projects or targets / service disruptions / injuries to public or staff / legal action against the Council
Significant (2)	Financial Impact >£5,000 Adverse service user complaints / service disruption / minor injuries and near misses to staff and public
Minor (1)	Financial impact less than £5,000 / isolated complaints / minor service disruption

Priority Ranking:

The ranking of an individual risk is calculated by multiplying its probability by its impact.

Risk Matrix:

The risk, using the above impact and likelihood ratings, can then be plotted onto the risk matrix and its classification identified:

Probability	4	4	8	12	16
	3	3	6	9	12
	2	2	4	6	8
	1	1	2	3	4
		1	2	3	4
		Impact			

Red = High Risk, Yellow = Medium Risk, Green = Low Risk

Roles and responsibilities

Risk management is only considered to be truly embedded when it functions as part of the Council's day to day operations. In order for this to be achieved it is vital that clarity exists to determine the various roles and responsibilities of individuals involved throughout the Council in the risk management process.

To ensure that this level of clarity exists, the Council has established a structure that shows how Members, Officers, Committees, Working Parties and individuals contribute to the overall risk management process.

Organisational Structure and Summary of Key Roles

Council	<ul style="list-style-type: none">• Monitor risk management activity (via Strategy and Resources Committee)• Certification of the Council's Annual Statement on Internal Control
Strategy and Resources Committee	<ul style="list-style-type: none">• Approve risk management policy and strategy and related documents• Approve content of risk registers and proposed risk mitigation plans and monitor implementation from reports from the Risk Management Working Party
Risk Management Working Party	<ul style="list-style-type: none">• General oversight of the Council's risk management process• Receive regular reports to review/scrutinise/challenge current and proposed risk management procedures and processes• To recommend any amendments to the risk management framework, strategy and process• Identify, analyse and prioritise risks• Determine responsibilities and actions to control risks• Monitor progress on managing risks against action plans/projects• Review implementation of the risk management framework, strategy and process
Town Clerk	<ul style="list-style-type: none">• Report to Members on the framework, strategy and process• Provide advice and support on risk management matters• Maintain the risk management policy, strategy and framework through review with management team (at regular team meetings and individually)• Identify, analyse and prioritise risks• Determine risk management action plans and delegate responsibility for control• Monitor progress on the management of risks
Staff and other stakeholders	<ul style="list-style-type: none">• Maintain awareness of risks, their impact and costs and feed these into the formal risk management process• Control risks in their every day work• Monitor progress in managing job related risks

Risk registers

The Council will maintain computer based Strategic and Operational Risk Registers.

RISK MANAGEMENT PROCESS**Identifying risks**

Risks and opportunities may be identified at any stage and should be included in the Risk Register. In order to capture as many of the risks and opportunities facing an activity or project methods used for identification could include:

- Brainstorming sessions with individuals, committees or panels and various levels of management.
- Checklists.
- Questionnaires.
- Learning from other projects, councils and auditors.

As risks are identified they will be recorded in the Risk Register. Each risk must be described in terms of the source of the risk, the consequences if it happens and the effect it would have on the Council's activities or project as the case may be.

Risk ownership

Once a risk has been identified, it will be given an owner who is the person best able to manage the risk. The owner will be responsible for all aspects relating to the management of the risk or opportunity.

Risk evaluation

Each risk will be evaluated in accordance with the evaluation process set out in this strategy. This information will be entered in the Risk Register and will enable prioritisation of the risks within a certain area.

Risk planning

Once each risk has been identified and evaluated actions for dealing with it will be developed. These are known as risk responses and fall into one of four areas:

Terminate:	An action that allows the risk to be avoided.
Treat/Monitor:	An action that will reduce the impact and/or the probability of a risk.
Transfer:	Is there a stakeholder or another organisation better able to manage the risk?
Bear/Tolerate:	Accept the consequences if the risk occurs.

The Risk Register will identify the option selected to deal with each risk together with any actions that might be required.

Once the risk responses have been developed the risk owner must then decide which option to adopt. In reaching decisions as to which response should be used, a cost/benefit comparison should be made. For mitigation activities attracting significant cost (> £5,000) results will need to be recorded. It may be that external help is required to help decide the appropriate course of action, in which case the risk owner should record the date by which a decision must be made and the potential consequences if the decision is not taken by that date.

Following the decision to adopt a particular risk response, the owner must ensure that:

- The secondary risks associated with implementing the risk response are assessed and recorded.
- Where one exists the project plan is updated to include the activities associated with the risk response.
- Entries are made in the fields on the risk register detailing the predicted probability and impact evaluation, once the response activities are completed.
- A fallback/contingency plan is developed to address the consequences of the risk happening despite the response activities.

Risk owners must monitor the progress and success of their chosen response to risk on a regular basis. They should review all their risks and provide an evaluation of probability and impact on a regular basis.

Review

The highest priority risks are to be reviewed by the Risk Management Working Party. Risk monitoring will be reported to the Strategy and Resources Committee at the next meeting following the monitoring process.

The effectiveness of the process will be reviewed in April every year by the Risk Management Working Party and the Strategy and Resources Committee.

**Minutes of a Meeting of the Planning Committee held at the Oakwood Centre
on Tuesday 24 April 2018 at 7:45 pm**

Present: *Councillors: T. Barker (Chairman); R. Dolinski; D. Fradley; D. Mills;
S. Rahmouni; M. Walker*

Also present: *Councillor K. Baker
8 members of public*

Officer present: *L. Matthews, Committee Officer*

220. **APOLOGIES**

Apologies for absence were received from Councillors S. Brindley, J. Cheng, M. Forrer, B. Franklin, J. MacNaught, P. Wicks and M. Willson.

221. **DECLARATIONS OF INTEREST**

There were no declarations of interest made by Members.

222. **MINUTES OF THE PLANNING COMMITTEE MEETING HELD ON 27 MARCH 2018**

RESOLVED:

- ♦ That the minutes of the Planning Committee meeting held on 27 March 2018 be approved and signed by the Chairman as a true and accurate record.

223. **CURRENT PLANNING APPLICATIONS**

RESOLVED:

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

224. **PLANNING DECISIONS**

RESOLVED:

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

225. **OFFICE CONVERSION PRIOR NOTIFICATION**

RESOLVED:

- ♦ To note application 180801.
Location: Hawkhurst House, Headley Road East, Woodley, RG5 4HY.
Proposal: Prior approval submission for the change of use of first floor of the existing offices (Use Class B1) to 5 residential units (Use Class C3).

226. **PLANNING APPEAL**

RESOLVED:

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

Application: 172687
Location: 128 Church Road, Earley, RG6 1HR
Proposal: Adjoining parish application: Full application for the proposed erection of 10 No. residential apartments with associated parking and access following demolition of the existing dwelling.

227. **HIGHWAYS**

Road Works / Street Works Major Projects Co-ordination meeting

Members noted the list of Woodley projects discussed at the Wokingham Borough Council Road Works/Street Works Major Project Co-ordination meeting held on 18 April 2018.

228. **BUTTS HILL ROAD BRIDGE, WOODLEY**

Members noted the correspondence received from Network Rail regarding work to the Butts Hill Road bridge, which is scheduled to take place from April 2018 to August 2018, and the revised work schedule.

229. **COMMUNITY SPEED WATCH**

The Chairman informed Members that he had checked the Sentinel speed detection equipment to ensure that it was working and he intended to invite Committee members to see it in action. He also reported that he had made enquiries about purchasing the speed detection data logger and necessary software, battery charger and brackets, as agreed at the last meeting (Planning Committee, 27 March 2018, minute number 210) and was awaiting a response.

230. **CLEANER AND GREENER CAMPAIGN**

Members noted the informal notes prepared by Councillor Walker and circulated in the agenda, following the Cleaner and Greener Campaign meeting on 16 April 2018.

231. **NATIONAL PLANNING POLICY FRAMEWORK CONSULTATION**

(Item deferred from the Planning Committee meeting held on 27 March 2018, minute number 212, to allow more time for consideration of the documents.)

RESOLVED:

- ♦ To send a "no comment" response to the draft revised National Planning Policy Framework consultation.

232. **READING BOROUGH LOCAL PLAN**

Members noted that Reading Borough Council had submitted its Draft Local Plan and Draft Proposals Map, along with supporting documents, to the government on 29 March 2018.

233. **PUBLICATIONS/INFORMATION**

RESOLVED:

- ♦ To note receipt of the following:
 - *Launchpad Newsletter – April 2018*
 - *Community Council for Berkshire E-Bulletin - April 2018*

234. **FUTURE AGENDA ITEMS**

The following item was requested for inclusion in the next agenda:

- Community Speed Watch update

235. **PUBLICITY/WEBSITE**

There were no suggestions for items to be publicised.

236. **EXCLUSION OF PUBLIC AND PRESS**

RESOLVED:

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

237. **ENFORCEMENT ISSUES**

The Chairman informed Members that no enforcement notifications had been received since the last meeting.

The meeting closed at 8:45 pm

Chairman

Woodley Town Council

Page 1

Date :- 25/04/2018

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;				
180619	03/04/2018	Nesha Burnham	Mrs Lucie Brookfield	5 Telford Crescent Telford Crescent Woodley RG5 4QT
Proposal : Application for a Certificate of existing Lawful Development for a shed in front of the principle elevation. (Retrospective)				
Observations : The Committee had no objections to this application for a Certificate of Existing Lawful Development but noted that, although not part of this application, there seemed to be footings in place for a possible second shed in the front garden.				
180659	27/03/2018	Nesha Burnham	Mr Paul Cousins	12 Woodlands Avenue Woodlands Avenue Woodley RG5 3HJ
Proposal : Householder application for the proposed erection of two storey rear extension to dwelling, raising the roof to include two side dormers, plus internal alterations.				
Observations : The Committee had no objections to this application, subject to there being no overlooking of neighbouring properties.				
180793	26/03/2018	Nesha Burnham	A & M Walder	7 Uppingham Drive Uppingham Drive Woodley RG5 4TH
Proposal : Householder application for the proposed erection of single storey front extension to form porch, plus single storey rear extension to dwelling.				
Observations : No objections.				
180805	23/03/2018	Rosie Rogers	Mr & Mrs Price	12 Highcliffe Close Highcliffe Close Woodley RG5 4RE
Proposal : Householder application for the proposed erection of single storey side extension to dwelling following the demolition of existing garden room.				
Observations : No objections.				
180827	27/03/2018	Rosie Rogers	Mr & Mrs Husbands	6 Malvern Close Malvern Close Woodley RG5 4HW
Proposal : Householder application for the proposed erection of single storey side/rear extension to dwelling following the conversion of existing detached garage.				
Observations : No objections.				

Date :- 25/04/2018

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>
180831	26/03/2018	Stefan Fludger	Mr & Mrs J Vizern	19 Harvard Close Harvard Close Woodley RG5 4UJ
Proposal : Householder application for the proposed erection of a single storey extension to dwelling.				
Observations : No objections.				
180837	03/04/2018	Rosie Rogers	A Henham	18 The Ridgeway The Ridgeway Woodley RG5 3QD
Proposal : Householder application for the proposed erection of single storey side/rear extension to dwelling plus part demolition of existing garage to create a new garden gate.				
Observations : No objections.				
180985	13/04/2018	Christine Phillips	Norris	7 Church Road Church Road Woodley RG5 4QR
Proposal : Householder application for the proposed conversion of loft space to create habitable accommodation.				
Observations : The Committee had no objections to this application, subject to there being no impact on the ground floor flat below.				
180989	17/04/2018	Nesha Burnham	Mr Chris Bye	16 Welford Road Welford Road Woodley RG5 4QS
Proposal : Householder application for the proposed erection of single storey front extension to dwelling.				
Observations : No objections.				
181011	16/04/2018	Stefan Fludger	Mr M Hutchinson	50 Rowan Drive Rowan Drive Woodley RG5 4LW
Proposal : Householder application for the proposed erection of single storey side extension following the demolition of existing garage.				
Observations : No objections.				

Date :- 25/04/2018

Observations on the following Planning Applications

<u>Application No</u>	<u>Date Recd</u>	<u>Case Officer</u>	<u>Applicant Name</u>	<u>Location</u>
Refused on the following applications;				
180297	03/04/2018	Mandeep Chaggar	Mr Stuart Hall	Land S of Sandford Farm Cottag Perimeter Road Woodley RG5 4SU
<p>Proposal : Full application for the proposed erection of 2 new dwellings, relocation of access, including enhancement of TPO and landscape proposals.</p> <p>Observations : Seven residents were present at the meeting to voice concerns about this application and one letter of concern had been received.</p> <p>After listening to the residents' concerns, the Committee considered the proposal and recommended that the application be refused on the following grounds:</p> <ul style="list-style-type: none"> - The route along Perimeter Road and Beggards Hill Road is a single track, no-through road, with no passing or turning places and additional vehicles associated with the proposed development will have a significant impact on existing users of this road, which is well-used by joggers, dog-walkers and horse-riders. - The proposed development will change the look and feel of this country lane (Perimeter Road). - The loss of the existing privet hedge to the north-west boundary of the site, and the loss of existing trees, will have a detrimental effect on the ecology of the site. - Overlooking and loss of privacy to Sandford Farm Cottage. <p>The Committee asked the local Borough Councillor to request that this application be considered by the Borough Council's Planning Committee and not be determined under delegated authority.</p>				
180710	28/03/2018	Rosie Rogers	Mr P Brett	57 Colemans Moor Lane Colemans Moor Lane Woodley RG5 4BT
<p>Proposal : Householder application for the proposed erection of single storey side/rear extension to dwelling plus loft conversion to create habitable accommodation. (Retospective)</p> <p>Observations : The Committee recommended that this application be refused as the original planning consent for the construction of this property (application No. F/2013/1307) specifically contained the following conditions:</p> <ul style="list-style-type: none"> - Condition 11 states that "no buildings, extensions or alterations permitted by Classes A and B of Part 1 of the Second Schedule of the Town and Country Planning (General Permitted Development) Order 1995 (as amended) (or any order revoking and re-enacting that order, with or without modification) shall be carried out". - Condition 12 states that "no additional windows or similar openings shall be constructed in the side elevations at first floor level or above". 				

Date :- 25/04/2018

Observations on the following Planning Applications

<u>Application No</u>	<u>Date Recd</u>	<u>Case Officer</u>	<u>Applicant Name</u>	<u>Location</u>
Concerns on the following applications;				
180576	29/03/2018	Stefan Fludger	Mr P Dawkins	3 Sycamore Close Sycamore Close Woodley RG5 3RY

Proposal : Householder application for the proposed erection of two storey side/rear extension to dwelling following the demolition of existing detached garage.

Observations : The Committee had no objections to the proposed extension in principle, but requested that the planning officer look closely at the parking situation, as this will become a 5 bedroom house with very limited onsite parking.

NOTIFICATIONS OF PLANNING DECISIONS FROM Wokingham Borough Council**Thu 19 April 2018**

' C ' Contrary to Borough

Page No : 1

' E ' Endorsed by Borough

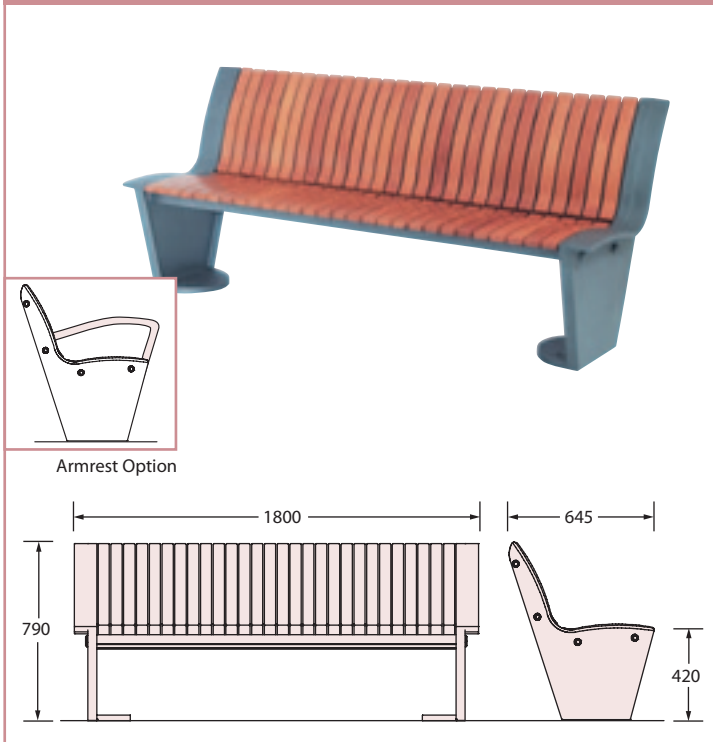
GRANTED PLANNING PERMISSIONS

E 171854	Approved	1 Dunbar Drive
E 173584	Approved	Waingels College
E 173604	Approved	8 Mannock Way
E 180046	Approved	102 Redwood Avenue
E 180143	Approved	214 Colemans Moor Road
E 180296	Approved	67 Woodlands Avenue
E 180319	Approved	66 Bruce Road
E 180361	Approved	5 Lanark Close
E 180362	Approved	3 Haddon Drive
E 180380	Approved	67 Malone Road
E 180382	Approved	10 Cottesmore Road
E 180388	Approved	1 Lindberg Way
E 180393	Approved	45 Coppice Road
E 180435	Approved	77 Western Avenue
E 180444	Approved	84 Butts Hill Road
E 180449	Approved	15 Concorde Way
E 180463	Approved	1 Oak Way
E 180521	Approved	185 Colemans Moor Road
E 180570	Approved	45 Malvern Close
E 180639	Approved	16 Millers Grove

REFUSED PLANNING PERMISSIONS

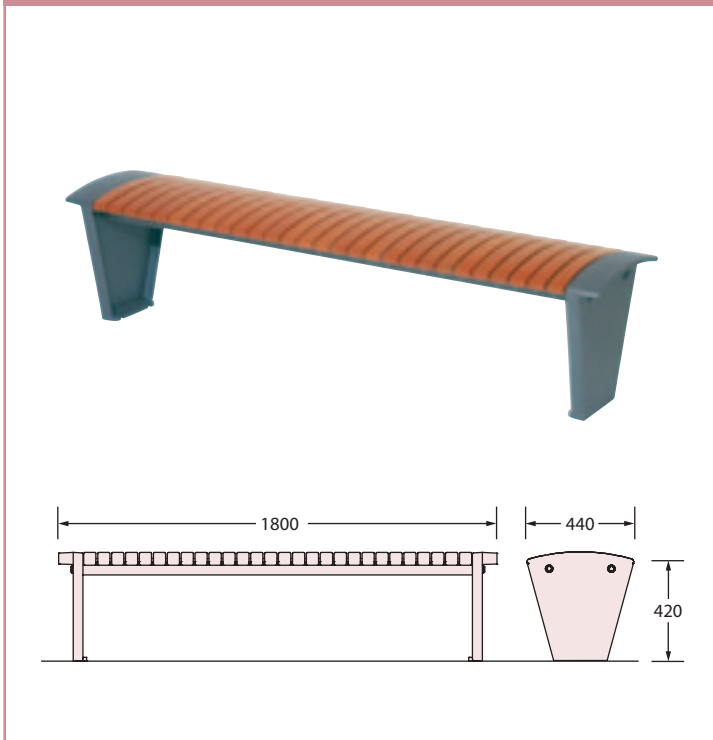
180595	Refused	Land adjacent to 25 Henley Wood Road
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RENDEZVOUS SEAT

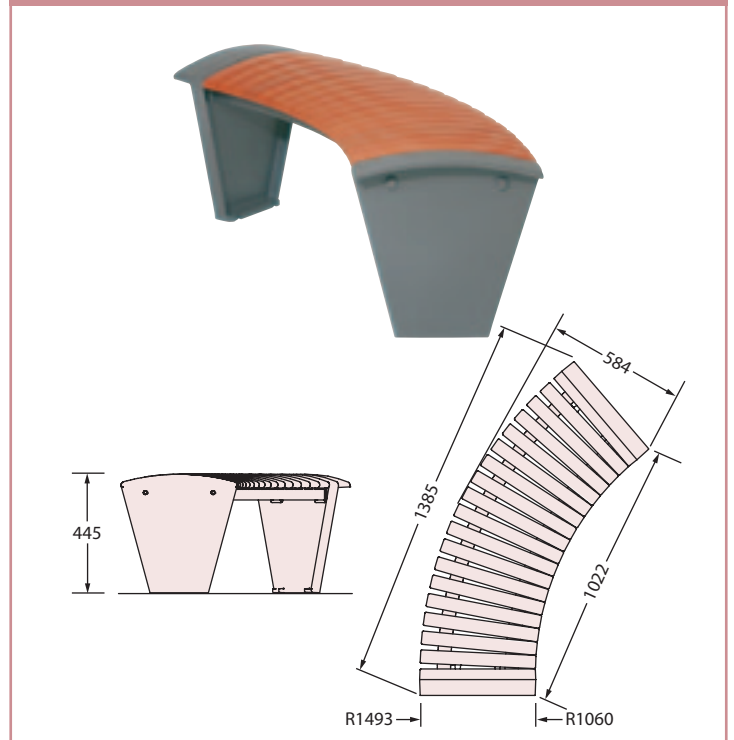


Sineu Graff Rendezvous Curved Benches and Round 'Roots' Grille with Tree Guard

RENDEZVOUS BENCH



RENDEZVOUS CIRCULAR BENCH



Product Description	Seat Span (mm)	Height (mm)	Weight (kg)	Standard Finish	Supplied Assembled	Free Standing	Surface Mount	Fixing Method Ground Fixed	Fixing Type	Number Required	Guide Price
Rendezvous Seat	1800	420	117	PC Grey 900 Sable		■	■	■	T or DT	4	£1890
Rendezvous Bench	1800	420	65	PC Grey 900 Sable		■	■	■	T or DT	4	£860
Rendezvous Circular Bench	1385/1022	420	65	PC Grey 900 Sable		■	■	■	T or DT	4	£860

Tel: 07747 777298 (Direct Line)
 Email: andrew.moulton@wokingham.gov.uk
 Date: 1 May 2018
 My ref: JN 1



WOKINGHAM
BOROUGH COUNCIL

Governance Department

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Mrs Jan Nowecki
 Town Clerk
 Wokingham Town Council
 Town Hall
 Market Place
 Wokingham
 RG40 1AS

Dear Jan,

DATA PROTECTION OFFICER ROLE

I am writing with regard to your letter of 9 April seeking confirmation that the Borough Council, via myself, would be prepared to offer the Data Protection Officer role to town and parish councils as required under the new General Data Protection Regulations (GDPR).

I am pleased confirm that I am able to act in this capacity should a town or parish council wish to take up the service. As you set out in your letter, this offer is on the basis that individual councils retain responsibility for ensuring their compliance with GDPR notwithstanding I will be able to provide guidance and support where appropriate.

I am in the process of finalising the details of the "offer" which will be expressed through a service level agreement, and will be writing to clerks individually so they can decide whether they wish to take up the service.

Yours sincerely,

Andrew Moulton
 Assistant Director Governance

REPORTS FROM OUTSIDE BODIES

ReadiBus

I attended the ReadiBus Board meeting on 8 February 2018.

Things are in a state of flux in that they are taking over the RBC contract for disabled persons and this is running behind schedule and now due to start 1 March.

The problem has been integrating the RBC staff into their workforce, with considerable differences in salaries, holidays and pensions and a different mindset.

Whilst this is not applicable to Woodley, there is a drop of 8.2 % in their core business which follows a similar drop the previous year and surely this is a major concern.

Marketing this core business does not appear to be a priority, but I'm sure we in Woodley can help to promote this superb service to our residents.

Cllr John MacNaught

Sonning & District Welfare & Education Trust

The meeting due to be held in April was cancelled, as there was no business to discuss.

The next meeting will be held in September.

Cllr Darren Smith

Town Mayor's Engagements – 7 February 2018 to 8 May 2018

February	7	Woodley Schools' Bake-Off Challenge at The Bulmershe School
	15	Official opening of Parklands play area
March	18	Woodley Festival of Music & Arts Finale Concert
April	15	Woodley 10km race – Starting of the race and presentation of prizes
	18	Townswomen's Guild lunch to celebrate the achievements of women since 1918
	27	Civic Reception and Citizens' Awards Presentation
May	7	Berkshire Aviation Trust Museum – 25 th anniversary

Deputy Town Mayor's Engagements – 7 February 2018 to 8 May 2018

March	10	Magistrates' Mock Trial Competition (Heat)
May	6	Start of the Classic Car Tour from Woodford Park

Annual Meeting of the Council

8 May 2018

Appendix 13

Terms of Reference for Working Parties
and Sub Committees

Investments Working Party - Terms of Reference

Parent Committee: Strategy and Resources Committee

Overall purpose

The working party's role is of an advisory nature with regard to the review and monitoring of the Council's long term investments, the Council's Investment Strategy and the Council's Treasury Management Strategy.

Membership of the working party

There shall be at least four members of Council appointed to the working party. Officers will be in attendance at all meetings.

Meetings

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

Terms of operation

To receive information on the performance of the Council's long term investments.

To receive advice from the Council's Financial Adviser regarding the Council's investments and its Investment Strategy.

To review and make recommendations to the Strategy and Resources Committee or Council on investment matters, the Investment Strategy and the Treasury Management Strategy, as appropriate.

To consider any other matters relating to the Council's long term investments, and make recommendations to the Strategy and Resources Committee for decision.

Risk Management Working Party - Terms of Reference

Parent Committee: Strategy and Resources Committee

Overall purpose

To review and monitor the risk management strategy and process and make any recommendations to the Strategy and Resources Committee on these matters.

Membership of the working party

There shall be at least three members of Council appointed to the working party. Officers will attend the meetings of the working party, as appropriate.

Meetings

Meetings of the working party will take place at least four times a year. Additional meetings may be organised, as appropriate and necessary.

Terms of operation

To have general oversight of the Council's risk management process.

To receive regular reports to review/scrutinise/challenge current and proposed risk management procedures and processes.

To recommend any amendments to the risk management framework, strategy and process to the Strategy and Resources Committee.

To identify, analyse and prioritise risks.

To determine responsibilities and actions to control risks.

To monitor progress on managing risks against action plans/projects.

To review the implementation of the risk management framework, strategy and process.

To make recommendations to the Strategy and Resources Committee or Council on any matters outside the remit of the working party in respect of risk management matters.

The Catering Partnership – Terms of Reference

Parent Committee: Strategy and Resources Committee

Overall purpose

The aim of the Partnership is to support the catering working partnership through monthly management meetings and information exchange, and to provide longer term data and plans to the Strategy and Resources Committee. The role of the Panel is definitively one of support and monitoring (ie it will not seek to involve itself in or control specific operational issues).

Membership of the panel and meetings

The Partnership will meet monthly and will comprise at least one of the two original directors/principals from Brown Bag, WTC managers, Brown Bag Managers and **four Members of Woodley Town Council**.

Meetings

The meetings are intended to be highly operational meetings and must include operational staff.

Each month, trading figures will be prepared by representatives from Brown Bag and provided to the partnership meetings and Strategy and Resources Committee.

The inaugural meeting(s) of the Partnership should include priority agenda items as follows

- Directions from the Partnership
- Bar management, licensees and associated matters
- Policies and Procedures not yet in place but required (listed, prioritised and allocated as tasks, as appropriate) including training and development, volunteering, grievance and disciplinary
- How Brown Bag and WTC will work together and separately to promote and market the Catering operation overall, and outlining fair and reasonable approaches to resourcing this
- An approach to creating a clearer identity for the café
- Workflows (including invoicing, management accounting, bookings and the functioning of the partnership)
- A volunteering strategy and plan
- A comprehensive quality framework (including compliance specifications in the Contract – such as the Health and Safety File, performance indicators, customer feedback from all areas of the catering operation, reporting)
- Financial projections for the coming year (including staffing structure and equipment)
- Plans and developments for the coming year and beyond
- Contingency/ risk plans for the priority activities

Standing Orders and Financial Regulations Working Party - Terms of Reference

Parent Committee: Strategy and Resources Committee

Overall purpose

The working party's purpose is to review the Council's standing orders, the powers and duties of the committees and the financial regulations, in line with legislation and any other relevant matters, and to recommend any changes to these documents to the Strategy and Resources Committee.

Final approval of these documents is required by Council.

Membership of the working party

The working party will be made up of three members of Council.

The Town Clerk will attend meetings of the working party.

Meetings

Meetings of the working party will take place as necessary to meet the overall purpose.

Terms of operation

To provide reports of meetings to the Strategy and Resources Committee.

To make recommendations to the Strategy and Resources Committee (final approval required by Council) on amendments to the Council's Standing Orders, the committees' powers and duties and the financial regulations, as appropriate.

The order of priority for the work of the working party shall be:

1. Standing orders and the powers and duties of standing committees.
2. Financial regulations.

PR/Marketing Working Group - Terms of Reference

Parent Committee: Strategy and Resources Committee

Overall purpose

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

Membership of the working group

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

Meetings

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

Terms of operation

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

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

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

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

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

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

Personnel Sub Committee - Terms of Reference

Parent Committee: Strategy and Resources Committee

Overall purpose

The sub committee's role is of an advisory nature with regard to the review of personnel and establishment matters.

Membership of the working party

There will be at least 4 councillors appointed to the sub committee.
Officers will be in attendance at all meetings.

Meetings

Meetings of the sub committee will take place when there is a requirement for personnel and establishment matters to be reviewed or considered.

Terms of operation

To receive reports and advice from officers on matters relating to the staff establishment, job descriptions, pay scales, personnel policies, training and other terms and conditions where appropriate and in line with Standing Order 33 b) which states:

"All permanent Council employees shall be employed under the conditions set by the National Joint Council for Local Government Services and on the advice of the National Association of Local Councils. Where appropriate, the Council may determine its own terms and conditions for specific posts having regard to relevant employment legislation and on approval by the Council's Strategy and Resources Committee."

To consider any such reports and advice and make recommendations to the Strategy and Resources Committee in respect of those reports and advice.

Where a councillor panel is required for a disciplinary or grievance hearing at least one member of the Personnel Sub Committee should serve on the panel, if practicable. The remaining members of the panel will, as far as is practicable, be drawn from the members of the Strategy and Resources Committee.

Any councillor appeal panels required to be constituted will, if practicable and there are sufficient councillors with no prior knowledge of the matter, be drawn from the members of the Personnel Sub Committee and the Strategy and Resources Committee.

The panels for any appointments to be made by councillors, as set out in Standing Order 33 c)*, will be formed from the membership of the Personnel Sub Committee and the Strategy and Resources Committee, where practicable. (The appointment of the Town Clerk to be made by Full Council)

* the following management posts Deputy Town Clerk, Committee Officer, Leisure Services Manager, Grounds Maintenance Manager).

Woodford Park Leisure Centre Regeneration Task and Finish Group

Terms of Reference

Parent Committee – Strategy and Resources Committee

Purpose

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

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

Membership

Three Members from the Strategy and Resources Committee

Three Members from the Leisure Services Committee

Meetings

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

Reporting

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

Community Youth Partnership - Terms of Reference

Parent Committee: Leisure Services Committee

Overall purpose

The partnership's purposes are:

- to provide an opportunity for the exchange of information on youth services and activities in the town
- engender good working relationships between providers of youth services and activities in the town
- to enable and/or be involved in joint projects and plans to improve services and support to Woodley's young people
- to consider and make recommendations on applications to the Town Council's youth project fund

Membership of the working party

There shall be at least five members of Council and up to ten representatives of voluntary sector organisations working with young people appointed to the working party.

Chairmanship of the partnership will be held by a voluntary sector representative. The Vice Chairman will be held by a town councillor. Agendas for meetings of the partnership will be set jointly by the Chairman and Vice Chairman.

Officers will be in attendance at all meetings.

Representatives from other organisations working with or providing services and activities for young people in Woodley and other interested parties, as agreed by the working party, will be invited to each meeting of the working party.

Meetings

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

Terms of operation

- To liaise with organisations and bodies providing services and activities for young people in Woodley.
- To receive information on activities and services to young people in the town from youth service providers.
- To receive and consider representations and proposals from young people and representatives providing services and activities for young people and make any recommendations to the Leisure Services Committee, Council or any other relevant Committee or organisation, as appropriate.
- To receive and consider applications to the youth projects fund held by the Town Council and make any recommendations on those to the Leisure Services Committee.
- To be part of a network of providers of youth services and activities and encourage exchanges of information and joint working, where appropriate.
- To take part in joint projects to make provision for and support young people.
- To take any relevant matters forward, as agreed by the working party, to the appropriate body or organisation.
- To consider any other matters relating to young people in Woodley.
- To make any recommendations outside the working party's remit to the Leisure Services Committee.
- To provide reports of meetings held to the Leisure Services Committee.

3G Pitch Steering Group -Terms of Reference

Parent Committee: Leisure Services Committee

Overall Purpose

The steering groups role is to monitor and review delivery of the financial, usage and football development performance of the 3G AGP at Woodford Park Leisure Centre and to provide this information to the Football Foundation.

Membership of the steering group

There shall be at least 3 Councillors from Woodley Town Council appointed to the steering group. It is also a requirement of the Football Foundation that the membership include one representative of the Berks and Bucks FA, one representative from the Reading Community Trust and one representative from each of the partner clubs.

Members from the partner clubs may send a representative if they are unable to attend a meeting.

Officers will be in attendance at all meetings.

The Leisure Services Committee may co-opt additional members from specialist areas as deemed necessary.

Meetings

The steering group shall meet three times each year – around the beginning, middle and end of the football season.

Meetings of the group shall be chaired by one of the Elected Members from Woodley Town Council as the grant holding organisation.

Terms of Operation

To monitor and report on the financial performance of the 3G pitch in line with the business plan, usage plan, football development plan and partner clubs service level agreement.

To monitor and report on the football development in relation to the 3G pitch, in line with the business plan, usage plan, football development plan and partner clubs service level agreement.

To report the minutes of each meeting to the Leisure Services Committee and the Football Foundation.

To ensure that the 3G AGP remains on the FA register and is maintained in accordance with the Football Foundation Guidelines.

To ensure that the required annual monitoring and evaluation questionnaires are completed and returned to the Football Foundation.

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.

LANDSCAPE DESIGNATIONS

Map 311 - Amend Site of Urban Landscape Value at Bulmershe, Woodley defined in policy TB22

