

## Woodley Town Council

The Oakwood Centre  
Headley Road  
Woodley  
Berks. RG5 4JZ

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To: **ALL MEMBERS OF THE COUNCIL**

**NOTICE IS HEREBY GIVEN that a Meeting of the Town Council will be held at The Oakwood Centre at 8.00 pm on Tuesday 9 December 2014, at which your attendance is requested.**

Deborah Mander  
Town Clerk

*Before the start of the meeting:*

- *The Town Mayor will present grant cheques to representatives of local community groups and other organisations.*
  - *Claire Page will speak to Members about the Lilly-May Page Trust.*
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### **Town Forum**

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

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

## **A G E N D A**

1. **APOLOGIES**

2. **DECLARATIONS OF INTEREST**

To receive any declarations of interest from Members.

3. **ACCEPTANCE OF OFFICE**

To note the election of Councillor David Stares to the Town Council and that Councillor Stares has signed the declaration of acceptance of office as required by law.

4. **MINUTES OF COUNCIL MEETING HELD ON 30 SEPTEMBER 2014** Page 5  
To approve the minutes of the Council meeting held 30 September 2014 and that they be signed by the Chairman.
5. **MINUTES OF THE URGENCY COMMITTEE MEETING HELD ON 27 NOVEMBER 2014** Page 15  
To receive the minutes of the Urgency Committee meeting held on 27 November 2014.
6. **COMMITTEE REPORTS**  
To receive reports from the following:
- |     |                                  |                  |         |
|-----|----------------------------------|------------------|---------|
| 6.1 | Plans Committee                  | 21 October 2014  | Page 17 |
| 6.2 | Leisure Services Committee       | 4 November 2014  | Page 25 |
| 6.3 | Community Services Committee     | 11 November 2014 | Page 31 |
| 6.4 | Plans Committee                  | 18 November 2014 | Page 39 |
| 6.5 | Strategy and Resources Committee | 25 November 2014 | Page 47 |
7. **ELECTION OF DEPUTY LEADER OF THE COUNCIL**  
a) To note that Councillor Haines has resigned as Deputy Leader of the Council.  
b) To elect a Deputy Leader of the Council.
8. **REQUEST FOR LEAVE OF ABSENCE**  
To consider Councillor Downes' request for leave of absence of five months due to work commitments and family health matters.
9. **COMMITTEE MEMBERSHIP**  
a) To note that Councillor Haines has resigned from the Strategy and Resources Committee and to consider appointing a replacement.  
b) To approve the replacement of Councillor Chadwick on the Leisure Services Committee by Councillor Stares.
10. **LEADER'S STATEMENT**  
To receive a statement from the Leader of the Council.
11. **STANDING ORDERS**  
To consider an amendment to the interpretation of the Standing Order on page 3 of the Council's Standing Orders as follows:  
  
To delete the following paragraph:  
"The terms 'party' or 'parties' includes groups of councillors who are members of a political party registered with the Electoral Commission and groups which include at least 2 councillors who do not belong to a political party and who have informed the Proper Officer that they have formed a group."  
  
and replace it with the following:  
"The terms 'party' or 'parties' means groups of 2 or more councillors who have informed the Proper Officer that they have formed a group. A group can be made up of councillors who are members of the same political party registered with the Electoral Commission, or councillors who do not belong to a political party registered with the Electoral Commission, or a combination of both of these."

12. **COUNCIL SEAL**  
To approve the use of the Council's seal on a lease with Optalis for the use of the offices at Woodford Park Leisure Centre.
13. **AMENITY VEHICLE SERVICE**  
To note correspondence received from Wokingham Borough Council regarding the future of the amenity vehicle service within the borough (**Appendix 13.1**) and the decision taken by the Wokingham Borough Council Executive at a meeting on 27 November to cease the service with effect from 1 February 2015 (**Appendix 13.2**).  
Page 61  
Page 69
14. **REPRESENTATIVES ON OUTSIDE BODIES**
- a) To note that Councillor Haines has resigned as the Council's representative on the following outside bodies and to appoint replacements:  
Berkshire Association of Local Councils  
Wokingham District Association of Local Councils  
Readibus  
Woodley Town Centre Management Initiative
- b) To note that the Town Council is entitled to 2 representatives on the Berkshire Association of Local Councils and to appoint a second representative.
- c) To note correspondence received from Earley Town Council regarding the Site of Urban Landscape Value Joint Working Party (**Appendix 14c**) and to consider appointing 4 representatives to a joint sub-group with Earley Town Council which will consider the terms of reference of the SULV Working Party in the first instance.  
Page 70
- d) To receive any reports from Town Council representatives on outside bodies. (**Appendix 14d**)  
Page 71
15. **DEVELOPERS' SECTION 106 CONTRIBUTIONS**  
To note that Borough Councillor John Kaiser is unable to attend this meeting to talk to Councillors about Developers' Section 106 contributions, but has confirmed that he will attend the Council meeting on 10 February 2015.
16. **TOWN MAYOR'S ENGAGEMENTS**
- a) To note that the Mayor has chosen the Lilly-May Page Trust as his nominated charity during his term of office.
- b) To receive a report from Councillor Brian Franklin on his engagements as Town Mayor. (**Appendix 16b**)  
Page 72
17. **FUTURE AGENDA ITEMS**
- a) To note that an item giving an update on matters relating to the provision of a Neighbourhood Plan was requested at the last Council meeting, but no progress has yet been made on this matter.
- b) To consider any items for inclusion in future Council agendas.

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**Minutes of a Meeting of the Town Council held at the Oakwood Centre on  
Tuesday 30 September 2014 at 8 pm**

**Present:** Councillors B. Franklin (Chairman); T. Barker; A. Chadwick;  
P.Challis; N. Cox; R. Duncan; K. Gilder; K. Haines; L. Higgs;  
M. Holmes; C. Lawley; R. Neall; S. Outen; S. Rahmouni;  
E. Rowland; D. Smith; W. Soane; M. Walker

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

**Also present:** R. Walles, Winner of the Woodley Garden Competition  
T. Farrance, Bulmershe Gym Club  
4 members of the public

*Before the start of the meeting the Town Mayor presented Mrs Rosemary Walles, winner of the Garden Competition, with the Woodley Horticultural Society Memorial Cup.*

*This was followed by a talk by Trina Farrance of Bulmershe Gym Club about the experiences of the gymnasts who competed in the Aerobic Gymnastics World Championships in Mexico earlier this year.*

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

34. **APOLOGIES**

Apologies were received from Councillors K. Baker, J. Cheng, A. Downes, D. Mills, M. Storry, and M. Willson.

35. **DECLARATIONS OF INTEREST**

There were no declarations of interest made by Members.

36. **MINUTES OF COUNCIL MEETING HELD ON 24 JUNE 2014**

**Minute 24.2: Minutes of the Leisure Services Committee: 27 May 2014**  
**Minute 6: Leisure Centres**

In response to a question the Town Clerk reported that the Leisure Services Manager was investigating the cost and other implications of providing a defibrillator for Woodford Park Leisure Centre and this would be included in his next report to the Committee.

**Minute 29: Council Tax Support Funding**

Referring to the report of the meeting with the Chief Executive of Wokingham Borough Council that she and Councillor Haines had attended, Councillor Rowland expressed her disappointment at the reasons for the funding from government not being passed down to town and parish councils. It was noted that the matter of the precept support grant would be an agenda item at the next meeting of the Borough/Parish Working Group.

**Appendix A: Town Forum**

Members noted that it had been agreed that the production of a neighbourhood plan should be an agenda item for a future meeting and commented that this should not be forgotten.

**RESOLVED:**

- ◆ To approve the minutes of the Council meeting held on 24 June 2014 and that they be signed by the Mayor as a correct record.

37. **MINUTES OF THE URGENCY COMMITTEE MEETING HELD ON 18 AUGUST 2014**

**RESOLVED:**

- ◆ To receive the minutes of the Urgency Committee held on 18 August 2014.

38. **COMMITTEE REPORTS**

38.1 **Minutes of the Plans Committee: 15 July 2014**

Councillor Duncan presented the Plans Committee minutes of the meeting of 15 July 2014.

**Powers and Duties of the Plans Committee**

Concern was expressed that on two occasions the agreed protocol for making representations to the Wokingham Borough Council Planning Committee regarding a planning application in Woodley had not been followed. The Town Clerk confirmed that officers would support the Chairman of the Plans Committee to ensure that the agreed protocol was followed.

**RESOLVED:**

- ◆ To receive the minutes of the Plans Committee held on 15 July 2014.

38.2 **Minutes of the Extraordinary Meeting of the Strategy and Resources Committee: 5 August 2014**

Councillor Haines presented the minutes of the extraordinary meeting of the Strategy and Resources Committee of 5 August 2014.

**RESOLVED:**

- ◆ To receive the minutes of the extraordinary meeting of the Strategy and Resources Committee held on 5 August 2014.

38.3 **Minutes of the Plans Committee: 19 August 2014**

Councillor Duncan presented the Plans Committee minutes of the meeting of 19 August 2014.

**RESOLVED:**

- ◆ To receive the minutes of the Plans Committee held on 19 August 2014.

38.4 **Minutes of the Leisure Services Committee: 2 September 2014**

Councillor Barker presented the Leisure Services Committee minutes of the meeting of 2 September 2014.

**Minute 21: Bulmershe Park**

Councillor Gilder thanked the Strategy and Resources Committee for supporting the recommendation made under this item.

**RESOLVED:**

- ◆ To receive the minutes of the Leisure Services Committee held on 2 September 2014.

- 38.5 **Minutes of the Community Services Committee: 9 September 2014**  
Councillor Smith presented the Community Services Committee minutes of the meeting of 9 September 2014.

**Minute 28: Bus Services in Woodley**

Members agreed to write to Reading Buses and Wokingham Borough Council seeking information about any review of bus services following the concerns and comments made by residents at the meeting.

**Minute 35: Highways**

Members asked that the extent of the resurfacing that was to be undertaken in Fairwater Drive be clarified.

**RESOLVED:**

- ◆ To receive the minutes of the Community Services Committee held on 9 September 2014.
- ◆ To write to Reading Buses and Wokingham Borough Council seeking information about any review of bus services following the concerns and comments made by residents at the Community Services Committee meeting.

- 38.6 **Minutes of the Strategy and Resources Committee: 16 September 2014**  
Councillor Haines presented the Strategy and Resources Committee minutes of the meeting of 16 September 2014.

**RESOLVED:**

- ◆ To receive the minutes of the Strategy and Resources Committee held on 16 September 2014.
- ◆ To approve the protocol for members of the public wishing to report on meetings, as attached at **Appendix B**.

- 38.7 **Minutes of the Plans Committee: 23 September 2014**  
Councillor Duncan presented the Plans Committee minutes of the meeting of 23 September 2014.

**Minute 50: Current Planning Applications: Application F/2014/0901:  
Location: Farriers, Farriers Close, Woodley, RG5 3DD.**

Councillor Lawley informed the meeting that he believed this application should be listed for consideration by the Wokingham Borough Council Planning Committee. Members of the Plans Committee informed the meeting that this application had been discussed at the committee meeting for 45 minutes and that the Plans Committee had concluded that there were no grounds on which to list the application. Councillor Lawley asked for the minutes to show that he did not accept this.

**RESOLVED:**

- ◆ To receive the minutes of the Plans Committee held on 23 September 2014.

39. **AUDIT 2013/14**

The Town Clerk presented the Audited Annual Return and drew the Council's attention to the external auditor's report which stated:

"On the basis of our review, in our opinion the information in the annual return is in accordance with proper practices and no matters have come to our attention

giving cause for concern that relevant legislation and regulatory requirements have not been met.”

Members noted that the trial balance had initially been omitted from the supporting information and Annual Return submitted to the external auditor and that this had been immediately rectified.

**RESOLVED:**

- ◆ To adopt the Audited Annual Return for 2013/14

40. **COMMITTEE MEMBERSHIP**

The Town Clerk presented Report No. FC 3/14, which informed Members of the change in Council membership, following the disqualification from office of Councillor Hayward, under section 80 (1) d) of the Local Government Act 1972. Members were also informed of the changes to committee membership required in line with standing orders.

**RESOLVED:**

- ◆ To note the vacancy on the Council with effect from 29 September 2014.
- ◆ To approve adjustments to the membership of the standing committees as follows:
  - To remove Councillor Cox from the Leisure Services Committee.
  - To appoint Councillor Rahmouni to the Plans Committee.
  - To appoint Councillor Rahmouni to the Leisure Services Committee.
  - To appoint Councillor Willson to the Community Services Committee.
  - To appoint Councillor Chadwick to the Strategy and Resources Committee.

41. **SPECIFIC COUNCIL RESPONSIBILITIES**

**RESOLVED:**

- ◆ To note the list of specific Council responsibilities required by law/guidance or the Council’s standing orders, attached at **Appendix C**.

42. **NOTICES OF MOTION**

42.1 **Motion No. 62**

Councillor Gilder requested leave to withdraw this motion following Councillor Hayward’s disqualification from office.

**RESOLVED:**

- ◆ That Motion No. 62 be withdrawn.

42.2 **Motion No. 63**

The following special motion was proposed by Councillor Lawley and seconded by Councillor Challis:

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

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



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

Councillors Lawley, Smith, Rowland, Gilder and Challis spoke in favour of the motion.

Following a vote it was

**RESOLVED:**

- ◆ That the motion be carried.

Voting: For: 17 Against: 0 Abstentions: 1

43. **LEADER'S STATEMENT**

The Leader of the Council was not present at the meeting, and the following statement was tabled at the meeting:

"The summer usually brings a relaxation in activities but if anything there has been the exact reverse. Summer has been hectic for both officers and councillors equally with a lot going on.

Probably the highlight of this period was the visit by the Duke of York to unveil the new war memorial that has now taken pride of place in Woodford Park. Whilst it is not uncommon for such projects to be funded by public contribution it was always going to be difficult in light of the financial situation of the country. But the money was raised. This was a massive achievement and reflected just how strong a community we are. I am also pleased that the Town Council was an integral part of this. My thanks to everyone involved from the committee, our officers through to every donor.

The activities around the First World War have continued with Deborah and some helpers making a huge effort in putting together the display panels for the Heritage Memorial Trail. I was privileged to see all the trail panels for the whole borough and I must admit I thought ours were the best. If you have not read them yet can I urge you to do so as they are great pieces of history. The intention is to make them weather and graffiti proof and place them out in Woodford Park.

The 3Gpitch planning application is now going through the system, which is a very positive sign and shows real progress. In parallel the "One Woodley" project, which aims to combine our 6 individual Woodley football clubs combine into one, is continuing and I would like to thank Cllr Outen for his work on that group. This is certainly exciting times for football in Woodley.

This would not be a Leaders Statement without mentioning Bulmershe Leisure Centre. Things are progressing well. It has been suggested by Cllr McCann, Liberal Democrat Borough Councillor for Loddon and I quote:

*there is 'no decision-making' process in regards to drawing up future plans for the Leisure Centre, residents' needs are not considered and they 'can either like it or lump it'*

I would reiterate what we have said at least a dozen times, in council meetings, in newsletters and in the press that residents will be fully engaged in the future

of the Bulmershe Leisure Centre. The next phase of the project, after the transfer has been complete, will cover the future building. Plans have already been drawn up for a number of options and funding provisionally identified. They will be updated and a joint exhibition / consultation will be carried out for residents and users of the facility. The responses to this will be used to inform the final decision as to what option is most appropriate.

Finally let me say one thing about former Cllr Hayward and one of the comments in the motion at 10.1 in the Agenda. Let me make it perfectly clear that I totally condemn any illegal act of any councillor and support the motion in principle. Both parties have benefitted from the support of this individual to give them control. The Liberal Democrats used this councillor as a party member to keep control at the beginning of this council for several years and then when she went Independent the Conservatives gained control through her support. Remember the Liberal Democrats brought this individual into politics by selecting her as a candidate even though she was already committing these offences. I hope that their selection process is a little more robust now to make sure their candidates for the elections in May 2015 do not have skeletons in their cupboards."

#### 44. **REPRESENTATIVES ON OUTSIDE BODIES**

a) **RESOLVED:**

- ◆ To note that Councillor Cheng had resigned as the Council's representative to the CAB.

- ◆ To appoint Councillor Challis as the Council's representative to the CAB.

b) **RESOLVED:**

- ◆ To appoint Councillor Rowland as a standing deputy to the Borough/Parish Working Group.

c) Members noted the following written reports:

- Report of the re3 Stakeholders Meeting on 10 July 2014 from Councillor Walker.
- ARC report from Mrs Shelagh Flower.

Councillor Franklin read out a report on the Poor's Land Charity, which had been submitted by Mrs Shelagh Flower. The report informed Members that all the flats in the almshouses in Cedar Place were occupied and the trustees met monthly to discuss the business of the charity and to consider applications for the Relief in Need Fund.

Councillor Smith gave a verbal report of a meeting of the Sonning and District Welfare and Education Trust and informed members of two grants given by the trust.

Councillor Rahmouni informed Members that Rory Hunt, a long term resident of the Robert Palmer almshouses, had recently passed away.

d) Members noted the new ARC constitution, which had been requested at the previous meeting of the Council. It was noted that Woodley Town Council was not listed in the Schedule of Membership and the Town Clerk agreed to seek clarification of this.

Members requested that, following the recent experience of Woodley Town Council, a suggestion be made to ARC that item 6 c) of the constitution be

amended to add that the office of a member of the management committee shall be vacated if the member is found guilty of criminal activity.

- e) Members noted receipt of the audited accounts 2013 for the Poor's Land Charity.

The following two items were notified to Members after the agenda had been published and resulted from the disqualification from office of Councillor Hayward.

f) **RESOLVED:**

- ◆ To appoint Councillor Mills as the Council's representative on the Woodley Bowling Club Management Committee.

g) **RESOLVED:**

- ◆ To appoint Councillor Lawley as the Council's representative on the Woodley Volunteer Centre Management Committee.

Under this item it was noted that Mr Les Green would be leaving Woodley Age Concern after many years of service. The Town Clerk agreed to send a card to Mr Green on behalf of the Council.

45. **TOWN MAYOR'S ENGAGEMENTS**

The Town Mayor informed the Council of the 24 engagements he had attended since the last meeting.

The Mayor reported that he had been very busy with his Mayoral engagements over the summer and had frequently been amazed at the amount of time given by volunteers to many of the organisations he had visited.

The Deputy Mayor had attended 2 engagements since the last meeting.

46. **FUTURE AGENDA ITEMS**

An item giving an update on matters relating to the provision of a Neighbourhood Plan was requested.

Meeting closed at 9:30pm

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**TOWN FORUM**

**30 September 2014**

Greg Bello, a member of the Woodley and Whitegates Labour Party, said he spoke on behalf of the 2,000 residents who had signed a petition requesting that a public toilet be provided in the town centre, and asked for the proposed toilet to be installed before the end of this financial year.

Councillor Haines thanked Mr Bello for the question and reported that the Town Council was working to have the new toilet installed as soon as possible, but that other organisations were also involved with the process. She said that the Council could not promise to have the toilet installed by the end of this financial year, but that they would do their best to meet this date.

Woodley Town Council

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

Members of the public are entitled to report on meetings of Council, Committees, Sub Committees and Working Parties, except in circumstances where the public have been excluded as permitted by law.

Reporting means:

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

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

Anyone attending a meeting who wishes to report on the meeting should contact the Town Clerk on 0118 9690356 or email [townclerk@woodley.gov.uk](mailto:townclerk@woodley.gov.uk). This is so that employees can provide a suitable and defined place from which to anyone intending to report on proceedings can do so effectively.

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

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

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

**Specific Council responsibilities:**

Annual Return:

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

Receipt of the external auditor's opinion

Signatories to bank accounts

Setting the precept

Approval of the Council's Annual Budget

Borrowing approval

Raising a loan

Approval of the Council's Treasury Management Strategy

Approval of the capital programme

Members' Code of Conduct

Standing orders

Financial regulations

Council land use matters

Appointment of Town Clerk

Designation of Proper Officer of the Council

Appointment of Responsible Financial Officer

Appointment/dissolution/alteration of membership of standing committees

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

Appointment of Deputy Town Mayor

Appointment of Leader and Deputy Leader of the Council

Powers and duties of committees and Town Clerk

Dates of the meetings of Council and scheduled standing committees

Appointments to outside bodies

Co-options to the Council

Approval to use the Council seal

Adoption of the General power of competence

**Minutes of the Urgency Committee – Thursday 27 November 2014**

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**BULMERSHE LEISURE CENTRE AND BUNGALOW LEASES – EARLY SURRENDER**

Councillors Baker, Franklin, Rowland, Smith and Soane were contacted by email on 26 November 2014 and provided with the agenda setting out the matter for the Committee's consideration (attached to these minutes). Councillors Baker Franklin, Smith and Soane responded by email to the Town Clerk by midday on 27 November in favour of the proposal that approval for the use of the Council Seal be given. It was therefore

**RESOLVED:**

- ◆ **To approve the use of the Council Seal on the Deeds of Surrender and the Admissions Agreement in respect of the agreed early surrender of leases on Bulmershe Leisure Centre and Bulmershe bungalow and the transfer of staff to CSalt/1Life.**





Woodley Town Council  
The Oakwood Centre, Headley Road,  
Woodley, Berkshire, RG5 4JZ  
Tel: 0118 9690356  
www.woodley.gov.uk

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To: **Members of the Urgency Committee**

Councillors: K. Baker, B. Franklin, E. Rowland, D. Smith, W. Soane

**NOTICE IS HEREBY GIVEN that the Urgency Committee is required to give consideration to Agenda Item 1 by midday on 27 November 2014.**

Deborah Mander  
Town Clerk

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## AGENDA

1. **BULMERSHE LEISURE CENTRE AND BUNGALOW LEASES – EARLY SURRENDER**

To give approval for the use of the Council Seal on documents relating to the agreed early surrender of the leases with Wokingham Borough Council in respect of Bulmershe Leisure Centre and Bulmershe bungalow. This includes the Deeds of Surrender of both leases and the Admission Agreement for the transfer of staff from the Council's part of the pension fund to 1Life's, once it is an 'Admitted Body'.

At a meeting on 25 November 2014 the Strategy and Resources Committee approved:

- the final terms for the Deeds of Surrender of the leases with Wokingham Borough Council in respect of Bulmershe Leisure Centre and Bulmershe bungalow, and
- the signing of the Admissions Agreement in respect of pension arrangements for transferred staff

Although previous advice had indicated that the use of the Council Seal could be delayed until after the Council meeting of 9 December (when approval for the use of the Council Seal was scheduled to be sought) advice from the Council's solicitor received on 26 November has indicated that the completion of the surrender must take place on Monday 1 December 2014, the date from which the surrender will be effective.

Under Standing Order 8, Delegated Powers, the Urgency Committee is delegated full powers to act in cases of urgency. In the absence of a scheduled meeting of Council Members are asked to consider approving the use of the Council Seal on the Deeds of Surrender and the Admissions Agreement in order that the timetable for the arrangements for the surrender of the leases be met.

Please respond by email to the Town Clerk before midday on Thursday 27 November 2014. Please contact the Town Clerk if you require any further information in order to make a decision on this matter.



Woodley Town Council

**Minutes of a Meeting of the Plans Committee held at the Oakwood Centre  
on Tuesday 21 October 2014 at 7:45 pm**

**Present:** *Councillors: J. Cheng (Chairman); T. Barker; P. Challis; R. Duncan;  
M. Holmes; R. Neall; M. Walker*

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

58. **COMMITTEE MEMBERSHIP**

**RESOLVED:**

- ◆ To note that at the meeting of the Council held on 30 September 2014 Councillor Rahmouni was appointed to the vacant place on the Plans Committee.

59. **APOLOGIES**

Apologies for absence were received from Councillors Rahmouni and Willson.

60. **DECLARATIONS OF INTEREST**

There were no declarations of interest made by Members.

61. **MINUTES OF PREVIOUS MEETING**

**RESOLVED:**

- ◆ That the minutes of the meeting held on 23 September 2014 be approved and signed by the Chairman as a true and accurate record.

62. **PLANNING DECISIONS**

**RESOLVED:**

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

63. **CURRENT PLANNING APPLICATIONS**

**RESOLVED:**

- ◆ To forward comments to the planning authority as follows:

**F/2014/2057**

*Location: 21 Selsdon Avenue, Woodley, RG5 4PQ.*

*Proposal: Proposed erection of part two storey and part first floor extension to side elevation plus conversion of garage to habitable accommodation.*

Observations: The Committee had concerns that this development could create a possible terrace effect.

**F/2014/2089**

*Location: 9 Woodlands Avenue, Woodley, RG5 3HN.*

*Proposal: Proposed erection of first floor rear extension to dwelling with new rooms in the roof space and roof windows on both side elevations. Demolition of garage and erection of single storey rear extension to form conservatory.*

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

- Un-neighbourly.
- Out of keeping with neighbouring properties.
- Overbearing.
- Loss of light and privacy – particularly from the two-storey element.
- Visually unacceptable
- Loss of amenity for neighbours.

If approval is granted there should be a condition that obscure glazing should be used

### **F/2014/2105**

*Location: Former Allied Bakeries Site, Viscount Way, Woodley, RG5 4BJ.*

*Proposal: Proposed erection of 70 dwellings with associated roads, parking, amenity space, landscaping and creation of new access onto Loddon Bridge Road.*

Seventeen members of public were present at the meeting to voice their concerns and six letters of concern had been received. Their concerns related to:

- The entrance to the site being situated on Loddon Bridge Road
- Suitability of the proposed acoustic fence to the north of the site.
- Protection of the bridle path to the south of the site.
- The industrial park to the north of the site

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

- There are safety concerns regarding the siting of the access on Loddon Bridge Road. Residents of Loddon Bridge Road in the vicinity of the proposed entrance to the site already find it very difficult and dangerous to exit their driveways due to the amount of traffic and poor visibility caused by a bend in the road. This will also apply to people exiting the proposed development. The Committee did not think it appropriate for there to be any access onto Loddon Bridge Road and felt strongly that the access to the development should be from Viscount Way.
- Many school children use this area of Loddon Bridge Road, on bicycles and on foot, and their safety will be put at risk by traffic using the proposed site entrance.
- As the proposed entrance is next to a blind bend in Loddon Bridge Road, traffic exiting the site will find it difficult to turn right, particularly during rush hours and most will therefore turn left. Much of this traffic will then turn into Vauxhall Drive to avoid the bottleneck at the southern end of Loddon Bridge Road, thereby exacerbating the traffic problems in Vauxhall Drive.
- The Wokingham Borough Managing Development delivery Document (Local Plan), adopted 21 February 2014, identified this site as appropriate for the delivery of around 57 dwellings. This proposal is for 70 dwellings.
- There is insufficient parking provided on the site.
- There appears to be footpath access to the rear of some properties, which does not appear to be in compliance with Safer Homes Initiatives.
- The acoustic fence to the north of the site does not appear to be appropriate for the nature of the business carried out in the industrial estate. The proposed acoustic fence is 2m high, whereas the HGV vehicles using the industrial estate are 4m high.
- The proposed 2m fence to the north of the site will not provide sufficient protection to the industrial units, where high value goods are sometimes stored.

- The noise impact assessment gives the measured noise levels from the 24 hours a day truck movements on the industrial estate, and general traffic noise, and states that in order for acceptable internal levels of noise to be achieved the windows of the dwellings adjacent to the industrial estate must remain closed day and night. This is not acceptable.

If permission is granted for this development the Committee request that the following concerns be addressed:

- High level windows in the industrial units to the north of the site will overlook the adjacent houses and gardens.
- Cctv cameras covering the industrial estate will overlook the adjacent houses and gardens.
- The HGV vehicles using the industrial estate have cabs at a height of 3m, which will overlook the adjacent houses and gardens.
- The existing business operating to the north of the site has to renew its 24 hour HGV operator's licence every 5 years and should be protected against objections by the new residents in order to comply with the Wokingham Borough Managing Development Delivery Document (Local Plan), which for this site specifically states that the proposals must "deliver appropriate measures to safeguard the amenities of the occupants of the dwellings whilst ensuring continued B class activities can continue within adjoining Headley Road Core Employment Area."
- The boundary treatment to the south of the site must provide protection to the historic bridle way in this area.

#### **TL/2014/2141**

*Location: Adopted Grassed Verge, Woodlands Avenue, Woodley, RG6 1HY.*

*Proposal: Application for prior approval of the upgrade of existing telecommunications base station comprising the removal of the existing 12m high column, replacement with a 17.5m high column (height including shrouded antennas), with minor relocation and ancillary development.*

Observations: No objections.

#### **F/2014/2142**

*Location: 39 Cypress Avenue, Woodley, RG5 4BD.*

*Proposal: Proposed erection of conservatory to rear of property.*

Observations: No objections.

#### **F/2014/2185**

*Adjoining Parish Consultation*

*Location: Land to rear of 411-413 Wokingham Road, Earley, RG6 7EL.*

*Proposal: Proposed erection of 4 No. four bedroom dwellings with access and parking.*

Observations: No comment.

#### **F/2014/2186**

*Location: 14 Reading Road, Woodley, RG5 3DB*

*Proposal: Proposed conversion of roof space to habitable accommodation plus raising of ridge and erection of four dormers.*

The applicant was present at the meeting, but did not wish to speak. One letter of objection had been received, which raised concerns about the possible loss of light and privacy to neighbouring properties if this application was approved.

The Committee discussed the proposal and recommended that the overlooking of neighbouring properties, particularly number 16, be considered when determining this application.

**A/2014/2210**

*Location: 97 Crockhamwell Road, Woodley, RG5 3JP.*

*Proposal: Application for advertisement consent for the proposed erection of 1 No. back lit fascia sign and 1 No. internally illuminated bus stop sign.*

Observations: No objections

**A/2014/2217**

*Location: Leightons Opticians, 118 Crockhamwell Road, Woodley, RG5 3JH.*

*Proposal: Application for advertisement consent for the erection of replacement fascia signage.*

Observations: No objections

**F/2014/2220**

*Location: 143 Crockhamwell Road, Woodley, RG5 3JP.*

*Proposal: Proposed installation of new shop front and erection of 2 No. satellite dishes.*

The Committee wished to make the following observation:

- Although there are no specific planning issues in relation to the proposed work, the Town Council strongly objects to another betting office in the town centre.

**F/2014/2232**

*Location: 24 Oak Drive, Woodley, RG5 4BA.*

*Proposal: Proposed erection of two storey rear extension following demolition of existing conservatory.*

Observations: No objections

**F/2014/2267**

*Location: 22 Hurricane Way, Woodley, RG5 4UX.*

*Proposal: Proposed erection of two-storey side extension and single storey rear extension.*

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

64. **PLANNING APPEALS**

a) **RESOLVED:**

- ◆ To note the following appeal decision:

Application: O/2013/0668

Location: Part of former Linpac Site, Headley Road East, Woodley.

Proposal: Residential development of up to 34 dwellings with associated access, car parking, open space and landscaping (means of access to be considered).

Decision: Appeal allowed.

b) **RESOLVED:**

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

Application: F/2014/0713

Location: 29 Copse Mead, Woodley.

Proposal: Proposed erection of part two storey, part single storey rear extension and two storey side extension on west elevation and part first floor side extension on east elevation (including change in roof form from twin rear gable to crown roof design). In addition, proposed front gable extension, demolition of existing detached garage, removal of existing chimney stack and changes to existing fenestration.

65. **TREE PRESERVATION ORDERS**

**RESOLVED:**

- ◆ To note the following:

- TPO 3/1951: 14 Highgate Road, Woodley.  
Consent for the selective pruning of two Scots pines, the felling of a birch, and the felling and replacement of a birch and a Scots pine.
- TPO 3/1951: 32 Cottesmore Road, Woodley.  
Consent for the selective pruning of a sycamore.
- TPO 3/1951: 43 Nightingale Road, Woodley.  
Consent for the selective pruning of a sycamore and a silver birch.

66. **ADDITIONAL ITEM: TREE SURGERY**

**RESOLVED:**

- ◆ To note receipt of Section 211 notification of work to trees within the Woodley Green Conservation Area: Church Mews, Woodley:
  - Consent for the crown lifting of a bay tree and the crown reduction of a yew tree.

67. **ENFORCEMENT ISSUES**

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

The meeting closed at 9:15 pm

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Chairman

Woodley Town Council

**PLANNING DECISIONS**

<b>Plan No.</b>	<b>Address</b>	<b>Proposal</b>	<b>Decision</b>
F/2014/0369	St James Church Centre, Kingfisher Drive	Proposed replacement of existing roof with a new pitched roof over church, demolition of existing bell tower and replacement with new, plus erection of single storey extension to south elevation to provide store.	Approved
VAR/2014/0889	Land at Sandford Farm, Mohawk Way	Application to vary conditions 8, 10, 13 and 18 of planning consent F/2011/1278 (remediation works to remove contaminated material from former landfill site) to enable the re-use of materials on the site as part of the remediation of the site.	Approved
F/2014/0891	Land at Sandford Farm, Mohawk Way	Application for engineering works which comprises the construction of earth mounds and pits for the re-use of materials on the site as part of the remediation of the site.	Approved
CLP/2014/1109	Winterbourne, 108 Loddon Bridge Road	Proposed erection of porch to side elevation.	Approved
CLP/2014/1408	Suite D, Hawkenhurst House, Headley Road East	Application for a certificate of lawfulness for the proposed use of office for administrative purposes. (Use Class B1)	Approved
F/2014/1490	11 Western Avenue	Proposed erection of a two storey side extension with pitched roof.	REFUSED
F/2014/1503	33 Selcourt Close	Proposed erection of single storey front extension and raising of roof with side dormer extension to create first floor accommodation to dwelling. Removal of chimney stack.	Approved
F/2014/1510	143 Crockhamwell Road	Proposed erection of a single storey extension and new shop front and installation of two air conditioning units.	Approved
CLE/2014/1545	4 The Parade, Coppice Road	Application for a certificate of existing lawful development for use of ground floor premises as a hot food takeaway under class A5.	Approved
F/2014/1548	177 Loddon Bridge Road	Proposed erection of a single storey rear extension plus raising of existing roof and conversion of roof space to first floor accommodation, to include rear roof dormer extension.	Approved
A/2014/1586	145 Crockhamwell Road	Proposed installation of 1No. internally illuminated fascia sign and 1No. internally illuminated projecting sign.	Consent for a period of 5 years

<b>Plan No.</b>	<b>Address</b>	<b>Proposal</b>	<b>Decision</b>
F/2014/1589	25 Vauxhall Drive	Proposed erection of a first floor extension to dwelling.	REFUSED
F/2014/1616	8 Butts Hill Road	Proposed erection of two storey front extension.	Approved
F/2014/1638	22 Chequers Way	Proposed erection of single storey side extension and front porch.	Approved
F/2014/1705	19 Woodlands Avenue	Proposed erection of a single storey rear extension to form a conservatory	Approved
F/2014/1780	35 Fitzroy Crescent	Proposed erection of a single storey rear extension to dwelling.	Approved
F/2014/1800	145 Crockhamwell Road	Proposed construction of a new shop front	Approved
F/2014/1812	179 Loddon Bridge Road	Proposed erection of front, side and rear extension, plus raising of roof to create habitable accommodation to dwelling with front and rear dormer windows.	Approved
F/2014/1843	9 Welford Road	Proposed conversion of garage to create habitable accommodation to dwelling, plus the erection of a single storey front extension and part two storey/part first floor side/rear extension.	Approved
F/2014/1881	32 Duncan Road	Proposed erection of a single storey front extension to dwelling.	Approved
F/2014/1882	47 Rochester Avenue	Proposed rebuild of existing garage and erection of first floor side extension over rebuilt garage.	Approved
F/2014/1921	51 Comet Way	Proposed garage conversion to habitable accommodation.	Approved

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**Minutes of a meeting of the Leisure Services Committee held at the Oakwood Centre  
on Tuesday 4 November 2014 at 8.00 pm**

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**Present:** *Councillors W. Soane (Chairman); T. Barker; A. Chadwick; P. Challis;  
K. Gilder; S. Outen; S. Rahmouni*

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

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

27. **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors A. Downes and B. Franklin.

28. **COMMITTEE MEMBERSHIP**

**RESOLVED:**

- ◆ To note that at the meeting of the Council held on 30 September 2014 Councillor Cox was removed from the Leisure Services Committee and Councillor Rahmouni was appointed to the Committee, following the change in Council membership.

29. **DECLARATIONS OF INTEREST**

There were no declarations of interest made by Members.

30. **MINUTES OF THE MEETING HELD ON 2 SEPTEMBER 2014**

**RESOLVED:**

- ◆ That the minutes of the Leisure Services Committee meeting of 2 September 2014 be approved and signed by the Chairman as a correct record.

31. **BUDGETARY CONTROL**

The Town Clerk presented Report No. LS 18/14 and explained that expenditure at Bulmershe Leisure Centre and Chapel Hall was above the estimate, partly due to the costs of providing long-term sickness payments and sickness cover at both locations.

Members noted that the figures for Bulmershe Leisure Centre were subject to change as some income had been collected in advance and would be paid over to 1Life when the transfer of the lease took place and a proportion of the expenditure already incurred would be reimbursed by 1Life.

Members congratulated the Leisure Services Manager and his staff for their good work in achieving increased income at the leisure centres.

**RESOLVED:**

- ◆ To note Report No. LS 18/14.

32. **LEISURE CENTRES**

The Leisure Services Manager presented Report No. LS 19/14.

**Healthy Habits**

It was noted that the total number of members was 843, but that this was expected to decrease when 1Life took over the management of Bulmershe Leisure Centre as they had their own loyalty card.

### **Defibrillator for Woodford Park Leisure Centre**

The Leisure Services Manager reported that the cost of buying a defibrillator would be £1,200 - £1,500 depending on the model chosen. The cost of training for up to 12 staff members would be £400 and this, together with on-going refresher sessions, could be met from the staff training budget. Members considered increasing the equipment budget for Woodford Park Leisure Centre by £1,500 to enable a defibrillator to be purchased.

In reply to a question the Leisure Services Manager confirmed that the defibrillator would be kept inside the leisure centre.

### **Sports Development**

#### **Sid Hopkins Football Tournament**

Members noted that the boys' tournament took place on 7 October and was won by South Lake School. Unfortunately the girls' tournament on the following day could not be completed because of heavy rain and a new date was being sought. The Leisure Services Manager reported that pupils from Bulmershe School had refereed the tournament and had been a great credit to the school.

#### **Wokingham Level 2 Football Tournament for Years 3 and 4**

Members were informed that Woodford Park had recently hosted this tournament for the first time. Ten schools from around the borough had taken part and the winner was Oaklands, who would go on to represent Wokingham in the county finals.

### **Bulmershe Leisure Centre**

#### **Swim School**

The Leisure Services Manager reported that 520 people had enrolled with Swim School for term 3 and the income target for this activity was being exceeded; however it was noted that this income would require apportionment at the date of the early surrender of the lease.

### **Woodford Park Leisure Centre**

#### **October half term**

Members were informed that all the half term sports camps, which included football, trampolining and badminton, had been very popular, with all the trampolining sessions being fully booked. The Leisure Centre had received very good feedback about the instructors.

#### **Healthy Habits children's activities**

Members were pleased to note that the numbers attending the Healthy Habits children's activities and courses continued to increase. New activities had been added and more were planned for the New Year.

#### **3G artificial grass pitch project**

The Leisure Services Manager updated Members on the progress of the project. He reported that following concerns raised by residents, amendments to the proposals were being made with regard to the lighting, parking and opening times. The Council had also agreed to carry out an acoustic survey when the pitch was in use. Due to the amendments to the planning application, Wokingham Borough Council had extended the consultation period. Members were informed that the delay in the granting of planning consent meant that the application for funding from the Football Foundation could not be considered until the next round of funding, in February 2015, and this delay would result in a very tight

construction schedule in order for the pitch to be open in time for the start of the football season in September 2015.

Members considered making a recommendation to the Strategy and Resources Committee that a further £2,550 be allocated from the special projects earmarked reserve to cover the acoustic survey and other costs associated with this stage of the project.

### **Woodford Park Leisure Centre development**

The Leisure Services Manager reported that a meeting had taken place with Alliance Leisure at which four members of the Leisure Services Committee were present to put forward their visions for the centre, which included enhancement of the current facilities, coffee shop/cafe bar, 50+ wellbeing suite, fitness gym and children's soft play area. Alliance Leisure had been asked to carry out a feasibility study to look into these ideas and this would be provided to the Committee at the January 2015 meeting.

### **Woodley Cricket Club**

The Leisure Services Manager informed Members that the Berkshire Cricket League had recently inspected all Premier League cricket grounds and Woodford Park was found to require improvement in order for Woodley Cricket Club to continue playing league cricket there. Members were informed of the necessary improvements, which had been agreed by league and club representatives, the Leisure Services Manager, the Head Groundsman and the Leader of the Council, and were asked to consider approval of the works.

The Leisure Services Manager also reported that he would be attending a meeting with the Chairman of the Berkshire Cricket League and representatives from Performance Cricket and Woodley Cricket Club to discuss re-starting the Woodley Cricket Academy for youngsters, which had closed down two years earlier due to lack of volunteers.

In reply to a question about the possibility of installing an artificial cricket wicket, the Leisure Services Manager replied that there may be grants available for this. During discussion it was suggested that an artificial wicket might lead to more use and increased income.

In response to concerns about the possible loss of one of the tournament pitches as a result of the 3G pitch being constructed the Leisure Services Manager agreed to discuss this matter with the Development League to explore how to meet their requirements should this be the case. It was possible that extending the booking times could help.

The Chairman thanked the Leisure Services Manager for all his hard work.

### **RESOLVED:**

- ◆ To note Report No. LS 19/14.
- ◆ To approve the purchase of a defibrillator for Woodford Park Leisure Centre at an estimated cost of £1,500 and that the centre's equipment budget for 2014/15 be revised during the forthcoming budget process to cover this cost.
- ◆ To recommend to the Strategy and Resources Committee that a further £2,550 be allocated from the special projects earmarked reserve to cover the anticipated survey and other costs associated with this stage of the 3G artificial grass pitch project.
- ◆ To approve the works to the cricket square and boundary and the budget implications, as set out in **Appendix A**.

33. **BULMERSHE LEISURE CENTRE – EARLY SURRENDER OF LEASE**

The Town Clerk presented Report No. LS 20/14.

Members were informed that the draft agreements for the early surrender of the leases on the leisure centre and the bungalow had been prepared by the Town Council's solicitor and had been forwarded to Shared Legal Solutions, acting for Wokingham Borough Council. The final agreements would be presented to the Strategy and Resources Committee for approval at its meeting on 25 November 2014.

The Town Clerk reported that the arrangements were in place for the transfer of staff to 1Life and the Town Council's responsibilities under the TUPE regulations to consult and meet with staff had been carried out.

Members noted that agreement had been reached on the repairs to be carried out by the Town Council before the handover and this work had been completed. Arrangements had also been made for the transfer or termination of service contracts, as appropriate. Permission had been given for 1Life to start refurbishment works in November. Both the Town Council and 1Life agreed that a smooth transition period was important for centre customers and the handover arrangements had been made with this in mind.

In reply to a question the Town Clerk agreed to identify how in practice liaison with the Borough Council and its leisure contractor over the future provision of sport and leisure facilities within Woodley could be established.

The Town Clerk informed Members that the Mayor would be hosting a reception for all Bulmershe Leisure Centre staff on the evening of Friday 21 November at the Oakwood Centre, to mark the end of their service with the Council. Members were asked to consider closing Bulmershe Leisure Centre from 6:30pm on that evening to enable all staff to attend.

**RESOLVED:**

- ◆ To note Report No. LS 20/14.
- ◆ To cancel the public swim session at Bulmershe Leisure Centre from 6:30pm on Friday 21 November 2014 to enable all staff to attend the Mayor's reception to mark the end of their service with the Council.

34. **PARKS AND BUILDINGS**

The Service Support Manager presented Report No. LS 21/14.

**Vandalism**

Members were informed that the roof to the youth shelter had been damaged, and had not yet been repaired, and there had been an incidence of graffiti in the Garden of Remembrance, which had been removed by the Grounds Maintenance Team.

**Woodford Park Leisure Centre**

The Service Support Manager reported that Optalis were currently moving furniture and equipment into the refurbished office space and were expected to commence operating from the centre on 17 November.

Members noted that insurers had advised that the former play area next to the centre be re-tarmacked and this work would be carried out in the near future.

**Woodford Park**

The Service Support Manager informed Members that the roots of the conifer trees around the perimeter of the bowling green were beginning to cause damage to the playing surface

of the green, to the underground irrigation system and to the path around the green. To prevent further damage, the trees would be removed and the existing railings beneath the trees would be reinstated. The cost of the tree removal would be met from the 2014/15 tree works budget.

Members were informed that dog fouling continued to be a problem in the park and that new "anti-fouling" signs were to be placed at the park entrances. Fly-tipping was also a problem in some areas of the park and some bins that were regularly being used for household waste had been removed.

### **Civic Space**

Members were pleased to note that the shrub beds had been planted and the new gates were scheduled for installation before 11 November. The Civic Space would then be complete. The planting of a tree to replace the felled sycamore on the Memorial Ground was scheduled for 7 November.

The Service Support Manager reported that an informal gathering of remembrance would take place at the new war memorial on Tuesday 11 November. The Royal British Legion would be involved and representatives from some of the local schools would take part. The event had been advertised in the press and in the town centre and it was hoped that members of the public would also attend. The traditional Remembrance Service would take place at St. John's Church on Sunday 9 November.

### **Malone Park**

Members were informed that the necessary permission had been received and tree work would be carried out in the coming weeks.

### **Community Halls**

Members noted that 80 replacement chairs had been purchased for Chapel Hall.

### **RESOLVED:**

- ◆ To note Report No. LS 21/14.

### 35. **FUTURE AGENDA ITEMS**

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

### **RESOLVED:**

- ◆ That an item be included to allow consideration to be given to the provision of a flag pole at the Oakwood Centre or on the Memorial Ground.

### 36. **PUBLICITY AND WEBSITE**

### **RESOLVED:**

- ◆ To publicise the necessary adjustments to the budget due to the handover of Bulmershe Leisure Centre.

The meeting closed at 9:15 pm

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**Timeline of Works for Cricket in Woodford Park**

<b>Area of Concern</b>	<b>Action required for 2015 season</b>	<b>2016 season</b>	<b>2017 season</b>	<b>2018 season</b>
Remove saddles from the square	Hire a verti drain hollow coring machine at a cost £425, can also be used in the football goal mouths	Same again depending on reports from the league	Same again depending on reports from the league	Same again depending on reports from the league
Artificial wicket	Artificial wicket either needs to be removed or replaced. LSM has a quote to replace the artificial wicket at a cost of 5k, possible 106 monies to cover the cost.	NA	NA	NA
Weeds in the outfield	Selective weed killing on the outfield of the cricket square, which would require the closure of the park area behind Woodford Park Leisure Centre for the morning whilst area was sprayed. Needs to be done during May half term at a cost of £924. Again costs could be split between cricket and football as area of ground covers both sets of pitches.	NA	NA	Weed killing needs to be done every 3 years
5 <sup>th</sup> football development pitch in front of pavilion	5 <sup>th</sup> football development pitch currently been placed on proposed area for the 3G 9 V 9 for this season	Loss of football development pitch 5	Loss of football development pitch 5	Loss of football development pitch 5
Moss detectable on some parts of the square, outfield uneven, pitch needs to be flat and rolled	Annual maintenance	Annual maintenance	Annual maintenance	Annual maintenance

Woodley Town Council

**Minutes of a Meeting of the Community Services Committee held at the Oakwood Centre on Tuesday 11 November 2014 at 8:00 pm**

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

**Also present:** *Councillor K. Baker  
E. Taylor, Environmental Health Officer, Wokingham Borough Council  
S. Milligan, Just Around The Corner Charity*

*1 member of public*

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

51. **APOLOGIES**

Apologies for absence were received from Councillor W. Soane.

52. **DECLARATIONS OF INTEREST**

There were no declarations of interest made by Members.

53. **MINUTES OF THE COMMUNITY SERVICES COMMITTEE MEETING HELD ON 9 SEPTEMBER 2014**

**RESOLVED:**

- ◆ That the minutes of the meeting held on 9 September 2014 be approved and signed by the Chairman as a correct record.

54. **APPOINTMENT OF VICE CHAIRMAN**

**RESOLVED:**

- ◆ To appoint Councillor Walker as Vice Chairman of the Community Services Committee.

55. **AIR QUALITY IN WOODLEY**

Erica Taylor, Environmental Health Officer, Wokingham Borough Council, was welcomed to the meeting to talk to Members about air quality matters across the borough and in Woodley in particular.

Erica Taylor explained that local authorities had a legal obligation to monitor the levels of seven pollutants across their area and in Wokingham Borough the only one of these pollutants found to occur in significant concentrations was nitrogen dioxide, which was caused by traffic pollution. The nitrogen dioxide levels were constantly measured across the borough, mainly using movable monitoring stations, which could be moved to another location if the observed levels in a particular area were found to be low. The problem areas in Wokingham Borough were adjacent to the M4 motorway, for its whole length across the borough, and in the town centres of Wokingham and Twyford. An action plan to control the levels of pollution in Wokingham and Twyford town centres was under development.

Erica Taylor informed Members that the two monitoring stations that had been located in Woodley adjacent to the A329(M) had been moved to other locations as the measured levels of pollution had been continually low.

In reply to a question Erica Taylor confirmed that air quality was a material planning consideration for large developments and if assessments showed that air quality might be a problem the planning authority would require monitoring of pollutants during construction and afterwards.

Replying to a question from a member of public Erica Taylor reported that the local authority did not have an obligation to inform the public if recommended levels of pollutants were exceeded, but that all of the monitoring data was published on the Wokingham Borough Council website.

The Chairman thanked Erica Taylor for coming to the meeting.

56. **JUST AROUND THE CORNER**

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

Members were interested to note that, of the games and activities on offer in the mobile units, the traditional group participation games, such as charades, were increasing in popularity. Sam Milligan thought that the easy availability of electronic games on mobile phones and other devices meant that the games consoles provided by JAC on the mobile units were no longer so attractive to young people. Members were also pleased to note that the young mums' sewing group was doing well and still growing.

In reply to a question about police reports of an increase in drugs use locally, Sam Milligan said that he could not comment on data collected by the police but that JAC had not noticed an increase in the use of drugs by young people and were not aware of an increase in young people talking about drug use taking place.

The Chairman thanked Sam Milligan for his report, which had been very informative.

**RESOLVED:**

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

57. **BUDGETARY CONTROL**

**RESOLVED:**

- ◆ To note Report No. CS 15/14.

58. **YOUTH WORKING PARTY**

The Town Clerk informed Members that Coronation Hall had been booked for the next Streetz event on 10 January 2015 and that she had arranged a meeting with the organiser and the police to discuss the management of the event.

**RESOLVED:**

- ◆ To note Report No. CS 16/14.



59. **ALLOTMENTS WORKING PARTY**

- a) Members reviewed the membership of the working party as Councillor Storry and Councillor Haines were no longer able to attend the meetings.

**RESOLVED:**

- ◆ That Councillor Lawley replace Councillor Storry on the Allotments Working Party.
- ◆ That Councillor Walker replace Councillor Haines on the Allotments Working Party.

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

The Town Clerk informed Members that she had investigated the procedures for pest control at the allotments, as requested at the last meeting, and confirmed that there was a risk-assessed process in operation for baiting and that a review was carried out each year to ensure that the people handling the bait were properly trained.

As the working party had been unable to meet for more than seven months and the allotments were currently running smoothly, Members discussed whether it was necessary to continue with regular working party meetings or whether meetings should be arranged only when necessary. Members felt that the views of the Allotment Tenants Association should be sought regarding the frequency of meetings and it was

**RESOLVED:**

- ◆ To invite the Chairman of the Allotment Tenants Association to the next meeting of the Community Services Committee to review the aims of the working party and the frequency of the meetings.

60. **KEEP WOODLEY CLEAN WORKING PARTY**

Members noted the recommendation made by the Keep Woodley Clean Working Party that a second member of the Woodley Adopt a Street Project be co-opted to the working party.

**RESOLVED:**

- ◆ To note Report No. CS 17/14 of the Keep Woodley Clean Working Party meeting held on 8 October 2014.
- ◆ To co-opt Chris Gillett as a member of the Keep Woodley Clean Working Party for the current municipal year.

61. **PUBLIC TOILETS WORKING PARTY**

As the working party had not met since the last meeting of the Committee Members noted the update on progress provided in the agenda. The Town Clerk reported that it had been impossible to arrange a meeting of the working party that would have been quorate, partly due to a vacancy on the working party, and informed Members that at the next meeting of the Strategy and Resources Committee there would be an agenda item to appoint new members to the working party.

62. **WOODLEY TOWN CENTRE MANAGEMENT INITIATIVE**

**RESOLVED:**

- ◆ To note the report of the Woodley Town Centre Management Initiative meeting held on 8 October 2014.

63. **HIGHWAYS**

a) **Road Works/Street Works Major Project Co-ordination meetings**

Members noted the minutes of the Wokingham Borough Council Road Works/Street Works Major Project Co-ordination meetings held on 19 August, 26 September and 21 October 2014.

b) **Fairwater Drive, Woodley**

Members noted that the extent of Fairwater Drive scheduled for resurfacing work had been reduced to the section between Woodlands Avenue and Antrim Road and that an explanation had been requested from Wokingham Borough Council but had not been received.

**RESOLVED:**

- ◆ To write to Reading Buses to seek their views on the state of the road surface in Fairwater Drive.

c) **Kingfisher Drive, Rickman Road and Larch Drive**

Members noted that the Service Delivery Manager at Wokingham Highways Alliance had agreed to put Kingfisher Drive, Rickman Close and Larch Drive forward for consideration when the next resurfacing programme was compiled.

d) **Lytham Road**

Members noted that Wokingham Borough Council had investigated the possibility of providing a bus shelter at the bus stop in Lytham Road, as requested, but had reported that there was insufficient space on the footway for a shelter at this location.

e) **Exit from Marks and Spencer car park**

Members noted that Wokingham Borough Council had investigated the adequacy of the signage at the exit on to the A4 from the Marks and Spencer car park and no incidents of people turning the wrong way had been reported.

**RESOLVED:**

- ◆ Not to request the addition of another "one way" sign at the car park exit at this time but to make a request in the future if evidence of a problem is reported.

f) **Traffic island outside the Oakwood Centre, Headley Road**

Members noted that Wokingham Borough Council intended to undertake repairs to the traffic island outside the Oakwood Centre on the evening of 7 December 2014, subject to the granting of a temporary road closure.

64. **BUS SERVICES IN WOODLEY**

Members noted that Wokingham Borough Council and Reading Buses had been contacted by letter to enquire whether a review of the 19 bus service would take place following the comments made by residents at the Community Services Committee meeting on 16 September and both had confirmed that there were

currently no plans to make changes to the bus services but that the situation would be reviewed next year.

**RESOLVED:**

- ◆ To write to Reading Buses again early in 2015, when the new Chief Executive Officer would be in post.

65. **AMENITY VEHICLE PROVISION**

- a) Councillor Holmes gave a verbal report of the Wokingham Borough Council Community Partnerships Overview and Scrutiny Committee meeting which she attended on 27 October, along with representatives of other towns and parishes in the borough, to discuss the future of the amenity vehicle scheme.

Councillor Holmes reported that 10 towns and parishes were represented at the meeting and all wanted the scheme to continue. Wokingham Borough Council had explained that all the waste collected by the amenity vehicles went to landfill sites and in order to meet new government directives, which would take effect in the New Year, all waste would have to be separated for reuse or recycling. The Borough Council had agreed to look at ways of modifying the scheme in order to allow the service to continue.

- b) Members noted that, with effect from 1 November, Wokingham Borough Council had suspended the amenity vehicle service in Drover's Way and instead the vehicle would be stationed in South Lake Crescent from 8am until 11am during each scheduled visit. This action had been taken as a result of increasing safety and traffic issues when the amenity vehicle was stationed in Drover's Way.

66. **APPLICATION FOR A PREMISES LICENCE UNDER THE GAMBLING ACT 2005: 143 CROCKHAMWELL ROAD**

Members noted that an application for a premises licence under the Gambling Act 2005 had been made in October for the property at 143 Crockhamwell Road in the town centre. Although the Town Council was not consulted on the application, a letter of objection was sent to the licensing authority after gathering the views of the Community Services Committee by email. The Town Council had subsequently received notification that the application was to be determined at a hearing on 19 November 2014 and had been invited to send a representative to attend the hearing.

**RESOLVED:**

- ◆ That Councillor Baker would attend the hearing on 19 November on behalf of the Town Council.

67. **SUPERFAST BERKSHIRE BROADBAND IMPROVEMENT PROGRAMME**

Members noted correspondence received from the Wokingham Borough Council Economic Development Officer regarding the Superfast Broadband Improvement Programme.

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

Members considered the following application to renew Street Trading Consent:

Application No: ST26

Applicant: Mr Jan Ratip – Adems Kebabs

Trading Site: Woodlands Avenue, Woodley (opposite university site)

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

**RESOLVED:**

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

69. **CAMPAIGN AGAINST WASTE MEETING**

Councillor Walker informed Members that she had not received notification of this meeting and therefore had not attended. This had been pointed out to the Waste and Recycling Manager at Wokingham Borough Council and the distribution list had been amended.

**RESOLVED:**

- ◆ To note the minutes of the Campaign Against Waste meeting held on 8 October 2014.

70. **WOKINGHAM+ TRAFFIC FORUM**

**RESOLVED:**

- ◆ To note the minutes of the Wokingham+ Traffic Forum meeting held on 2 October 2014.

71. **WOKINGHAM BOROUGH COUNCIL CONSULTATION ON GRASS CUTTING AND GREEN SPACE MAINTENANCE SERVICES**

Members noted that Wokingham Borough Council was undertaking a review of its grass cutting and other open green space maintenance services.

72. **PUBLICATIONS/INFORMATION**

**RESOLVED:**

- ◆ To note receipt of the following:
  - *Reading Family Aid Newsletter – October 2014*
  - *Press Release from Wokingham Borough Council regarding the future of Dinton Pastures.*

73. **FUTURE AGENDA ITEMS**

The following items were requested by Members:

- An update on the number 19 bus service in Woodley.
- To invite the Chairman of the Allotment Tenants Association to attend the next meeting to discuss the future of the Allotments Working Party.
- An update on the provision of the public toilet in the town centre.
- An update on the result of the hearing into the premises licence application for 143 Crockhamwell Road.

74. **PUBLICITY/WEBSITE**

There were no suggestions for items to be publicised.

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

75. **CONSULTATION BY WOKINGHAM BOROUGH COUNCIL: PROHIBITION OF WAITING ORDERS**

Members noted correspondence received from Wokingham Borough Council regarding proposals to prohibit waiting at the following locations:

- a) The Parade, Brecon Road and Glendevon Road, Woodley.
- b) Bodmin Road and Nightingale Road, Woodley.

**RESOLVED:**

- ◆ To reply in support of the proposals to prohibit waiting at the suggested locations.

The meeting closed at 9:50 pm

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Chairman

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**Minutes of a Meeting of the Plans Committee held at the Oakwood Centre  
on Tuesday 18 November 2014 at 7:45 pm**

**Present:** *Councillors: J. Cheng (Chairman); T. Barker; P. Challis; M. Holmes;  
R. Neall; S. Rahmouni; M. Walker*

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

68. **APOLOGIES**

Apologies for absence were received from Councillor Duncan.

69. **DECLARATIONS OF INTEREST**

There were no declarations of interest made by Members.

70. **MINUTES OF PREVIOUS MEETING**

**RESOLVED:**

- ◆ That the minutes of the meeting held on 21 October 2014 be approved and signed by the Chairman as a true and accurate record.

71. **PLANNING DECISIONS**

**RESOLVED:**

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

72. **CURRENT PLANNING APPLICATIONS**

**RESOLVED:**

- ◆ To forward comments to the planning authority as follows:

**F/2014/2057**

*Location: 21 Selsdon Avenue, Woodley, RG5 4PQ.*

*Revised plans*

*Revised Proposal: Proposed erection of a single storey side and rear extension plus conversion of garage to habitable accommodation.*

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

**A/2014/2107**

*Location: Marks & Spencer plc, 406-412 London Road, Earley, RG6 1BJ.*

*Proposal: Application for advertisement consent for the proposed erection of two x illuminated fascia signs and one x non illuminated sign.*

Observations: No objections.

**F/2014/2129**

*Location: 81 Quentin Road, Woodley, RG5 3NE.*

*Proposal: Proposed erection of a two storey side extension and a single storey rear extension, following demolition and removal of existing conservatory.*

Observations: The Committee recommended refusal on the following grounds:

- Unacceptable impact on neighbours because of close proximity to the boundary.
- Massing effect on the neighbouring property at 83 Quentin Road.
- Could create a possible terrace effect.

**F/2014/2169**

*Location: Marks & Spencer plc, 406-412 London Road, Earley, RG6 1BJ.*

*Proposal: Proposed alterations to shop frontage.*

Observations: No objections.

**F/2014/2178**

*Location: Farriers, Farriers Close, Woodley, RG5 3DD.*

*Proposal: Proposed erection of single storey side and rear extension plus a rear dormer extension to dwelling, following demolition of existing rear extensions.*

The applicant was present at the meeting to explain the proposals.

Observations: No objections.

**F/2014/2200**

*Location: 3 Harris Close, Woodley, RG5 4XH.*

*Proposal: Proposed erection of a first floor side extension to dwelling and conversion of existing loft space to additional habitable accommodation, to include a rear dormer extension.*

One letter of concern had been received from a neighbour.

Observations: The Committee recommended refusal on the following grounds:

- Overbearing – particularly in terms of massing and height.
- Overlooking of neighbours in Blanchard Close and Harris Close due to the dormer windows in the roof.
- Insufficient on site/off-road parking.

The proposed use of the attic room is not stated and if permission is granted there should be a condition that obscure glass should be used in the roof dormer in perpetuity.

**F/2014/2212**

*Location: 97 Crockhamwell Road, Woodley, RG5 3JP.*

*Proposal: Proposed change of use from Class A1 (shops) to Class A5 (hot food takeaway) with installation of ventilation and extraction equipment.*

Observations: No comment.



**A/2014/2221**

*Location: 143 Crockhamwell Road, Woodley, RG5 3JP.*

*Proposal: Application for advertisement consent for the proposed installation of 2No. internally illuminated fascia signs and 1No. internally illuminated projecting sign.*

Observations: No comment.

**O/2014/2242**

*Adjoining Parish Consultation*

*Location: Land at Matthews Green Farm, Matthews Green Road, Wokingham, RG41 1JX*

*Proposal: Outline application (access to be considered) for a phased development of approximately 760 dwellings, including 60 units of assisted living homes/older person accommodation, a local centre (including retail), a primary school, community facilities and associated areas of open space and drainage/attenuation, parking etc. Accesses from Twyford Road, Matthews Green Road and Toutley Road. Development would also incorporate the demolition of outdoor storage, buildings in employment use and 2 x dwellings. (Matters reserved – layout, landscaping, scale, appearance.)*

Observations: No comment.

**F/2014/2257**

*Location: The Chalet, Shepherds Walk, Woodley, RG6 1BS.*

*Proposal: Proposed erection of a single storey rear extension to dwelling.*

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

**F/2014/2277**

*Location: 74 Beechwood Avenue, Woodley, RG5 3DG.*

*Proposal: Proposed erection of a single storey rear extension to dwelling.*

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

**F/2014/2291**

*Location: 194 Loddon Bridge Road, Woodley, RG5 4BS.*

*Proposal: Proposed erection of a part single storey and part first floor extension, following demolition and removal of existing single storey extension.*

Two residents were present at the meeting to voice their concerns and one letter of concern had been received. Their concerns related to:

- The proposed extension is very large and would be overbearing for the neighbouring property.
- Loss of light to the neighbouring property.

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

- Overbearing for the neighbouring property.
- The proposed gable end reinforces the overbearing nature of the extension.

- Loss of light to the living room and conservatory at 192 Loddon Bridge Road.
- The proposed extension would be too close to the boundary at 1<sup>st</sup> floor level, contrary to the Wokingham Borough Council design guide.

**F/2014/2306**

*Location: 32 Rose Close, Woodley, RG5 4UR.*

*Proposal: Proposed erection of two storey side extension with conversion of garage to habitable accommodation.*

Observations: The Committee had concerns about the proximity of the proposed extension to the boundary.

**O/2014/2318**

*Location: 24 South Lake Crescent, Woodley, RG5 3QJ.*

*Proposal: Outline application for the proposed erection of 1 No. dwelling (appearance and landscaping to be considered).*

The applicant was present at the meeting to explain the proposals.

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

**F/2014/2326**

*Location: 157 Colemans Moor Road, Woodley, RG5 4DB.*

*Proposal: Proposed erection of a single storey rear extension to form a conservatory.*

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

**F/2014/2328**

*Location: 9 Woodlands Avenue, Woodley, RG5 3HN.*

*Proposal: Proposed erection of single storey rear extension to form conservatory, erection of dormer to front elevation and roof extension to rear with the conversion of loft to habitable accommodation plus the demolition of existing detached garage.*

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

- Un-neighbourly.
- Out of keeping with neighbouring properties.
- Overbearing.
- Loss of light and privacy – particularly from the two-storey element.
- Visually unacceptable.
- Loss of amenity for neighbours.

If approval is granted there should be a condition that obscure glazing should be used.

**F/2014/2386**

*Location: 25 Duffield Road, Woodley, RG5 4RL*

*Proposal: Proposed erection of a single storey rear extension to dwelling with new pitched roof extending over existing garage. Demolition of existing conservatory.*

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

**F/2014/2434**

*Location: 142 Reading Road, Woodley, RG5 3AA.*

*Proposal: Proposed erection of single storey rear extension to dwelling.*

Observations: The Committee had concerns about the design of the proposed extension and the lack of access to the rear of the property.

**F/2014/2457**

*Location: 88 Vauxhall Drive, Woodley, RG5 4EH.*

*Proposal: Proposed erection of a two storey side extension to dwelling.*

Three residents were present at the meeting to voice their concerns and two letters of concern had been received. Their concerns related to:

- Loss of light to the gardens and rooms at the rear of the properties in Renault Road that back on to the proposed extension.
- The proposed extension will be overbearing.
- The extension will be un-neighbourly.
- There will only be a 15cm gap between the extension and the existing fence and garage and it will not be possible to keep this gap clear of rubbish.
- The garage that will be demolished is attached to two other garages belonging to neighbours and the integrity of the remaining garages could be compromised.

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

- Not in keeping with the street scene as the extension will unbalance the semi-detached nature of the existing properties.
- Overbearing.
- There will be a reduction in the gap between 88 Vauxhall Drive and the rear of the properties at 10 and 12 Renault Road.
- The existing garage is attached to two others and should not be demolished without consulting the neighbours at 8 and 10 Renault Road.

**F/2014/2467**

*Location: 45 Hazel Drive, Woodley, RG5 3JP.*

*Proposal: Proposed extension to existing front dormer to dwelling.*

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

73. **PLANNING APPEALS**

**RESOLVED:**

- ◆ To note the following appeal decision:

Application: F/2013/0713  
Location: 29 Copse Mead, Woodley, RG5 4RP  
Proposal: Proposed erection of part two storey, part single storey rear extension and two storey side extension on west elevation (including change in roof form from twin rear gable to crown roof design). In addition, proposed front gable extension, demolition of existing detached garage, removal of existing chimney stack and changes to existing fenestration.  
Decision: Appeal dismissed.

74. **NEIGHBOUR CONSULTATION SCHEME**

**RESOLVED:**

- ◆ To note application HH/2014/2388  
Location: 6 Rochester Avenue, Woodley, RG5 4NA.  
Proposal: Application for the prior approval of the erection of a single storey conservatory, which would extend beyond the rear wall of the original house by 4m for which the maximum height would be 3.1m and the height of the eaves 2.1m

75. **TREE PRESERVATION ORDERS**

**RESOLVED:**

- ◆ To note the following:
  - TPO 3/1951: 112 Nightingale Road, Woodley.  
Consent for the selective pruning of a silver birch.
  - TPO 1307/2009: 31a Warren Road, Woodley.  
Consent for the selective pruning of an oak.

76. **CONSULTATION ON DRAFT ARBORFIELD AND NEWLAND VILLAGE DESIGN STATEMENT**

Members noted that Wokingham Borough Council was consulting on the Arborfield and Newland Village Design Statement.

77. **TRAINING ON PLANNING AND ENFORCEMENT MATTERS**

**RESOLVED:**

- ◆ That Councillors Barker and Walker attend the Wokingham Borough Council training sessions on planning and enforcement matters, starting on 26 November 2014.

78. **ENFORCEMENT ISSUES**

The Chairman informed the meeting of one enforcement notice, five enforcement investigation closure notices and one ongoing enforcement matter.

The meeting closed at 9:40 pm

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Chairman

**PLANNING DECISIONS**

<b>Plan No.</b>	<b>Address</b>	<b>Proposal</b>	<b>Decision</b>
F/2013/0761	Land at Sandford Farm, Mohawk Way	Application for the erection of 73 residential units with associated access, parking and landscaping.	Approved
F/2014/0860	Farriers, Farriers Close	Proposed erection of part two storey part single storey extension to rear following demolition of existing rear extensions.	<i>Withdrawn</i>
F/2014/0875	Bulmershe Campus, Woodlands Avenue	Application for the erection of 257 dwellings with associated garaging and parking, 60 x 1 & 2 bed Extra Care unit and A1 retail shop, including public open space, children's play area, accesses from Woodlands Avenue, tree protection, affordable housing and landscaping.	Approved
F/2014/1117	126 Loddon Bridge Road	Proposed erection of single storey front and rear extension with roof lights plus part single storey part two storey side extension following demolition of garage.	Approved
F/2024/1221	9 Ryecroft Close	Proposed erection of a two-storey side and single-storey side and rear extension to dwelling following demolition of existing single-storey rear conservatory.	Approved
F/2014/1324	37 Nimrod Close	Proposed first floor side extension.	Approved
F/2014/1493	Christ Church, Crockhamwell Road	Proposed relocation of fire exit, increase size of existing windows and add additional window to upper hall.	Approved
F/2014/1501	119 Colemans Moor Road	Proposed erection of single storey rear extension with first floor extension over existing ground floor construction following demolition of conservatory	Approved
F/2014/1589	25 Vauxhall Drive	Proposed erection of a first floor front extension to dwelling.	REFUSED
F/2014/1611	Fosters Home for the Elderly, Fosters Lane	Proposed erection of 34 No. one bedroom flats with ancillary communal facilities for the frail elderly and dementia extra care with new access and parking.	Approved
VAR/2014/1655	145 Crockhamwell Road	Application to vary conditions 3 & 4 of planning consent F/2014/0874 for the change of use from Use Class A2 (Financial and Professional Services) to Use Class A5 (Hot Food Takeaway) and installation of extraction/ventilation equipment, to allow deliveries only on Fridays & Saturdays until 01:00.	REFUSED

**PLANNING DECISIONS continued**

<b>Plan No.</b>	<b>Address</b>	<b>Proposal</b>	<b>Decision</b>
F/2014/1762	9 Harris Close	Erection of a brick shed (outbuilding) in rear garden. (Retrospective)	Approved
CLP/2014/1788	14 Woodlands Avenue	Application for a certificate of lawfulness for the proposed erection of single storey rear and side extensions. Plus side roof dormers and loft conversion to create habitable accommodation.	Approved
F/2014/1850	5 Cody Close	Proposed conversion of existing garage into a habitable room.	Approved
F/2014/1904	1a Colemans Moor Lane	Proposed single storey side extension following demolition of existing detached garage.	Approved
F/2014/1917	Land to rear of 6 Phillips Close	Proposed erection of 1No. detached dwelling with formation of access.	REFUSED
F/2014/1985	1 Duncan Road	Proposed erection of new boundary wall. (Part retrospective)	REFUSED
CLP/2014/1997	51 Nightingale Road	Application for a certificate of proposed lawful development for the demolition of existing single storey rear extension and erection of a single storey rear extension to dwelling.	REFUSED
CLP/2014/2027	98 Vauxhall Drive	Application for a certificate of lawfulness for the proposed erection of a single storey rear extension to dwelling to form conservatory. Removal of existing conservatory	Approved
TL/2014/2141	Adopted grass verge, Woodlands Avenue	Application for prior approval of the upgrade of existing telecommunications base station comprising the removal of the existing 12m high column, replacement with a 17.5m high column (height including shrouded antennas), with minor relocation and ancillary development.	Permitted development. Prior approval not required.
NMT/2014/2188	32 Duncan Road	Application for a non-material amendment to planning consent F/2014/1881 to allow reduction in size to proposed window and changes to front door side panel and addition of small window to right of front door.	Approved
A/2014/2217	Leightons Opticians, 118 Crockhamwell Road	Application for advertisement consent for the erection of replacement fascia signage.	Approved

**Minutes of a meeting of the Strategy & Resources Committee held at the Oakwood Centre on Tuesday 25 November 2014 at 8.00 pm**

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

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

50. **APOLOGIES**

Apologies for absence were received from Councillor K. Haines.

51. **COMMITTEE MEMBERSHIP**

**RESOLVED:**

- ◆ To note that at the meeting of the Council held on 30 September 2014 Councillor Chadwick was appointed to the vacant place on the Strategy and Resources Committee.

52. **DECLARATIONS OF INTEREST**

Councillor Outen	Agenda item 10 Allotment rent review	Personal – Councillor Outen's wife is an allotment tenant
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Councillor Outen did not participate in the discussion or the vote regarding the allotment rent review.

53. **MINUTES OF THE STRATEGY AND RESOURCES COMMITTEE MEETING HELD ON 16 SEPTEMBER 2014**

**Minute number 40: Civic Space and War Memorial**

Councillor Lawley noted that the Remembrance Day gathering at the war memorial on 11 November went very well and he thanked officers for the work they put in to organising the event. Councillor Lawley had also been pleased to see the Town Crier in attendance.

**RESOLVED:**

- ◆ That the minutes of the Strategy and Resources Committee meeting of 16 September 2014 be approved and signed by the Chairman as a correct record.

54. **APPOINTMENT OF VICE CHAIRMAN**

**RESOLVED:**

- ◆ To appoint Councillor Chadwick as Vice Chairman of the Strategy and Resources Committee following the resignation of Councillor Haines from this position.

55. **FINANCE**

a) **Budgetary Control**

In reply to a question the Town Clerk said she believed that the Corporate Management costs were higher than at the same time in the previous year due to changes in the rules governing pension provision, resulting in more staff joining the pension scheme and an increase in the rate at which employers' contributions were to be paid, which

was higher than budgeted for. The Chairman asked the Town Clerk to confirm this, or otherwise, to the Committee members.

**RESOLVED:**

- ◆ To note Report No. SR 38/14.

b) **Payments**

**RESOLVED:**

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

	Current account	Imprest account
September 2014	£175,859.19	£58,195.10
October 2014	£112,674.43	£57,735.31

56. **SUB-COMMITTEES AND WORKING PARTIES**

a) **RESOLVED:**

- ◆ To note the resignation of Councillor Haines from the following:
  - Personnel Sub Committee
  - Public Toilets Working Party
  - Risk Management Working Party
  - Catering Partnership Management Panel

b) **RESOLVED:**

- ◆ To note the vacancies on the following working parties as a result of the disqualification of a Member of Council:
  - Standing Orders and Financial Regulations Working Party
  - Public Toilets Working Party

c) **RESOLVED:**

- ◆ To appoint Councillor Cheng to the Personnel Sub Committee.
- ◆ To appoint Councillor Cheng to the Risk Management Working Party.
- ◆ To appoint Councillor Rahmouni to the Catering Partnership Management Panel.
- ◆ To appoint Councillors Walker and Rahmouni to the Public Toilets Working Party.
- ◆ To appoint Councillor Franklin to the Standing Orders and Financial Regulations Working Party.

57. **INVESTMENTS WORKING PARTY**

The Town Clerk presented the report of the Investments Working Party meeting held on 12 November 2014 and informed Members that the projected increase in fund value for the period 1/4/2015 – 31/3/2016, which Rathbone Investment Management had provided after the meeting, was £29,803. Members noted that the value of the fund was currently ahead of the target line but that this could be affected by interest rate changes in the future.

**RESOLVED**

- ◆ To note Report SR 39/14.



58. **PUBLIC TOILETS WORKING PARTY**

Members noted that the working party had not met since the last meeting of the Strategy and Resources Committee. The Town Clerk reported that it was hoped a meeting of the working party could be arranged before Christmas following the appointment of Members to the vacant places on the working party. This would enable the appointed contractor to present the information that had been gathered on the potential sites.

The Chairman noted that the Committee was keen for the public toilet to be built as soon as possible and that all Members should work together to resolve any problems that might arise.

59. **CATERING PARTNERSHIP MANAGEMENT PANEL**

The Service Support Manager presented the report of the Catering Partnership Management Panel meeting held on 10 October 2014 and reported that the café continued to do well with business being particularly strong at the weekends. There was some concern that business bookings in the Oakwood Centre were not using the in-house catering for lunches and ways of addressing this issue were to be investigated.

**RESOLVED:**

- ◆ To note Report SR 40/14.

60. **SECTION 106 PROJECT LIST**

The Service Support Manager reported on the Section 106 project list and informed Members that since the last meeting of the Committee the Town Centre Management Initiative had submitted an application for improvements to the town centre.

At the last meeting Members had asked for proposals for reviewing the list on a regular basis and the Service Support Manager reported that each of the relevant standing committees would be asked to review the list, but that this had not yet been undertaken.

There was discussion about the improvement required to the surface of the entrance to Woodford Park from Western Avenue and whether this should remain on the list if the unknown ownership of the land meant that work could not be undertaken.

**RESOLVED:**

- ◆ To note that the Town Centre Management Initiative had submitted an application for Section 106 funds for improvements to the town centre.
- ◆ That Councillors Baker and Challis would meet to review and update the list.

61. **COMMUNITY GRANTS**

Members considered the six grant applications received as set out in Report No. SR 41/13 in line with the community grants criteria and:

**RESOLVED:**

- ◆ To award grants to the following:

2 <sup>nd</sup> Woodley Scout Group	£250	Towards the cost of purchasing additional camping equipment.
Reading Football Club Community Trust: Goals Football Centre, Woodley	£250	Towards the cost of providing Kickz football sessions free of charge to young people aged 11-19.

Woodley Festival of Music and Arts	£250	Towards the cost of providing the Festival of Music and Arts in 2015.
Cruse Bereavement Care Thames Valley Berkshire Area	£250	Towards the cost of providing counselling to bereaved children and adults.
Berkshire County Blind Society	£250	Towards the cost of providing transport and offering a range of events and activities to enhance the lives of the visually impaired.
Sue Ryder: The Duchess of Kent Hospice	£250	Towards the cost of providing palliative care at the hospice and in patients' homes.

62. **ALLOTMENT RENT REVIEW**

The Service Support Manager presented Report No. SR 42/14 and tabled a sheet to replace the incomplete table comparing charges made by other Councils. The report proposed that Members consider including a charge for water, an increase in the discount qualifying age in line with the state retirement age and a reduction in the discount, and an increase in allotment rents in line with the Retail Price Index.

Members discussed the recommendations made in the report and

**RESOLVED:**

- ◆ To note Report No. SR 42/14.
- ◆ To increase the allotment plot charges from January 2016 by 2.3% in line with the Retail Price Index figure as at September 2014.
- ◆ To adjust the discount rate from January 2016 from 50% to 40% in line with other services provided by the Council.
- ◆ To raise the discount qualifying age in line with the state retirement age, for those not currently in receipt of the discount.
- ◆ To introduce an annual charge of 40p per pole from January 2016 to offset a portion of the costs for water usage at the site.
- ◆ That the new charges and discount rates be applied to new tenants from January 2015.

63. **3G PITCH PROJECT**

The Town Clerk informed Members that some revisions were required to the planning application for the 3G pitch as a result of concerns expressed by residents at a public consultation meeting, and that the consultants had recommended an acoustic survey be carried out to ascertain whether acoustic boards would be necessary around part of the pitch. The acoustic survey and the attendance of the consultant at the public meeting were additional costs and a recommendation had therefore been made by the Leisure Services Committee meeting on 4 November 2014 that:

*The Strategy and Resources Committee allocate a further £2,550 from the special projects earmarked reserve to cover the anticipated survey and other costs associated with this stage of the 3G artificial grass pitch project.*

**RESOLVED:**

- ◆ To allocate a further £2,550 from the special projects earmarked reserve to cover the anticipated survey and other costs associated with this stage of the 3G artificial grass pitch project.

64. **TOWN CENTRE – NORTH END IMPROVEMENTS**

Members noted that Wokingham Borough Council had confirmed Section 106 funding of £60,000 for the project to improve the north end of the town centre, but that the funding might not be available until the next financial year. The condition imposed by Wokingham Borough Council that all liability for the project and all ongoing maintenance would be the responsibility of the Town Council was discussed and the Town Clerk agreed to clarify that maintenance of the paving would remain the responsibility of the Borough Council.

It was agreed that the next step was to get the proposals drawn up on a set of plans, which could then be put before the Committee for approval, and the method of funding the design was discussed. In order to move the project forward it was suggested that the TCMI should be asked to fund the design stage, but that the Town Council would reimburse this cost from the Section 106 funds if the project went ahead and consider funding any shortfall in project costs.

**RESOLVED:**

- ◆ To seek quotes for the design and project management of the project to improve the north end of the town centre.

65. **COUNCIL MEETING DATES 2015/16**

The proposed schedule of meetings for 2015/16 had been circulated with the agenda. The Town Clerk asked Members whether the possibility of holding the Plans Committee on Monday evenings instead of Tuesday evenings could be considered, as this would give more flexibility to the scheduling of the other committee meetings and help to ease the scheduling problems at certain times of the year. It was agreed that officers prepare a schedule accordingly for consideration by Council.

**RECOMMENDED:**

- ◆ That the schedule of meetings for the 2015/16 municipal year, as attached at **Appendix C**, be approved.

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

**RESOLVED:**

- ◆ To note that the response to the consultation on Shaping Our New Communities indicated reassurance that the purpose of the Shaping Our New Communities work was to influence the development of strong vibrant communities in all areas of the borough and not just the Strategic Development Locations

67. **WOKINGHAM BOROUGH/PARISH WORKING GROUP**

**RESOLVED:**

- ◆ To note the report of the Borough/Parish Working Group held on 23 October 2014.

68. It was proposed by the Chairman and

**RESOLVED:**

- ◆ That as the business was unlikely to be completed by 10pm the meeting continue to 10:30pm.

69. **NALC CONFERENCE**

Members noted that the NALC Larger Councils Conference – “Future Local” – would be held on 3 December 2014. No Committee member was able to attend.

70. **URGENCY COMMITTEE**

**RESOLVED:**

To note the minutes of the Urgency Committee held on 31 October 2014, Report No. SR 43/14

71. **BULMERSHE LEISURE CENTRE**

The Town Clerk presented Report No. SR 44/14 and informed Members that the Town Council, Wokingham Borough Council and 1Life had agreed to hold quarterly meetings to discuss sports provision in Woodley.

Some Members expressed concern about the ongoing liability that the Town Council would have to the pension fund in respect of staff that have transferred to 1Life in the event of the insolvency, winding up or liquidation of 1Life. The Town Clerk explained that the Council had been assured by the Pension Fund that the Council’s risk was low, that a bond held by the fund would be kept under review and that, in effect, any sums due in this event would be pooled across the whole fund.

In reply to a question the Town Clerk informed Members that the Deeds of Surrender of the leases for Bulmershe Leisure Centre and the Bulmershe bungalow had been prepared by the Council’s solicitor and were available for Councillors to view.

It was noted that the early termination of the energy management system contract at the centre was the most significant cost in terms of contract transfers/terminations at £1,500.

**RESOLVED:**

- ◆ To approve the final terms for the Deeds of Surrender of the leases with Wokingham Borough Council for Bulmershe Leisure Centre and the Bulmershe bungalow with effect from 1 December 2014.
- ◆ To give approval for the signing of the Admissions Agreement in respect of the pension arrangements for staff being transferred to a new employer.

72. **OPTALIS**

The Town Clerk presented Report No. SR 45/14 informing Members of the proposed terms of the lease agreement with Optalis for the use of the offices at Woodford Park Leisure Centre, which were formerly used by the Berkshire Lawn Tennis Association.

There was some discussion about the terms of the lease and it was proposed by Councillor Rowland and seconded by Councillor Challis that the rent for the office space should be increased by the Retail Price Index each year rather than by the fixed amounts set out in the proposed terms.

This motion was put to the vote and was lost.

The recommendation contained in the report was then put to the vote and it was

**RESOLVED:**

- ◆ To approve the proposed terms of the lease agreement with Optalis for the use of the offices at Woodford Park Leisure Centre.

73. As the time had reached 10:30pm the remaining agenda items were not considered.

The meeting closed at 10:30pm

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## Current Account

## List of Payments made between 01/09/2014 and 30/09/2014

<u>Payee Name</u>	<u>Amount</u>	<u>Paid</u>
ADT Fire & Security Plc	825.01	Call out/reset alarm
AV Asbestos Ltd	624.00	Asbestos surveys - WPLC/Chapel/Coro Hall
BE Fuelcards	50.26	Diesel
BE Fuelcards Ltd	32.96	Unleaded petrol
Berkshire Tree Care	504.00	Lift crown on Walnut & Cherry trees Chapel Hall
Biocraft Ltd	474.00	Leak detection test WPLC
Bowak Ltd	291.15	Cleaning supplies
Brake Bros Foodservice Ltd	295.65	Vending supplies
British Gas	5392.98	Electricity supply
BT Direct	145.80	Phone
BT Direct	23.02	Phone
BT Direct	83.59	Phone
BT Direct	21.84	Phone
BT Direct	48.91	Phone
BT Direct	265.42	Phone
BT Group Plc	45.47	Phone
BT Retail	8.40	Phone
CCTV Direct Ltd	1068.66	WPLC CCTV camera
Churchill Contract Services Lt	1820.08	Contract cleaning
Churchill Contract Services Lt	3268.58	Contract cleaning
Churchill Contract Services Lt	1495.06	Contract cleaning
Credit Union	50.00	Credit Union - deducted from pay
Crown Water & Coffee	31.68	Bottled water
EDF Energy 1 Ltd	17.34	Electric for clock tower - WTCMI
Energy Electrical Distributors	32.59	Electrical supplies
EURODEC	536.25	Decorating supplies
EURODEC	8.50	Decorating supplies
Eurostat Office Supplies	84.42	Stationery supplies
FAS Capital Ltd	79.20	Monthly cash register charge
Fencing Products Ltd	15.30	Building supplies
Frasers Office Supplies Ltd	24.37	Stationery supplies
Gazkaz	180.00	Uniform - T Shirts - BLC
Grundon Waste Management Ltd	108.00	Refuse collection
HM Revenue & Customs Only	13570.24	PAYE & NI
HMRC	15577.00	HMRC payment
Investec Asset Finance	372.00	BLC - Light/heat
IQL Uk Ltd	157.00	NPLQ assessments packs
J P Lennard Ltd	96.12	First aid supplies
J P Lennard Ltd	303.96	Carlton shuttlecocks x 240
John Willis	110.00	Window cleaner - Oakwood Centre
Just In The Park CIC	2050.20	Charged on behalf of Just in the Park Café
Kingfisher Security UK Ltd	38.40	Engineer call out/annual maintenance
KLM Digital Office Solutions L	69.58	Service & maint photocopier
Lightatouch	833.00	Internal audit service
Lloyds Bank	428.09	Cardnet charge
Mainstream Digital	0.53	Phone
Mazers	2880.00	Annual external audit fee
Merchant Rentals	52.85	Monthly cardnet machine charge

OCS Group UK Ltd	291.60	Refuse collection
PDG Group Services	478.13	Cleaning supplies
Peninsula Business	489.60	HR Services
PP Construction Ltd	528.00	Temporary fencing to war memorial
Prudential Assurance	30.00	AVC payment deducted from pay
Public Works Loan	1528.16	Public works loan payment
Public Works Loan Board	83129.21	Public works loan payment
R & J Services	1488.00	Install drain WPLC/drain for footpath
Regency Cleaning Services Ltd	1880.38	Contract cleaning
Rounders England	275.00	Staff training
Securitas Security	94.50	Monthly key holding charge
Securitas Security	94.50	Monthly key holding charge
Securitas Security Ltd	94.50	Monthly key holding charge
Securtias Security	94.50	Monthly key holding charge
SGW Payroll Ltd	262.70	Payroll services
SITA UK Ltd	786.18	Refuse collection
SLCC Enterprises Ltd	474.00	Staff training
Southern Electric	162.17	Electricity supply
Southern Electric Contracting	702.52	Electricity supply
Southern Electric Contracting	114.35	Electricity supply
Southern Law Services Ltd	1186.68	Legal services
Tekkers Football Academy	400.00	Coach (Football)
Thames Water	910.00	Water rates
The Berkshire Pension Fund	12480.99	Pension - employers and employees
Total Gas & Power	544.55	Gas supply
Total Gas & Power	1095.13	Gas supply
Total Gas & Power	592.25	Gas supply
Trade UK	202.27	Building supplies
Trade UK	68.66	Building supplies
Travis Perkins Trading Company	57.20	Building supplies
TSM Copiers Ltd	30.35	Copier usage
TV Licence DDA	145.50	TV licence WPLC
Unison	41.90	Union fees deducted from pay
UNIVAR B.V.	628.27	BLC pool chemicals
Universal Services	1884.91	Install dividing curtain
Virgin Media Payments Ltd	22.10	Phone
Vodafone Ltd	192.97	Phone
Wokingham BC	41.00	Rates
Wokingham BC	155.00	Rates
Wokingham BC	344.00	Rates
Wokingham BC	848.00	Rates
Wokingham BC	1808.00	Rates
Wokingham BC	4410.00	Rates
Wolverson X-Ray Ltd	280.00	Aerobic step/lifting chains

175859.19

## Clerks Imprest A/C

### List of Payments made between 01/09/2014 and 30/09/2014

<u>Payee Name</u>	<u>Amount</u>	
	<u>Paid</u>	
(Personal Information)	50.00	Refund deposit
(Personal Information)	150.00	Refund deposit
(Personal Information)	16.20	Refund deposit
(Personal Information)	47.00	Cancelled WPLC course
(Personal Information)	50.00	Refund deposit
(Personal Information)	150.00	Refund deposit
(Personal Information)	5.50	Cancelled BLC course
(Personal Information)	50.00	Refund deposit
(Personal Information)	95.00	Cancelled BLC course
(Personal Information)	150.00	Refund deposit
(Personal Information)	50.00	Refund deposit
(Personal Information)	50.00	Refund deposit
(Personal Information)	15.00	Refund Allot key deposit
(Personal Information)	15.00	Refund Allot key deposit
(Personal Information)	3.00	Overcharged on BLC course
(Personal Information)	50.00	Refund deposit
AAT.Org.uk	126.00	Annual membership
ASLAM	150.00	Refund deposit
Brightons Newspapers	32.25	Newspapers
Debenhams Plus	119.00	Inv-57470964-WPLC Monitor
Flamingo Research	298.95	Refund on double invoice payment
Lloyds Bank	31.66	Charges 10 July to 9 Aug 2014
Lloyds Bank	55089.58	September 2014 payroll net
Osbourne Books	28.80	Staff training books
Osbourne.co.uk	92.10	Staff training books
Outdoor.com	79.99	Staff clothing
PETTY CASH A/C	130.97	Top up petty cash
Post Office Shop	68.12	Dry wipe whiteboard
Ryman.co.uk	499.98	Double payment for shredder made in error
Woodford Singers	90.00	Refund deposit
Woodley Carnival Committee	411.00	Grant
	58195.10	



## Current Account

## List of Payments made between 01/10/2014 and 31/10/2014

<u>Payee Name</u>	<u>Amount</u>	<u>Paid</u>
ADT Fire & Security Plc	156.00	Call out/reset alarm
ADT Fire & Security Plc	391.20	Call out/reset alarm
Airquee Ltd	240.00	Bouncy castle call out/repair
Arkell & Hurcombe (Bronzeworks)	90.00	Bronze cast plaque
ASAP Computer Services	130.80	Annual security software update
BE Fuelcards	51.78	Diesel
BE Fuelcards	1.25	Admin charge
BE Fuelcards	83.20	Diesel
BE Fuelcards	31.07	BP unleaded petrol
Biocraft Ltd	1392.24	Drying works - WPLC
Bowak Ltd	380.19	Cleaning supplies
British Gas	1929.19	Electricity supply
Broadwater Technologies Ltd	600.00	BLC pool plant survey
BT Direct	73.69	Phone
BT Direct	23.02	Phone
BT Direct	131.88	Phone
BT Direct	21.84	Phone
BT Direct	34.58	Phone
BT Direct	299.85	Phone
BT Retail	8.40	Phone
Bullseye Awards & Garments Ltd	387.00	Medals for Sid Hopkins tournament
CCTV Direct Ltd	25.17	Power connectors
CF Corporate Finance	166.37	Qtrly photocopier charge
Churchill Contract Services Lt	1577.82	Contract cleaning
Citizens Advice Bureau	1901.50	Grant
Credit Union	50.00	Credit Union deducted from pay
Crown Water & Coffee	39.60	Bottled water
Crown Water & Coffee	89.40	Service/bottled water
Crown Water & Coffee	31.68	Bottled water
EDF Energy 1 Ltd	21.90	Electric for clock tower
Energy Electrical Distributors	251.96	Electrical supplies
Energy Electrical Distributors	76.14	Electrical supplies
Energy Electrical Distributors	22.28	Electrical supplies
EURODEC	204.19	Decorating supplies
EURODEC	49.31	Decorating supplies
Eurostat Office Supplies	154.27	Stationery supplies
Eurostat Office Supplies	165.16	Stationery supplies
FAS Capital	79.20	Monthly cash register charge
Fencing Products Ltd	69.84	Post fix concrete bags
Frasers Office Supplies Ltd	107.21	Stationery supplies
HC Slingsby Plc	108.13	Signs/Ratchet lashings-claw hooks
HM Revenue & Customs Only	13243.75	PAYE & NI
HMRC	899.76	Period 2 VAT payable
InTouch	107.97	Website charges Apr, Aug, Sept
InTouch	35.99	Website charge Oct
Investec Asset Fin	372.00	BLC light/heat
J P Lennard Ltd	276.29	Badminton rackets/shuttlecocks
Janet Dacre	138.00	Coach
John Willis	110.00	Window cleaner

Just Around The Corner	5667.00 Grant
Just In The Park CIC	585.90 Charged on behalf of Just in the Park café
Just In The Park CIC	974.30 Charged on behalf of Just in the Park café
Keep Mobile	909.50 Grant
Key Industrial Equipment Ltd	88.80 Line marking paint
KLM Digital Office Solutions L	27.85 Service & maint photocopier
Lend and Play Toy Library	1000.00 Grant
Lister Wilder Ltd	129.05 Votex blades/bolts/trimming cord
Lloyds - Cardnet	987.74 Cardnet charge
Lloyds Bank	52.85 Monthly cardnet machine charge
Lyreco UK Ltd	41.40 Stationery supplies
Mailcoms Ltd	89.88 Ink cartridge - mailbase pro
Mainstream Digital	55.44 Phone
MKR Electrical Services Ltd	1269.17 Network cabling former offices WPLC
OCS Group UK Ltd	291.60 Refuse collection
OCS Group UK Ltd	83.45 Refuse collection
Office Depot International (UK	138.43 Stationery supplies
P & H Snacksdirect Ltd	410.10 Vending supplies
P J Drew Ltd	188.41 Safety boots/sanding pack/teak oil
PDG Group Services	241.95 Cleaning supplies
Peninsula Business	489.60 HR services
PHS Group Plc	462.10 Qtrly dust mat rental
Pitney Bowes	250.00 Postage topup
PP Construction Ltd	19345.20 Completion of works at war memorial
Prudential Assurance	30.00 AVC payment deducted from pay
R & J Services	540.00 Call out - renew pipework BLC
READIBUS	8269.00 Grant
Regency Cleaning Services Ltd	1507.55 Contract cleaning
Rigby Taylor Ltd	336.90 Gardening supplies
Rigby Taylor Ltd	963.36 Gardening supplies
Riso (UK) Ltd	347.34 Photocopier charges OC
Roffey Brothers	538.56 Gardening supplies
Sabercom Ltd	2294.40 OC LED TV screen+installation
Securitas Security	94.50 Monthly key holding charge
Securitas Security	94.50 Monthly key holding charge
Security Control Systems Ltd	113.40 Annual alarm maintenance
SGW Payroll Ltd	258.62 Payroll service
SGW Payroll Ltd	250.46 Payroll service
SITA UK Ltd	701.36 Refuse collection
SITA UK Ltd	359.06 Refuse collection
SMS Environmental Ltd	753.16 Water samples
SMS Environmental Ltd	721.36 Water samples
Southern Electric	505.81 Electricity supply
Tensid UK Ltd	293.70 Graffi Coat - war memorial
Thames Valley Temperature Cont	259.65 Call out - kitchen extract fans OC
Thames Water	910.00 Water rates
Thames Water	1025.88 Water rates- allotments
The Berkshire Pension Fund	12985.62 Pension - employers and employees
Total Gas & Power	555.62 Gas supply
Total Gas & Power	942.02 Gas supply
Total Gas & Power	1677.91 Gas supply
Trade UK	63.70 Building supplies
Travis Perkins Trading Company	55.99 Building supplies
Travis Perkins Trading Company	3.91 Building supplies
Travis Perkins Trading Company	48.02 Building supplies
Trinity Mirror Publishing Ltd	160.80 WTCMI advertising
TSM Copiers Ltd	16.06 Copier usage

Unison	41.90 Union fees deducted from pay
Universal Services	3249.68 Trampoline - WPLC
Virgin Media Payments Ltd	23.86 Phone
Vodafone Ltd	236.06 Phone
Vodafone Ltd	34.47 Phone
Wokingham BC	41.00 Rates
Wokingham BC	155.00 Rates
Wokingham BC	344.00 Rates
Wokingham BC	848.00 Rates
Wokingham BC	1808.00 Rates
Wokingham BC	4410.00 Rates
Wokingham Pools and Spas	180.00 BLC pool maintenance
Wokingham Town Council	53.90 training costs
Yarnold Heating and Plumbing L	2332.15 Replace 6x shower units - BLC
Zoggs International Ltd	151.20 BLC pool supplies
Zoggs International Ltd	475.20 BLC pool supplies

112674.43

## Woodley Town Council 2014/2015

### CLERKS IMPREST A/C

<u>Payee Name</u>	<u>Amount</u>
	<u>Paid</u>
(Personal Information)	44.55 Refund deposit
(Personal Information)	50.00 Refund deposit
(Personal Information)	200.00 Refund deposit
(Personal Information)	50.00 Refund deposit
(Personal Information)	10.80 Refund WPLC course
(Personal Information)	35.00 Refund deposit
(Personal Information)	50.00 Refund deposit
(Personal Information)	50.00 Refund deposit
(Personal Information)	50.00 Refund deposit
(Personal Information)	50.00 Refund deposit
(Personal Information)	50.00 Refund deposit
(Personal Information)	50.00 Refund deposit
(Personal Information)	104.04 Net Oct 2014 pay
(Personal Information)	5.00 Refund deposit
(Personal Information)	63.00 Refund BLC cancelled course
Argos Retail Group	109.99 AVR fridge-WPLC
Lloyds Bank	29.68 Charges 10 Aug to 9 Sept 14
Lloyds Bank	56539.91 Net Oct 2014 payroll
Lloyds Bank	-104.04 Credit net pay Oct 2014
PETTY CASH A/C	150.17 Top up petty cash
Post office shop	13.07 A5 Pukka notebook
Post office shop	14.23 A4 Pukka notebook
Post Office Shop	-11.08 CR-A5 note book
Royal British Legion	50.00 RBL Poppy Appeal donation
Ryman.co.uk	249.99 Document shredder
Ryman.co.uk	-499.98 Credit for double charge
Screwfix Direct	12.98 Rubber door stops
Whitewater Nursery	318.00 Plants - war memorial

57735.31

<b>TIMETABLE OF MEETINGS - 2015/2016</b>
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Plans Committee meetings are held on Mondays (unless marked otherwise) and start at 7:45pm. All other Council and Committee meetings are held on Tuesdays and start at 8:00pm (unless otherwise notified) and members of the public are welcome to attend.

PLANS COMMITTEE	LEISURE SERVICES	COMMUNITY SERVICES	STRATEGY & RESOURCES	FULL COUNCIL
<u>2015</u> Tuesday 26 May (SH) 22 June	<u>2015</u> 2 June	<u>2015</u> 9 June	<u>2015</u> 16 June	<u>2015</u> Annual Meeting: 19 May  30 June
20 July 17 August (SH) 21 September	1 September (SH)	8 September	15 September	29 September
19 October 16 November	3 November	10 November	24 November	8 December
14 December <u>2016</u> 11 January	<u>2016</u> 5 January	<u>2016</u> 19 January	<u>2016</u> 26 January	<u>2016</u> Budget Meeting: 12 January  9 February
15 February (SH) 14 March 18 April	5 April (SH)	12 April	26 April	Town Electors: 2 March Annual Meeting: 10 May

(SH = School Holidays)

#### SCHOOL TERM DATES

**2015** Monday 20 April to Wednesday 22 July  
Wednesday 2 September to Friday 18 December  
(NOTE: Training days - to be agreed)

Half Term: 25 - 29 May  
Half Term: 26 - 30 October

Good Friday: 3 April 2015  
WTC & WBC Elections: 7 May 2015

**2016** Tuesday 5 January to Thursday 24 March  
Monday 11 April to Wednesday 20 July  
(NOTE: Training days - to be agreed)

Half Term: 15 - 19 February  
Half Term: 30 May - 3 June

Good Friday: 25 March 2016  
WBC Elections: 5 May 2016

Wokingham Direct Tel: 0118 974 6000  
 Email: [wokinghamdirect@wokingham.gov.uk](mailto:wokinghamdirect@wokingham.gov.uk)  
 Date 20<sup>th</sup> November 2014  
 File ref: Amenity Service



**WOKINGHAM  
BOROUGH COUNCIL**

To: Parish and Town Clerks  
 Via email

Community Services
P.O. Box 153
Shute End, Wokingham
Berkshire RG40 1WL
Tel: (0118) 974 6000
Minicom No: (0118) 974 6991
DX: 33506 – Wokingham

Dear Parish/Town Clerk,

**Ref: The Amenity Waste Service**

I am writing to let you know our decision-making Executive is due to consider the future of the amenity waste service at its meeting on November 27. Some of your councils were represented at a recent Overview and Scrutiny meeting when this service was reviewed. The Executive will consider proposals to stop the service from 1<sup>st</sup> February 2015 on the basis that:

1. None of the waste collected is recycled – it all goes straight to landfill.
2. Many businesses use this service – it's not a service for trade waste and they should pay to dispose of their rubbish.
3. Safety concerns for those using or passing the site have been identified by Council staff and its contractor Veolia.
4. The service will breach 2011 Waste Regulations, effective from 1<sup>st</sup> January 2015, which means that waste must be separated for reuse or recycling. 1<sup>st</sup> February is seen as the earliest practical date to implement the new regulations for this service.
5. The cost of the service to WBC.

We apologise for the short notice and we will be undertaking a press and publicity campaign to inform as many residents as possible to try to prevent them traveling to the designated sites unnecessarily after 1<sup>st</sup> February. We would also appreciate any help you can offer us with this aspect.

Continued over:





<b>TITLE</b>	<b>Amenity Service Report</b>
<b>FOR CONSIDERATION BY</b>	The Executive on 27 November 2014
<b>WARD</b>	None specific
<b>DIRECTOR</b>	Heather Thwaites, Director of Environment
<b>LEAD MEMBER</b>	Angus Ross, Executive Member for Environment

#### **OUTCOME / BENEFITS TO THE COMMUNITY**

The cessation of this service will enable diversion of approximately 440 tonnes of waste away from landfill per annum. This is not only more environmentally friendly but also mitigates against higher landfill costs. It will ensure the council and our contractor meet current and upcoming Waste regulations and minimises the risk of accepting Trade Waste and hazardous waste into the waste stream.

#### **RECOMMENDATION**

That the Executive resolves to:

- 1) cease the amenity service from 1<sup>st</sup> February 2015;
- 2) support those Parish and Towns Councils that would like to continue with the service through direct procurement if suitable licensed third party provider can be found, recognising legal and environmental issues;
- 3) ensure the decision is communicated effectively, highlighting the reasons and alternatives to this service as detailed in this report.

#### **SUMMARY OF REPORT**

This report outlines the current services and its associated challenges, highlighting financial, environmental and safety issues related to delivering this service. In addition it outlines the recommendations of the Community Partnership Overview & Scrutiny Committee.

## **Background**

The Amenity Waste Service has been in place for many years. The scheme positions refuse vehicles (skips were previously used) at sites across the Borough on Saturdays to which residents can take their waste rather than take it to the Household Waste Recycling Centres (HWRCs) (Civic Amenity sites).

The original service was introduced when there was no formal HWRC provision by the Authority. Since that time the Council has entered a joint provision arrangement with Reading and Bracknell Forest Councils (re3) and now jointly funds the two HWRCs serving the re3 area; Smallmead in Reading and Longshot Lane in Bracknell.

Parishes and Towns have an allocation of sessions which is based on historical factors and some choose to have additional sessions for which they pay a charge per session (at cost). Wokingham Without and Hurst parishes opted out of the service some years ago. The current varied contributions by individual Towns and parishes who benefit from the service is untenable; some councils do not contribute, others do.

No other council in Berkshire has ever provided such a service even though some Household Waste Recycling Centres have substantial travel distances above those travelled by Wokingham residents.

It is recognised that the service is appreciated by many residents and the Council will work with communities and individuals to ensure residents are aware of alternate arrangements such as the council's Green Waste Scheme, Home Composting, Bulky Item Collections, Assisted Collections and the two Household Waste recycling centres.

## **Current Provision**

The current situation is based on a charge per visit of £271 from Veolia and a contribution of £181 per visit from those who contribute. The range of contributions vary and these have evolved out of historical discussions with the relevant Parish and Town Councils. The Council subsidy ranges between 100% and 20% for those who have retained the service and continuing the service in the way is unfair.

## **Amenity Distances**

Appendix 1 highlights the average distances travelled from each Parish/Town to their nearest household waste recycling centre which ranges from 4 miles (Wokingham to Longshot Lane) to 10.6 miles (Henley Bridge to Smallmead). This should be compared to residents in Bracknell Forest who travel up to 8.4 miles and West Berkshire who can travel up to 20 miles.

## **Amenity Usage**

Appendix 2 shows the results of a survey carried out during the autumn of 2013 and below an indication of usage during October 2014.

- Woodley – Drovers Way/Southlake Crescent – 84
- Remenham – Aston Lane/Remenham Church – 5
- Twyford - Hurst Road / Broad Hinton - 60



## Analysis of Issues

**a) Safety Concerns** – The Executive should be aware of the recently completed Health and Safety assessment of this service by both the Council and its contractor, Veolia, and the mitigating actions for some of the risks that the Council has already had to undertake.

In July 2014 the Contractor wrote to the Council highlighting the risks that were present in operating this service which was not specifically dealt with by their own vehicle specific risk assessment and their concern that the operation on many sites was considered unsafe. As a result of this notification, the Council's waste team carried out a risk assessment on those sites located on the highway; this resulted in 25 potential hazards being identified. The main mitigations available for these risks were better traffic management and increased staffing. Within this assessment 12 sites were designated as high risk, 18 as a medium risk and 19 as a low risk. This assessment highlighted an urgent need to either implement mitigation or stop the service at the high risk sites. This mitigation started on Saturday 11<sup>th</sup> October. The service at Drivers Way has been moved as no mitigation was available in this location. At the other locations traffic management solutions have not been achievable and therefore the only mitigation available is additional staffing with the resultant cost.

The low and medium risk mitigations are being planned. These mitigations would result in further additional costs to the Council and are not sustainable in the medium term.

**b) Environmental** – The Council is committed, under its re3 Waste Strategy, to adhere to the "waste hierarchy" detailed below. However waste delivered to the amenity vehicles is not able to be disaggregated into the separate streams and all of the waste (a total of 550 tonnes) currently collected through the amenity service is therefore landfilled (the least favoured option in that "hierarchy"), the service is not compliant with this Strategy.



**c) Finance** – As detailed below this decision will deliver a saving to Wokingham Borough Council of about £76k per annum as detailed below:



	As is (100% going to landfill)	Proposed (only 20% landfilled)	Savings
Disposal	£87,450	£45,607	£41,843 (saving based on 20% landfilled and 80% reused or recycled)
Collection	£46,883	£-	£46,883 (saving based on removal of the service)
Income from Parish/Towns	-£1,800	£-	-£12,800 (loss of income due to cessation of service)
Total	£121,533	£45,607	<b>£75,926 (total annual saving)</b>

NB. The council's contractor will accept a cessation of this service. They receive £46,883 per annum for the current service, but this sum does not meet their costs since safety concerns caused an increase in vehicle crewing and need to reposition vehicles for each Saturday.

**d) Legislation** – The 2011 Waste Regulation established the EU Waste Framework Directive into UK Law and on 1<sup>st</sup> January 2015 the TEEP Regulations come into force. This means that WBC will have to collect materials and especially; glass, paper/card, plastic and metal separately unless we can prove either; technically, environmentally, economically and practically that we cannot. As the waste taken to the amenity vehicles is not disaggregated the current service is non-compliant under these regulations, but the 1<sup>st</sup> February 2015 is seen as the earliest practicable date for implementation.

Waste Legislation – Veolia and WBC have a duty of care to ensure that only household waste is placed in the vehicle for disposal transfer. However, due to the significant risk that hazardous waste such as; asbestos and tv monitors could be placed in with other waste we could be in breach of this duty of care.

### Options for Change

The cessation of this service in its current form will allow the Waste Team to work with those Parish and Towns who wish to procure the service direct to try to develop an appropriate, bespoke and safe service to suit their resident's specific needs on property within their control, subject to finding a willing contractor.

### Community Partnerships Overview and Scrutiny Committee



The Overview and Scrutiny Committee has considered this service in some detail. Its recommendation, made on 27<sup>th</sup> October was:

“The service is still required but there are various aspects of the service that are unsustainable and these require further investigation”.

The Committee recognised the desire of many residents, expressed through borough, town and parish councillors to retain a service. However, the Committee also recognised that the service is unsustainable in its current form. So, taking legal, environmental and financial aspects together, the Committee supports the recommendations in the Borough Council’s report.

#### **FINANCIAL IMPLICATIONS OF THE RECOMMENDATION**

***The Council faces severe financial challenges over the coming years as a result of the austerity measures implemented by the Government and subsequent reductions to public sector funding. It is estimated that Wokingham Borough Council will be required to make budget reductions in excess of £20m over the next three years and all Executive decisions should be made in this context.***

	How much will it Cost/ (Save)	Is there sufficient funding – if not quantify the Shortfall	Revenue or Capital?
Current Financial Year (Year 1)	(£5,000)	Yes	Revenue
Next Financial Year (Year 2)	(£76,000)	Yes	Revenue
Following Financial Year (Year 3)	(£76,000)	Yes	Revenue

#### **Other financial information relevant to the Recommendation/Decision**

A proportion of the savings detailed above are achieved by diverting waste away from landfill to reuse and recycling.

#### **Cross-Council Implications**

This decision would deliver a better environment by reducing landfill and local traffic congestion.

#### **List of Background Papers**

- Overview & Scrutiny Report 1<sup>st</sup> September 2014
- Overview & Scrutiny Report 27<sup>th</sup> October 2014

<b>Contact</b> Peter Baveystock	<b>Service</b> Environment
<b>Telephone No</b> 0118 9746338	<b>Email</b> peter.baveystock@wokingham.gov.uk
<b>Date</b> 4 November 2014	<b>Version No.</b> 3

## Appendix 1

Nearest HWRC	Miles to HWRC	Parish/Town
Smallmead	5.5	Arborfield
Longshot	5.4	Barkham
Smallmead	7.2	Charvil
Smallmead	4.2	Earley
Longshot	7	Finchampstead
Longshot	5.7	Hurst
Smallmead	10.6	Remenham
Longshot	8	Ruscombe
Smallmead	3.7	Shinfield
Smallmead	6.4	Sonning
Smallmead	4.5	Swallowfield
Longshot	8	Twyford
Smallmead	10.4	Wargrave
Longshot	6.1	Winnersh
Longshot	5.1	Wokingham Without
Longshot	4	Wokingham
Smallmead	5.9	Woodley

## Appendix 2

Survey carried out autumn 2013

<u>Site</u>	<u>walking</u>	<u>by car</u>	<u>total</u>
Finchampstead – The Village	30	17	47
Shinfield Hyde - End Road/School Green	18	6	24
Charvil - Village Hall / Milestone	23	12	35
Barkham The Junipers	27	48	75
Finchampstead - Averys Corner / Billing Avenue	20	35	55
Swallowfield - Yeosfield / Riseley Common	3	13	16
Winnersh - Arbor Lane	39	35	74
Charvil - Village Hall / Milestone	77	20	97
Finchampstead California - Woodmoore	24	22	46
Earley - Instow Road	17	25	42
Twyford - Hurst Road	4	41	45
	<b>282</b>	<b>274</b>	<b>556</b>

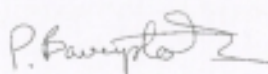


We will also be erecting signs at the respective sites stating that the amenity service will no longer be on site for any planned vehicle sessions after 1<sup>st</sup> February. We will be highlighting the following alternatives:

- **Weekly blue bag collections** – The Council carries out a weekly collection for waste and recycling and residents who are either elderly or infirm can apply for an assisted collection
- **All waste types** - Take it to either re3 household waste recycling centres at Longshot Lane, Bracknell, RG12 1RL or Smallmead, Island Road, Reading, RG2 0RP where up to 80% of waste be reused or recycled
- **Garden waste** – This can be home composted or residents can opt into the kerbside garden waste collection scheme.
- **Bulky household items** – You can organise a collection for as little as £27 for up to five items by calling Veolia on: (0118) 909 9360

As well as advising residents on the above, the Waste Team are happy to answer any questions you may have on this change and to assist you, if required, to try to develop a bespoke service directly on a site under your control, subject to identifying a contractor willing to provide a service and meet all safety and waste regulations. If you would like to take us up on this offer, please email us on [waste.opps@wokingham.gov.uk](mailto:waste.opps@wokingham.gov.uk)

Yours sincerely



Peter Baveystock  
Waste & Recycling Manager  
Wokingham Borough Council  
[www.wokingham.gov.uk](http://www.wokingham.gov.uk)

CC Tenant Services, Community Development Workers and Arborfield Garrison

**DECISION SHEET**

**ACTION BY**

**81.00 Amenity Service Report**

Heather  
Thwaites

**DECISION**

That:

- 1) the amenity service cease with effect from 1 February 2015;
- 2) those Parish and Towns Councils that would like to continue with the service be supported through direct procurement if suitable licensed third party provider can be found, recognising legal and environmental issues;
- 3) the decision be communicated effectively, highlighting the reasons and alternatives to this service as detailed in the report.

**Reasons for Decision**

To ensure that the Council and its contractor meet current and upcoming Waste regulations as well as financial, environmental and safety issues related to delivering the service.

**Alternative options considered and rejected at time of the decision**

None

**Any conflict of interest declared by any Executive Member**

None

**Any dispensation granted by the Head of Paid Service in respect of any declared conflict of interest**

None

**Date Decision Made**

27 November 2014

Please note that under Rule 6.3.34g) of the Council's Constitution this item is not subject to call-in.



Dear Deborah,

I am writing further to your letter of 1<sup>st</sup> October, which was discussed by Councillors at a meeting of the Town Council on the 15<sup>th</sup>.

As a result of the discussions which took place, Councillors resolved that the Town Clerk should investigate whether the future protection of the Site of Urban Landscape Value was a matter which could be considered by the Highwood Management Conference.

In the meantime, it was agreed that a sub-group of Councillors should be set up to consider the Terms of Reference for the SULV Working Party, to which four Earley Town Councillors (3 from the majority group and 1 from the minority group) should be appointed and to which Woodley Town Council should be invited to appoint a similar number of representatives.

Councillors J. Armstrong, D. Chopping, Mrs. J. Lissaman and B. Wedge were appointed as the Town Council's representatives to the sub-group.

I would be grateful if you could arrange for the matter of the appointment of representatives from Woodley Town Council to the Sub-group to draft the Terms of Reference for the SULV Working Party could be considered by your Councillors in due course.

Should you required any further information, please contact me.

I look forward to hearing from you once Woodley Town Councillors have had the opportunity to consider the foregoing.

Kind Regards

Maddy

Maddy Bristow (Mrs.)  
Deputy Town Clerk

*(Please note my normal hours of work are 8.00am to 2.00pm Monday to Friday)*

Earley Town Council  
Council Offices  
Radstock Lane  
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Tel: 0118 986 8995

**REPORTS OF OUTSIDE BODIES**

**Robert Palmer Almshouses**

By Sam Rahmouni

Mr Rory Hunt unfortunately passed away and his funeral took place on 8 October, which I attended. There was a good turnout; he was a very well liked man and will be sadly missed.

The Almshouses residents will be receiving a Christmas card with a £30 gift inside. We enquired with the Charity commission if that was legal and they replied that this complied with charity legislation.

As always, there was a good turnout for the poppy appeal, but I do not yet have the final figure that was raised.

Newspaper cuttings giving a brief history of the Almshouses and a report on the new veranda, opened in the summer, are enclosed with the agenda.

**Town Mayor's Engagements – 3 October 2014 to 9 December 2014**

October	3	Stoptober Roadshow
	8	Sid Hopkins Football Tournament
	14	Ceremonial Service for the Crown Court Opening
	16	Rivermead Primary School: Opening of environmental garden
	18	Circus Starr: Woodley Memorial Ground
	18	Woodley Concert Band Anniversary Concert
	21	Wokingham Schools Football Tournament
	24	Reading Art Exhibition Preview
November	9	Remembrance Service at St John's Church
	10	Home-Start Wokingham District AGM
	11	Remembrance Gathering at Woodley War Memorial
	11	Earley CResCent AGM
	13	Wokingham District Cancer Care Trust AGM
	21	Reception for Bulmershe Leisure Centre staff
	28	Wokingham Borough Sports Council Sports Awards 2014
	29	Woodley Christmas Lights Switch-On
December	7	Opening of Woodley Winter Extravaganza

**Deputy Town Mayor's Engagements**

October	13	Just Around the Corner Charity AGM
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