



Woodley Town Council

The Oakwood Centre
Headley Road
Woodley
Berks, RG5 4JZ

To: **ALL MEMBERS OF THE COUNCIL**

NOTICE IS HEREBY GIVEN that a Meeting of the Town Council will be held at The Oakwood Centre on Tuesday 9 February 2016 at 8:00pm.

Deborah Mander
Town Clerk

Town Forum

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

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

A G E N D A

1. **APOLOGIES**

2. **DECLARATIONS OF INTEREST**

To receive any declarations of interest from Members.

3. **MINUTES OF COUNCIL MEETING HELD ON 8 DECEMBER 2015**

Page 3

To approve the minutes of the Council meeting held on 8 December 2015, and that they be signed by the Chairman.

4. **COMMITTEE REPORTS**

To receive reports from the following:

| | | | |
|-----|----------------------------------|------------------|---------|
| 4.1 | Plans Committee | 15 December 2015 | Page 11 |
| 4.2 | Leisure Services Committee | 5 January 2016 | Page 23 |
| 4.3 | Plans Committee | 12 January 2016 | Page 27 |
| 4.4 | Community Services Committee | 19 January 2016 | Page 35 |
| 4.5 | Strategy and Resources Committee | 26 January 2016 | Page 41 |

5. **ELECTION OF DEPUTY LEADER OF THE COUNCIL**
 - a) To note that Councillor Chadwick has resigned as Deputy Leader of the Council.
 - b) To elect a deputy Leader of the Council.

6. **LEADER'S STATEMENT**
To receive a statement from the Leader of the Council.

7. **COMMITTEE STRUCTURE**
To consider **Report No. FC 1/16.** Page 55

8. **TERMS OF REFERENCE FOR JOINT WORKING OVER THE MANAGEMENT OF THE WOKINGHAM COMMUNITY INFRASTRUCTURE LEVY (CIL)**
To ratify the "Terms of Reference for Joint Working over the Management of the Wokingham Community Infrastructure Levy" document received from Wokingham Borough Council, attached at **Appendix 8**, and for this to be signed by the Mayor. Page 63

9. **THE OAKWOOD CENTRE THEATRE**
To consider a proposal to name the Oakwood Centre Theatre after Alan Cornish, a Woodley resident and businessman, who was part of the growth of amateur dramatics in the town and a founder member of Starmaker, a children's theatre company. Alan Cornish died last year and Members are asked to consider naming the Oakwood Centre Theatre in his memory to mark his contribution to local theatre.

10. **REPRESENTATIVES ON OUTSIDE BODIES**
 - a) To note that there is currently no Town Council appointed governor to The Bulmershe School and to consider appointing a governor.
 - b) To receive any reports from Town Council representatives on outside bodies. **(Appendix 10)** Page 70

11. **WOODLEY POST OFFICE, 141 CROCKHAMWELL ROAD**
To note correspondence received from the Post Office regarding changes to Woodley Post Office, attached at **Appendix 11.** Page 74

12. **TOWN MAYOR'S ENGAGEMENTS**
 - a) To receive a report from Councillor Dave Mills on his engagements as Town Mayor. **(Appendix 12)** Page 76
 - b) To receive a report from Councillor Jenny Cheng on her engagements as Deputy Mayor. **(Appendix 12)** Page 76

13. **FUTURE AGENDA ITEMS**
To consider any items for inclusion in future Council agendas.

**Minutes of a Meeting of the Town Council held at the Oakwood Centre on
Tuesday 8 December 2015 at 8 pm**

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

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

Also present: Claire Oughton, Citizens Advice Bureau
34 members of the public
1 member of the press

Before the start of the meeting:

- The Town Mayor presented grant cheques to representatives of local community groups and other organisations, as reported in **Appendix A**.
- Claire Oughton from the Citizens Advice Bureau (CAB) spoke to Members about the work of the CAB in Woodley, as reported in **Appendix B**.
- A maximum of 30 minutes was set aside for members of the public to pose questions to the Council in the Town Forum, as reported in **Appendix C**.

45. **APOLOGIES FOR ABSENCE**

Apologies were received from Councillors M. Green, R. Horskins and R. Lay.

46. **DECLARATIONS OF INTEREST**

There were no declarations of interest made by Members.

47. **MINUTES OF COUNCIL MEETING HELD ON 29 SEPTEMBER 2015**

The Town Mayor presented the minutes of the Council meeting held on 29 September 2015.

RESOLVED:

- ◆ To approve the minutes of the Council meeting held on 29 September 2015 and that they be signed by the Mayor as a correct record.

48. **COMMITTEE REPORTS**

48.1 **Minutes of the Extraordinary meeting of the Strategy and Resources Committee: 29 September 2015**

Councillor Baker presented the minutes of the extraordinary meeting of the Strategy and Resources Committee held on 29 September 2015.

RESOLVED:

- ◆ To receive the minutes of the extraordinary meeting of the Strategy and Resources Committee held on 29 September 2015.

48.2 Minutes of the Plans Committee: 20 October 2015

Councillor Barker presented the Plans Committee minutes of the meeting of 20 October 2015.

RESOLVED:

- ◆ To receive the minutes of the Plans Committee held on 20 October 2015.

48.3 Minutes of the Leisure Services Committee: 3 November 2015

Councillor Soane presented the Leisure Services Committee minutes of the meeting of 3 November 2015.

RESOLVED:

- ◆ To receive the minutes of the Leisure Services Committee held on 3 November 2015.

48.4 Minutes of the Community Services Committee: 10 November 2015

Councillor Walker presented the Community Services Committee minutes of the meeting of 10 November 2015.

Minute No. 43: Just Around the Corner

Councillor Walker commented that it was very disappointing that only three Members had attended the visit to Rehoboth on 28 November as Sam Milligan had given up his time to show Members around the facilities.

RESOLVED:

- ◆ To receive the minutes of the Community Services Committee held on 10 November 2015.

48.5 Minutes of the Plans Committee: 17 November 2015

Councillor Barker presented the Plans Committee minutes of the meeting of 17 November 2015.

RESOLVED:

- ◆ To receive the minutes of the Plans Committee held on 17 November 2015.

48.6 Minutes of the Strategy and Resources Committee: 24 November 2015

Councillor Baker presented the Strategy and Resources Committee minutes of the meeting of 24 November 2015.

Minute No. 48: Allotment Rent Review

Councillor Baker informed Members that an amendment was required to the bullet points listing the proposed changes to the allotment rents for 2017. The second bullet point would be amended to:

“The rate for non-Woodley residents to be set at a rate of 50% above the rate for Woodley residents.”

Minute No. 49: 3G Pitch Project Update

In reply to a question Councillor Baker confirmed that planning permission had been granted for the 3G pitch, but that the contractor was awaiting approval of the additional information that had been requested by the planning authority before construction could start.

RESOLVED:

- ◆ To receive the minutes of the Strategy and Resources Committee held on 24 November 2015.
- ◆ To approve the recommendation of the Strategy and Resources Committee that the Council opts in to the procurement of an external auditor through the Sector Led Body for audits from 2017/18.

49. **LEADER'S STATEMENT**

The Leader of the Council made the following statement:

"There is not much to report this time around.

The 3G pitch is moving forward albeit slowly. Currently we are at the planning stage where the pre-conditions need to be discharged. Once this has been achieved the actual work can start. The current expectation is that this will occur early in the New Year.

A Project Board has now been set up with representatives from the Town Council, TCMi and the Borough to move the Town Centre North End project forward. I am pleased to say that the budget has now been set at £290K which comprises of £250K from S106 contributions, £30K from the TCMi and the final £10K being the Mary Portas grant.

On the 11th November the third annual Festival of Business was held and turned out to be the most successful one yet. I believe there were over 100 attendees and stalls covered the four walls and spilled down the centre. The organisers are to be congratulated and we look forward to the next one.

The annual survey, including the questions on the "Local Loos" has now been completed and the analysis is well under way. The outcome is due the end of this month when we will know whether this project is to continue or not. Councillors will be the first to know what this is.

The Winter Extravaganza was held on Sunday and was extremely well supported despite the constant drizzle. The crowds in front of the stage were quite deep and all enjoyed the entertainment provided. Congratulations to Jacques and his team for another hugely successful event and for upping the standard again this year. We are blessed to have him in the Town Centre Manager role.

Yesterday Woodley Town Council played host to a presentation and training around the sensitive issue of Child Sexual Exploitation (CSE). We were the first Town or Parish Council to accept the offer from WBC for this training. CSE is a very serious subject which all councillors, whether they are Town or Borough should have a degree of awareness of. Thank you to all those who attended."

Following a comment that the previous evening's meeting on the topic of Child Sexual Exploitation had not been well attended by Members, the Town Clerk explained that the meeting had been arranged at short notice and Councillor Baker stated that the presentation would be re-run at a later date.

50. **CODE OF CONDUCT**

The Town Clerk presented Report No. FC 4/15 and summarised the proposed changes to the Code of Conduct. She explained that if the new Code of Conduct was adopted all Members of Council would be required to complete a new Member's Interests form within 28 days of the date of adoption.

RESOLVED:

- ◆ To adopt the proposed new Code of Conduct for Councillors with effect from 8 December 2015, in place of the code adopted in May 2013.

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

Members noted that in the joint statement in support of the protection of the Bulmershe SULV, which was approved at the Council meeting on 29 September 2015, the reference to "playing fields under the management of Bulmershe College" should be amended to "playing fields under the management of The Bulmershe School". The need for this amendment had been noted by Earley Town Council when they approved the statement.

RESOLVED:

- ◆ To amend the reference to "playing fields under the management of Bulmershe College" to "playing fields under the management of The Bulmershe School" in the joint statement in support of the Bulmershe SULV approved at the Council meeting on 29 September 2015.

52. **REPRESENTATIVES ON OUTSIDE BODIES**

52.1 Members noted the following written reports:

- Sonning & District Welfare & Education Trust report from Councillor Smith
- ARC report from Mrs Shelagh Flower
- BALC AGM report from Councillor Barker
- Poors Land Charity report from Mrs Shelagh Flower

52.2 Members noted that a copy of the Sonning & District Welfare & Education Trust independently examined accounts for the year to 31/12/14 had been received.

52.3 Members noted that Councillor Dolinski had resigned from his position as a governor of The Bulmershe School. There were no nominations for a replacement governor.

RESOLVED:

- ◆ That this item be considered at the next Council meeting on 9 February 2016. If a nomination was received in the meantime, Members would be contacted by email and if the nomination was agreed, it would be ratified at the meeting on 9 February 2016.

52.4 Members noted that Councillor Mills had resigned from his position as the Council's representative to Woodley Bowling Club, following his appointment as club chairman, and considered a replacement.

Councillor Stares was nominated by Councillor Mills and seconded by Councillor Baker.

RESOLVED:

- ◆ To appoint Councillor Stares as the Council's representative to Woodley Bowling Club.

53. It was proposed by the Chairman and

RESOLVED

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

54. **TOWN MAYOR'S ENGAGEMENTS**

The Town Mayor reported on the sixteen engagements he had carried out since the last meeting.

The Deputy Town Mayor reported on the two engagements she had carried out, and also informed members that she had attended the funeral of Keith Lester, a former employee of the Town Council at Bulmershe Leisure Centre, on 19 August, which had not been reported at the last meeting.

55. **FUTURE AGENDA ITEMS**

No suggestions were made for future agenda items.

Meeting closed at 10:05pm

Meeting of the Town Council on 8 December 2015

Before the start of the meeting the Mayor presented grant cheques to representatives of the following local community groups and other organisations:

Berkshire Multiple Sclerosis Therapy Centre
Berkshire Vision
Cruse Bereavement Care
Reading Football Club Community Trust
Setanta Gaelic Football Club
The Link Visiting Scheme
Wokingham Job Support Centre
Woodley Festival of Music and Arts
Woodley Volunteer Centre
2nd Woodley Scout Group

Individuals:

William Cowan
Alexander Cowan

Meeting of the Town Council on 10 February 2015

Following the presentation of grant cheques, Claire Oughton from the Citizens Advice Bureau (CAB) gave a short talk to Members about the work of the CAB in Woodley.

She explained that the CAB had been present in Woodley since 1986. Ms Oughton was the advice session supervisor and was the only paid member of staff in the Woodley office, with the other 12 staff members working as volunteers. The Woodley office did not have a telephone advice line and operated on a face-to-face basis only.

Ms Oughton reported that the CAB offered advice on a wide range of issues, with the most common requests for advice in Woodley being for problems with welfare benefits (331 consultations in Woodley last year), debt problems (232 consultations in Woodley last year) and employment issues (142 consultations in Woodley last year). In addition, last year the Woodley office also gave advice to clients with housing problems, relationship issues, legal problems and consumer issues.

In addition to advising clients, Ms Oughton explained that the CAB also monitored the problems that arose and filed reports with Head Office if there was a trend towards an increase in the occurrence of specific problems. Last year the Woodley office had filed 18 reports. The information contained in the reports was used by Head Office to lobby members of parliament and seek changes in legislation.

The Town Mayor thanked Claire Oughton for coming to the meeting and for the information she had given to Members.

TOWN FORUM

8 December 2015

Residents living in Campbell Road, in the vicinity of Southlake School, attended the meeting to speak about the problem of illegal parking on the grass verges outside the school and to ask whether the Town Council could support their efforts to prevent this occurring.

The residents said that Southlake School was a popular and successful school with a large number of parents delivering and collecting their children by car, leading to difficulties with parking. The situation had been exacerbated recently by the introduction of a single yellow line on the road close to the school. Many parents now parked on the grass verges and even on the pavement and the situation had become dangerous. Local residents had difficulty getting in and out of their driveways and the view of the road was obstructed. Children had to dodge around and between the parked cars and were crossing the road without being able to see if the road was clear. The residents wished to resolve the situation before there was a serious accident.

The residents also reported that the grass verges had been damaged by the traffic and had become muddy and slippery and were unsightly.

There were signs in the area indicating that parking on the grass verges was not legal and was subject to a £50 fine, but this was not enforced. The residents had written to Wokingham Borough Council asking that the grass verges be protected against unlawful parking and had also contacted the school, the police and the local borough councillors.

Councillor Baker informed the residents that he was aware of this problem. He explained that parking on a grass verge or a pavement was not illegal, although it might be contrary to local bye-laws: the only matter that could be investigated by the police would be if the offence of obstruction had taken place, and this would need to be reported to the police by the person who had been obstructed. Councillor Baker also explained that currently only the police have the legal authority to prosecute a driver for parking on yellow lines.

Councillor Baker reported that Wokingham Borough Council had started the procedure to decriminalise parking offences, so that the legal authority to prosecute for parking offences would be given to the borough council and not the police. However it could take up to two years for this change to be made as approval must be sought from the Secretary of State and then all of the Road Traffic Orders in the borough would need to be changed to name the borough council as the prosecuting authority. Councillor Baker said that he would talk to the police about this matter in the meantime, but stressed that the police were constrained by the necessity to prioritise the use of their time.

The residents reiterated how dangerous the situation had become and asked if it would be possible for the borough council to erect bollards to prevent parking on the grass verges. Councillor Gilder said that this had been done in Nightingale Road, where there had been a similar problem, and Councillor Baker agreed to arrange for a meeting to take place between the residents and Wokingham Borough Council to discuss this idea.

**Minutes of a Meeting of the Plans Committee held at the Oakwood Centre
on Tuesday 15 December 2015 at 7:45 pm**

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

Also present: *Councillor R. Horskins
15 members of the public*

Officer present: *L. Matthews, Committee Officer*

63. **APOLOGIES**

Apologies for absence were received from Councillors C. Dixon, R. Dolinski, M. Green and P. Wicks.

64. **DECLARATIONS OF INTEREST**

The following declarations of interest were made by Members:

Councillor T. Barker – Personal interest: Agenda item 5: planning application 152983: 34 Warren Road, as his own house is close to this property.

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

Councillor T. Barker – Personal interest: Agenda item 5: planning application 153104: 5 Duffield Road, as the applicant is known to him.

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

65. **MINUTES OF PREVIOUS MEETING**

RESOLVED:

- ◆ That the minutes of the meeting held on 17 November 2015 be approved and signed by the Chairman as a true and accurate record.

66. **PLANNING DECISIONS**

RESOLVED:

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

67. **CURRENT PLANNING APPLICATIONS**

RESOLVED:

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

68. **NEIGHBOUR CONSULTATION SCHEME**

RESOLVED:

- ◆ To note application 153274
Location: 27 Wyndham Crescent, Woodley, RG5 3AY.
Proposal: Application for the prior approval of the erection of a single storey rear extension, which would extend beyond the rear wall of the original house by 6.0m, for which the maximum height would be 3.05m and the height of the eaves 2.50m.

69. **TREE PRESERVATION ORDERS**

RESOLVED:

- ◆ To note the following:

TPO 3/1951: 4 Campbell Road, Woodley, RG5 3NA.

Consent for the following work:

- Removal of three Cypress trees and one silver birch.
- Canopy reduction of three Cypress trees.
- Selective pruning of one pear tree, one Scots pine, three Cypress trees and two apple trees.

TPO 68A/1975: Cedar Place, 231 Loddon Bridge Road, Woodley, RG5 4BN.

Consent for the selective pruning of a cedar tree.

TPO 109/1976: 1 Perth Close, Woodley, RG5 4TU.

Consent for the selective pruning of two oak trees.

TPO 3/1951: 8 Bideford Close, Woodley, RG5 3SE.

Consent for the felling of one Leyland Cypress, and the felling and replacement of a second Leyland Cypress.

70. **STREET NAMING AND NUMBERING**

70.1 **RESOLVED:**

- ◆ To note that notification had been received from Wokingham Borough Council that the street names for Phase 2 of the development at Woodlands Avenue would be:
 - The Orangery
 - Faringdon Road
 - Tutor Crescent
 - Blackstone Way
 - Repton Crescent
 - Loudon Square
 - Englefield Place

70.2 **RESOLVED:**

- ◆ To note that notification had been received from Wokingham Borough Council that the full street names for the development at the former Allied Bakeries site would be:
 - Millers Grove
 - Bakers Place
- ◆ To note that the address of the apartments in this development would be:
 - Lilly May Court, Millers Grove

71. **ADDITIONAL ITEM: PLANNING APPEAL**

RESOLVED:

- ◆ To note the following appeal decision:

Application: 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).
Decision: Appeal dismissed.

72. **ENFORCEMENT ISSUES**

The Chairman informed the meeting of four ongoing enforcement matters and one enforcement notice that had been served.

The meeting closed at 9:20 pm

Chairman

Woodley Town Council

PLANNING DECISIONS

| Plan No. | Address | Proposal | Decision |
|-----------------|--|--|---|
| 150094 | 12-28 Fosters Lane | Application to vary condition 2 of planning consent F/2014/1611 (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) to substitute approved plans. | Approved <i>[WTC: no objections]</i> |
| 152046 | 18 Fawcett Crescent | Householder application for erection of single storey and two storey rear and side extension incorporating new garage. | Approved <i>[WTC: refuse]</i> |
| 152167 | 194 Loddon Bridge Road | Full application for proposed erection of a part single storey & part first floor extension. (Amendment to consent F/2014/2291.) | Approved <i>[WTC: no objections]</i> |
| 152389 | 18 Silver Fox Crescent | Certificate of Lawfulness application for the erection of a single storey rear extension and conversion of existing loft space into habitable accommodation with proposed dormer. | Approved |
| 152439 | 105 Reading Road | Application for Listed Building consent for the installation of a boiler on an external rear wall, boxed in a wooden, insulated surround, supported on a small brick pillar. | Approved <i>[WTC: no objections]</i> |
| 152470 | 281 Loddon Bridge Road | Full application for the proposed erection of a single storey side and rear extension to dwelling. | Approved <i>[WTC: no objections]</i> |
| 152500 | 24 Willowside | Householder application for the proposed erection of a single storey front extension to dwelling. | Approved <i>[WTC: no objections]</i> |
| 152569 | St. John Ambulance Centre, Church Road | Full application for the proposed upgrade and alteration works to existing telecommunications base station. | Approved <i>[WTC: refuse]</i> |
| 152648 | 19 Rowan Drive | Householder application for proposed loft conversion to create habitable accommodation plus rear dormer roof extension to dwelling. | Approved <i>[WTC: no objections]</i> |
| 152853 | 30 Arundel Road | Householder application for the proposed erection of a single storey front and rear extension to dwelling. Erection of a proposed second storey side extension. | Approved <i>[WTC: no objections]</i> |

PLANNING DECISIONS continued

| Plan No. | Address | Proposal | Decision |
|-----------------|------------------------|---|---|
| 152855 | 40 Loddon Bridge Road | Certificate of Lawfulness application for the proposed erection of a single storey rear extension to dwelling | REFUSED |
| 152861 | 91 Reading Road | Householder application for the proposed erection of a new boundary wall to replace existing fence. | Approved <i>[WTC: no objections]</i> |
| 152883 | 71 Nightingale Road | Householder application for the proposed erection of a single storey side extension to dwelling. | Approved <i>[WTC: no objections]</i> |
| 152909 | 240 Loddon Bridge Road | Householder application for the proposed conversion of existing garage to additional habitable accommodation. | Approved <i>[WTC: no objections]</i> |

Woodley Town Council

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Date :- 16/12/2015

Observations on the following Planning Applications

| <u>Application No</u> | <u>Date Recd</u> | <u>Case Officer</u> | <u>Applicant Name</u> | <u>Location</u> |
|---|------------------|---------------------|-----------------------|--|
| Approved on the following applications; | | | | |
| 152681 | 02/12/2015 | David Maguire | Mr Amolak Sokhi | 167 Colemans Moor Road Colemans Moor Road Woodley RG5 4DD |
| Proposal : Full application for the proposed change of use of land from amenity open space to private garden involving relocation of fence, plus the erection of two storey side and single storey front extensions to dwelling. | | | | |
| Observations : The applicants were present at the meeting. Two letters had been received in support of the application. | | | | |
| The Committee considered the application and had no objections to the proposals. | | | | |
| 152788 | 18/11/2015 | David Maguire | Mr Chris McLaughlan | Specsavers Crockhamwell Raod Woodley RG5 3JH |
| Proposal : Application for consent to display the advertisement: Sign 1) Specsavers fascia: Aluminium backpanel with opal moulded POD with perspex Specsavers logo, to be internally illuminated. Sign 2) Specsavers opal moulded projection sign with perspex Specsavers logo, also internally illuminated. | | | | |
| Observations : No objections. | | | | |
| 152923 | 17/11/2015 | Stephen Thwaites | Mr Stuart Kelly | 37 Tiger Close Tiger Close Woodley RG5 4UY |
| Proposal : Householder application for the proposed erection of a single storey rear extension to dwelling and a second storey side extension. | | | | |
| Observations : The applicant was present at the meeting. One letter had been received regarding concerns about possible damage to the road edges and neighbouring front gardens and access difficulties for local residents during construction of the proposed extension. | | | | |
| The Committee considered the application and had no objections to the proposal, but had the following comments: - Obscure glass should be used in the first floor window to the proposed east elevation to prevent overlooking of the neighbouring property. - A Construction Management Plan should be developed to prevent access difficulties for local residents and damage to roads and front gardens during construction. | | | | |
| 152926 | 17/11/2015 | Stephen Thwaites | Mr & Mrs D Pickup | 21 Duffield Road Duffield Road Woodley RG5 4RL |
| Proposal : Householder application for proposed two storey side extension to dwelling plus first floor garage extension to create habitable accommodation. | | | | |
| Observations : The Committee had no objections to the proposal, but would like a condition to be imposed that this property must not be used as a house of multiple occupation. | | | | |

Date :- 16/12/2015

Observations on the following Planning Applications

| <u>Application No</u> | <u>Date Recd</u> | <u>Case Officer</u> | <u>Applicant Name</u> | <u>Location</u> |
|---|------------------|---------------------|-------------------------|--|
| 152930 | 17/11/2015 | Pooja Kumar | Mr John von Benecke | 7 Marathon Close Marathon Close Woodley RG5 4UN |
| Proposal : Householder application for the proposed erection of a single storey rear extension to dwelling following demolition of existing conservatory. | | | | |
| Observations : No objections. | | | | |
| 152931 | 18/11/2015 | Graham Vaughan | Mr Ian Mathewson | Land opposite Catalina Close Mohawk Way Woodley RG5 4UG |
| Proposal : Application for removal of condition 9 of outline planning consent O/2013/1212(22/7/2014) relating to code for sustainable homes | | | | |
| Observations : No comment. | | | | |
| 152935 | 17/11/2015 | David Islip | Mr Keith Broadfoot | 12 Oak Way Oak Way Woodley RG5 3QS |
| Proposal : Householder application for proposed single storey side and rear extension to existing dwelling. | | | | |
| Observations : No objections. | | | | |
| 152965 | 18/11/2015 | Stephen Thwaites | Mr L Scott | 18 Malone Road Malone Road Woodley RG5 3NJ |
| Proposal : Householder application for proposed two storey side and front extension to dwelling plus single storey front extension. | | | | |
| Observations : No objections, subject to sufficient on-site parking being provided, as the garage is to be demolished. | | | | |
| 152983 | 19/11/2015 | Brett Beswetherick | Mr & Mrs Michael Graham | 34 Warren Road Warren Road Woodley RG5 3AR |
| Proposal : Householder application for proposed two storey side extension following demolition of existing garage plus single storey rear extension to dwelling. | | | | |
| Observations : The applicant was present at the meeting. | | | | |
| The Committee considered the application and had no objections to the proposal. | | | | |
| 153027 | 30/11/2015 | Rosie Rogers | Mrs Kousar Khan | 80 Beechwood Avenue Beechwood Avenue Woodley RG5 3DG |
| Proposal : Householder application for the proposed drop kerb for vehicle access to driveway. | | | | |
| Observations : No objections. | | | | |

Date :- 16/12/2015

Observations on the following Planning Applications

| <u>Application No</u> | <u>Date Recd</u> | <u>Case Officer</u> | <u>Applicant Name</u> | <u>Location</u> |
|---|------------------|---------------------|------------------------|---|
| 153029 | 27/11/2015 | David Maguire | Mr & Mrs N Lumbar | 39 Stonehaven Drive Stonehaven Drive Woodley RG5 4DE |
| Proposal : Householder application for the proposed erection of a part two storey side extension over existing garage, part single storey rear extension and conversion of existing garage to additional habitable accommodation. | | | | |
| Observations : No objections. | | | | |
| 153040 | 02/12/2015 | Stephen Thwaites | Mr & Mrs Mark Mayne | 2 Penrose Avenue Penrose Avenue Woodley RG5 4PA |
| Proposal : Householder application for the proposed single storey rear extension, first floor side extension to dwelling plus a new proposed entrance porch. | | | | |
| Observations : No objections. | | | | |
| 153104 | 16/11/2015 | Mark Croucher | Mr & Mrs D Bartholomew | 5 Duffield Road Duffield Road Woodley RG5 4RL |
| Proposal : Householder application for the proposed erection of a single storey side and rear extension to dwelling, plus replacement of facing brickwork to all external elevations with render and horizontal cladding and the adaption to main roof to form cantilevered section on front elevation. Demolition of existing conservatory. | | | | |
| Observations : The applicant was present at the meeting. | | | | |
| The Committee considered the application and had no objections to the proposal. | | | | |
| 153105 | 16/11/2015 | Pooja Kumar | Mr & Mrs L Dunn | 64 Colemans Moor Lane Colemans Moor Lane Woodley RG5 4BT |
| Proposal : Householder application for proposed single storey rear extension to existing dwelling. | | | | |
| Observations : No objections. | | | | |
| 153147 | 09/12/2015 | Daniel Ray | Marks & Spencer plc | 406-412 London Road London Road Woodley |
| Proposal : Full application for the proposed erection of 1No. temporary refrigerated (20ft) container (between 1st November and 31st January annually). | | | | |
| Observations : No objections. | | | | |
| 153154 | 23/11/2015 | David Maguire | Mr & Mrs Reid | 50 Selsdon Avenue Selsdon Avenue Woodley RG5 4PG |
| Proposal : Householder application for the proposed erection of a single storey rear extension and part conversion of garage to create habitable accommodation to dwelling. | | | | |
| Observations : The applicant was present at the meeting. | | | | |

Date :- 16/12/2015

Observations on the following Planning Applications

| <u>Application No</u> | <u>Date Recd</u> | <u>Case Officer</u> | <u>Applicant Name</u> | <u>Location</u> |
|---|------------------|---------------------|-----------------------|--|
| The Committee considered the application and had no objections to the proposal. | | | | |
| 153217 | 30/11/2015 | Stephen Thwaites | Mr Adam Giles | 10 Corbett Gardens Corbett Gardens Woodley RG5 4JY |
| Proposal : Householder application for the proposed erection of a two storey rear/side extension to dwelling. | | | | |
| Observations : The applicant was present at the meeting. | | | | |
| The Committee considered the application and had no objections to the proposal. | | | | |
| 153233 | 02/12/2015 | David Islip | Mrs Lynn Bennett | 17 Caldbeck Drive Caldbeck Drive Woodley RG5 4LA |
| Proposal : Householder application for the proposed single storey rear extension plus first floor side extension to existing dwelling. | | | | |
| Observations : A neighbour was present at the meeting and had no objection to the application. | | | | |
| The Committee considered the application and had no objections the the proposal. | | | | |
| 153298 | 09/12/2015 | Pooja Kumar | H3G Ltd & EE Ltd | Land at Junction Catalina Close/ Mohawk Way Woodley RG5 4TA |
| Proposal : Prior approval application for the upgrade of existing telecommunications base station to include replacement of 10m phase 3 monopole with 10m phase 5 monopole with 1No. additional equipment cabinet. | | | | |
| Observations : No objections. | | | | |
| 153314 | 09/12/2015 | David Maguire | Unknown | A329 Slip Road RG5 4DL |
| Proposal : Prior approval application for the upgrade of existing telecommunications base station to include replacement of 15m monopole with 14.7m phase 4 monopole with 1No. additional equipment cabinet. | | | | |
| Observations : No objections. | | | | |
| 153335 | 10/12/2015 | David Islip | Unknown | 17 Henley Wood Road Earley RG6 7EE |
| Proposal : Adjoining Parish Consultation | | | | |
| Householder application for the proposed erection of a single storey rear extension to dwelling to form conservatory. | | | | |
| Observations : No objections. | | | | |

Date :- 16/12/2015

Observations on the following Planning Applications

| <u>Application No</u> | <u>Date Recd</u> | <u>Case Officer</u> | <u>Applicant Name</u> | <u>Location</u> |
|-----------------------|------------------|---------------------|-----------------------|-----------------|
|-----------------------|------------------|---------------------|-----------------------|-----------------|

Refused on the following applications;**153164**

| | | | |
|------------|------------|---------------------|---|
| 23/11/2015 | Daniel Ray | Jon Hallett Limited | Land rear of 86 Loddon Bridge Road Woodley RG5 4AN |
|------------|------------|---------------------|---|

Proposal : Full application for the proposed erection of 2 x 1 bedroom dwellings plus widening of existing driveway.

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

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

- Insufficient parking provided for the proposed new dwellings.
- There is no alternative parking provided for the five cars belonging to the residents of Nos. 86 and 88 Loddon Bridge Road that currently park in this area.
- There is already insufficient parking provided for customers of the business at No. 86 Loddon Bridge Road.
- Insufficient access to the proposed new dwellings for emergency vehicles.
- The proposed development is too cramped, with insufficient garden space provided.
- 88 Loddon Bridge Road will be left with insufficient garden space.
- One of the proposed bungalows is situated very close to the fence of the adjacent property in Rivermead Road.
- Although the proposed new dwellings are bungalows, the adjacent property in Rivermead Road will be overlooked due to the difference in land levels.

Date :- 16/12/2015

Observations on the following Planning Applications

| <u>Application No</u> | <u>Date Recd</u> | <u>Case Officer</u> | <u>Applicant Name</u> | <u>Location</u> |
|-----------------------|------------------|---------------------|-----------------------|-----------------|
|-----------------------|------------------|---------------------|-----------------------|-----------------|

Concerns on the following applications;**153057**

| | | | |
|------------|-------------|-----------------|---|
| 30/11/2015 | Pooja Kumar | Mr & Mrs Antell | 32 Kingsford Close Kingsford Close Woodley RG5 4DT |
|------------|-------------|-----------------|---|

Proposal : Householder application for the proposed raising of roof space to create habitable accommodation in loft space plus dormer extensions to the front and rear elevations.

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

- The increased roof height would be out of keeping with other, similar properties in the road and could set a precedent.
- The velux windows in the roof to the front of the property would be visually unacceptable.

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Minutes of a meeting of the Leisure Services Committee held at the Oakwood Centre on Tuesday 5 January 2016 at 8.00 pm

Present: *Councillors W. Soane (Chairman); T. Barker; K. Gilder; M. Green; R. Lay; S. Rahmouni; D. Stares; M. Willson*

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

Also present: *Councillor R. Dolinski
1 member of the public*

32. **APOLOGIES FOR ABSENCE**

Apologies for absence were received From Councillor B. Franklin.

33. **DECLARATIONS OF INTEREST**

| | | |
|------------------|--|--|
| Councillor Soane | Agenda item 7, Charges 2016/17, in relation to proposed charges for the Memorial Ground and hire of halls and meeting rooms. | Disclosable Pecuniary Interest: Councillor Soane is vice chairman of the Carnival Committee, which hires the Memorial Ground and meeting rooms in several Council-run locations. |
|------------------|--|--|

Councillor Soane took no part in the discussion or voting on agenda item 7.

34. **MINUTES OF THE MEETING HELD ON 3 NOVEMBER 2015**

RESOLVED:

- ◆ That the minutes of the Leisure Services Committee meeting of 3 November 2015 be approved and signed by the Chairman as a correct record.

35. **BUDGETARY CONTROL**

The Town Clerk presented Report No. LS 1/16.

In reply to a question about whether the unanticipated extra fair visit, which had increased the income from Woodford Park, was likely to be an annual event the Town Clerk reported that one particular fair had returned to Woodford Park in 2015 after an absence of several years, but it was not known whether that fair would return annually.

RESOLVED:

- ◆ To note report No. LS 1/16.

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

The Leisure Services Manager presented Report No. LS 2/16.

Members were informed that since the last meeting the Leisure Services Manager had investigated further options for the relocation of the remaining tennis booking at Woodford Park Leisure Centre and had identified two tennis clubs with suitable availability. This information had been passed to the tennis players and Members were pleased to note that

the Council had discharged its obligation to look for alternative provision. The Town Clerk informed Members that demand for tennis courts at the leisure centre would continue be monitored and further options would be investigated if demand was high.

The Leisure Services Manager updated Members on the progress of arrangements for the Woodley 10km Road Race and reported that Barnes Fitness were currently seeking quotes for the traffic management required during the event.

The Leisure Services Manager reported that during the last week of November Woodford Park Leisure Centre had hosted a Badminton 4 Macmillan Week, which was a nationwide event aimed to inspire people to take up badminton and also raise funds for the Macmillan charity. Following a successful week, Badminton England and Macmillan hoped to make this an annual event. Woodford Park Leisure Centre had collected £55 during the week and with longer to plan for future events it was hoped that the amount raised would be increased.

Members were informed of some concerns regarding the possibility of running a Football Scholarship Programme, which had arisen following receipt of the service level agreement and further programme material. The Council's responsibility in running the programme appeared to be much more heavily education focussed than had originally been suggested and the Leisure Services Manager had learned that only 50% of the new sites set up go on to run the programme, with the majority being run by colleges or professional football clubs. Potential ways in which the programme could work and be successful were being investigated.

Members also received an update on operational matters relating to the 3G pitch, for which bookings by partner organisations have almost been finalised, a report on new courses starting at the leisure centre in January and an update on the badminton sessions at local secondary schools that were being run as satellite clubs.

RESOLVED:

- ◆ To note Report No. LS 2/16.

37. **PARKS AND BUILDINGS**

The Deputy Town Clerk presented Report No. LS 3/16.

The progress of refurbishment works to the flat at Woodford Park Leisure Centre was reported. It was anticipated that the flat would be ready to let out from February 2016 and local letting agents had been contacted. In reply to a question the Deputy Town Clerk confirmed that the flat would be let as a residential property as there was high demand for residential property in Woodley, whereas some similar commercial properties in the area were currently vacant.

The Deputy Town Clerk informed Members that ground works for the 3G pitch were anticipated to start in January. The start of construction had been delayed due to the need to submit additional information to the planning officer regarding planting, landscaping and drainage, but this had all now been submitted. Construction was expected to last 12 weeks, but would be dependent on the weather.

Members were informed of maintenance work that had been carried out to trees in Woodford Park and work that was scheduled for the future, including the planting of six new trees as part of the 3G pitch project. Repair work that was due to be carried out in the play area was reported and Members were also informed of two new sponsored seats that had been installed by the Grounds Team, one on the Memorial Ground near Coronation Hall and one adjacent to the football pitches near St. Dominic's School.

The Deputy Town Clerk also reported that prices were currently being sought for a consultant to give advice on the work that needed to be carried out to improve the quality of the lake in Woodford Park.

RESOLVED:

- ◆ To note Report No. LS 3/16.

38. **CHARGES 2016/17**

The Town Clerk presented Report No. LS 4/16 and explained that the proposed charges for 2016/17 had been drawn up taking into account the increase in the Retail Price Index (RPI), comparative charges by other local providers and any other relevant factors.

The Town Clerk informed Members that the proposed increase in charges for the committee rooms at Woodford Park Leisure Centre were above the RPI increases as the charges were low in comparison with other nearby providers and also to reflect the recent redecoration of these rooms.

Members were also informed that the work required to the outer cricket field and the comparative costs at other local cricket pitches had given rise to a higher increase for cricket matches, apart from evening matches, which included a surcharge for grass wickets being prepared mid-week.

RESOLVED:

- ◆ To note Report No. LS 4/16.
- ◆ To recommend that the proposed charges for 2016/17, as presented, be approved.

39. **REVISED ESTIMATES 2015/16**

The Town Clerk presented Report No. LS 5/16 and explained that the largest expenditure increase over the original estimates related to the loan payment made in December for the new loan in respect of the 3G pitch project. Funding from the general reserve had been agreed to cover this cost.

RESOLVED:

- ◆ To note Report No. LS 5/16.
- ◆ To recommend to the Strategy and Resources Committee that the Revised Budget Estimates for 2015/16, as presented, be approved.

40. **BUDGET ESTIMATES 2016/17**

The Town Clerk presented Report No. LS 6/16.

In reply to a question the Town Clerk informed Members that potential income from the area that had formerly housed the Inn on the Park had not been included in the budget estimates as the future use of this area, and therefore the future income, was not yet confirmed.

When asked about the anticipated running costs of the 3G pitch the Town Clerk explained that costs had been allocated to cover the necessary increased use of the leisure centre, some additional equipment that would be required for the pitch, and any additional league fees and inspection costs. Energy costs also included an estimate for pitch lighting. The maintenance of the pitch would be undertaken by the Grounds Maintenance team and leisure centre staff.

RESOLVED:

- ◆ To note Report No. LS 6/16.
- ◆ To recommend that the Budget Estimates for 2016/17, as presented, be approved

41. **WOKINGHAM BOROUGH SPORTS COUNCIL ANNUAL GENERAL MEETING**

Members noted that an invitation had been received to attend the Wokingham Borough Sports Council Annual General Meeting on 26 January 2016. Councillor Gilder informed Members that she would be attending the meeting as she was a member of the Borough Sports Council and it was agreed that Councillor Gilder would also represent the Town Council at the AGM.

42. **FUTURE AGENDA ITEMS**

There were no suggestions for future agenda items.

43. **PUBLICITY AND WEBSITE**

RESOLVED:

- ◆ To publicise the following:
 - The progress of the 3G pitch project.
 - The new courses running at Woodford Park Leisure Centre.
 - The rooms and facilities that are available for hire at Woodford Park Leisure Centre, the Oakwood Centre, Coronation Hall and Chapel Hall to be publicised more effectively on the website and in the Woodley Herald.

Under this item Members discussed how to encourage community involvement in Woodford Park. Following a request from Mr David Provins, a local resident, that a group of volunteers be set up to help with the upkeep of some areas of the park [*Leisure Services Committee, 9 September 2015, minute number 13*], an article had been published in the Woodley Herald calling for volunteers, but there had been no response. The Deputy Town Clerk reported that he and Mr Provins had discussed various options for raising the profile of Woodford Park and it was hoped that there would be more community involvement when the future plans for the lake were finalised and publicised. Members suggested that, as a first step, it might be possible to get a small group of volunteers together for a specific project, such as a flower bed or small area of the park, and that this work could also be carried out in commemoration of the Queen's 90th birthday.

The meeting closed at 8:57 pm

**Minutes of a Meeting of the Plans Committee held at the Oakwood Centre
on Tuesday 12 January 2016 at 7:45 pm**

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

Officer present: *L. Matthews, Committee Officer*

73. **APOLOGIES**

Apologies for absence were received from Councillors M. Green and S. Rahmouni.

74. **DECLARATIONS OF INTEREST**

There were no declarations of interest made by Members.

75. **MINUTES OF PREVIOUS MEETING**

RESOLVED:

- ◆ That the minutes of the meeting held on 15 December 2015 be approved and signed by the Chairman as a true and accurate record.

76. **PLANNING DECISIONS**

RESOLVED:

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

77. **CURRENT PLANNING APPLICATIONS**

RESOLVED:

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

78. **PLANNING APPEAL**

RESOLVED:

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

| | |
|--------------|---|
| Application: | 151160 |
| Location: | 123 Loddon Bridge Road, Woodley, RG5 4AG |
| Proposal: | Proposed demolition of existing bungalow and erection of one detached, two storey dwelling. |

79. **NEIGHBOUR CONSULTATION SCHEME**

RESOLVED:

- ◆ To note application 153405
Location: 5 Antrim Road, Woodley, RG5 3NR.
Proposal: Application for the prior approval of the erection of a single storey rear extension, which would extend beyond the rear wall of the original house by 4.5m, for which the maximum height would be 3.488m and the height of the eaves 3m.

The following three items were notified by Wokingham Borough Council after the agenda had been issued.

80. **TREE PRESERVATION ORDERS**

RESOLVED:

- ◆ To note the following:

TPO 190/1980: 2A Butts Hill Road, Woodley, RG5 4NH.

Consent for the following work:

- The selective pruning of a Scots pine.
- The selective pruning of a copper beech.
- The selective pruning of a magnolia.

81. **WOKINGHAM BOROUGH COUNCIL PAPERLESS PRACTICES WORKSHOP**

Members noted that Wokingham Borough Council would be holding two workshop sessions to demonstrate how plans can be effectively viewed electronically.

RESOLVED:

- ◆ That a representative would not be sent to the paperless practices workshop sessions as Woodley Town Council had already made the necessary arrangements to view plans electronically and the new practice had been carried out successfully during the current meeting.

82. **WOKINGHAM BOROUGH COUNCIL CALL FOR DEVELOPMENT SITES**

Members noted information received from Wokingham Borough Council advising that the Local Plan was to be updated to set the principles of where and how homes and other development should be provided to meet housing needs up to 2036, and issuing a call for sites, which would be assessed to see whether they were appropriate for development.

83. **ENFORCEMENT ISSUES**

The Chairman informed the meeting of three ongoing enforcement matters.

The meeting closed at 8:45 pm

Chairman

Woodley Town Council

PLANNING DECISIONS

| Plan No. | Address | Proposal | Decision |
|-----------------|--|---|---|
| 150101 | 45 Western Avenue | Householder application for proposed erection of first floor rear extension | Approved <i>[WTC: no objections]</i> |
| 152133 | 11 Selsdon Avenue | Householder application for proposed erection of a single storey rear extension to existing dwelling. | Approved <i>[WTC: refuse]</i> |
| 152244 | Perrymede, Woodwaye | Householder application for the proposed erection of a single storey extension to side and rear of dwelling. Proposed alterations to driveway and access to dwelling. | Approved <i>[WTC: no objections]</i> |
| 152257 | 19 Crockhamwell Road | Householder application for a proposed first floor front extension to existing dwelling. | REFUSED <i>[WTC: no objections]</i> |
| 152512 | 9 Master Close | Householder application for the proposed loft conversion to dwelling. | Approved <i>[WTC: no objections]</i> |
| 152569 | St John Ambulance, Church Road | Full application for the proposed upgrade and alteration works to existing tele-communications base station. | Approved <i>[WTC: refuse]</i> |
| 152678 | 1 Penrose Avenue | Certificate of Lawfulness application for the erection of a side dormer. | Approved |
| 152769 | 4 Ashwood | Householder application for proposed single storey front, side and rear extension to existing dwelling. | Approved <i>[WTC: no objections]</i> |
| 152788 | Specsavers, Crockhamwell Road | Application for consent to display the advertisement: Sign 1) Specsavers fascia: Aluminium backpanel with opal moulded POD with perspex Specsavers logo, to be internally illuminated. Sign 2) Specsavers opal moulded projection sign with perspex Specsavers logo, also internally illuminated. | Approved for a period of 5 years <i>[WTC: no objections]</i> |
| 152866 | Woodley House, 65-73 Crockhamwell Road | Full application for the installation of a key cutting kiosk (Use Class A2) in foyer. | Approved <i>[WTC: no objections]</i> |
| 152883 | 71 Nightingale Road | Householder application for the proposed erection of a single storey side extension to dwelling. | Approved <i>[WTC: no objections]</i> |

PLANNING DECISIONS continued

| Plan No. | Address | Proposal | Decision |
|-----------------|--|---|---|
| 152884 | 2 Livingstone Gardens | Householder application for the proposed erection of a two storey side and a single storey rear extension to dwelling, following demolition and removal of existing garage. | Approved <i>[WTC: no objections]</i> |
| 152918 | 249 Loddon Bridge Road | Householder application for proposed two storey side and rear extension to dwelling. | Approved <i>[WTC: no objections]</i> |
| 152930 | 7 Marathon Close | Householder application for the proposed erection of a single storey rear extension to dwelling following demolition of existing conservatory. | Approved <i>[WTC: no objections]</i> |
| 152931 | Land opposite Catalina Close, Mohawk Way | Application for removal of condition 9 of outline planning consent O/2013/1212(22/7/2014) relating to code for sustainable homes. | Approved <i>[WTC: no comment]</i> |
| 152983 | 34 Warren Road | Householder application for proposed two storey side extension following demolition of existing garage plus single storey rear extension to dwelling. | <i>Withdrawn</i> |
| 153040 | 2 Penrose Avenue | Householder application for the proposed single storey rear extension, first floor side extension to dwelling plus a new proposed entrance. | Approved <i>[WTC: no objections]</i> |
| 153104 | 5 Duffield Road | Householder application for the proposed erection of a single storey side and rear extension to dwelling, plus replacement of facing brickwork to all external elevations with render and horizontal cladding and the adaption to main roof to form cantilevered section on front elevation. Demolition of existing conservatory. | Approved <i>[WTC: no objections]</i> |
| 153105 | 64 Colemans Moor Lane | Householder application for proposed single storey rear extension to existing dwelling. | Approved <i>[WTC: no objections]</i> |
| 153119 | 130 Wheble Drive | Certificate of lawfulness application for the proposed erection of a garden shed and platform. | Approved |
| 153154 | 50 Selsdon Avenue | Householder application for the proposed erection of a single storey rear extension and part conversion of garage to create habitable accommodation to dwelling. | Approved <i>[WTC: no objections]</i> |
| 153252 | 8 Oban Gardens | Certificate of lawfulness application for the proposed erection of a single storey rear extension to form a cloakroom. | Approved |

Woodley Town Council

Date :- 13/01/2016

Observations on the following Planning Applications

| <u>Application No</u> | <u>Date Recd</u> | <u>Case Officer</u> | <u>Applicant Name</u> | <u>Location</u> |
|--|------------------|---------------------|---------------------------|---|
| Approved on the following applications; | | | | |
| 152651 | 17/12/2015 | Laura Callan | Taylor Wimpey West London | Land at Sandford Farm Mohawk Way Woodley RG5 |
| <p>Proposal : Variation to condition 5 of planning consent F/2011/1629 and to change the retail unit on the ground floor of Block A.1 to 3 No. 2 bedroom flats. F/2011/1629 was for 468 residential units with associated road access, parking and amenity space, a local shop, on site open space facilities, a new country park and associated on and off site highway works, landscaping and boundary treatment. Outline application for a close care community (up to 150 units) with associated supporting facilities.</p> <p>Observations : No objections.</p> | | | | |
| 153174 | 14/12/2015 | David Islip | Mr Tilak Mangisetty | 4 Clivedale Road Clivedale Road Woodley RG5 3RD |
| <p>Proposal : Householder application for the proposed erection of a single storey side extension and first floor side dormer extensions to dwelling.</p> <p>Observations : No objections.</p> | | | | |
| 153181 | 14/12/2015 | David Maguire | Ms Paula Druce | 6 Western Avenue Western Avenue Woodley RG5 3BH |
| <p>Proposal : Householder application for the proposed erection of a single storey side extension following the demolition of the existing side porch.</p> <p>Observations : No objections.</p> | | | | |
| 153255 | 04/01/2016 | Mark Croucher | Mrs Yvonne Edwards | 11 Rochester Avenue Rochester Avenue Woodley RG5 4NA |
| <p>Proposal : Householder application for the proposed conversion of existing garage to habitable accommodation.</p> <p>Observations : No objections.</p> | | | | |
| 153324 | 14/12/2015 | Pooja Kumar | Mr & Mrs Polley | 1 Mollison Close Mollison Close Woodley RG5 4XG |
| <p>Proposal : Householder application for the proposed conversion of existing loft space to additional habitable accommodation to include rear dormer extension.</p> <p>Observations : No objections.</p> | | | | |

Date :- 13/01/2016

Observations on the following Planning Applications

| <u>Application No</u> | <u>Date Recd</u> | <u>Case Officer</u> | <u>Applicant Name</u> | <u>Location</u> |
|-----------------------|------------------|---------------------|-----------------------|---|
| 153401 | 23/12/2015 | David Maguire | Mr & Mrs Lewis | 40 Loddon Bridge Road Loddon Bridge Road Woodley RG5 4AS |

Proposal : Householder application for the proposed erection of a single storey rear extension.
Observations : No objections.

Date :- 13/01/2016

Observations on the following Planning Applications

| <u>Application No</u> | <u>Date Recd</u> | <u>Case Officer</u> | <u>Applicant Name</u> | <u>Location</u> |
|-----------------------|------------------|---------------------|-----------------------|-----------------|
|-----------------------|------------------|---------------------|-----------------------|-----------------|

Concerns on the following applications;**153333**

| | | | |
|------------|---------------|--------------------------|---|
| 14/12/2015 | David Maguire | Mr & Mrs Sukhbir Jhheent | 68 Norton Road Norton Road Woodley RG5 4AJ |
|------------|---------------|--------------------------|---|

Proposal : Householder application for the proposed erection of a first floor side extension and part conversion of existing garage to habitable accommodation.

Observations : The Committee did not object to the extension in principle, but had concerns that the roof form was visually unacceptable.

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**Minutes of a Meeting of the Community Services Committee held at the
Oakwood Centre on Tuesday 19 January 2016 at 7:30 pm**

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

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

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

60. **APOLOGIES**

Apologies for absence were received from Councillors M. Forrer and W. Soane.

61. **DECLARATIONS OF INTEREST**

There were no declarations of interest made by Members.

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

RESOLVED:

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

63. **CITIZENS AWARDS**

Following consideration of each of the nominations it was

RESOLVED:

- ◆ To award a total of five Citizens Awards.

64. **MINUTES OF THE COMMUNITY SERVICES COMMITTEE MEETING HELD
ON 10 NOVEMBER 2015**

RESOLVED:

- ◆ That the minutes of the meeting held on 10 November 2015 be approved and signed by the Chairman as a correct record.

65. At this point in the meeting the Chairman moved that agenda item 6, the report from Just Around the Corner charity (JAC), be deferred until later in the meeting as the representative from JAC had not yet arrived.

RESOLVED:

- ◆ To defer agenda item 6 to a later point in the meeting.

66. **BUDGETARY CONTROL**

The Town Clerk presented Report No. CS 1/16.

RESOLVED:

- ◆ To note report No. CS 1/16.

66. **COMMUNITY YOUTH PARTNERSHIP**

The Town Clerk presented Report No. CS 2/15 of the Community Youth Partnership meeting held on 13 January 2016.

Members discussed the recommendation from the Community Youth Partnership that funding be allocated to enable a consultation video to be produced showing Loddon Mead and the area under the A329 and inviting ideas for its use. There was a suggestion that the video could be made by local school, but the majority of the Committee felt that a professional video was required to ensure that it was produced and distributed as quickly as possible and that the message was put across clearly.

RESOLVED:

- ◆ To note Report No. CS 2/15.
- ◆ That a sum of £200 be allocated from the Youth Project Fund to fund the provision of a video of the Loddon Mead area in order to carry out a consultation with local young people on the potential uses for this site.

67. **WOODLEY TOWN CENTRE MANAGEMENT INITIATIVE**

RESOLVED:

- ◆ To note the report of the Woodley Town Centre Management Initiative meeting held on 28 October 2015.

68. As there were members of the public present who wished to speak on agenda item 16, Colemans Moor Lane, the Chairman proposed that agenda item 16 be considered next and that the remaining items be considered in the order in which they appeared in the agenda.

RESOLVED:

- ◆ That the next item to be considered would be agenda item 16, Colemans Moor Lane, and remaining items be considered in the order set out in the agenda.

69. **COLEMANS MOOR LANE**

Members noted the information given in the agenda regarding the enquiry from Mr Armstead, a resident of Colemans Moor Lane, asking whether traffic signs could be installed to remind drivers of the speed limit on Colemans Moor Lane. Mr Armstead was present at the meeting and spoke to Members about the problem, informing them that it was many years since a traffic survey was carried out in Colemans Moor Lane and that the speed of traffic had increased since then. There were currently no speed signs in Colemans Moor Lane.

Members discussed the best way to investigate and resolve the problem of speeding traffic in Colemans Moor Lane and agreed that the Town Council should contact Wokingham Borough Council to request that a traffic survey be carried out. If the survey showed that there was a problem with speeding traffic, police action might be triggered and speed signs might be installed by the Borough Council. If this was not the case the Committee could consider the purchase of a vehicle activated sign.

RESOLVED:

- ◆ To request that Wokingham Borough Council carry out a traffic survey in Colemans Moor Lane

70. **JUST AROUND THE CORNER CHARITY**

As there was no representative from Just Around the Corner charity (JAC) present at the meeting Members noted the contents of the JAC report distributed with the agenda.

71. **REVISED ESTIMATES 2015/16**

The Town Clerk presented Report No. CS 3/16 and explained that the anticipated decrease on the original estimates for the Committee's spending was mainly due to the allocation for the potential running costs of a public toilet, which would not be spent in the current financial year.

RESOLVED:

- ◆ To note Report No. CS 3/16.
- ◆ To recommend approval of the Revised Estimates for 2015/16, as set out in the Budget Appendix.

72. **BUDGET ESTIMATES 2016/17**

The Town Clerk presented Report No. CS 4/16.

Councillor Baker informed Members that, should the grant be approved, the Carnival Committee had agreed that the £3,000 contribution from the Town Council would be used specifically to pay for the fireworks display and the Carnival publicity would publicise this sponsorship by the Town Council.

RESOLVED:

- ◆ To note Report No. CS 4/16.
- ◆ To approve the proposed grant allocations as presented, subject to Council approval of the 2016/17 Budget Estimates.
- ◆ To recommend to the Strategy and Resources Committee that the Budget Estimates for 2016/17 be approved.

73. **ALLOTMENTS UPDATE**

Members discussed the update provided in the agenda and were pleased to note that the current systems and processes had worked well over the previous year and would continue.

74. **HIGHWAYS**

Road Works/Street Works Major Project Co-ordination meetings
Members noted the minutes of the Wokingham Borough Council Road Works/Street Works Major Project Co-ordination meetings held on 10 November and 15 December 2015.

75. **PROPOSED CHANGES TO BRECON POST OFFICE, 4 THE PARADE, BRECON ROAD**

The correspondence from the Post Office regarding the proposed changes to Brecon Post Office was noted and discussed and it was

RESOLVED:

- ◆ To send a response stating that Members were pleased to see investment being made in a local post office and looked forward to the extended opening hours.

76. **CITIZENS ADVICE WOKINGHAM**

- a) Members noted that correspondence had been received from Citizens Advice Wokingham thanking the Town Council for the second instalment of the annual grant for 2015/16.
- b) Members noted the information given in the agenda that an independent auditor had rated the quality of the advice provided by Citizens advice Wokingham to be 'very good'. In reply to a question the Town Clerk agreed to find out whether there was a separate rating for the Woodley office.

[Town Clerk's note: Citizens Advice Wokingham has confirmed that the quality of advice audit covered both the Wokingham and Woodley offices.]

77. **VERGE PARKING IN CAMPBELL ROAD**

Councillor MacNaught informed Members that he had visited Campbell Road to investigate the problems caused by verge parking in the vicinity of Southlake School, following the raising of this issue by residents at the Town Forum on 8 December 2015. The residents had reported two problems: the damage to the grass verges and the congestion caused when children were dropped off and picked up from school.

Councillor MacNaught reported that the most badly damaged part of the grass verge seemed to have been caused by a resident driving over the verge to access his driveway, as his drive was wider than the dropped kerb. This resident had subsequently agreed to apply for planning permission to allow him to increase the width of the dropped kerb and the access to his driveway.

At the Town Forum in December some of the residents had suggested that pegs could be inserted into the edge of the verges to stop people parking there, but Councillor MacNaught had discovered that other residents objected to this and the difficulty of cutting the grass with the pegs in place had also been raised.

With regard to the traffic congestion at the beginning and end of the school day, Councillor MacNaught found that this was exacerbated by staff parking in the road because there were insufficient parking spaces in the school grounds. Some parents had started driving into the school grounds to drop their children off as many schools were now providing a drop off/pick up zone, although this facility was not available at Southlake School.

Councillor MacNaught reported that the local residents were holding meetings to try to find a solution to the problem, but he felt that the school also needed to be involved if the situation was to be resolved. Wokingham Borough Council had agreed to meet with the residents to review the situation and the local borough councillors were involved in trying to find a solution.

78. **WOKINGHAM BOROUGH COUNCIL CONSULTATION: EVENING AND WEEKEND PARKING CHARGES**

Members considered the consultation from Wokingham Borough Council regarding the proposal to introduce evening and weekend parking charges in the borough council's car parks. This would result in charges being imposed in the Woodley town centre car parks in the evening and overnight and on Sundays, whereas there was currently free parking at these times.

A member of Woodley Theatre was present at the meeting and was invited to give his views on the proposals. He was concerned that these charges would increase the cost of theatre visits for local residents and would also impact on cast members, who would have to pay parking charges every time they attended a rehearsal.

Members were concerned that the proposed charges would have an adverse impact on the numbers of people taking part in evening and Sunday activities at the Oakwood Centre and would also exacerbate the problem of unauthorised parking at Coronation Hall, where free parking was provided for hall users. There was a possibility that the increased activity in the town centre on Sundays and in the evenings, which the Town Centre Management Initiative (TCMI) had been working hard to attract, would also be jeopardised. The Town Clerk confirmed that the Town Centre Manager was very concerned about these proposals and the issue would be discussed at the TCMI meeting the following week.

Although they were opposed to the evening and Sunday parking charges in the town's car parks Members appreciated that the borough council had been badly affected by extra budget cuts imposed by the government and discussed alternative ways in which the revenue could be raised. It was suggested that a 10p increase in the daytime 1 hour parking rate would be preferable to introducing evening and Sunday charges, especially as the parking charges had not been increased since 2008. It was noted that although this might be the best solution in Woodley, it was not the Committee's view that this should apply to car parks in other locations and charges should not be unified across the borough.

Members also suggested that the increased revenue raised from the Woodley car parks be invested back into these car parks, with the installation of 'pay on exit' charging and the introduction of vehicle number plate recognition technology, which would prevent people parking without paying and would not require policing.

Following these discussions it was

RESOLVED:

- ◆ To respond to the consultation objecting to the imposition of evening and Sunday parking charges in the Woodley town centre car parks, and to propose that revenue be increased by raising the daytime 1 hour parking rate from 70p to 80p instead.
- ◆ To stress that the imposition of evening and Sunday charges would reduce the evening and Sunday footfall in the town centre and at the Oakwood Centre and work against the development of business in the town centre and the Oakwood Centre.
- ◆ To request that the extra revenue raised be invested back into the Woodley town centre car parks, with the introduction of 'pay on exit' charging and vehicle number plate recognition technology.
- ◆ To circulate the response to all borough councillors in Woodley.

79. **WOKINGHAM BOROUGH COUNCIL GRASS CUTTING CONTRACT**

Members were pleased to note the press release from Wokingham Borough Council regarding the new grass cutting contract and felt that the more flexible service would be an improvement.

80. **PUBLICATIONS/INFORMATION**

RESOLVED:

- ◆ To note receipt of the following:
 - *Citizens Advice Wokingham Winter Bulletin*
 - *Woodley Volunteer Centre Newsletter – November 2015*
 - *Review of the Citizens Advice service for Woodley Town Council*
 - *Woodley Town Centre Management Initiative Newsletter*

81. **FUTURE AGENDA ITEMS**

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

- An update on the parking problems in Campbell Road.
- The result of the parking charges consultation.

82. **PUBLICITY/WEBSITE**

RESOLVED:

- ◆ To publicise the following:
 - The Council's sponsorship of the fireworks display for Carnival.
 - To place a news item on the website publicising the Council's views on the proposed changes to car parking charges in Woodley.

Information on the following item was received after the agenda had been published:

83. **CONSULTATION BY ROYAL BERKSHIRE FIRE AND RESCUE SERVICE:
INTEGRATED RISK MANAGEMENT PLAN**

Members noted that Royal Berkshire Fire and Rescue Service was holding a public consultation on the Integrated Risk Management Plan. As Members had not had time to consider the proposals prior to the meeting the Chairman asked Members to send their comments to the Committee Officer after the meeting.

RESOLVED:

- ◆ That the web link to the consultation document be emailed to committee members and for Members to send their comments to the Committee Officer.
- ◆ To display the poster publicising the public consultation on the Oakwood Centre noticeboard and to place photocopies on the tables in the café.

The meeting closed at 9:00 pm

Chairman

Minutes of a meeting of the Strategy & Resources Committee held at the Oakwood Centre on Tuesday 26 January 2016 at 8:00 pm

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

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

Also present: *Councillor K. Gilder*

57. **APOLOGIES**

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

58. **DECLARATIONS OF INTEREST**

| | | |
|-------------------|----------------------------------|--|
| Councillor Walker | Agenda item 7 Charges 2016/17 | Prejudicial – Councillor Walker is Chairman of Woodley Women’s Club, which hires rooms at the Oakwood Centre |
|-------------------|----------------------------------|--|

Councillor Walker withdrew from the meeting during the discussion and the vote regarding the proposed charges for 2016/17.

59. **MINUTES OF THE STRATEGY AND RESOURCES COMMITTEE MEETING HELD ON 24 NOVEMBER 2015**

RESOLVED:

- ◆ That the minutes of the Strategy and Resources Committee meeting of 24 November 2015 be approved and signed by the Chairman as a correct record.

60. **FINANCE**

a) **Budgetary Control**

The Town Clerk presented Report No. SR 1/16 and explained that income was lower than had been anticipated due to the closure of the Inn on the Park.

RESOLVED:

- ◆ To note Report No. SR 1/16.

b) **Payments**

RESOLVED:

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

| | Current account | Imprest account |
|---------------|-----------------|-----------------|
| November 2015 | £70,522.02 | £40,785.34 |
| December 2015 | £85,773.40 | £45,642.90 |

c) **Short term investment**

RESOLVED:

- ◆ To note the short-term investment of £250,000 in a Santander Standard Time Deposit Account on 30 December 2015 for a period of 3 months at an interest rate of 0.55%.

61. **URGENCY COMMITTEE**

Members noted Report No. SR 2/16, the minutes of the Urgency Committee meeting held on 17 December 2015.

RESOLVED:

- ◆ To receive the minutes of the Urgency Committee meeting held on 17 December 2015, attached at **Appendix C**.

62. **INVESTMENTS WORKING PARTY**

Councillor Brindley presented Report No. SR 3/16, the report of the Investments Working Party meeting held on 18 January 2016.

RESOLVED:

- ◆ To note Report No. SR 3/16.
- ◆ To approve the movement of 10% of the Council's investment portfolio from the FTSE UK Dividend Plus tracker into an actively managed equity fund.

- | |
|--|
| ◆ To recommend approval of the Treasury Management Strategy 2016/17. |
|--|

63. **CHARGES 2016/17**

a) **Oakwood Centre charges 2016/17**

The Town Clerk presented the Proposed Charges 2016/17 Appendix and explained how the proposed charges had been calculated. The Chairman remarked that the Town Clerk and her team had done very well to investigate and compare prices from many different venues to ensure that the Oakwood Centre was competitive.

RECOMMENDED:

- | |
|---|
| ◆ That the 2016/17 charges at the Oakwood Centre, as set out in the Proposed Charges 2016/17 Appendix, be approved. |
|---|

b) **Leisure Services charges 2016/17**

RECOMMENDED:

- | |
|--|
| ◆ That the 2016/17 charges for Leisure Services, as set out in the Proposed Charges 2016/17 Appendix, be approved. |
|--|

64. **REVISED ESTIMATES 2015/16**

a) **Strategy and Resources Committee**

The Town Clerk presented Report No. SR 4/16. In reply to a question she explained that rental income from the flat at Woodford Park Leisure Centre had been included in the centre's income budgets, but that this might now be lower than anticipated because of delays in completing the refurbishment, which had occurred after the Leisure

Services Committee's consideration of the budget figures in early January. Income from other activities might cover this shortfall

RESOLVED:

- ◆ To note the contents of Report No SR 4/16.
- ◆ To approve the allocation of year-end unspent PR funds to an earmarked reserve for Oakwood Centre marketing.
- ◆ To approve the 2015/16 Revised Estimates Budget, as set out in the Budget Appendix.

b) **Leisure Services and Community Services Committees**

RESOLVED:

- ◆ To approve the 2015/16 Revised Estimates Budget of the Leisure Services and Community Services Committees, as set out in the Budget Appendix.

65. **BUDGET ESTIMATES 2016/17**

a) **Strategy and Resources Committee**

The Town Clerk presented Report No. SR 5/16. She informed Members that there would be an increase in National Insurance costs in 2016/17 due to changes in pension regulations, that pension costs would also increase and that the reduction in income was due to the closure of the Inn on the Park.

RESOLVED:

- ◆ To note Report No. SR 5/16.
- ◆ That the 2016/17 Budget Estimates for the Strategy and Resources Committee form part of the 2016/17 Budget and be presented for approval.

b) **Leisure Services and Community Services Committees**

RESOLVED:

- ◆ That the 2016/17 Budget Estimates for the Leisure Services and Community Services Committees, as set out in the Budget Appendix, form part of the 2016/17 Budget and be presented for approval.

c) **Budget and Precept 2016/17**

The Town Clerk presented Report No. SR 6/16.

The Chairman thanked the Town Clerk and her team for a very good job in enabling the precept charge to be frozen for the following year. The Town Clerk said that the Council was currently working on many projects, such as the redevelopment of Woodford Park Leisure Centre, the 3G pitch project and the marketing of the Oakwood Centre to provide more facilities and activities and to increase the Council's income.

RESOLVED:

- ◆ To note the contents of Report No. SR 6/16.
- ◆ That the earmarked reserve of £570 for swimming teacher development be released to general reserves in 2016/17.

RECOMMENDED:

- ◆ That the budget for 2016/17 be presented to Council for approval.
- ◆ That a precept level of £1,039,607 for the 2016/17 financial year be presented to Council for approval.

66. **EXTERNAL FUNDING PROJECT LIST**

The Deputy Town Clerk presented the current external funding project list and noted that there had been no changes since the last meeting.

RESOLVED:

- ◆ To note the external funding project list.

67. **THE OAKWOOD CENTRE**

The Venues Manager presented Report No. SR 7/16.

Members were pleased with the format of the report, which clearly showed occupancy and income rates for each of the rooms and the potential to increase bookings at the centre.

The Venues Manager reported on the marketing that was currently being undertaken and his plans for raising the profile of the Oakwood Centre, including further development of the Oakwood Centre website and the use of social media. The Chairman pointed out that several Members with relevant experience had offered to help with the development of the website, but had not yet been contacted about this.

Members noted the recent staffing difficulties that had been experienced due to long-term staff sickness and the recruitment that was currently underway to resolve these problems. They noted that a new catering partner would be appointed shortly and was keen to work with Council staff to increase business and develop revenue-raising ideas. The Venues Manager informed Members of some of the business ideas and possible future events that were being explored, and reported on the results of a survey that had asked Oakwood Centre users what events they would like to see provided in the future.

The Chairman thanked the Venues Manager for his report and said that the work being undertaken was a fantastic step forward.

RESOLVED:

- ◆ To note Report No. SR 7/16.

The Venues Manager left the meeting at this point.

Members continued to discuss the development of business at the Oakwood Centre and it was suggested that a group encompassing matters relating to the Oakwood Centre, including catering, be set up to help with developing some of the ideas.

68. **NEIGHBOURHOOD PLANNING**

The Town Clerk presented Report No. SR 8/16, which explained what a neighbourhood plan was, the necessary processes that had to be followed in order to produce one, and the costs and time involved.

Members noted that one of the benefits of having a neighbourhood plan was that the Community Infrastructure Levy (CIL) payments received from the planning authority for development that occurred within the town would be increased, but as there was very little

remaining development capacity within Woodley this would not be of much benefit and would not make up for the cost of producing the neighbourhood plan.

The Chairman informed Members that of the three parishes in the borough that had expressed an interest in producing a neighbourhood plan, Shinfield was the most advanced, having reached the stage of being independently examined, and had so far spent £60,000 and had taken two and a half years to reach that stage. The Town Clerk reminded Members that the Council was currently undertaking four significant projects: the 3G pitch, the redevelopment of Woodford Park Leisure Centre, changes to the catering at the Oakwood Centre and the installation of a public toilet, and there would be little staff capacity to work on a neighbourhood plan.

Following discussion of the report Members felt that the production of a neighbourhood plan would be too costly in terms of both time and money and there would be much more benefit to Woodley from concentrating on projects that had already been started and also the improvement of the lake in Woodford Park.

The Town Clerk reminded Members of the Vision 2020 document, which had taken two years to produce and was published in 2008, and which gave the views of the local community on how Woodley should be developed and improved. Several of the action points in the Vision 2020 document had subsequently been acted upon and had helped to shape Council policy. It was agreed that this document should be reviewed to determine which action points were still appropriate.

RESOLVED:

- ◆ That the Council would not produce a neighbourhood plan for Woodley.
- ◆ To review the Vision 2020 document.

69. **COUNCIL MEETING DATES 2016/17**

The proposed schedule of meetings for 2016/17 had been circulated with the agenda. The Town Clerk explained that the number of Plans Committee meetings had been increased from 12 to 14 so that the gap between meetings was never more than 4 weeks, which would help to prevent missed deadlines when returning comments to the planning authority.

The Town Clerk informed Members that officers were currently looking at the possibility of changing the committee structure and a report on this would be prepared for Members' consideration at the next Full Council meeting on 9 February.

RECOMMENDED:

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

70. **RESIDENTS SURVEY**

The Town Clerk presented the summary report of the 2015/16 Residents Survey, which had been circulated with the agenda and informed Members that the full report would be available shortly.

The replies to the question regarding the provision of a public toilet in the town centre showed that more than 50% of residents who completed the survey were in favour of having the proposed public toilet installed and therefore this project would now go ahead.

RESOLVED:

- ◆ To receive the summary report of the 2015/16 Residents Survey.

71. **3G PITCH PROJECT UPDATE**

Members noted the update on the 3G pitch project, which had been provided in the agenda. The Deputy Town Clerk reported that he was still waiting for planning permission to be granted, although he had been told by the planning officer that there were no outstanding issues to be resolved. Construction would start as soon as possible after receipt of the planning permission.

72. **DEPARTMENT FOR COMMUNITIES AND LOCAL GOVERNMENT: LOCAL GOVERNMENT PENSION SCHEME CONSULTATION**

Members considered the Department for Communities and Local Government consultation document regarding the proposal to revoke and replace the Local Government Pension Scheme (Management and Investment of Funds) Regulations 2009 and

RESOLVED:

- ◆ That the Town Clerk would draft a response and circulate it to Members by email for their comments.

73. **NALC**

Members noted the update received from the Chief Executive Officer of NALC, which had been circulated with the agenda, and which showed the work that NALC was involved in on behalf of its members. The Chairman commented that this information would enable the Council to monitor the usefulness of NALC membership.

74. **FUTURE AGENDA ITEMS**

No future agenda items were proposed.

75. **PUBLICITY AND WEBSITE**

RESOLVED:

- ◆ To publicise the following:
 - The installation of the public toilet.
 - The new caterers at the Oakwood Centre – at the appropriate time.
 - The budget for 2016/17 to be publicised, following approval by Full Council.
 - The start of construction for the 3G pitch.
 - The Council's sponsorship of the fireworks display for Carnival.

76. **CATERING CONTRACT**

a) **RESOLVED:**

- ◆ To note Report No. SR 9/16 of the Catering Partnership Management Panel meeting held on 27 November 2015.
- ◆ To note Report No. SR 10/16 of the Catering Partnership Management Panel meeting held on 8 December 2015.

b) **Exclusion of public and press**

RESOLVED:

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

- c) The Deputy Town Clerk presented Report No. SR 11/16 of the Catering Partnership Management Panel held on 15 January 2016, which outlined the results of the tender process and interviews.

Members discussed the outcome of the tender process, the recommended catering partner and the proposed contract terms.

RESOLVED:

- ◆ To note Report No. SR 11/16.
- ◆ That Brown Bag be engaged as the Council's catering partner at the Oakwood Centre under the contract terms proposed.

The meeting closed at 10:00pm

Current Account**List of Payments made between 01/11/2015 and 30/11/2015**

| <u>Date Paid</u> | <u>Payee Name</u> | <u>Amount</u> | |
|------------------|------------------------------------|---------------|---|
| | | <u>Paid</u> | |
| 30-Nov-15 | ACL Consultancy Solutions Ltd | 2750.00 | Catering procurement support |
| 27-Nov-15 | Allens Design Print Ltd | 1765.00 | WTCMI Winter Extravaganza |
| 20-Nov-15 | Badgemaster Ltd | 7.74 | Staff name badge |
| 30-Nov-15 | Badgemaster Ltd | 12.18 | Staff name badge |
| 20-Nov-15 | BCM Group Plc | 61.70 | Service & maint photocopier |
| 27-Nov-15 | BE Fuelcards | 18.01 | BP plus cards+admin |
| 06-Nov-15 | BE Fuelcards Ltd | 1.25 | Admin charge |
| 27-Nov-15 | Bowak Ltd | 190.05 | Cleaning supplies |
| 27-Nov-15 | Brake Bros Foodservice Ltd | 108.40 | Vending supplies |
| 20-Nov-15 | British Gas | 1180.93 | Electricity supply |
| 27-Nov-15 | British Gas | 2646.25 | Electricity supply |
| 24-Nov-15 | BT Direct | 767.38 | Phone |
| 23-Nov-15 | BT Group Plc | 104.40 | Phone |
| 24-Nov-15 | BT Group Plc | 75.56 | Phone |
| 24-Nov-15 | BT Group Plc | 75.56 | Phone |
| 24-Nov-15 | BT Group Plc | 76.00 | Phone |
| 24-Nov-15 | BT Group Plc | 553.00 | Phone |
| 11-Nov-15 | BT Retail | 15.00 | Phone |
| 13-Nov-15 | Circon Ltd t/a Crown Water/Coffee | 31.68 | Bottled water |
| 30-Nov-15 | Circon Ltd t/a Crown Water/Coffee | 40.08 | Bottled water |
| 13-Nov-15 | Citizens Advice Bureau | 3500.00 | Grant |
| 19-Nov-15 | Crown Gas & Power | 130.74 | Gas supply |
| 19-Nov-15 | Crown Gas & Power | 144.71 | Gas supply |
| 19-Nov-15 | Crown Gas & Power | 498.84 | Gas supply |
| 19-Nov-15 | Crown Gas & Power | 805.49 | Gas supply |
| 30-Nov-15 | Dawes Engineering Ltd | 2160.00 | Service auto roller - Depot |
| 27-Nov-15 | EDF Energy 1 Ltd | 11.20 | Electric for clock tower |
| 20-Nov-15 | Energy Electrical Distributors Ltd | 327.26 | Electrical supplies |
| 30-Nov-15 | Energy Electrical Distributors Ltd | 116.40 | Electrical supplies |
| 20-Nov-15 | Fencing Products Ltd | 36.48 | Garden supplies |
| 20-Nov-15 | Fleurets Ltd Office A/C | 1020.00 | Professional services |
| 20-Nov-15 | Fraser Office Supplies Ltd | 90.93 | Stationery supplies |
| 13-Nov-15 | Gilbert Thompson | 518.00 | Delivery WTC newsletter |
| 30-Nov-15 | Graham | 18.17 | Building supplies |
| 13-Nov-15 | Highway Midlands Ltd | 660.00 | Car park marking Coronation Hall |
| 20-Nov-15 | HMRC Cumbernauld | 10675.21 | PAYE & NI |
| 27-Nov-15 | InTouch | 1505.98 | Monthly website charge |
| 30-Nov-15 | John Willis | 120.00 | Window cleaner |
| 13-Nov-15 | Keep Mobile | 500.00 | Grant |
| 13-Nov-15 | Lend and Play Toy Library | 500.00 | Grant |
| 20-Nov-15 | Lister Wilder Ltd | 80.54 | Engine oil/filters tractors |
| 13-Nov-15 | Lloyds Bank | 232.47 | Monthly cardnet charge |
| 27-Nov-15 | Lyreco UK Ltd | 46.56 | Stationery supplies |
| 16-Nov-15 | Mainstream Digital | 0.22 | Phone |
| 16-Nov-15 | Merchant Rentals | 35.23 | Monthly cardnet machine charge |
| 30-Nov-15 | P&H Direct Van Sales Ltd | 231.42 | Vending supplies |
| 27-Nov-15 | Prudential | 30.00 | AVC payment deducted from pay |
| 13-Nov-15 | READIBUS | 8500.00 | Grant |
| 20-Nov-15 | Robinson Low Francis | 1439.26 | Professional services - 3G pitch |
| 27-Nov-15 | Robinson Low Francis | 1056.00 | Professional services - 3G pitch |
| 13-Nov-15 | Rodnic Dorset Ltd | 352.80 | Repair to O/C rear door |
| 20-Nov-15 | SGW Payroll Ltd | 156.74 | Payroll services |
| 13-Nov-15 | Thames Valley Water Services Ltd | 420.00 | Disinfection service - Chapel/Coro hall |
| 02-Nov-15 | Thames Water | 833.32 | Water rates |

| | | | |
|-----------|----------------------------------|----------|-----------------------------------|
| 02-Nov-15 | Thames Water | 67.45 | Water rates |
| 02-Nov-15 | Thames Water | 72.24 | Water rates |
| 10-Nov-15 | Thames Water | 1409.62 | Water rates |
| 20-Nov-15 | The Berkshire Pension Fund | 10339.21 | Pension - employers and employees |
| 20-Nov-15 | Token Security Solutions Ltd | 39.70 | Call out/reset fire alarm |
| 27-Nov-15 | Trade UK - Screwfix | 184.04 | Building supplies |
| 30-Nov-15 | Trade UK - Screwfix | 168.92 | Building supplies |
| 13-Nov-15 | Traditional Local Cleaning Ltd | 1521.84 | Contract cleaning |
| 27-Nov-15 | Trinity Mirror PublishING Ltd | 156.00 | WTCMI advertising |
| 20-Nov-15 | Unison Collection Ac | 41.90 | Union fees deducted from pay |
| 20-Nov-15 | Veolia ES - UK Ltd | 822.55 | Refuse collection |
| 27-Nov-15 | Veolia ES - UK Ltd | 1533.05 | Refuse collection |
| 20-Nov-15 | Vodafone Ltd | 217.35 | Phone |
| 02-Nov-15 | Wokingham BC | 41.00 | Rates |
| 02-Nov-15 | Wokingham BC | 158.00 | Rates |
| 02-Nov-15 | Wokingham BC | 350.00 | Rates |
| 02-Nov-15 | Wokingham BC | 887.00 | Rates |
| 02-Nov-15 | Wokingham BC | 1849.00 | Rates |
| 20-Nov-15 | Wokingham Borough Council | 739.50 | Legal advice |
| 20-Nov-15 | Woodley Auto Centre | 1236.33 | Van MOT & service |
| 27-Nov-15 | Woodley Auto Centre | 265.94 | Truck MOT & service & repairs |
| 30-Nov-15 | Yarnold Heating and Plumbing Ltd | 1187.24 | Water softener - Woodford Park LC |
| | | 70522.02 | |

CLERKS IMPREST A/C

| <u>Date Paid</u> | <u>Payee Name</u> | <u>Amount</u> | |
|------------------|-----------------------------|---------------|---|
| | | <u>Paid</u> | |
| 03-Nov-15 | (Personal Information) | 12.00 | Cancelled WPLC course |
| 04-Nov-15 | (Personal Information) | 150.00 | Refund deposit |
| 04-Nov-15 | (Personal Information) | 50.00 | Refund deposit |
| 04-Nov-15 | (Personal Information) | 50.00 | Refund deposit |
| 04-Nov-15 | (Personal Information) | 50.00 | Refund deposit |
| 04-Nov-15 | (Personal Information) | 50.00 | Refund deposit |
| 04-Nov-15 | (Personal Information) | 50.00 | Refund deposit |
| 04-Nov-15 | (Personal Information) | 50.00 | Refund deposit |
| 04-Nov-15 | (Personal Information) | 50.00 | Refund deposit |
| 11-Nov-15 | (Personal Information) | 150.00 | Refund deposit |
| 19-Nov-15 | (Personal Information) | 150.00 | Refund deposit |
| 25-Nov-15 | (Personal Information) | -160.02 | Net pay returned to a/c |
| 26-Nov-15 | (Personal Information) | 160.02 | Net pay - Nov 2015 |
| 25-Nov-15 | Amazon UK | 53.90 | Bins ordered in error |
| 25-Nov-15 | Amazon UK | -53.90 | Bins ordered in error refund |
| 02-Nov-15 | BCS Reading | 50.00 | Refund deposit |
| 19-Nov-15 | Kannadigaruuk CICS Ltd | 100.00 | Refund deposit |
| 13-Nov-15 | Lloyds Bank | 21.12 | Charges 10 Sept to 9 Oct 2015 |
| 25-Nov-15 | Lloyds Bank | 39416.85 | Nov 2015-Net payroll |
| 19-Nov-15 | Pennine Tea & Coffee Ltd | 49.52 | Biscuits - Oakwood bookings |
| 27-Nov-15 | PETTY CASH A/C | 125.35 | Petty cash topup |
| 05-Nov-15 | Poppy Appeal | 22.00 | Donation for poppy wreath |
| 19-Nov-15 | Recycled Business Furniture | -222.00 | Cupboard returned to supplier |
| 11-Nov-15 | Recylced Business Furniture | 252.00 | Bisley Tambour cupboard |
| 13-Nov-15 | The Royal British Legion | 75.00 | Donation for poppy wreaths |
| 05-Nov-15 | West Berkshire Council | 10.50 | Designated Premises Supervisor Licence WPLC |
| 16-Nov-15 | West Berkshire Council | 23.00 | WPLC premises licence |
| 25-Nov-15 | Woodley Flower Club | 50.00 | Refund deposit |
| | | 40785.34 | |

Current Account**List of Payments made between 01/12/2015 and 31/12/2015**

| <u>Date Paid</u> | <u>Payee Name</u> | <u>Amount</u> | <u>Paid</u> |
|------------------|-------------------------------------|---------------|---|
| 18-Dec-15 | Arkell & Hurcombe (Bronzeworks | 92.40 | Bronze cast plaque |
| 31-Dec-15 | Arkell & Hurcombe-Bronzeworks | 182.40 | Bronze cast plaques |
| 23-Dec-15 | BCM Group Plc | 19.78 | Service & maint photocopier |
| 11-Dec-15 | BE Fuel cards | 70.68 | Diesel |
| 04-Dec-15 | BE Fuelcards Ltd | 52.68 | Diesel-OE55NNW-121593 |
| 23-Dec-15 | Berkshire Tree Care | 3726.00 | Tree work in Woodford Park |
| 23-Dec-15 | Bowak Ltd | 400.52 | Cleaning supplies |
| 18-Dec-15 | Broxap Ltd | 1077.60 | Cast iron 'Ripon' seats |
| 08-Dec-15 | BT Group | 145.80 | Phone |
| 14-Dec-15 | BT Retail | 15.00 | Phone |
| 18-Dec-15 | Churchill Contract Services Ltd | 1515.91 | Contract cleaning |
| 23-Dec-15 | Churchill Contract Services Ltd | 2103.91 | Contract cleaning |
| 23-Dec-15 | Circon Ltd t/a Crown Water & Coffee | 63.84 | Bottled water/Qtrly rental charge |
| 31-Dec-15 | Circon Ltd t/a Crown Water & Coffee | 40.08 | Bottled water |
| 17-Dec-15 | Crown Gas & Power | 110.53 | Gas supply |
| 17-Dec-15 | Crown Gas & Power | 281.83 | Gas supply |
| 17-Dec-15 | Crown Gas & Power | 741.79 | Gas supply |
| 17-Dec-15 | Crown Gas & Power | 1148.69 | Gas supply |
| 31-Dec-15 | DCK Beavers Ltd | 617.40 | Accountancy services |
| 18-Dec-15 | EDF Energy 1 Ltd | 11.16 | Electric for clock tower |
| 18-Dec-15 | Energy Electrical Distributors Ltd | 299.94 | Electrical supplies |
| 23-Dec-15 | Energy Electrical Distributors Ltd | 19.10 | Electrical supplies |
| 23-Dec-15 | Eurodec Ltd | 376.00 | Decorating supplies |
| 18-Dec-15 | Fencing Products Ltd | 80.88 | Garden supplies |
| 23-Dec-15 | Fraser Office Supplies Ltd | 772.18 | Stationery supplies |
| 18-Dec-15 | HMRC Cumbernauld | 10858.70 | PAYE & NI |
| 23-Dec-15 | InTouch | 35.99 | Monthly website charge |
| 31-Dec-15 | Lightatouch | 507.50 | Internal Audit services |
| 14-Dec-15 | Lloyds Bank | 181.59 | Monthly cardnet charges |
| 23-Dec-15 | Lyreco UK Ltd | 45.02 | Stationery supplies |
| 14-Dec-15 | Mainstream Digital | 0.29 | Phone |
| 31-Dec-15 | Margaret Macknelly Design | 24.00 | Phone |
| 15-Dec-15 | Merchant Rentals | 35.23 | Cardnet machine charge |
| 23-Dec-15 | P&H Direct Van Sales Ltd | 111.29 | Vending supplies |
| 31-Dec-15 | PHS Group Plc | 608.01 | Rental dust mats |
| 18-Dec-15 | Prudential | 30.00 | AVC payment deducted from pay |
| 29-Dec-15 | Public Works Loan | 10640.58 | Public Works Loan payment |
| 23-Dec-15 | R.E.S. Systems Ltd | 500.76 | Fire extinguisher service |
| 18-Dec-15 | Reading Borough Council | 150.03 | Annual rent - Wheble Park |
| 31-Dec-15 | Reading Borough Council | 3250.00 | Half yearly lease rent - allotment site |
| 18-Dec-15 | Rialtas Business Solutions Ltd | 726.00 | Annual accounts software support |
| 18-Dec-15 | Riso (UK) Ltd | 242.66 | Qtrly photocopier charges |
| 21-Dec-15 | RMRS Pitney Bowes | 250.00 | Postage topup |
| 18-Dec-15 | Rodnic Dorset Ltd | 840.00 | Service moveable room dividers |
| 23-Dec-15 | Sabercom Ltd | 420.00 | O/C receipt screen support/mainten |
| 18-Dec-15 | SGW Payroll Ltd | 152.66 | Payroll services |
| 31-Dec-15 | SGW Payroll Ltd | 158.78 | Payroll services |
| 18-Dec-15 | Siemens Financial Services Ltd | 780.00 | Qtrly Riso copier rental |
| 18-Dec-15 | Southern Electric Contracting Ltd | 2661.66 | Electric supply |
| 31-Dec-15 | Southern Electric Contracting Ltd | 266.16 | Electric supply |
| 18-Dec-15 | The Berkshire Pension Fund | 10780.43 | Pension - employers and employees |
| 31-Dec-15 | The Card Shop | 100.00 | Christmas cards for Mayor |
| 23-Dec-15 | Trade UK - BandQ | 167.42 | Building supplies |
| 23-Dec-15 | Trade UK - Screwfix | 290.27 | Building supplies |
| 23-Dec-15 | Trinity Mirror Publishing Ltd | 381.00 | WTCMI advertising |

| | | | |
|-----------|----------------------------------|----------|--------------------------------------|
| 18-Dec-15 | Unison Collection Ac | 41.90 | Union fees deducted from pay |
| 23-Dec-15 | Veolia ES - UK Ltd | 986.86 | Refuse collection |
| 31-Dec-15 | Vita Play Ltd | 354.00 | Repairs to Zip-wire Woodford Park |
| 18-Dec-15 | Vodafone Ltd | 209.53 | Phone |
| 01-Dec-15 | Wokingham BC | 41.00 | Rates |
| 01-Dec-15 | Wokingham BC | 158.00 | Rates |
| 01-Dec-15 | Wokingham BC | 350.00 | Rates |
| 01-Dec-15 | Wokingham BC | 887.00 | Rates |
| 01-Dec-15 | Wokingham BC | 1849.00 | Rates |
| 31-Dec-15 | Wokingham Borough Council | 21634.98 | Election Costs |
| 23-Dec-15 | Yarnold Heating and Plumbing Ltd | 99.00 | Boiler service flat Woodford Park LC |
| | | 85773.40 | |

CLERKS IMPREST A/C

| <u>Date Paid</u> | <u>Payee Name</u> | <u>Amount</u> | <u>Paid</u> |
|------------------|--------------------------------|---------------|------------------------------------|
| 08-Dec-15 | (Personal Information) | 100.00 | Grant |
| 08-Dec-15 | (Personal Information) | 50.00 | Refund deposit |
| 15-Dec-15 | (Personal Information) | 28.45 | Mileage costs repayment |
| 17-Dec-15 | (Personal Information) | 50.00 | Refund deposit |
| 21-Dec-15 | (Personal Information) | 50.00 | Refund deposit |
| 15-Dec-15 | (Personal Information) | 50.00 | Refund deposit |
| 01-Dec-15 | (Personal Information) | 50.00 | Refund deposit |
| 17-Dec-15 | (Personal Information) | 50.00 | Refund deposit |
| 17-Dec-15 | (Personal Information) | 50.00 | Refund deposit |
| 21-Dec-15 | (Personal Information) | 158.53 | Refund deposit |
| 08-Dec-15 | (Personal Information) | 50.00 | Refund deposit |
| 01-Dec-15 | (Personal Information) | 200.00 | Refund deposit |
| 17-Dec-15 | (Personal Information) | 50.00 | Refund deposit |
| 30-Dec-15 | (Personal Information) | 50.00 | Refund deposit |
| 08-Dec-15 | (Personal Information) | 100.00 | Grant |
| 08-Dec-15 | 2nd Woodley Scout Group | 215.00 | Grant |
| 02-Dec-15 | Amazon Uk | 26.95 | Indoor waste bin |
| 08-Dec-15 | Berks Multiple Sclerosis Thera | 250.00 | Grant |
| 08-Dec-15 | Berkshire Vision | 250.00 | Grant |
| 08-Dec-15 | Brightons Newspaper | 37.20 | Newspapers |
| 11-Dec-15 | Cash - Xmas party | 70.00 | Xmas party - Contribution to staff |
| 08-Dec-15 | Cruse Bereavement Care | 250.00 | Grant |
| 08-Dec-15 | DVLA.Gov.uk | 225.00 | Vehicle tax - RY54 DBU |
| 08-Dec-15 | DVLA.gov.uk | 225.00 | Vehicle tax - OE55 NNW |
| 08-Dec-15 | Dynamo Tekkers FC | 61.50 | Paid inv twice |
| 15-Dec-16 | Lands End Agility | 150.00 | Refund deposit |
| 11-Dec-15 | Lloyds Bank | 22.62 | Charges 10 Oct to 9 Nov 2015 |
| 16-Dec-15 | Lloyds Bank | 41204.63 | Net payroll Dec 2015 |
| 21-Dec-15 | MacMillan Cancer | 55.57 | FSC4467-WPLC fund raising |
| 17-Dec-15 | Plusnet Plc | 30.59 | Broadband line installation |
| 09-Dec-15 | Post Office Shop | 31.86 | Foot rest |
| 08-Dec-15 | Rdg Football Club Comm Trust | 250.00 | Grant |
| 08-Dec-15 | Setanta Gaelic Football Club | 250.00 | Grant |
| 08-Dec-15 | The Link Visiting Scheme | 250.00 | Grant |
| 08-Dec-15 | Wokingham Job Support Centre | 250.00 | Grant |
| 08-Dec-15 | Woodley Festival of Music & Ar | 250.00 | Grant |
| 08-Dec-15 | Woodley Volenteer Centre | 200.00 | Grant |
| | | 45642.90 | |

Woodley Town Council

Minutes of a Meeting of the Urgency Committee held at the Oakwood Centre on Thursday 17 December 2015 at 3pm

Present: Councillors: W. Soane (Chairman for the meeting), K. Baker, D. Mills

Officers present: D. Mander, Town Clerk; K. Murray, Deputy Town Clerk

Under Standing Order 8, Delegated Powers, these matters were put before the Urgency Committee because it was believed to be in the Council's interest for these matters to be considered without delay.

1. **APPOINTMENT OF CHAIRMAN**

RESOLVED:

- ◆ To appoint Councillor Soane as Chairman for the meeting.

2. **APOLOGIES**

Councillor D. Smith

3. **DECLARATIONS OF INTEREST**

No declarations of interest were made.

4. **RESOLVED:**

- ◆ **That in view of the confidential nature contained in the report about to be transacted in relation to personal information, it is advisable in the public interest that the public and press are temporarily excluded and they are asked to withdraw.**

5. **PERSONNEL REPORT**

Report No UC2/15 was presented by the Chairman. Members discussed the matter and

RESOLVED:

- ◆ That the recommendations set out in Report No. UC2/15 be approved.

The meeting closed at 3.15

| |
|--|
| TIMETABLE OF MEETINGS - 2016/17 |
|--|

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

| PLANS COMMITTEE | COMMUNITY SERVICES | LEISURE SERVICES | STRATEGY & RESOURCES | FULL COUNCIL |
|--|---------------------------|-------------------------|---------------------------------|---|
| <u>2016</u> | <u>2016</u> | <u>2016</u> | <u>2016</u> | <u>2016</u> |
| 17 May 7 June | 24 May | 31 May (SH) | 14 June | Annual Meeting: 10 May 28 June |
| 5 July 26 July (SH) 23 August (SH) 20 September | 30 August (SH) | 6 September | 13 September | 27 September |
| 18 October 15 November | 1 November | 8 November | 22 November | 6 December |
| <u>2017</u> | <u>2017</u> | <u>2017</u> | <u>2017</u> | <u>2017</u> |
| 13 December 10 January 31 January | 3 January (SH) | 17 January | 24 January | 7 February |
| 28 February 28 March 25 April | 4 April (SH) | 11 April (SH) | 18 April | Town Electors: 7 March Annual Meeting: 9 May |

(SH = School Holidays)

SCHOOL TERM DATES

2016 Monday 11 April to Wednesday 20 July
Monday 5 September to Tuesday 20 December
(NOTE: Training days - to be agreed)

Half Term: 30 May - 3 June
Half Term: 24- 28 October

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

2017 Wednesday 4 January to Friday 31 March
Tuesday 18 April to Tuesday 25 July
(NOTE: Training days - to be agreed)

Half Term: 13 - 17 February
Half Term: 29 May - 2 June

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

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COUNCIL COMMITTEES REVIEW

REPORT OF THE TOWN CLERK

PURPOSE OF REPORT

To propose that the Council review its committee structure in order to address some recurring matters relating to consultations and to streamline the committee structure.

BACKGROUND

At the moment the Council has four committees:

- Strategy and Resources
- Leisure Services
- Community Services
- Plans

The Power and Duties delegated by Council to these committees are attached at **Appendix A**.

INFORMATION

Largely the allocation of powers to the committees is clear and has worked well over the past few terms of Council; there are some small changes that could be made when the Powers and Duties are considered at the Annual Meeting. However, there are a couple of matters that a more radical review could seek to address:

Plans Committee

Because the Plans Committee meets 12 times a year there are often planning applications where an extension of time for consultation responses from the Town Council to Wokingham BC has to be requested. This is usually agreed because it is only a few days. However, this takes additional time to agree and to monitor; if there are several such plans this means can mean numerous arrangements with different planning officers. It also means that the day after the Plans Committee meeting the Committee Officer has to make any consultation responses as a matter of priority. During a cycle of meetings this can mean competing deadlines because agendas are finalised at the latest on Thursday morning and dispatched later that day.

The Plans Committee has been making some changes to the way the Committee operates, prompted largely by the withdrawal of paper copies of planning applications. The online plans are now viewed on a screen and discussed, with Committee members receiving a weekly list of Woodley plans to preview before the meeting. The Committee will, as before, consider plans for which members of the public have attended as well as the plans that Committee members believe should be considered by the whole Committee. Other plans will be responded to with 'no objections'. It is hoped that the new arrangements for considering planning applications as a statutory consultee will enable the Committee's scrutiny of planning applications to be more focused.

Community Services Committee

The Community Services Committee often has to consider consultations between meetings on highways, HGV and other licences as well as other services provided in the town by various providers, eg water, fire, police, mobile phone companies. This is because the Committee has five set meetings a year and these don't always fit with the deadlines for consultations. This is not ideal and creates additional work in between meetings for the Committee Officer and members of the committee. A difficulty in officers preparing a response can arise if Committee members have differing views on a particular matter. Most often discussion and an exchange of views at a committee results in an agreed response.

Proposal

To combine some of the powers and duties of the Community Services Committee with the Plans Committee in a new Plans and Community Services Committee and allocate its other powers to the Leisure Services and Strategy and Resources Committees.

The new Plans and Community Services Committee would take on powers to respond to consultations and agenda items relating to services and licencing matters in the town, for example highways and other Wokingham Borough Council matters relating to the town, police, fire service, water, mobile phone companies, public transport.

The new Plans and Community Services Committee would meet on the dates allocated for the Plans Committee, as set out in the 2016/17 meetings schedule (see page 53). Next year the schedule includes 14 Plans Committee meetings in the year, rather than the current 12. The meeting dates for the Community Services Committee meetings would be deleted from the schedule. This should ensure that the difficulties with meeting consultation response dates are addressed unless a consultation period is very short.

The other services and matters presently covered by the Community Services Committee could be allocated as follows:

- *Strategy and Resources Committee* – Woodley Town Centre Management Initiative
- *Leisure Services Committee* – Allotments, Youth Services, Capital loan budget, Events, Amenities
- *Plans and Community Services Committee* - Annual Grants, Citizens Awards

It is further proposed that the new Committee be made up of 11 Members of Council to give some lee-way for Members' attendance, given the increase in commitment for the new Committee's members. The two other committees will continue to meet 5 times a year.

Council has always believed that it is important to respond to consultations affecting Woodley, on the town's behalf. The proposal to transfer the powers and duties of the Community Services Committee to a new Plans and Community Services Committee will enable consultation on matters affecting the town to be both discussed by Members and submitted within the set deadlines. It will also save officer time by doing so and reduce the total number of committee meetings by three a year.

If Members are minded to approve the review of the committee structure as set out in this report it should be noted that the implementation of the new arrangements could take place in the new municipal year, with the detail (including revised powers and duties for each of the committees) being approved at the Annual Meeting on 10 May 2016. However, because the Plans Committee's new format requires more testing to ensure its meetings have the capacity to consider the additional items, it is proposed that an agreement to proceed with the new structure be subject to that Committee's agreement. This could be considered at the Plans Committee's meeting on 19 April 2016 when the Committee's new ways of working will have been in place for four months. If the Plans Committee is not able to make a decision at this point it is proposed that this matter be the subject of a further report to Full Council.

RECOMMENDATION:

- ◆ **That Members approve the proposal to review the committee structure as set out in the report, subject to the agreement of the Plans Committee on the practicality and capacity to include additional duties and responsibilities within its remit.**

WOODLEY TOWN COUNCIL

Powers and Duties of the Strategy and Resources Committee

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

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

Reviewed 24 June 2014

Powers and Duties of the Leisure Services Committee

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

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

Reviewed 24 June 2014

Powers and Duties of the Community Services Committee

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

Reviewed 24 June 2014

WOODLEY TOWN COUNCIL

Powers and Duties of the Plans Committee

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

Reviewed 24 June 2014

Terms of Reference for Joint Working over the Management of the Wokingham Community Infrastructure Levy

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| D | Joint Governance Arrangements for Infrastructure Funding <ul style="list-style-type: none"> - Co-funding - Support services package - Joint Commissioning | 3-4 |
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Definitions:

“Borough Council” means Wokingham Borough Council

“CIL” means the Community Infrastructure Levy introduced by the Community Infrastructure Levy Regulations 2010 (as amended)

“Local Councils” means Town and Parish Councils

“Local Council CIL Receipt” is the amount in pounds sterling of the CIL which Wokingham Borough Council is required to pass to Local Councils

‘Traded Services’ means those services provided by the Borough Council to the Local Council on a commercial basis

‘Responsible Officer’ is the nominated officer from each party

A. Introduction

1. Successful partnership working can only be achieved if the partners understand and respect each other’s roles for identifying, providing and improving infrastructure and work together to coordinate over efforts in serving the community. All parties recognise the benefits of joint working and make a commitment to the following:

2. **The Borough Council recognises that Local Councils:**
 - a. Are a vital part of democratic local government, being elected representatives of communities at the most local, ‘grass roots’ level;
 - b. Have a role in addressing the local needs and concerns of their communities;
 - c. Are a primary source of information about community aspirations and opinions and are well placed to help identify the impact of new development on local infrastructure;
 - d. Provide an opportunity to foster greater community empowerment;
 - e. Share similar statutory powers to provide services to local communities; and
 - f. Have to work within Government financial, policy and regulatory constraints, and,

- g. Can work most effectively with the Borough Council when they are transparent and open.

3. Local Councils recognise that Wokingham Borough Council:

- a. Represents the interests of local communities at the district level;
- b. Has strategic roles and responsibilities and has to work within Government financial, policy and regulatory constraints;
- c. Has to take into account community interests at the District wide level; and,
- d. Can work most effectively with Local Councils that are transparent and open.

B. Background

1. The Government introduced the Community Infrastructure Levy (“CIL”) on 6th April 2010. Although it is not compulsory for local authorities to introduce a levy, there remains a financial incentive for local authorities to introduce the levy as soon as possible in the form of a restriction on the pooling of s106 contributions which took effect from 6th April 2015.
2. The Borough Council introduced CIL on 6th April 2015. Under the current legislative regime the Borough Council is required to pass 15-25% of its CIL receipts to Local Councils for development taking place in their administrative areas within Wokingham.
3. There will be instances where Local Councils funding priorities for the Local Council CIL Receipt are aligned with those of the Borough Council. The main objective of this document is to put structures in place that help to identify where the Borough Council and Local Councils have agreed infrastructure priorities thereby taking advantage of:
 - a. The Borough Council’s legal power to spend Local Council CIL Receipts on a wider range of infrastructure than Local Councils;
 - b. Resources and technologies of the Borough Council; and,
 - c. Cost savings which can be achieved from partnering arrangements, joint working and commissioning.
4. These terms of reference have been agreed between the Borough Council and the Local Councils in the Wokingham Borough area.
5. For more information about this document please contact: Wokingham Borough Council – Brendan Troy, Service Manager, Community Infrastructure Delivery, on 0118 974 6824

C. Sharing Information on S106 and CIL Spending

1. Securing increasing levels of transparency and openness by the exchange of information between the Local Councils and Wokingham Borough Council with regards to programmed infrastructure delivery and infrastructure requirements at both a borough and local level is vital for successful co-ordination and delivery of infrastructure. This involves sharing information at the most strategic level – including sharing each other’s aims – right down to sharing information on specific local projects.

2. The Borough Council agree to:

- a. Inform Local Councils of spending priorities for S106 contributions and the planned timeframe for the delivery of infrastructure;
- b. Inform Local Councils of spending priorities for CIL receipts and the projected timescale for the delivery of infrastructure;
- c. Transfer the Local Council's CIL receipt twice a year:
 - i. by 28th October, for any CIL receipt received between 1st April and 30th September in any financial year
 - ii. by 28th April for any receipt received between 1st October and 31st March in any financial year; and,
- d. Provide support to Local Councils in meeting their statutory reporting requirements.

3. Local Councils agree to:

- a. Inform the Borough Council of their infrastructure priorities which have been agreed locally;
- b. Inform the Borough Council of which Borough Council infrastructure priorities they wish to financially support and with how much. Transfer those funds to the Borough Council biannually within six weeks of receipt of CIL funds from the Borough Council; and,
- c. Provide information to the Borough Council in relation to the Local Councils statutory reporting requirements before 1st November each year for the previous financial year.

D. Joint Governance Arrangements for Infrastructure Funding

- 1. Town and Parish Councils and the Borough Council share many statutory functions and share the desire to deliver 'joined up' infrastructure improvements for the general public. There are three key mechanisms Local Councils can employ to deliver infrastructure projects in partnership with the Borough Council. These mechanisms are as follows:
 - a. Local Councils will have the opportunity to help fund Borough Council strategic infrastructure commitments that have an impact on or provide services within their area;
 - b. The Borough Council will offer a competitive support services package to Local Councils for projects that Local Councils want to bring forward themselves;
 - c. There will be an opportunity to jointly commission projects with the Borough Council.

- 2. **Co-funding Borough Council Strategic Infrastructure Commitments** – This will give Local Councils the opportunity to co-fund strategic infrastructure projects that impact on or provide services relevant to their area. The Borough Council will be the key delivery partner for these projects. As such there will be no direct cost to the Local Council for support services (procurement, commissioning, project management, design and build) and the Local Council will have minimal involvement in the planning and commissioning of these projects.
 - a. **Wokingham Borough Council agree to:**
 - i. Provide a monthly update on all strategic infrastructure projects in the Borough including details of timescales for delivery, projected costs and sources of funding. This will be an update of the Council's latest infrastructure delivery planning;

- ii. Provide to each Local Council twice a year (before 28th April and 28th October) a formal list of those strategic infrastructure projects in which the Local Council can choose to contribute. This will be provided on the co-funding form attached at Appendix A to the document.
- iii. Make a recommendation for how much it would be appropriate to invest on each project over what period;
- iv. Return any unspent funds to the Local Council if the funds are not spent on the identified project in the timescale identified in the co-funding form.

b. Local Councils agree to:

- i. Provide, within six weeks of receipt of that formal strategic infrastructure list, a response to the Borough Council stating which projects they are prepared to co-fund (if any) and the amount they will contribute; and,
- ii. Transfer agreed funds to the Borough Council within six weeks of receiving the Local Council CIL receipt.

3. Support Services Package Offered by the Borough Council - The Borough Council already has the relevant professional and technical support functions which it can make available to Local Councils as Traded Services.

a. Wokingham Borough Council agree to:

- i. Allow their officers to meet reasonable requests for advice and guidance from Local Councils in relation to spending Local Council CIL Receipts;
- ii. Make arrangements for Local Councils (councillors and staff) to be invited to project management and other appropriate training events arranged by the Council for its own purposes;
- iii. Offer a fully managed design and build service for any project commissioned by Local Councils which are expected to be funded from the Local Council CIL Receipt;
- iv. Publish and maintain a full list of professional and technical support services on offer to Local Councils as Traded Services, as alternative options to the fully managed design and build service; and,
- v. Enter into an appropriate commercial agreement with the Local Council for the provision of traded services.

b. Local Councils undertake to:

- i. Participate, where appropriate, in training courses offered through Wokingham Borough Council; and,
- ii. Offer Wokingham Borough Council as a provider of relevant services the opportunity to quote or tender for any fully managed project or specific professional or technical support service as part of its consultation with the Borough Council over the commissioning of any projects which it will manage directly

4. Joint Commissioning - The opportunities to become involved in infrastructure planning and jointly commissioning projects are of keen interest to most Local Councils. This requires active partnership working by Planning Authorities and Local Councils to ensure community infrastructure improvements take place.

a. Wokingham Borough Council agree to:

- i. Involve the Local Councils in the commissioning process for infrastructure delivery
- ii. Prepare a Terms of Reference for each project setting out the ways of working and relative responsibilities between the Borough Council and the Local Council;

b. Local Councils agree to:

- i. Respond to invitations from the Borough Council to participate in the commissioning process for infrastructure delivery.
- ii. Commit to the payment of CIL receipts according to the agreed schedule;
- iii. Participate in the joint commissioning process to the extent agreed.

E. Disputes

1. The Borough Council and each Local Council will appoint responsible officers (Responsible Officers) to be the main point of contact for the duration of these arrangements.
2. In the event of a dispute, the responsible officers will meet to consider possible solutions, including relevant timescales. If the responsible officer is not satisfied with the response of the other party then they may follow the procedure outlined:
 - i. Write to the Responsible Officer requesting response within [20] days
 - ii. Request that a resolution meeting be convened which will be chaired by the Borough Council [Executive Member for Planning and Transport] comprising the responsible officers, one from Borough Council and the Chairman of the Local Council, an independent member from a different Local Council and an independent Parish Clerk from a different Local Council
 - iii. The resolution meeting will determine if a solution is possible.

F. Monitoring and Review


1. It is important that this document is maintained as an up-to-date statement of the partnership arrangements between the Borough Council and Local Councils.
2. This agreement will be reviewed annually by the parties.

Terms of Reference for the joint working over the management of CIL

This Agreement is between:-

Wokingham Borough Council

Signature on behalf of the Council:

| | |
|------------|---|
| Name: | Cllr John Kaiser – Executive Member for Planning and Highways |
| Signature: |  |
| Date: | 26/01/2015 |

And

_____ Parish / Town Council

Signature of Chairperson of the parish / town council:

| |
|------------|
| Name: |
| Signature: |
| Dated: |

Date and Duration of Agreement

This Agreement will commence once the document has been signed and dated by the selected representatives of both parties.

The Agreement will be review annually by the parties but it is expected that this Agreement will last for the duration of the plan period of the Wokingham Borough Core Strategy Adopted in January 2010.

Appendix A – Investing in Wokingham Strategic Infrastructure Priorities - Co-funding Form

This form gives Local Councils the opportunity to co-fund strategic infrastructure projects that impact on or provide services relevant to their area.

| Parish | Project Proposal and funding requirement | Location | Project Cost - total £ | Funded by (state proportions) | Timescale for Delivery | Funds requested £ | Funds agreed £ | Authorised by* |
|--------|--|----------|------------------------|-------------------------------|------------------------|-------------------|----------------|----------------|
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*Signed by Parish Chairman, or another party nominated by the Parish Council on behalf of the Parish Council

REPORTS FROM OUTSIDE BODIES

ARC

At present, ARCs financial situation is satisfactory although there is still uncertainty about future financial support/Grants from the Local Authority and NHS. We are still; awaiting the result of bids.

Sadly Waingels College has not renewed their contract for support in school. Given that there is an identified need and demand, we are commencing a new young people's counselling service in Woodley Oakwood centre to try and address the current wait list of 40 YP. We will have qualified paid counsellors Monday, Tuesday and Wednesdays 4-7pm, 9 new sessions a week.

ARC's AGM is to be held on Monday 9th May at Wokingham Town Hall, 12 – 2pm.

Mrs Shelagh Flower

Citizen's Advice Board Meeting

Date of meeting: 25 November 2015

Present: Paul Adams, John Ferguson, Jean Rathbone, Nick Campbell-White, Marilyn Young, Raj Gulati, Chris Gibson, Roland Mear, Celia May, Shadi Brindley

Appointment of a new Trustee Laura Redman-Thomas

Review of the recent Audit, which was passed and comments made as a result. Overall it was good feedback for Wokingham CA.

Adviceline went live 5th October 2015 and over 70% of calls made by Wokingham residents were answered.

Funding received from Wokingham Town Council of £7500 against request of £10876.

Reviewed half year accounts.

Evidence forms submitted by Advisors mainly focused on issues relating to getting through to HMRC and information on the WBC website on homelessness.

Issues with getting sufficient funding for Healthwatch, which means the hours for Advisor cut from two to one day.

Other points discussed: Publicity and Office Admin in Wokingham.

Staffing issues discussed both at Wokingham and Woodley. Advisors from Wokingham cover some of the shortfall in Woodley. Advice being sought at Woodley is primarily Welfare Benefits, debt, employment and housing. Claire has already made a presentation to Woodley Town Council Full Council Meeting.

New Trainee Volunteer Advisor has now taken on Money Advice as this is a busy area for CA. Helping with debt management, rent arrears and other matters.

Fundraising continues with various sums raised via grants and other activities.

Cllr Shadi Brindley

Robert Palmer Almshouses Charity

Meeting held 12th January, we appointed a chairman for 2016/2017: Mr Guthrie who has held the chair for 9 years.

The accounts were approved, all seemed up to date.

We have 6 houses; all bar one, residents are over 75 years of age, and the secretary is trying to arrange free tv licence.

All residents seem happy and well.

Health and Safety: A fire drill has been arranged, date to be confirmed. We also ordered two new torches, and new fire blankets. We are changing the fire extinguishers from Chubb to Reading extinguishers services, who will now be supplying all our needs.

Maintenance: The trustees have received three quotes for new boilers. The trustees discussed the possibility of a good service for each boiler. The trustees then took a vote to go ahead with five new boilers as cottage 2 has already received a new boiler. We also agreed to take on a new service and maintenance plan. It was felt that Climate Solutions were the best for the job, as they came highly recommended by Mr Guthrie and Mrs Richards.

Nothing to report on the allotments; the gardener, Mr Collier, is working hard on keeping the gardens looking good.

Cllr Sam Rahmouni

Highwood Management Conference

The first meeting of the conference in December was adjourned because the Countryside Officer, Simon Barltam, was called away on a family emergency. A new date was set for 27 January 2016.

At the start of this meeting, when apologies were given, I was asked by Mary Holmes to give a statement on her behalf. Five hours before she was due to come to this meeting Mary received a telephone call to say that although she had been properly appointed as the Town Council representative for the Highwood Conference, an officer from Wokingham Borough Council had found out that Mary was no longer a Town Councillor and therefore, in their opinion, could no longer attend the meeting. Mary Holmes has been a member of this committee for many years, which is why Councillor Keith Baker had asked her to continue in this role. As you can imagine, Mary was very upset, which is why she asked for this statement to be added. The members present saw no reason for Mary not to continue and this was minuted.

Simon Barltam informed us that the £48,808 Section 106 monies had at last been received and the work on the access paths and other improvements would be started as soon as possible. Simon also informed us that the lily pond off Kingfisher Drive was soon to be added to Highwood Management, which will improve services.

The Friends of Highwood continue their valued work walking the woods every day, litter picking and checking the whole site.

Cllr Kay Gilder

Woodley Volunteer Centre

Minutes of the Woodley Volunteer Centre meeting 20.1.2016

Present John, Karen, Chris, Brian, Shelagh, Angela , Alistair, Margaret, John NacNaught

1. **Apologies:** Coling, Abdul, Marion.

2. **Minutes of the last meeting:** Agreed and signed by John. There were three items as matters arising.

a) John did not need to receive any payment for the care of Lynda from WVC as he had not been charged by Crossroads.

b) Brian was to complete an application to Asda as per information from Coling.

c) Shelagh had checked with the Charity Commission re length of time to keep minutes, their response was they had to be kept permanently.

3. **Treasurers report:** Brian read out his report:

"The Bank Account balances as at the 31st December 2015 were as follows

Reserve A/c £8747.70

Current A/c £1088.36

Making a total of £9836.06

As of the 31st December. There were cheques amounting to some £44.50 still to be presented through the bank.

Our main fundraising event during the last 3 months was the Christmas Extravaganza and this realised a total of £390.

We have received a grant of £200 from Woodley Town Council to offset our costs for the Pagoda purchased last year. We are very grateful for this.

During the Christmas period, we also received numerous donations from grateful clients - these amounted to some £325.00. Thank you all.

Expenditure has remained fairly low over the past 3 months and with no exceptional costs to incur.

4. **Coordinators Report** – Karen informed that we had two new drivers. She had given a talk and this had led to one new driver, it may be that there is another talk in the pipeline. The Office is busy but running smoothly. Some clients are becoming confused over the number of appointments they are having and this has led to occasionally having the venue wrong. The Clients waiting list is still growing and is now 22. Some are as the result of recommendations from present clients and others are from surgeries etc. we have had 60 – 70 new clients since Christmas 2014.

The Extravaganza raised nearly £400, it was busier than the previous year. Our new pitch was better than we had hoped for. Although we did not have as many goods this year, we had good help for which thanks were given.

There were also nice donations given via the office.

Sadly the Church and our office were broken into yesterday. Nothing appeared to have been taken. There was a discussion around client information. Although this is not locked away separately, the office door is locked and there is only client name, address and phone number, no other personal information.

Alistair queried our insurance; Brian said we did not have specific contents insurance, only insurance that would cover our drivers' liability. He will check policies however to ensure clarity.

5. **Alarm Aid report:** Alistair reported

"There is little to report regarding alarm aids, at the present time we have five active alarms out with clients, we did have six but sadly one client passed away.

This does mean we have the opportunity to supply five more alarms to any deserving folk in the Woodley area; should you hear of anybody in the area who could benefit from an alarm, please let me know".

6. **Chairman's Report**

As a result of discussion with Woodley Town Council Town Clerk, a piece had appeared in the October 'Woodley Herald' with regard to the need for volunteers.

14th October had seen the final meeting of the Community Transport forum. The Chair had decided to stand down and there was no forthcoming successor. John has a copy of the minutes should anyone want to see these and included within these are items on volunteer car parking spaces at RBH, driver recruitment, publicity etc.

John thanked all who helped at the Extravaganza.

John said he has recently contacted the Woodley Chronicle with regard to publicity and recruitment of drivers.

Future events will be the annual Volunteers Thank You evening, possible date 9th April. AGM possible dates either 1st or 8th June.

7. **Any Other Business:**

John NacNaught talked of the difficulty often experienced by drivers as they "matured" and reached 80 plus years. It seems that you can contact the Institute of Advanced Motorists, pay £49 and take a one hour test, for which, if you pass, you get a certificate of competence to drive. This can be helpful to give to an Insurance company when applying for insurance.

Date of our next meeting

13th April - venue to be arranged. Shelagh gave her apologies in advance. Margaret kindly offered to do the minutes.

Meeting closed at 9.15 pm.



Woodley Town Council

01 FEB 2016

Ms Deborah Mander - Town Clerk
 Woodley Town Council
 The Oakwood Centre
 Headley Road, Woodley
 READING
 RG5 4JZ

29 January 2016

Dear Ms Mander

Woodley Post Office®
McColls Retail Group, 141 Crockhamwell Road, Woodley, Reading, RG5 3JP

Modernising your Post Office

I'm delighted to tell you that we've decided, with the operator's agreement, to change the above Post Office branch to one of our new **main** style branches.

This change is part of a major programme of modernisation taking place across the Post Office network, the largest in the history of Post Office Ltd. The Programme is underpinned by Government investment and will see up to 8,000 branches modernised and additional investment in over 3,000 community and outreach branches. Our aim is to create a more modern and convenient retail experience for customers **that will include longer opening hours**.

What will this mean for customers?

- a newly refurbished branch providing a modern open plan environment for customers
- the same products and services
- longer opening hours
- selected Post Office services will also be available at the retail counter outside main counter times

Your new-look Post Office is scheduled to open at the current location on Thursday 17 March 2016 at 13:00 - it will need to close for refurbishment on Tuesday 08 March 2016 at 17:30. If there are any unforeseen schedule changes which mean these dates change, posters will be displayed in branch to let customers know. I've included details of other Post Office branches in the area that customers can use during the refurbishment and some useful information about the change. Posters will now be displayed in branch so customers are aware of the change.

Getting in touch

I'm happy to answer any questions you may have about the new service. Please email or write to me via our Communication & Consultation team, whose contact details are provided overleaf.


We look forward to welcoming customers to their new **main** Post Office branch.


Yours sincerely


David Gold

David Gold
Area Manager

How to contact us:

 comments@postoffice.co.uk

 Customer Helpline: 03457 22 33 44
Textphone: 03457 22 33 55

 FREEPOST Your Comments
Please note this is the full address to use and no further address details are required.

 www.postoffice.co.uk

To get this information in a different format, for example, in larger print, audio or braille please contact the Customer Helpline on 03457 22 33 44 or Textphone 03457 22 33 55.

This communication process has been agreed with the independent statutory consumer watchdog, which in Great Britain is Citizens Advice and Citizens Advice Scotland, and in Northern Ireland, the Consumer Council, and is being carried out in line with our Code of Practice for changes to the Post Office network, which we have agreed with them. If you'd like copies of the Code they are available in branch, or by contacting us or on our website at: www.postoffice.co.uk/transforming-post-office. If you think that the process has not been properly followed and wish to make a complaint, then please write to us or email us via the contact details included in our posters and letters and let us know why. We'll examine your complaint and respond to you as soon as we can. We will provide you with the relevant contact points for the consumer watchdog, so if you are still not satisfied when you have received our response, you can ask them for their assistance.

| Woodley Post Office information sheet | | | | | | | |
|--|---|--|------------|---------------|-------------------------------|-----|---------------|
| Post Office opening hours | Current | | New | | | | |
| | Mon | 09:00 – 17:30 | Mon | 09:00 – 17:30 | | | |
| | Tue | 09:00 – 17:30 | Tue | 09:00 – 17:30 | | | |
| | Wed | 09:00 – 17:30 | Wed | 09:00 – 17:30 | | | |
| | Thu | 09:00 – 17:30 | Thu | 09:00 – 17:30 | | | |
| | Fri | 09:00 – 17:30 | Fri | 09:00 – 17:30 | | | |
| | Sat | 09:00 – 12:30 | Sat | 09:00 – 17:30 | | | |
| | Sun | Closed | Sun | Closed | | | |
| New Opening times of Post Office service at retail counter offering selected services | <table border="1"> <tr> <td>Mon - Sat</td> <td>06:30 – 09:00 & 17:30 – 18:30</td> </tr> <tr> <td>Sun</td> <td>07:00 – 13:00</td> </tr> </table> | | | Mon - Sat | 06:30 – 09:00 & 17:30 – 18:30 | Sun | 07:00 – 13:00 |
| Mon - Sat | 06:30 – 09:00 & 17:30 – 18:30 | | | | | | |
| Sun | 07:00 – 13:00 | | | | | | |
| Products & Services | The same wide range of products and services will still be available. | | | | | | |
| Accessibility works | There will be a low level serving counter and a hearing loop. | | | | | | |
| Serving positions | There will be three serving positions. These will be a mixture of two screened and a Post Office serving point for use at the retail counter outside main counter times offering selected services. | | | | | | |
| Current Post Office branch closes for refurbishment | | New style Post Office branch opens | | | | | |
| Tuesday 08 March 2016 at 17:30 | | Thursday 17 March 2016 at 13:00 | | | | | |
| Other Post Offices branches in the area | | | | | | | |
| Brecon Road Post Office 4 The Parade, Brecon Road Woodley Reading RG5 4PS | | Lower Earley Post Office Chalfont Way Earley Reading RG6 5HQ | | | | | |

Town Mayor's Engagements – 2 December 2015 to 9 February 2016

| | | |
|----------|----|--|
| December | 13 | Wokingham Borough Schools' Carol Concert, Loddon Valley Leisure Centre |
| | 14 | Waingels College Presentation Evening |
| | 15 | Rotary Technology Tournament for Schools, The Bulmershe School |
| | 18 | Borough Mayor's Carol Concert |
| February | 9 | Sid Hopkins Football Tournament |

Deputy Town Mayor's Engagements

| | | |
|----------|----|---------------------------------------|
| December | 13 | Cinderella on Ice, Bracknell Ice Rink |
|----------|----|---------------------------------------|