



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

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To: **ALL MEMBERS OF THE COUNCIL**

**NOTICE IS HEREBY GIVEN that the Annual Meeting of the Town Council will be held at the Oakwood Centre on Tuesday 9 May 2017 at 8 pm.**

Deborah Mander  
Town Clerk

Before the opening of the Town Forum the Town Mayor will present grant cheques to representatives of local community groups and other organisations. A cheque will also be presented to a representative from Launchpad, the Mayor's charity for 2016/17.

**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.

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**AGENDA**

1. **ELECTION OF TOWN MAYOR**

To elect a Town Mayor for the 2017/18 municipal year.

The outgoing Mayor will address the Council.

The outgoing Mayor will then call for nominations for the office of Town Mayor for 2017/18.

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

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

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

The Town Mayor to address the Council.

3. **APOLOGIES FOR ABSENCE**

4. **DECLARATIONS OF INTEREST**

To receive any declarations of interest.

5. **ELECTION OF DEPUTY TOWN MAYOR**

To elect a Deputy Town Mayor for the 2017/18 municipal year.

The Town Mayor will call for nominations for the office of Deputy Town Mayor for 2017/18.

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

The Town Mayor to present the Deputy Town Mayor with the Chain of Office.

6. **COMPOSITION OF THE COUNCIL**

To note the composition of the Council:

Conservative: 24      Liberal Democrat: 1

7. **POLITICAL GROUP LEADERS**

To note the appointment by the Conservative Group of the Leader and Deputy Leader of the Conservative Group.

8. **ELECTION OF THE LEADERSHIP OF THE COUNCIL**

8.1 To elect the Leader of the Council for the 2017/18 municipal year.

8.2 To elect the Deputy Leader of the Council for the 2017/18 municipal year.

9. **STANDING COMMITTEES**

To appoint Members to serve on the standing committees in the 2017/18 municipal year:

9.1 **Strategy & Resources Committee**

a) To approve the number of seats on the Strategy and Resources Committee.

b) To appoint Members to serve on the Strategy and Resources Committee.

9.2 **Leisure Services Committee**

a) To approve the number of seats on the Leisure Services Committee.

b) To appoint Members to serve on the Leisure Services Committee.

9.3 **Planning Committee**

a) To approve the number of seats on the Planning Committee.

b) To appoint Members to serve on the Planning Committee.

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

To appoint the Chairman and Vice Chairman of the standing committees for the 2017/18 municipal year.

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

10.1 **Strategy & Resources Committee**

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

10.2 **Leisure Services Committee**

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

10.3 **Planning Committee**

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

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

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

All terms of reference are included in **Appendix 11 (enclosed)**.

11.1 **Strategy & Resources Committee:**

- a) **Investments Working Party** App.11  
Page 1
  - 1) To approve the terms of reference of the working party.
  - 2) To approve the number of places on the working party.
  - 3) To appoint Members to the working party.
- b) **Risk Management Working Party** App.11  
Page 2
  - 1) To approve the terms of reference of the working party.
  - 2) To approve the number of places on the working party.
  - 3) To appoint Members to the working party.
- c) **Catering Partnership** App.11  
Page 3
  - 1) To approve the terms of reference of the working party.
  - 2) To approve the number of places on the working party.
  - 3) To appoint Members to the working party.
- d) **Standing Orders & Financial Regulations Working Party** App.11  
Page 4
  - 1) To approve the terms of reference of the working party.
  - 2) To approve the number of places on the working party.
  - 3) To appoint Members to the working party.

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|----|--|------------------|
| e) | <b>PR/Marketing Working Group</b>  | App.11<br>Page 5 |
|    | 1) To approve the terms of reference of the working party.               |                  |
|    | 2) To approve the number of places on the working party.                 |                  |
|    | 3) To appoint Members to the working party                               |                  |
| f) | <b>Personnel Sub Committee</b>   | App.11<br>Page 6 |
|    | 1) To approve the terms of reference of the sub committee.               |                  |
|    | 2) To approve the number of places on the sub committee.                 |                  |
|    | 3) To appoint Members to the sub committee.                              |                  |
| g) | <b>Woodford Park Leisure Centre Regeneration Task &amp; Finish Group</b> | App.11<br>Page 7 |
|    | 1) To approve the terms of reference of the task & finish group.         |                  |
|    | 2) To approve the number of places on the task & finish group.           |                  |
|    | 3) To appoint Members to the task & finish group.                        |                  |

**11.2 Leisure Services Committee:**

- |    |   |                  |
|----|---|------------------|
| a) | <b>Community Youth Partnership</b>  | App.11<br>Page 8 |
|    | 1) To approve the terms of reference of the working party.                              |                  |
|    | 2) To approve the number of places on the working party.                                |                  |
|    | 3) To appoint Members to the working party.   |                  |
|    | 4) To approve the appointment of voluntary sector representatives to the working party. |                  |
| b) | <b>3G pitch Steering Group</b>  | App.11<br>Page 9 |
|    | 1) To approve the terms of reference of the steering group.                             |                  |
|    | 2) To approve the number of places on the steering group.                               |                  |
|    | 3) To appoint Members to the steering group.  |                  |

- |      |   |                   |
|------|---|-------------------|
| 11.3 | <b>Bulmershe Site of Urban Landscape Value Joint Working Party:</b>   | App.11<br>Page 10 |
|      | 1) To note the terms of reference of the Bulmershe Site of Urban Landscape Value Joint Working Party.                 |                   |
|      | 2) To appoint two representatives and one named substitute to the joint working party for the 2017/18 municipal year. |                   |

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

To appoint the Council's representatives on outside bodies:

- 12.1 Berkshire Association of Local Councils (BALC) - 2 places
- 12.2 Wokingham District Association of Local Councils – No appointment to be made until future of association is determined
- 12.3 ARC - 2 places
- 12.4 Campaign Against Waste - 1 place (plus 1 deputy)
- 12.5 Citizens Advice Wokingham - 1 place
- 12.6 C-Salt Community Forum - 1 place
- 12.7 Highwood Management Conference - 2 places
- 12.8 Mid and West Berkshire Local Access Forum - 1 place to be advertised for non-councillor volunteer
- 12.9 Museum of Berkshire Aviation Trust - 1 place
- 12.10 Readibus - 1 place

- 12.11 Road/Street Works Major Projects Meetings - 1 place (plus 1 deputy)
- 12.12 Sonning & District Welfare & Education Trust – 1 place
- 12.13 The Bulmershe School: Governor – 1 place
- 12.14 Wokingham Borough/Parish Working Group – 1 place (plus 1 deputy)
- 12.15 Woodley Airfield Centre Management Committee – 2 places
- 12.16 Woodley Bowling Club Management Committee – 1 place
- 12.17 Woodley Town Centre Management Initiative – 2 places
- 12.18 Woodley Volunteer Centre – 1 place

In addition the Council appoints representatives to the following, no appointments are required to be made in 2017:

Poor's Land Charity (4 places)

Councillor D. Mills and Mr Laurie Day serving to 2018

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

Robert Palmer Almshouse Charity (1 place)

Councillor Sam Rahmouni serving to 2020

13. **CHEQUE SIGNATORIES**

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

*Current councillors who were appointed signatories in 2015:*

*Councillors K. Baker, R. Horskins, J. MacNaught, D. Mills and D. Stares.*

14. **MINUTES OF THE COUNCIL MEETING HELD ON 7 FEBRUARY 2017**

Page 7

To receive the Minutes of the Council Meeting held on 7 February 2017 and to approve their signing as a true and correct record.

15. **COMMITTEE REPORTS**

To receive the minutes of the following meetings:

15.1	Planning Committee	28 February 2017	Page 13
15.2	Planning Committee	28 March 2017	Page 21
15.3	Leisure Services Committee	11 April 2017	Page 31
15.4	Strategy and Resources Committee	18 April 2017	Page 37
15.5	Planning Committee	25 April 2017	Page 53

16. **LEADER'S STATEMENT**

To receive a statement from the Leader of the Council.

17. **MINUTES OF THE URGENCY COMMITTEE – 20 APRIL 2017**

Page 63

To receive the minutes of the Urgency Committee held on 20 April 2017, **Report No. FC 2/17.**

18. **REPRESENTATIVES ON OUTSIDE BODIES**
- a) To receive any reports from Town Council representatives on outside bodies.  
**(Appendix 18)** Page 74
  - b) To note that a copy of the Sonning & District Welfare & Educational Trust's audited accounts for the year ended 31 December 2016 has been received.
19. **TOWN MAYOR'S ENGAGEMENTS**
- a) To note the engagements attended by Councillor Cheng as Town Mayor.  
**(Appendix 19)** Page 75
  - b) To note the engagements attended by Councillor Chadwick as Deputy Mayor.  
**(Appendix 19)** Page 75

**Minutes of a Meeting of the Town Council held at the Oakwood Centre on  
Tuesday 7 February 2017 at 8 pm**

**Present:** Councillors J. Cheng (Chairman); K. Baker; T. Barker; A. Chadwick; R. Dolinski; P. Etherington; D. Fradley; K. Gilder; J. MacNaught; D. Mills; S. Rahmouni; D. Smith; W. Soane; D. Stares; J. Trick; M. Walker

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

**Also present:** Angus Ross, Wokingham Borough Council Executive Member for the Environment  
1 member of the public

*Before the start of the meeting:*

- Angus Ross, Wokingham Borough Council Executive Member for the Environment, spoke to Members about the Borough Council's Environment portfolio, as reported in **Appendix A**.
- A maximum of 30 minutes was set aside for members of the public to pose questions to the Council in the Town Forum. As there were no members of the public wishing to address the Council the Town Forum did not take place.

57. **APOLOGIES FOR ABSENCE**

Apologies were received from Councillors S. Brindley, C. Dixon, B. Franklin, M. Green and P. Wicks.

58. **DECLARATIONS OF INTEREST**

Councillor Soane	Agenda item 4.4, Charges 2017/18, in relation to proposed charges for the Memorial Ground and hire of halls and meeting rooms.	Disclosable Pecuniary Interest: Councillor Soane is a member of the Carnival Committee, which hires the Memorial Ground and meeting rooms in several Council-run locations.
Councillor Walker	Agenda Item 4.4, Charges 2017/18, in relation to proposed charges for the hire of halls and meeting rooms.	Disclosable Pecuniary Interest: Councillor Walker is chairman of Woodley Women's Club, which hires meeting rooms at the Oakwood Centre.

Councillors Soane and Walker took no part in the voting on agenda item 4.4, Charges 2017/18.

59. **MINUTES OF COUNCIL MEETING HELD ON 6 DECEMBER 2016**

The Town Mayor presented the minutes of the Council meeting held on 6 December 2016.

**RESOLVED:**

- ◆ To approve the minutes of the Council meeting held on 6 December 2016 and that they be signed by the Mayor as a correct record.

60. **COMMITTEE REPORTS**

60.1 **Minutes of the Planning Committee: 13 December 2016**

Councillor Dolinski presented the minutes of the Planning Committee meeting held on 13 December 2016.

**RESOLVED:**

- ◆ To receive the minutes of the Planning Committee meeting held on 13 December 2016.

60.2 **Minutes of the Planning Committee: 10 January 2017**

Councillor Barker presented the minutes of the Planning Committee meeting held on 10 January 2017.

**RESOLVED:**

- ◆ To receive the minutes of the Planning Committee meeting held on 10 January 2017.

60.3 **Minutes of the Leisure Services Committee: 17 January 2017**

Councillor Soane presented the minutes of the Leisure Services Committee meeting held on 17 January 2017.

**RESOLVED:**

- ◆ To receive the minutes of the Leisure Services Committee meeting held on 17 January 2017.

60.4 **Minutes of the Strategy and Resources Committee: 24 January 2017**

Councillor Baker presented the minutes of the Strategy and Resources Committee meeting held on 24 January 2017.

**Minute No. 69b: PR/Marketing Working Group**

**RESOLVED:**

- ◆ To adopt the colour palette for the Council logo, as attached at **Appendix B**.

**Minute No. 71: Investments Working Party**

**RESOLVED:**

- ◆ To allocate £80,000 to the investment fund in 2017, 2018 and 2019.
- ◆ To approve the Treasury Management Strategy 2017/18.

**Minute No. 72: Charges 2017/18**

**a) Oakwood Centre charges**

**RESOLVED:**

- ◆ To approve the 2017/18 charges at the Oakwood Centre, as set out in the Proposed Charges 2017/18 Appendix.



## **b) Leisure Services charges**

### **RESOLVED:**

- ◆ To increase the 2017/18 charges for Healthy Habits cards to £12 for adults and £6 for children.
- ◆ To approve all other charges for Leisure Services in 2017/18, as set out in the Proposed Charges 2017/18 Appendix.

## **Minute No. 74: Budget Estimates 2017/18**

### **d) Budget and precept 2017/18**

Councillor Baker presented the 2017/18 budget and the recommended precept level for 2017/18 to the Council.

### **RESOLVED:**

- ◆ To approve the budget for 2017/18, as presented in the Budget Appendix.
- ◆ To approve a precept level of £1,081,303 for the 2017/18 financial year, as set out in the Budget Appendix.

### **RESOLVED:**

- ◆ To receive the minutes of the Strategy and Resources Committee meeting held on 24 January 2017.

## **60.5 Minutes of the Planning Committee: 31 January 2017**

Councillor Barker presented the minutes of the Planning Committee meeting held on 31 January 2017.

### **RESOLVED:**

- ◆ To receive the minutes of the Planning Committee meeting held on 31 January 2017.

## **61. MINUTES OF THE URGENCY COMMITTEE – 9 JANUARY 2017**

### **RESOLVED:**

- ◆ To receive the minutes of the Urgency Committee meeting held on 9 January 2017 and that they be signed by the Mayor as a correct record.

## **62. LEADER'S STATEMENT**

The Leader of the Council made the following statement:

"Here we are again at the meeting which sets the budget for the coming year 2017/18. Once again our town clerk Deborah has worked wonders and allowed us to set a budget which is appropriate for the coming year.

We could have had zero increase again this year but this council has ambitious plans. Those plans are becoming reality. We now have one of the best 3<sup>rd</sup> generation artificial grass football pitches in the Borough, have opened a very successful new fitness gym at Woodford Park Leisure Centre, the regeneration of the north end of the town centre (partly funded by the Town Council) has started and the planning application for the new public toilet has been submitted. We are not stopping there - with work to improve Woodford Park's lake area underway and potential projects to replace the play areas in the town centre and Woodford Park.

Those plans will require significant funding to fully implement. Whilst we do have good reserves they can be used up quicker than you expect. Therefore, it is proposed to add 1% on the council tax bill which is the equivalent of £1.06 per year for a band D property. The extra income raised by this will be ring fenced for large capital projects so will go straight into the reserves and not be used for operational costs.

The other point that is underway is a complete marketing refresh. With all the exciting things happening it was felt that the time had come to start a focus on marketing. The first of these actions has been a new main logo with sub logos for other facilities. Allied to this will be a major revamp of the website to reflect the town council as it is now.

These are exciting times and it is great to be part of them.”

63. **REPRESENTATIVES ON OUTSIDE BODIES**

Members noted the following written report:

- Poor's Land Charity report from Councillor Cheng.

Councillor Rahmouni gave a verbal report on matters at the Robert Palmer Almshouses and informed the Council of the recent decision by the Court of Appeal that almshouse residents were legally classified as licensed residents and not tenants and therefore did not have the legal protection afforded to tenants. Councillor Rahmouni also reported that several of the residents were becoming unable to look after themselves and might have to move to a care home.

Councillor Mills reported that he had attended the Borough/Parish Liaison Forum on 23 January 2017 and drew Members' attention to the press release from Wokingham Borough Council regarding the introduction of civil parking enforcement, which was available at the meeting. Councillor Baker informed Members that when responsibility for parking enforcement was transferred to the borough council later in the year, town and parish councils would be given the opportunity to fund a part-time traffic warden to cover their area.

Councillor Gilder reported that the wardens covering the Highwood area were giving a very good service and reacted quickly when incidents were reported.

The Committee Officer read out the ARC report from Mrs Shelagh Flower, which had been received after the agenda was issued.

64. **TOWN MAYOR'S ENGAGEMENTS**

The Town Mayor reported on the four engagements she had attended since the last meeting and had been very pleased to be able to officially open the gym at Woodford Park Leisure Centre in January.

The Deputy Mayor had carried out one engagement since the last meeting and had very much enjoyed the Wokingham Borough schools' carol concert.

65. **FUTURE AGENDA ITEMS**

No suggestions were made for future agenda items.

Meeting closed at 9:00pm

**Meeting of the Town Council on 7 February 2017**

The Mayor welcomed Angus Ross, Wokingham Borough Council Executive Member for the Environment, to speak to Members about the Borough Council's Environment portfolio.

Angus Ross explained that he intended to visit all the town and parish councils within the borough to inform the councils of the responsibilities covered by the Environment portfolio and to briefly describe the work that was being undertaken. He informed Members of the Borough Council's obligations and how these were being met for each of the following categories:

- Drainage and flood prevention
- Waste collection
- Open spaces/country parks/play areas
- Sport and leisure
- Public rights of way
- Trees
- Minerals and waste
- Energy saving

Angus Ross answered Members' questions on a variety of subjects, including volunteer tree wardens, the protection of bees, disposal of clinical waste, management of grass cutting, recycling of household waste and how to encourage the use of cycle paths.

The Mayor thanked Angus Ross for coming to the meeting and for his very informative talk.



**Minutes of a Meeting of the Planning Committee held at the Oakwood Centre  
on Tuesday 28 February 2017 at 7:45 pm**

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

**Also present:** *Councillors K. Baker; R. Horskins  
2 members of the public*

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

201. **APOLOGIES**

Apologies for absence were received from Councillors T. Barker, S. Brindley, D. Mills and P. Wicks.

202. **DECLARATIONS OF INTEREST**

There were no declarations of interest made by Members.

203. **MINUTES OF THE PLANNING COMMITTEE MEETING HELD ON 31 JANUARY 2017**

**RESOLVED:**

- ◆ That the minutes of the Planning Committee meeting held on 31 January 2017 be approved and signed by the Chairman as a true and accurate record.

204. **CURRENT PLANNING APPLICATIONS**

**RESOLVED:**

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

205. **PLANNING DECISIONS**

**RESOLVED:**

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

206. **NEIGHBOUR CONSULTATION SCHEME**

**RESOLVED:**

- ◆ To note application 170394  
Location: 5 Vincent Close, Woodley, RG5 4HN.  
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 5.95m, for which the maximum height would be 2.965m and the height of the eaves 2.100m.
- ◆ To note application 170408  
Location: 205 Hurricane Way, Woodley, RG5 4UH.  
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 5.0m, for which the maximum height would be 3.6m and the height of the eaves 2.25m.

- ◆ To note application 170410  
 Location: 45 Willowside, Woodley, RG5 4HJ.  
 Proposal: Application for the prior approval of the erection of a single storey rear extension, which would extend beyond the rear wall of the original house by 3.5m, for which the maximum height would be 3.2m and the height of the eaves 2.8m, following demolition of existing conservatory.

207. **PLANNING APPEAL**

**RESOLVED:**

- ◆ To note the following appeal decision:  
 Application: 161723  
 Location: 123 Loddon Bridge Road, Woodley, RG5 4AG.  
 Details: Appeal against a condition imposed when planning permission was granted, which withdrew the future permitted development rights for the property.  
 Decision: The appeal was dismissed.

208. **TREE PRESERVATION ORDERS**

**RESOLVED:**

- ◆ To note the following:  
  
 Area 1 of TPO 4/1961 and Woodland 3 of TPO 3/1951: 96 Antrim Road, Woodley.  
 Consent for the removal of a dead tree.

209. **STREET NAMING AND NUMBERING**

Members noted that the new road at the Courtyard, Sandford Farm had been named Snowdrop Gardens.

210. **HIGHWAYS**

- a) **Road Works/Street Works Major Project Co-ordination meetings**  
 Members noted the minutes of the Wokingham Borough Council Road Works/Street Works Major Project Co-ordination meetings held on 22 November 2016 and 21 February 2017.
- b) **Temporary road closure: Loddon Bridge Road**  
 Members noted the information provided in the agenda regarding the temporary closure of Loddon Bridge Road between its junctions with the A329 Wokingham Road and Coppice Road to enable street lighting works to be undertaken in safety. The Order would come into operation on 6 March 2017 and its maximum duration would be 18 months or until completion of the works, whichever was earlier. It was anticipated that the works would be completed on 6 and 7 March 2017.
- c) **Traffic calming measures: Waingels Road**  
 The Chairman drew Members' attention to a request from Charvil Parish Council to support their proposal to remove the traffic calming measures in Waingels Road if Wokingham Borough Council consults Woodley Town Council on this matter.

211. **COMMUNITY SPEED WATCH**

Members noted that a meeting had been arranged between Councillors MacNaught and Rahmouni and the Chairman of the Finchampstead Parish Council Roads and Road Safety Committee as agreed at the last meeting (Planning Committee, 31 January, minute number 190). The meeting would take place on 10 March 2017 and would also be attended by the

Town Clerk and Inspector John Donachy of Thames Valley Police. Councillors MacNaught and Rahmouni would give a report at the next meeting of the Planning Committee, on 28 March 2017.

212. **ROYAL BERKSHIRE FIRE AND RESCUE SERVICE: SERVICE REDESIGN CONSULTATION**

The Chairman thanked Councillors Barker and MacNaught for their work reviewing this consultation.

**RESOLVED:**

- ◆ To respond to the consultation stating the Committee's view that a change to a 3 Watch shift system seemed to show a financial saving whilst allowing proposed services to be delivered, and that this would be achieved by moving to staffing option 3 or 4 as set out in the consultation documents.

213. **WOKINGHAM BOROUGH COUNCIL TRAINING SESSION: THE LOCAL PLAN**

**RESOLVED:**

- ◆ That Councillors Cheng and Walker would attend the Local Plan training session on 27 March 2017.

214. **PUBLICATIONS/INFORMATION**

**RESOLVED:**

- ◆ To note receipt of the following
  - *Me2 Club Newsletter – February 2017*

215. **FUTURE AGENDA ITEMS**

There were no suggestions for future agenda items.

216. **PUBLICITY/WEBSITE**

There were no suggestions for items to be publicised.

217. **EXCLUSION OF PUBLIC AND PRESS**

**RESOLVED:**

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

218. **ENFORCEMENT ISSUES**

The Chairman informed the meeting of six enforcement closure notifications.

The meeting closed at 9:00 pm

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Chairman

## Woodley Town Council

Date :- 01/03/2017

**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>
<b>Approved on the following applications;</b>				
<b>162400</b>	21/02/2017	Katie Herrington	Unknown	Sage House, 200 Wharfedale Rd Wharfedale Road Winnersh RG41 5RD
<b>Proposal :</b> ADJOINING PARISH CONSULTATION				
Application for advertisement consent to replace the existing high level signage at top of building with various replacement signage to front and rear.				
<b>Observations :</b> No comment.				
<b>170119</b>	30/01/2017	Graham Vaughan	Unknown	Shepherds House Overbridge London Road A4 Earley RG6 1BD
<b>Proposal :</b> ADJOINING PARISH CONSULTATION				
Listed building consent for proposed alterations to parapets with the installation of railings, plus anti-climb works to comply with electrification regulations.				
<b>Observations :</b> No comment.				
<b>170168</b>	31/01/2017	Dariusz Kusyk	Mr Jose Nihil	39 Hazel Drive Hazel Drive Woodley RG5 3SA
<b>Proposal :</b> Householder application for proposed erection of canopy for driveway.				
<b>Observations :</b> No objections.				
<b>170245</b>	02/02/2017	Rosie Rogers	Mr & Mrs Kennedy	25 Dartington Avenue Dartington Avenue Woodley RG5 3PD
<b>Proposal :</b> Householder application for the proposed erection of single storey front and side extensions to dwelling.				
<b>Observations :</b> No objections.				
<b>170262</b>	09/02/2017	Stephen Thwaites	Mr & Mrs Barker	The Warren Cottage Warren Road Woodley RG5 3AR
<b>Proposal :</b> Householder application for the proposed single storey rear extension, first floor rear extension to dwelling, erection of front brick gate pillars and gate plus single storey front extension to form porch and changes to fenestration.				
<b>Observations :</b> No objections.				



Date :- 01/03/2017

**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>
<b>170300</b>	07/02/2017	Dariusz Kusyk	Mr & Mrs King	9 Harrier Close Harrier Close Woodley RG5 4PE
<p><b>Proposal :</b> Householder application for the proposed erection of a single storey rear extension.</p> <p><b>Observations :</b> One letter of concern had been received for this application.</p> <p>After reading the letter the Committee considered the proposal and had no objections to the application.</p>				
<b>170302</b>	08/02/2017	Stephen Thwaites	Mr G Bertram	29 Duncan Road Duncan Road Woodley RG5 4HR
<p><b>Proposal :</b> Full application for the proposed sub-division of existing dwelling to form 2No. two bedroom dwellings with parking and amenity space.</p> <p><b>Observations :</b> One letter of concern had been received for this application.</p> <p>After reading the letter the Committee considered the proposal and had no objections to the application.</p>				
<b>170314</b>	06/02/2017	Chris Kempster	Mr M Chapman & Ms F Cooper	5 Coppice Road Coppice Road Woodley RG5 3QX
<p><b>Proposal :</b> Householder application for the proposed conversion of existing garage to additional accommodation, to include replacement of existing flat roof with new pitched roof.</p> <p><b>Observations :</b> No objections.</p>				
<b>170319</b>	20/02/2017	Stephen Thwaites	Mr M Lowe	Land adjacent to 83 Loddon Bridge Road Woodley RG5 4AR
<p><b>Proposal :</b> Full application for the proposed erection of a single detached dwelling.</p> <p><b>Observations :</b> No objections.</p>				
<b>170364</b>	20/02/2017	Mark Croucher	Mr M Kamran & Ramzan	Land know as 7 - 10 The Parade Brecon Road Woodley RG5 4PR
<p><b>Proposal :</b> Full planning application for the proposed erection of two semi-detached 2 bed dwellings with associated parking, drainage and access.</p> <p><b>Observations :</b> Three letters of concern had been received for this application.</p> <p>After reading the letters the Committee considered the application and had no objection to the proposal. However, in view of the history of this site, the Committee stressed the need to ensure compliance with the permitted working hours during construction and to ensure that the necessary building inspections are carried out.</p>				

Date :- 01/03/2017

**Observations on the following Planning Applications**

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<u>Application No</u>	<u>Date Recd</u>	<u>Case Officer</u>	<u>Applicant Name</u>	<u>Location</u>
<b>170371</b>	14/02/2017	Stefan Fludger	Mr C Bisson	34 Nimrod Close Nimrod Close Woodley RG5 4UW

**Proposal :** Householder application for a single storey rear extension and first floor side extension to dwelling, plus erection of detached garage.

**Observations :** No objections.

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Date :- 01/03/2017

**Observations on the following Planning Applications**

<u>Application No</u>	<u>Date Recd</u>	<u>Case Officer</u>	<u>Applicant Name</u>	<u>Location</u>
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**Refused on the following applications;****170161**

30/01/2017	Stephen Thwaites	Mr Mark Simpkin	34 Glendevon Road Glendevon Road Woodley RG5 4PL
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**Proposal :** Householder application for the proposed erection of a part one storey, part two storey side and rear extension to dwelling, following demolition of existing attached garage.

**Observations :** One resident was present at the meeting to voice concerns and one letter of concern had been received.

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

- Out of scale with the existing property.
- Out of character with the street scene.
- Visually unacceptable.
- Overdevelopment of the plot.
- Overbearing.

If planning permission is granted, the Committee requested that a condition be imposed so that the property can never be divided into two separate dwellings.

**170327**

13/02/2017	Stefan Fludger	Mr Michael Hillyard	53 Wyndham Crescent Wyndham Crescent Woodley RG5 3AY
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**Proposal :** Householder application for the proposed erection of a single storey front extension, single storey rear extension with roof lantern plus raising the roof to form first floor habitable accommodation with dormer extensions.

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

- Out of keeping with the street scene.
- Out of scale with the existing property.
- Overbearing.

NOTIFICATIONS OF PLANNING DECISIONS FROM Wokingham Borough Council

Thu 23 February 2017

' C ' Contrary to Borough

Page No : 1

' E ' Endorsed by Borough

**GRANTED PLANNING PERMISSIONS**

E 153027	Approved	80 Beechwood Avenue
E 162183	Approved	21 Copse Mead
E 163080	Approved	Land at junction of
E 163369	Approved	Beechwood Primary School
E 163403	Approved	16 Tippings Lane
E 163470	Approved	297 Loddon Bridge Road
E 163490	Approved	15 Donaldson Way
E 163545	Approved	11 Carrick Gardens
E 163554	Approved	4 Vickers Close
E 170056	Approved	51 Woodlands Avenue

**REFUSED PLANNING PERMISSIONS**

C 163443	Refused	Land to the rear of The Willows
District COMMENT		Local COMMENT No objections.

**Minutes of a Meeting of the Planning Committee held at the Oakwood Centre  
on Tuesday 28 March 2017 at 7:45 pm**

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

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

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

219. **APOLOGIES**

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

220. **DECLARATIONS OF INTEREST**

Councillor R. Dolinski – Prejudicial interest: Agenda item 4, planning application 170512: Beechwood Primary School, as he is the Wokingham Borough Council Deputy Executive Member for Children’s Services and this is a Borough-led application.  
Councillor Dolinski took no part in the discussion or decision on this application.

Councillor R. Dolinski – Prejudicial interest: Agenda item 4, planning application 170833: Highwood Primary School, as he is the Wokingham Borough Council Deputy Executive Member for Children’s Services and this is a Borough-led application.  
Councillor Dolinski took no part in the discussion or decision on this application.

Councillor P. Wicks – Prejudicial interest: Agenda item 4, planning application 170539: 12 Willowside, Woodley, as he lives close to this property.  
Councillor Wicks took no part in the discussion or decision on this application.

Councillor P. Wicks – Prejudicial interest: Agenda item 4, planning application 170803: 20 Tippings Lane, Woodley, as he sometimes works for the applicant.  
Councillor Wicks took no part in the discussion or decision on this application.

221. **MINUTES OF THE PLANNING COMMITTEE MEETING HELD ON 28 FEBRUARY 2017**

**RESOLVED:**

- ◆ That the minutes of the Planning Committee meeting held on 28 February 2017 be approved and signed by the Chairman as a true and accurate record.

222. **CURRENT PLANNING APPLICATIONS**

**RESOLVED:**

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

223. **PLANNING DECISIONS**

**RESOLVED:**

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

224. **NEIGHBOUR CONSULTATION SCHEME**

**RESOLVED:**

- ◆ To note application 170843  
Location: 27 Quentin Road, Woodley, RG5 3NE.  
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 4.90m, for which the maximum height would be 2.95m and the height of the eaves 2.85m.
  
- ◆ To note application 170885  
Location: 5 Gainsborough Close, Woodley, RG5 4HD.  
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 4.05m, for which the maximum height would be 3.6m and the height of the eaves 2.3m.

225. **HIGHWAYS**

Members noted the information provided in the agenda regarding the temporary closure of Loddon Bridge Road between its junctions with the A329 Wokingham Road and Coppice Road to allow SSE contractors to undertake essential electricity main replacement work in safety. The Order would come into operation on 3 April 2017 and would continue in force for a period not exceeding 18 months, or until the works had been completed. It was expected that the works would be completed by 3 May 2017.

The alternative route for vehicles affected by this restriction was noted.

226. **COMMUNITY SPEED WATCH**

Members noted Report No. PC 2/17, the Town Clerk's report of the meeting she attended on 10 March 2017 with Councillors MacNaught and Rahmouni and a representative from Finchampstead Parish Council's Community Speed Watch group. Councillors MacNaught and Rahmouni gave further information on the operation of the scheme and tabled information of the cost of the equipment used by the Finchampstead group.

Members wanted to find out whether driving behaviour in Finchampstead had improved since the scheme had been in operation and Councillor Dolinski agreed to speak to Finchampstead Councillors to determine what impact the scheme had had. It was noted that the Finchampstead scheme operated with the support of the police, and the level police support for a Woodley scheme would need to be determined before deciding whether a successful scheme could be run in Woodley. There was some discussion about the difficulty of finding volunteers to operate the scheme and the possible protection that volunteers would require.

**RESOLVED:**

- ◆ To note Report No. PC 2/17.
- ◆ To discuss this matter further with the police.
- ◆ That Councillor Dolinski would investigate the effect of the Finchampstead scheme on driving behaviour.

227. **EMMANUEL CHURCH COMMUNITY BUILDING PROJECT**

Members considered a request from Emmanuel Church for the Town Council to support their applications for grant funding for their project to increase the facilities and support provided for local people.

**RESOLVED:**

- ◆ To write a letter of support to be used by Emmanuel Church in grant applications for their building project.

228. **SCHOOL CROSSING PATROLS**

Members noted the correspondence received from Wokingham Borough Council regarding the proposal that that school crossing patrols located on pedestrian crossings should cease in July 2017, at the end of the academic year. It was suggested that the possibility of the Town Council taking on responsibility for running school crossing patrols be investigated.

**RESOLVED:**

- ◆ To investigate the cost of running a school crossing patrol.

229. **EXPANSION OF PRIMARY SCHOOLS**

Members noted the press release from Wokingham Borough Council regarding the proposed expansion of three primary schools in the borough, including Beechwood and Highwood Primary Schools in Woodley.

230. **WOKINGHAM BOROUGH COUNCIL: BID FOR GOVERNMENT CONSTRUCTION FUNDING**

Members noted the press release from Wokingham Borough Council regarding its expression of interest to the government's Accelerated Construction Programme.

231. **APPLICATION FOR VARIATION OF PREMISES LICENCE: TESCO EXPRESS, UNIT 7, LODDON VALE CENTRE**

Members discussed the application for a variation of the premises licence under the Licensing Act 2003 that had been made by Tesco Express, Unit 7, Loddon Vale Centre. The application sought to remove the Good Friday and Christmas Day trading restrictions.

**RESOLVED:**

- ◆ To send a response to Wokingham Borough Council raising no objections to the application.

232. **CENTRAL & EASTERN BERKSHIRE AUTHORITIES – JOINT MINERALS AND WASTE PLAN: CALL FOR SITES**

Members noted correspondence received from Hampshire County Council, on behalf of the Central and Eastern Berkshire Authorities, inviting landowners, agents and potential developers to put forward site proposals for minerals and waste uses.

233. **WOODLEY AND NORTH EARLEY NEIGHBOURHOOD ACTION GROUP**

Members noted the information provided in the agenda regarding Police Inspector Alastair Lloyd's plans to set up a Neighbourhood Action Group (NAG) to cover the Woodley area, to ensure police engagement with the local community. Inspector Lloyd would keep the Town Council informed of his progress.

234. **ANNUAL GRANTS 2017/18**

Members noted that thanks had been received from ARC, Citizens Advice Wokingham, Readibus and the Friends of Woodford Park and all had confirmed that they had the necessary insurance to carry out their activities.

235. **FUTURE AGENDA ITEMS**

The following were identified as future agenda items:

- Further information on the Finchampstead Community Speed Watch scheme.
- Information on the cost of operating a school crossing patrol.
- A report on the recent Local Plan training session run by Wokingham Borough Council.

236. **PUBLICITY/WEBSITE**

**RESOLVED:**

- ◆ To publicise the forthcoming closure of Loddon Bridge Road, as recorded in minute number 225, on the Town Council's website.

237. **EXCLUSION OF PUBLIC AND PRESS**

**RESOLVED:**

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

238. **ENFORCEMENT ISSUES**

The Chairman informed the meeting of three ongoing enforcement matters.

The meeting closed at 9:22 pm

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Chairman



## Woodley Town Council

Date :- 29/03/2017

**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>
<b>Approved on the following applications;</b>				
<b>163100A</b>	01/03/2017	Kayleigh Mansfield	Mr Price	29 Rivermead Road Rivermead Road Woodley RG5 4DH
	<b>Proposal :</b> Original proposal: Householder application for the proposed erection of a single storey side and rear extension to dwelling.			
	Revised details notified 01/03/17: Revised plans show removal of the single storey rear extension and increase of side extension from single storey to two storey.			
	<b>Observations :</b> The revised plans were considered by Committee members in between scheduled Committee meetings as a time extension could not be granted.			
	The Committee had no objections to the revised proposal.			
<b>170263</b>	22/03/2017	Brett Beswetherick	Glen Harding	8 Sandford Drive Sandford Drive Woodley RG5 4RR
	<b>Proposal :</b> Householder application for the proposed erection of a single storey rear extension following demolition and removal of existing conservatory and extension of existing balcony.			
	<b>Observations :</b> No objections.			
<b>170434</b>	24/02/2017	Kayleigh Mansfield	Mr Chris Odell	31 Rowan Drive Rowan Drive Woodley RG5 4LN
	<b>Proposal :</b> Householder application for the proposed erection of a part single storey rear extension and conversion of existing garage to additional habitable accommodation.			
	<b>Observations :</b> No objections.			
<b>170512</b>	03/03/2017	Pooja Kumar	Mrs Anju Sharma	Beechwood Primary School Ambleside Close Woodley RG5 4JJ
	<b>Proposal :</b> Full application for the proposed erection of single storey temporary accommodation classroom.			
	<b>Observations :</b> No objections.			
<b>170517</b>	01/03/2017	Stephen Thwaites	Mr Jerzy Zaremba	Minster Cottage Sandford Lane Woodley RG5 4SY
	<b>Proposal :</b> Application to vary condition 2 of planning consent F/2013/0579 for the erection of one new dwelling, following demolition and removal of the existing dwelling. Condition 2 relates to the approved plan numbers stamped 0579, the new plans are EL-FR-1a, EL-RE-1a, EL-SDN-1a and EL-SDS-1a.			
	<b>Observations :</b> No objections.			

Date :- 29/03/2017

**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>
<b>170539</b>	01/03/2017	Chris Kempster	Mr & Mrs Macklin	12 Willowside Willowside Woodley RG5 4HJ
<b>Proposal :</b> Householder application for the proposed conversion of garage to habitable accommodation.				
<b>Observations :</b> No objections.				
<b>170551</b>	28/02/2017	Kayleigh Mansfield	Mr Steven Aird	8 Letts Green Letts Green Woodley RG5 3QZ
<b>Proposal :</b> Householder application for the proposed erection of a single storey side extension to dwelling, to include 1No. roof light.				
<b>Observations :</b> No objections.				
<b>170594</b>	17/03/2017	Ade Balogun	Mr Marlon Corbin	54 Haddon Drive Haddon Drive Woodley RG5 4LH
<b>Proposal :</b> Application for a certificate of existing lawful development for the erection of a roof dormer extension.				
<b>Observations :</b> One letter of concern had been received for this application.				
The Committee considered the proposal and had no objections to the application.				
<b>170682</b>	17/03/2017	Senjuti Manna	Mr David Allcock	19 Beechwood Avenue Beechwood Avenue Woodley RG5 3DE
<b>Proposal :</b> Householder application for the proposed erection of a single storey rear extension to dwelling.				
<b>Observations :</b> One letter of concern had been received for this application.				
The Committee considered the proposal and had no objections to the application.				
<b>170714</b>	22/03/2017	Katie Herrington	Mr & Mrs Ridout	301a-303 Headley Road East and 12-14 Headley Close Woodley RG5 4SE
<b>Proposal :</b> Full application for the conversion of 2 x 1 bedroom flats (12-14 Headley Close) and 2 x 2 bedroom maisonettes (301a and 303 Headley Road) into 5 x 1 bedroom flats, along with the erection of a rear extension, landscape and external works including a revised car parking layout.				
<b>Observations :</b> No objections.				
<b>170751</b>	15/03/2017	Senjuti Manna	Mr & Mrs Bennett	108 Loddon Bridge Road Loddon Bridge Road Woodley RG5 4AW
<b>Proposal :</b> Householder application for the proposed single storey rear extension to existing dwelling.				
<b>Observations :</b> No objections.				

Date :- 29/03/2017

**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>
<b>170752</b>	17/03/2017	Kayleigh Mansfield	Mr & Mrs Wyeth	4 Brandon Avenue Brandon Avenue Woodley RG5 4PU
<b>Proposal :</b> Householder application for the proposed erection of a single storey rear extension to the existing dwelling.				
<b>Observations :</b> No objections.				
<b>170759</b>	17/03/2017	Brett Beswetherick	Mr & Mrs J & S Thomas	18 Cornfield Road Cornfield Road Woodley RG5 4QA
<b>Proposal :</b> Householder application for the proposed conversion of loft space to habitable accommodation with rear dormer extensions plus insertion of roof light to the front elevation.				
<b>Observations :</b> No objections.				
<b>170803</b>	22/03/2017	Ade Balogun	Mr Richard Duhig	20 Tippings Lane Tippings Lane Woodley RG5 4RX
<b>Proposal :</b> Householder application for the proposed erection of a single storey front extension, following removal of existing single storey front extension.				
<b>Observations :</b> No objections.				
<b>170833</b>	22/03/2017	Pooja Kumar	Mr Neil Jones	Highwood Primary School Fairwater Drive Woodley RG5 3JE
<b>Proposal :</b> Full planning application for the proposed erection of a single temporary accommodation building.				
<b>Observations :</b> No objections.				

Date :- 29/03/2017

**Observations on the following Planning Applications**

<u>Application No</u>	<u>Date Recd</u>	<u>Case Officer</u>	<u>Applicant Name</u>	<u>Location</u>
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**Concerns on the following applications;****170526**

27/02/2017	Brett Beswetherick	Mr Brian Amos	38 Radcot Close Radcot Close Woodley RG5 3BG
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**Proposal :** Householder application for the proposed two storey rear extension to dwelling plus new roof over bay window and porch on the front elevation.

**Observations :** The planning authority had requested comments on this application by 27 March 2017 and a time extension had been requested to allow the Committee to consider the proposal at its meeting on 28 March.

The Committee was disappointed to learn that a decision notice dated 22 March had been displayed on the Wokingham Borough Council website, and that the Town Council had not been notified that the application had been determined.

**170545**

01/03/2017	Kayleigh Mansfield	Mr & Mrs Malden	25 Tennyson Road Tennyson Road Woodley RG5 3RH
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**Proposal :** Householder application for the proposed erection of part single/part two storey rear and side extensions to dwelling including a single storey garage/store.

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

The Committee considered the proposal and had the following concerns:

- Loss of privacy to the ground floor, side facing kitchen to No. 23.
- Loss of light to the ground floor of No. 23.

NOTIFICATIONS OF PLANNING DECISIONS FROM Wokingham Borough Council

Thu 23 March 2017

' C ' Contrary to Borough

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' E ' Endorsed by Borough

**GRANTED PLANNING PERMISSIONS**

E 152263	Approved	13 Eastwood Road
E 162744	Approved	30 Headley Road
E 163100	Approved	29 Rivermead Road
E 163531	Approved	73 Arundel Road
E 170007	Approved	37 Carrick Gardens
E 170021	Approved	40 Quentin Road
E 170029	Approved	Crockhamwell Road/Woodlands Av
E 170090	Approved	16 Lambourne Gardens
E 170113	Approved	64 Antrim Road
E 170119	Approved	Shepherds House Overbridge
E 170134	Approved	2 Corby Close
170154	Approved	Shepherds House Overbridge
E 170245	Approved	25 Dartington Avenue
E 170300	Approved	9 Harrier Close
E 170314	Approved	5 Coppice Road

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**Minutes of a meeting of the Leisure Services Committee held at the Oakwood Centre  
on Tuesday 11 April 2017 at 8:00 pm**

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

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

**Also present:** *Sam Milligan, Just Around the Corner charity  
David Provins, Friends of Woodford Park*

61. **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillor T. Barker.

62. **DECLARATIONS OF INTEREST**

There were no declarations of interest made by Members.

63. **MINUTES OF THE MEETING HELD ON 17 JANUARY 2017**

**RESOLVED:**

- ◆ That the minutes of the Leisure Services Committee meeting of 17 January 2017 be approved and signed by the Chairman as a correct record.

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

- a) Sam Milligan, Just Around the Corner charity, was welcomed to the meeting and presented the JAC report. He reported that the antisocial behaviour, which had been a problem since the previous summer, was reducing and the atmosphere in the town was much better than it had been six months earlier. JAC had been working closely with the police and the PCSOs to engage with young people. Members were very pleased to hear that encouraging progress was being made.

Members were informed of the ongoing work to repair the youth shelter in Woodford Park, which was being undertaken with help from young people and the local PCSOs, and received an update on the progress of the Loddon Mead project, where half the funding for a container café had been secured.

Sam Milligan also informed Members that JAC were raising money to buy a house in Woodley, which had been offered to them by one of their donors at a price significantly below the market value. It was hoped that the house could be used to offer accommodation to vulnerable young people over the age of 18 who needed support in the transition to independent living.

The chairman thanked Sam Milligan for his report.

- b) Members noted that the three-year Service Level Agreement with JAC for the provision of outreach work in the town ended in March 2017 and the Deputy Town Clerk presented Report No. LS 8/17, which set out proposals for a new Service Level Agreement for a further three years. The new agreement included amendments to the service provision to recognise that the detached youth work sessions could include referrals of Woodley young people to JAC's Rehoboth Centre for more in depth

mentoring, and also that JAC would be working with young people on the proposed parkour project at the Loddon Mead site.

**RESOLVED:**

- ◆ To note Report No. LS 8/17.
- ◆ To approve the proposed Service Level Agreement with JAC for the provision of outreach work in the town for a further three-year period ending in March 2020.

65. **BUDGETARY CONTROL**

The Deputy Town Clerk presented Report No. LS 9/17 and noted that under the majority of cost headings expenditure was lower than the revised budget figure and income was as anticipated or higher. He reported that the problem with the electricity supplier had been resolved and bills had now been received, but those figures had not been available when the agenda had been prepared and were not reflected in the report.

In reply to a question about the necessary repairs to footpaths in Woodford Park, the Deputy Town Clerk informed Members that there were funds in the capital programme budget allocated for this.

**RESOLVED:**

- ◆ To note Report No. LS 9/17.

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

The Leisure Services Manager presented Report No. LS 10/17.

Members were pleased to note that the Gym on the Park and the associated fitness classes were proving to be very popular, with membership numbers reaching 310 at the date of the meeting. The Leisure Services Manager reported that the new PiYo class, a fusion of pilates and yoga, and the introduction of Toddler Dance, a session that allowed gym members to drop off their toddler and use the gym for the duration of the session, had both been well received. A new class for the over 50s, named "Silver Circuits", would be launched shortly. Members were also informed that a light-hearted newsletter for gym members had been circulated and would be produced regularly to keep the membership updated with gym related developments and interesting member stories. Regular updates on the social media channels were receiving a good amount of interaction from gym members and the public.

The Leisure Services Manager informed Members that gym members had requested that the issue of glare through the large window be addressed and that a solution to this was being sought.

Members were informed of the Easter holiday camps being offered at Woodford Park Leisure Centre and the Leisure Services Manager reported that parents were tending to book their children onto camps for one or two days, rather than a whole week, so that they could experience a variety of activities.

The Leisure Services Manager also updated Members on arrangements for Woodley Schools Sports Week, commencing on 22 May 2017, and the Woodley 10km and Junior 2.5km races, being held on 7 May 2017.

**RESOLVED:**

- ◆ To note Report No. LS 10/17



The Leisure Services Manager then drew Members' attention to an additional item that had been tabled at the meeting, with the agreement of the Chairman.

The Reading FC Former Players' Association had requested use of the 3G pitch on Saturday 10 June 2017 (Woodley Carnival Day) to run an adult five-a-side football tournament in partnership with Woodley Carnival. The Association was a charity organisation that raised funds for both former players in need of support and other local charities, raising approximately £10,000 for local causes each year. Both the Association and the Carnival Committee hoped that the hire cost of the 3G pitch would be absorbed by the Council and in return the Association would provide a team of former Reading players for an exhibition game on the carnival field against the winners of the five-a-side tournament. The Association had also indicated that they were prepared to advertise Council facilities/activities on their website, social media platforms and leaflets to be handed out in goody bags at the event. In addition, the Association had indicated that they would be willing to support the Mayor's charity in return for a reduction in the hire cost.

At this point the Chairman declared an interest in this item, as he was a member of the Carnival Committee, and took no part in the discussion or vote on this matter.

The Leisure Services Manager confirmed that there were currently no bookings for the 3G pitch for the day in question, 10 June. Members then considered the request and

**RESOLVED:**

- ◆ To allow Reading FC Former Players' Association to have free use of the 3G pitch on Carnival Day, 10 June 2017, in return for a donation to the Mayor's charity.

67. **PARKS AND BUILDINGS**

The Deputy Town Clerk presented Report No. LS 11/17.

Members were informed of an episode of vandalism when a substance believed to be acetic acid was poured on parts of the cricket green over the weekend of 25/26 March, damaging the grass in some areas. The Deputy Town Clerk reported that fly tipping had become a common problem in parts of Woodford Park and the possibility of improved cctv coverage and additional warning notices was being investigated.

Members were pleased to note that the consultation days regarding the proposals for the lake in Woodford Park, held in the park on 6 and 8 April, had been very useful and had resulted in a large number of comments and suggestions. The Deputy Town Clerk would combine these with the results of the questionnaire that had been on the Council website and the information would be reported to the Committee at the next meeting.

The Deputy Town Clerk informed Members that Woodley Pre-School were considering whether to proceed with their building proposal using grant funding awarded by the Department of Education and distributed by Wokingham Borough Council, as the funding criteria required projects to be completed by the end of August 2017, although the terms and conditions had only been received by the pre-school at the end of March. The timescale for completion of the project was considered to be unrealistic and the pre-school would not be able to embark on a substantial project if there was a risk that the funding may be withdrawn if the project was not completed in time. They were therefore requesting a time extension.

In addition Members were informed of remedial works that were required to the roof at Woodford Park Leisure Centre, tree work and repairs carried out in Malone Park and the resolution of the problems with the electricity contracts for the Council's buildings. Members also noted the minutes of the Friends of Woodford Park meeting held on 7 March 2017.

Following the presentation of the report the Chairman asked David Provins, who was present at the meeting, if he would like to address Members on behalf of the Friends of Woodford Park. Mr Provins distributed plans showing the positions of proposed new flower beds that the Friends wished to dig next to the Oakwood Centre. It was agreed that the Chairman would show the plans to the chairman of the Carnival Committee so that he was aware of the location of the new beds. Mr Provins informed Members that the Woodland Trust had donated 16 rowan trees to the Friends and they were proposing that these be positioned behind the war memorial and thinned out as they grew. The Chairman reminded Members that the war memorial had been positioned so that it could be seen from the road and Mr Provins said that if the trees became too large they could be transplanted elsewhere. Mr Provins also mentioned that there was a lot of debris left over from memorial displays in the Remembrance Garden and suggested that the rules governing how long displays could be left in the Garden should be attached to the fence.

The Chairman thanked David Provins for coming to the meeting.

**RESOLVED:**

- ◆ To note Report No. LS 11/17.

68. **COMMUNITY YOUTH PARTNERSHIP**

Councillor Stares presented Report No. LS 12/17 of the Community Youth Partnership meeting held on 22 March 2017. As requested in the report, Members considered funding the cost of the licence agreement between Wokingham Borough Council and JAC, required to permit JAC to use the Loddon Mead area under the A3290 to meet up weekly with young people to start work on the potential projects there.

**RESOLVED:**

- ◆ To agree that the Town Council fund the cost of the licence agreement between Wokingham Borough Council and JAC to allow JAC to use the Loddon Mead area under the A3290, subject to these costs not exceeding £275.

69. **LAND ADJACENT TO BULMERSHE PARK**

The Deputy Town Clerk presented Report No. LS 13/17, which asked Members to consider an invitation from Wokingham Borough Council for the transfer of land between Bulmershe Park and Bulmershe Gymnastics Club to the Town Council under a community asset transfer lease.

Members noted that the land would require significant work to bring it back into public use and would present ongoing costs for maintenance and rubbish clearance. In reply to a question from the Chairman the Deputy Town Clerk confirmed that there would be no financial incentive from Wokingham Borough Council for the Town Council to take on responsibility for this land.

**RESOLVED TO RECOMMEND TO THE STRATEGY AND RESOURCES COMMITTEE:**

- ◆ That the offer of the transfer of land adjacent to Bulmershe Park from Wokingham Borough Council to the Town Council under a community asset transfer lease be declined.

70. **ALLOTMENTS UPDATE**

Members noted the update on matters relating to the allotments that had been provided in the agenda. Councillor Stares reported that 20 plots had been reallocated in March and there were currently only 2 unworked vacant plots. This was the first time in several years that there had been almost 100% occupancy at the allotments site.

71. **TOWN CENTRE PUBLIC TOILET UPDATE**

Members noted that planning permission for the public toilet had been granted and issues regarding connection to services and sewers had been resolved. The Council was awaiting details of a community asset transfer lease for the land from Wokingham Borough Council. Once this was agreed an order would be placed.

72. **BUS SHELTERS**

Members noted that a replacement bus shelter in Beechwood Avenue was installed on 29 March 2017.

In reply to a question the Deputy Town Clerk agreed to contact Wokingham Borough Council to ask when the replacement of the bus shelter in Headley Road would take place.

73. **2018 COMMEMORATION OF THE END OF WORLD WAR 1**

Members noted that correspondence had been received from Colin Lott, a former member of the Woodley War Memorial Committee, suggesting that an event be held in 2018 to commemorate the end of World War 1. Following discussion of possible ways to commemorate this event it was agreed that more time was needed to gather ideas before a decision could be made. Members agreed that any such commemoration should be Council led, in conjunction with residents and local organisations.

**RESOLVED:**

- ◆ To consider this item again at the next meeting of the Committee.

74. **FUTURE AGENDA ITEMS**

A possible event to commemorate of the end of World War 1 would be discussed at the next meeting.

75. **PUBLICITY & WEBSITE**

There were no suggestions for items to be publicised.

The meeting closed at 9:25 pm

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**Minutes of a meeting of the Strategy & Resources Committee held at the Oakwood Centre on Tuesday 18 April 2017 at 8:00 pm**

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

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

**Also present:** *Melanie Eastwood, CommuniTrees Project  
1 member of the public*

87. **APOLOGIES**

Apologies for absence were received from Councillor S. Brindley.

88. **DECLARATIONS OF INTEREST**

There were no declarations of interest made by Members.

89. **MINUTES OF THE MEETING HELD ON 24 JANUARY 2017**

**RESOLVED:**

- ◆ That the minutes of the Strategy and Resources Committee meeting of 24 January 2017 be approved and signed by the Chairman as a correct record.

90. **WOODLEY COMMUNITREES PROJECT**

The Chairman welcomed Melanie Eastwood, CommuniTrees Project, to the meeting.

Melanie Eastwood spoke about the CommuniTrees project, which she had set up with the aim of planting more trees to improve the environment for local residents in Woodley, Earley and Wokingham. She was keen for young people to be involved in the project and had the support of four Woodley primary schools. She also hoped to be able to work in partnership with local councils on the project. To raise the profile of the project Melanie Eastwood hoped to be able to display her ideas for CommuniTrees at the Oakwood Centre and asked Members to consider this request. She hoped to be able to arrange a display before the end of the summer term so that school children could be involved, perhaps by giving a presentation to their parents and members of the public. In reply to a question Melanie Eastwood confirmed that she was not allied to a larger project, but just wanted to do something to benefit the local community.

Members felt that the project could have a very positive outcome for the local community and wished to provide encouragement. It was suggested that the Friends of Woodford Park might be able to give some help to the project and would be able to advise on obtaining trees through local contacts. Members also suggested that the Council's Public Relations/Marketing Coordinator might be able to give Melanie Eastwood ideas about advertising the project and bringing it to public attention. The Chairman said that the Council would be willing to act as an enabler for the project, but first it would be necessary to identify exactly what the requirements of the project were.

Melanie Eastwood thanked Members for listening to her and said she would be grateful for any support the Council could give. The Chairman thanked Melanie Eastwood for taking the time to come to the meeting.

91. **FINANCE**

a) **Budgetary Control**

The Deputy Town Clerk presented Report No. SR 12/17 and informed Members that new energy contracts for the Council's buildings had been negotiated through an energy broker and came into effect from 1 April 2017.

The Chairman noted that most of the expenditure headings contained some costs that were over budget and the Deputy Town Clerk explained that some one-off costs had been greater than anticipated. In reply to a question the Deputy Town Clerk agreed to investigate the possibility of reducing phone costs.

**RESOLVED:**

- ◆ To note Report No. SR 12/17.

b) **Payments**

**RESOLVED:**

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

	Current account	Imprest account
January 2017	£78,381.89	£43,660.83
February 2017	£79,487.79	£43,667.84

c) **Temporary investment**

**RESOLVED:**

- ◆ To note the short term investment of £250,000 in a Lloyds Bank deposit account on 14 February 2017 for a period of 6 months at a rate of 0.6%.

d) **Temporary investment**

**RESOLVED:**

- ◆ To note the short term investment of £250,000 in a Santander Standard Time Deposit Account on 30 March 2017 for a period of 6 months at a rate of 0.45%.

e) **Internal audit**

**RESOLVED:**

- ◆ To receive the interim internal audit report for the period from September to December 2016.

92. **OAKWOOD CENTRE**

a) The Deputy Town Clerk presented Report No. SR 13/17.

Following discussion about the marketing of the Bader Room and the amount of interest shown by prospective business hirers, the Deputy Town Clerk agreed that this would be included as a regular item in future reports.

**RESOLVED:**

- ◆ To note Report No. SR 13/17.

- b) Members considered a request from the CommuniTrees project for free use of the Carnival Hall and Theatre in the Oakwood Centre on Wednesday 17 May for an exhibition and presentations relating to the project. Members were willing to agree in principle to provide free accommodation for an exhibition, but felt that the project was still at a very early stage and the requirements had not yet been sufficiently defined. It was felt that the 17 May was probably not a realistic date for the exhibition as it was only four weeks away and it was unlikely that preparations could be completed by then.

**RESOLVED:**

- ◆ To agree in principle for the CommuniTrees project to have free use of accommodation in the Oakwood Centre for an exhibition and a possible presentation, subject to the requirements being sufficiently defined.

94. **CATERING PARTNERSHIP**

The Deputy Town Clerk presented Reports No. SR 14/17, SR 15/17 and SR 16/17 of the Catering Partnership meetings held on 20 January, 24 February and 17 March 2017. He informed Members that as the Partnership was working well and there was little to report at the monthly meetings, it had been agreed that in future the Catering Partnership would meet at two-monthly intervals.

**RESOLVED:**

- ◆ To note Reports No. SR 14/17, SR 15/17 and SR 16/17.

95. **RISK MANAGEMENT WORKING PARTY**

- a) The Deputy Town Clerk presented the Risk Management Strategy for 2017/18.

**RESOLVED:**

- ◆ To recommend that Council adopt the 2017/18 Risk Management Strategy, attached at **Appendix C**.

- b) Members noted that it had not been possible for the Risk Management Working Party to meet prior to this meeting of the Committee and that a meeting would be arranged shortly to review the Risk Register.

96. **THEATRE AGREEMENT**

The Deputy Town Clerk presented Report No. SR 17/17.

Members discussed the proposed agreement between the Town Council and Woodley Theatre for the use of the theatre at the Oakwood Centre and felt that, as the agreement had been in place with few amendments since the Oakwood Centre was opened, it was now time for a more thorough review of the terms of the agreement.

**RESOLVED:**

- ◆ That the terms of the agreement between the Town Council and Woodley Theatre for the use of the theatre at the Oakwood Centre be reviewed and considered at a future meeting of the Committee.

97. **COMMUNITY GRANTS**

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

**RESOLVED:**

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

Chemogiftbags	£250	Towards the cost of providing gift bags to patients in the Thames Valley area who are undergoing chemotherapy for breast cancer.
Me2 Club	£250	Towards the cost of recruiting and screening 5 new volunteers within Woodley.
Revitalise	£250	Towards the cost of providing a one-week respite break for a disabled guest and their carer from Woodley.
Sport in Mind	£250	Towards the costs of providing two free weekly sports sessions for Woodley residents suffering mental illness.
Wokingham District Veteran Tree Association	£50	Towards the cost of producing a report of their activities and achievements since their formation.
Woodley Retired People's Club	£250	Towards the cost of a replacement projector and stand.
Woodley United FC	£250	Towards the cost of providing football coaching in Woodley primary schools and the creation of a girls' academy.
<u>Individuals</u>		
Adrian Wakelin (GB Dragon Boat Squad)	£100	Towards the cost of travelling for training weekends and international competitions.
Daniel Wakelin (GB Dragon Boat Squad)	£100	Towards the cost of travelling for training weekends and international competitions.

98. **WOODLEY TOWN CENTRE MANAGEMENT INITIATIVE**

**RESOLVED:**

- ◆ To note the reports of the Woodley Town Centre Management Initiative meeting held on 25 January 2017 and the Executive Sub Committee meeting held on 7 February 2017.

99. **EXTERNAL FUNDING PROJECT LIST**

The Deputy Town Clerk presented the current external funding project list.

**RESOLVED:**

- ◆ To note the external funding project list.



100. **PUBLIC TOILET UPDATE**  
In addition to the update provided in the agenda, the Deputy Town Clerk informed Members that, following a query raised by a local resident regarding the accessibility of the proposed toilet, he had asked Danfo to confirm that the toilet would have full disabled access.
101. **WOODFORD PARK LEISURE CENTRE FITNESS GYM**  
Members noted the confidential gym membership and financial information provided with the agenda.
102. **COMMUNITY INFRASTRUCTURE LEVY (CIL)**  
Members noted that the February Neighbourhood CIL Proportion (Transfer to Parish/Town Councils) Report identified potential CIL funds to the Town Council of £53,579.
103. **DEPARTMENT FOR COMMUNITIES AND LOCAL GOVERNMENT:  
PROVISIONAL LOCAL GOVERNMENT FINANCE SETTLEMENT**  
Members noted the correspondence sent to the Chairman of NALC from Marcus Jones MP, Minister for Local Government, regarding the government's decision to defer the setting of council tax referendum principles for town and parish councils.
104. **ROYAL GARDEN PARTY**  
Members were pleased to note that the Council's nomination of Councillor Franklin to attend the Buckingham Palace Garden Party on 1 June 2017 had been successful.
105. **BOROUGH/PARISH LIAISON FORUM**  
Members noted the minutes of the Borough/Parish Liaison Forum held on 23 January 2017.

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

106. **LAND ADJACENT TO BULMERSHE PARK**  
**Recommendation from Leisure Services Committee**  
At a meeting on 11 April 2017 the Leisure Services Committee considered an invitation from Wokingham Borough Council for the transfer of land between Bulmershe Park and Bulmershe Gymnastics Club to the Town Council, under a community asset transfer lease. The Leisure Services Committee noted that the land would require significant work to bring it back into public use and would present ongoing costs for maintenance and rubbish clearance. No financial incentive was offered by Wokingham Borough Council for the Town Council to take on responsibility for this land. The Leisure Services Committee resolved to recommend that the offer of the transfer of this land to the Town Council be declined (Leisure Services Committee, 11 April 2017, minute number 69).

Members considered this recommendation from the Leisure Services Committee and

**RESOLVED:**

- ◆ That the offer of the transfer of land adjacent to Bulmershe Park from Wokingham Borough Council to the Town Council under a community asset transfer lease be declined.

107. **FUTURE AGENDA ITEMS**  
A request was made for the future of the No. 19A and 19C bus routes, serving Woodley and Earley, to be investigated and reported at the next meeting.  
*[Deputy Town Clerk's note: This item will be provided to the Planning Committee.]*

108. **PUBLICITY AND WEBSITE**

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

109. **EXCLUSION OF PUBLIC AND PRESS**

**RESOLVED:**

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

110. **PERSONNEL SUB COMMITTEE**

The Committee Officer left the room for this item.

The Deputy Town Clerk presented Report No. SR 19/17 of the Personnel Sub Committee meeting held on 6 April 2017.

**RESOLVED:**

- ◆ To note Report No. SR 19/17.
- ◆ That the Finance Officer and the Committee Officer posts be regraded to Senior Officer level, spinal column points 29 to 34, with effect from 1 April 2017 and that the post holders in each of these posts be placed on the recommended point on the scale from that date.
- ◆ That unspent staff budget balances of £4,000 from the Central Costs staffing contingency budget in 2016/17 be carried forward into 2017/18 to fund the additional salary costs of the proposals set out in Report SR 19/17.
- ◆ That the Leisure Services Manager post be regraded to a Principal Officer scale, incorporating spinal column points 36 to 40, with effect from 1 January 2017 and that the post holder be placed on the recommended point on the scale from that date.
- ◆ That any unspent staff budget balances from Woodford Park Leisure Centre in 2016/17 be carried forward to partially fund the additional salary costs of the proposals set out in Report No. SR 19/17.
- ◆ That £100 be allocated to mark the retirement of the Head Groundsman after 39 years of service to the Council.

The meeting closed at 10:02 pm

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## Woodley Town Council 2016/2017

## Current Account

## List of Payments made between 01/01/2017 and 31/01/2017

<u>Date Paid</u>	<u>Payee Name</u>	<u>Amount</u> <u>Paid</u>	
06-Jan-17	Arkell - Hurcombe-Bronzeworks	356.40	Bronze plaque
13-Jan-17	ASAP Computer Services	1902.00	Annual IT support
20-Jan-17	ATCM	594.00	WTCMI annual membership
13-Jan-17	AV Asbestos Ltd	472.80	GYM Construction/setup
13-Jan-17	BCM Group Plc	31.49	Service & maint photocopier WPLC
13-Jan-17	Berkshire Tree Care	1032.00	Clearance of growth around lake
20-Jan-17	Bowak Ltd	462.89	Cleaning supplies
20-Jan-17	Came & Company IBA	64.50	Insurance
06-Jan-17	CCTV Direct Ltd	55.73	Gym construction/setup
03-Jan-17	CF Corporate Finance	166.37	Qtrly Photocopier charge
06-Jan-17	Churchill Contract Services Ltd	2171.30	Contract cleaning
23-Jan-17	Crown Gas & Power	290.12	Gas supply
23-Jan-17	Crown Gas & Power	301.58	Gas supply
23-Jan-17	Crown Gas & Power	957.65	Gas supply
23-Jan-17	Crown Gas & Power	1248.09	Gas supply
13-Jan-17	CSL Integration Ltd	2239.82	Gym construction/setup
13-Jan-17	D A Pawley	354.00	WTCMI clock repair
06-Jan-17	DCK Beavers Ltd	617.40	Accountancy support
20-Jan-17	Eurodec Ltd	66.51	Decorating supplies
20-Jan-17	Fraser Office Supplies Ltd	131.51	Stationery supplies
03-Jan-17	Go Cardless Ltd	80.40	Club Manager membership
04-Jan-17	Go Cardless Ltd	30.00	EPOS Now Ltd - maint charge
12-Jan-17	Go Cardless Ltd	30.00	EPOS WPLC mthly till charge
20-Jan-17	HMRC Cumbernauld	12712.93	PAYE & NI - employers and employees
06-Jan-17	InTouch	35.99	Monthly website charge
06-Jan-17	John Willis	120.00	Window cleaner Oakwood Centre
13-Jan-17	Just Around The Corner	5804.50	Service Level Agreement
13-Jan-17	Lister Wilder Ltd	172.65	Garden supplies
16-Jan-17	Lloyds Bank	232.68	Cardnet monthly service charge
16-Jan-17	Mainstream Digital	58.71	Phone
16-Jan-17	Merchant Rentals	35.23	Monthly cardnet machine rental
06-Jan-17	MKR Electrical Services Ltd	42.00	Electrical supplies
20-Jan-17	Opus Business Systems Ltd	1098.00	Annual maintenance charge - phone system
06-Jan-17	P&H Direct Van Sales Ltd	220.39	Vending supplies WPLC
13-Jan-17	PHS Group	1382.96	Annual charge - waste/sanitary disposal
11-Jan-17	Plusnet	52.20	Phone
17-Jan-17	Plusnet Ltd	38.40	Phone
20-Jan-17	Prudential	30.00	AVC payment deducted from pay
06-Jan-17	Reading Borough Council	3250.00	Allotment half yearly lease charge
06-Jan-17	Riso UK Ltd	247.51	Photocopier qtrly rental OC
13-Jan-17	Sabercom Ltd	420.00	Annual software/maintenance support
13-Jan-17	Seton	30.24	Fire extinguisher brackets
13-Jan-17	SGW Payroll Ltd	158.78	Payroll services
16-Jan-17	Siemens Fin Service	1100.80	Gym equip monthly rental
13-Jan-17	Sports & Fitness Flooring Ltd	15370.24	Gym construction/setup
20-Jan-17	SSE Southern Electric	522.86	Electricity supply
06-Jan-17	T H White Ltd	429.17	Garden supplies
09-Jan-17	Thames Water	125.12	Water rates - Reading Rd
09-Jan-17	Thames Water	603.35	Water rates - Pitts lane

20-Jan-17	The Berkshire Pension Fund	11390.74	Pension - employers and employees
20-Jan-17	Token Security Solutions Ltd	115.44	Security cover OC
20-Jan-17	Trade UK - Screwfix	25.16	Building supplies
13-Jan-17	Traditional Local Cleaning Ltd	1539.85	Contract cleaning
06-Jan-17	Travis Perkins Trading Co	50.47	Building supplies
20-Jan-17	Unison Collection Ac	32.20	Union fees deducted from pay
06-Jan-17	Veolia ES - UK Ltd	94.80	Refuse collection
24-Jan-17	Vodafone Ltd	239.23	Phone
03-Jan-17	Wokingham BC	42.00	Rates
03-Jan-17	Wokingham BC	160.00	Rates
03-Jan-17	Wokingham BC	353.00	Rates
03-Jan-17	Wokingham BC	895.00	Rates
03-Jan-17	Wokingham BC	5153.73	Rates
06-Jan-17	XN Media Ltd	240.00	WTCMI advertisement
13-Jan-17	Yarnold Heating and Plumbing Ltd	99.00	Gas safety report

78381.89

### CLERKS IMPREST A/C

#### List of Payments made between 01/01/2017 and 31/01/2017

<u>Date Paid</u>	<u>Payee Name</u>	<u>Amount</u>	<u>Paid</u>
16-Jan-17	(Personal Information)	50.00	Refund deposit
16-Jan-17	(Personal Information)	108.00	Refund deposit
16-Jan-17	(Personal Information)	50.00	Refund deposit
16-Jan-17	(Personal Information)	45.00	Refund deposit
18-Jan-17	(Personal Information)	200.00	Refund deposit
23-Jan-17	(Personal Information)	37.60	WPLC course refund
30-Jan-17	(Personal Information)	50.00	Refund deposit
30-Jan-17	(Personal Information)	50.00	Refund deposit
16-Jan-17	Brightons Newspaper	47.70	Newspapers 23/11 to 31/12/16
30-Jan-17	Direct365 online Ltd	691.20	Airforce hand dryer x2
12-Jan-17	DVLA Vehicle Tax	230.00	Vehicle tax-RY54 DBU
10-Jan-17	Hicks	104.05	Van service & MOT
09-Jan-17	Lands End Agility Dogs	150.00	Refund deposit
25-Jan-17	Lloyds Bank	40827.47	Net Jan 2017 payroll
13-Jan-17	Nevisport.co.uk	67.00	Uniform/protective clothing
25-Jan-17	Office Furniture online	130.80	High back operator chair
30-Jan-17	PC World Online	119.99	Acer 24" HD LED monitor
16-Jan-17	PETTY CASH A/C	156.52	Top up petty cash
04-Jan-17	Roofing Matters	300.00	Roofing works WPLC
17-Jan-17	TV Licensing.co.uk	145.50	OC TV Licence
23-Jan-17	Woodley Light Operatic	100.00	Refund deposit

43660.83

## Woodley Town Council 2016/2017

## Current Account

## List of Payments made between 01/02/2017 and 28/02/2017

<u>Date Paid</u>	<u>Payee Name</u>	<u>Amount</u>	<u>Transaction Detail</u>
		<u>Paid</u>	
01-Feb-17	2nd Woodley Scout Group	9.80	Mayor's Christmas card delivery
08-Feb-17	Abbey Windows	1833.60	Gym construction/setup
10-Feb-17	Allen's Design & Print Ltd	114.00	WTCMI advertising banner
01-Feb-17	Aviva Insurance Ltd	77.00	Insurance - Vehicle damage
24-Feb-17	BCM Group Plc	19.18	Service & maint photocopier WPLC
10-Feb-17	BE Fuelcards Ltd	1.52	Inv 1794154-Admin charge
24-Feb-17	Bowak Ltd	402.34	Cleaning supplies
10-Feb-17	Brown Bag Cafe Ltd	1223.96	Catering services
24-Feb-17	Brown Bag Cafe Ltd	501.96	Catering services
23-Feb-17	BT Direct	696.07	Phone
23-Feb-17	BT Direct	931.95	Phone
22-Feb-17	BT Group Plc	122.76	Phone
23-Feb-17	BT group Plc	80.28	Phone
23-Feb-17	BT Group Plc	80.28	Phone
23-Feb-17	BT Group Plc	89.64	Phone
13-Feb-17	Castle Water	316.88	Water rates
24-Feb-17	CCF Ltd	457.15	Building supplies
01-Feb-17	Churchill Contract Services Ltd	2171.30	Contract cleaning
24-Feb-17	Churchill Contract Services Ltd	2171.30	Contract cleaning
01-Feb-17	CoolerAid Ltd	9.48	Bottled water
08-Feb-17	CoolerAid Ltd	37.92	Bottled water
24-Feb-17	CoolerAid Ltd	85.32	Bottled water
20-Feb-17	Crown Gas & Power	303.42	Gas supply
20-Feb-17	Crown Gas & Power	315.64	Gas supply
20-Feb-17	Crown Gas & Power	1660.75	Gas supply
20-Feb-17	Crown Gas & Power	1180.74	Gas supply
24-Feb-17	CSL Integration Ltd	3408.86	Gym membership cards/Logo designs
10-Feb-17	Dejac Associates Ltd	1680.00	Apple Mac mini/hard drive
24-Feb-17	Dejac Associates Ltd	339.60	Mail server annual maintenance
24-Feb-17	EDF Energy 1 Ltd	90.31	Electric for clock tower WTCMI
08-Feb-17	Energy Electrical Distributors Ltd	0.88	Electric supplies
24-Feb-17	Energy Electrical Distributors Ltd	437.68	Electric supplies
08-Feb-17	Eurodec Ltd	79.72	Building supplies
24-Feb-17	Fraser Office Supplies Ltd	233.26	Stationery supplies
01-Feb-17	Gocardless Ltd	80.40	Club Manager membership
10-Feb-17	Gocardless Ltd	30.00	EPOS till mthly charge
01-Feb-17	Hire Depot Ltd	52.80	Gym construction/setup
17-Feb-17	HMRC Cumbernauld	12955.86	PAYE & NI
01-Feb-17	IMAGE BOX	732.00	Gym membership cards/Logo designs
01-Feb-17	InTouch	35.99	Monthly website charge
24-Feb-17	InTouch	35.99	Monthly website charge
17-Feb-17	John Willis	120.00	Window cleaner
10-Feb-17	Lamps-Tubes Luminations Ltd	1722.75	WTCMI Christmas light install/removal
24-Feb-17	Lantec Security Ltd	2142.00	Fire alarm/emergency lights annual service
24-Feb-17	Laundry Depot	42.00	Laundry O/C tablecloths
08-Feb-17	Lightatouch	700.00	Internal audit service
14-Feb-17	Lloyds Bank	223.80	Cardnet service charge
01-Feb-17	Lyreco UK Ltd	68.69	Stationery supplies
24-Feb-17	Lyreco UK Ltd	86.92	Stationery supplies

14-Feb-17	Mainstream Digital	0.28	Phone
15-Feb-17	Merchant Rentals	35.23	Cardnet Machine monthly rental
01-Feb-17	P&H Direct Van Sales Ltd	158.51	Vending supplies
08-Feb-17	P&H Direct Van Sales Ltd	124.08	Vending supplies
10-Feb-17	P&H Direct Van Sales Ltd	106.01	Vending supplies
17-Feb-17	P&H Direct Van Sales Ltd	136.05	Vending supplies
24-Feb-17	P&H Direct Van Sales Ltd	185.17	Vending supplies
08-Feb-17	PHS Group	287.14	Qtrly dust mat rental WP/OC
10-Feb-17	Piercing Gance Ltd	93.84	Staff uniform - waterproof jacket
10-Feb-17	Plusnet	52.20	Plusnet-Phone
17-Feb-17	Plusnet	38.40	Plusnet-Phone
17-Feb-17	Prudential	30.00	AVC payment deducted from pay
28-Feb-17	Public Works Loan	5874.06	Public Works Loan repayment
08-Feb-17	Rodnic Dorset Ltd	211.20	Repairs to front door Oakwood Centre
17-Feb-17	SGW Payroll Ltd	166.94	Payroll services
15-Feb-17	Siemens Fin Serv	1100.80	Gym Equip monthly rental
08-Feb-17	Southern Electric Contracting Ltd	1477.76	Qtrly street lighting maint/clock tower WCTMI
17-Feb-17	Technical Surfaces Ltd	429.60	3G pitch rubber crumb supplies
17-Feb-17	Thames Valley Water Services Ltd	36.00	Water sample checks
13-Feb-17	Thames Water	2389.74	Water rates
17-Feb-17	The Berkshire Pension Fund	11430.04	Pension - employers and employees
24-Feb-17	Token Security Solutions Ltd	660.00	Annual key holding contract
24-Feb-17	Trade UK - Screwfix	2579.49	Building supplies
17-Feb-17	Traditional Local Cleaning Ltd	1839.46	Contract cleaning
24-Feb-17	Travis Perkins Trading Co	192.00	Building supplies
10-Feb-17	Trinity Mirror PubliSHING Ltd	192.00	WTCMI advertising
17-Feb-17	Unison Collection Ac	32.20	Union fees deducted from pay
01-Feb-17	Universal Services	61.69	Trampoline service
10-Feb-17	Universal Services	1043.94	Supply and fit web bed WP
01-Feb-17	Veolia ES - UK Ltd	368.35	Refuse collection
17-Feb-17	Veolia ES - UK Ltd	3332.88	Refuse collection
24-Feb-17	Veolia ES - UK Ltd	372.49	Refuse collection
24-Feb-17	VOA	2880.00	Reinstatement cost valuation - insurance
21-Feb-17	Vodafone	240.97	Phone
08-Feb-17	Wingfield Engineering Ltd	398.00	MOT - Mazda pick up truck
08-Feb-17	Wormsley Estate Ltd	480.00	Bowling green top dressing
10-Feb-17	YPO	257.52	Flip charts
		79487.79	

## CLERKS IMPREST A/C

### List of Payments made between 01/02/2017 and 27/02/2017

<u>Date Paid</u>	<u>Payee Name</u>	<u>Amount</u>	<u>Transaction Detail</u>
		<u>Paid</u>	
03-Feb-17	(Personal Information)	150.00	HP inkjet cartridges x3
06-Feb-17	(Personal Information)	50.00	Refund deposit
06-Feb-17	(Personal Information)	22.00	Refund deposit
06-Feb-17	(Personal Information)	-22.00	Customer supplied wrong a/c no
13-Feb-17	(Personal Information)	50.00	Refund deposit
13-Feb-17	(Personal Information)	50.00	Refund deposit
20-Feb-17	(Personal Information)	50.00	Refund deposit
20-Feb-17	(Personal Information)	50.00	Refund deposit
20-Feb-17	(Personal Information)	50.00	Refund deposit

21-Feb-17	(Personal Information)	50.00	Refund deposit
27-Feb-17	(Personal Information)	200.00	Refund deposit
27-Feb-17	(Personal Information)	50.00	Refund deposit
27-Feb-17	Amazon UK	3.30	360 degree iPad case
10-Feb-17	Amazon.co.uk	17.52	8x Cable-Core BNC plug to plug
13-Feb-17	Amazon.co.uk	9.80	15x Pcs BNC female to female a
21-Feb-17	Asda George.com	28.95	Staff uniform-black shirts
13-Feb-17	Buyaplan.co.uk	13.20	Proposed pre-school site plan
24-Feb-17	Eliteindustrial.co.uk	33.66	No dogs sign - WP
08-Feb-17	Eze Frame.co.uk	30.56	8mm polished silver frame
24-Feb-17	Land Registry	3.00	Information on ownership
22-Feb-17	Lloyds Bank	41468.70	Net Feb 2017 payroll
09-Feb-17	Lock & Key - Aura Online Ltd	8.21	CanLock - petty cash box
22-Feb-17	PETTY CASH A/C	116.54	Topup petty cash
28-Feb-17	PETTY CASH A/C	166.22	Top up petty cash
16-Feb-17	Rock Awnings	-83.99	Awning refunded not in stock
16-Feb-17	Rockawnings.co.uk	83.99	Awnings
24-Feb-17	Rotary Club Loddon	50.00	Refund deposit
16-Feb-17	Scot-Petshop.co.uk	41.98	Dog waste bags
15-Feb-17	Total Work Wear	86.60	Boots/Hi vis shell jacket
14-Feb-17	Woodley Womens Club	50.00	Refund deposit
28-Feb-17	WP-Haymraket Public	789.60	Staff job advert- Grounds Maint Manager

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**Risk Management Strategy**

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

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

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

**Aims and benefits**

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

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

**Process**

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

**Ownership**

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

**Assessment of risk**

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

*Probability of Occurrence:*

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

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



Evaluation of Impact:

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

Priority Ranking:

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

Risk Matrix:

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

	4	4	8	12	16
	3	3	6	9	12
	2	2	4	6	8
	1	1	2	3	4
<b>Probability</b>					
	1	2	3	4	
					<b>Impact</b>

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

## Roles and responsibilities

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

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

### Organisational Structure and Summary of Key Roles

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

## Risk registers

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

**RISK MANAGEMENT PROCESS**

**Identifying risks**

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

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

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

**Risk ownership**

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

**Risk evaluation**

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

**Risk planning**

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

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

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

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

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

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

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

### **Review**

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

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

**Minutes of a Meeting of the Planning Committee held at the Oakwood Centre  
on Tuesday 25 April 2017 at 7:45 pm**

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

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

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

239. **APOLOGIES**

Apologies for absence were received from Councillors D. Fradley and P. Wicks.

240. **DECLARATIONS OF INTEREST**

There were no declarations of interest made by Members.

241. **MINUTES OF THE PLANNING COMMITTEE MEETING HELD ON 28 MARCH 2017**

**RESOLVED:**

- ◆ That the minutes of the Planning Committee meeting held on 28 March 2017 be approved and signed by the Chairman as a true and accurate record.

242. **CURRENT PLANNING APPLICATIONS**

**RESOLVED:**

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

243. **PLANNING DECISIONS**

**RESOLVED:**

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

244. **NEIGHBOUR CONSULTATION SCHEME**

**RESOLVED:**

- ◆ To note application 171040  
Location: 20 Campbell Road, Woodley, RG5 3NA.  
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 8m, for which the maximum height would be 3.82m and the height of the eaves 2.5m.

245. **PLANNING APPEAL**

**RESOLVED:**

- ◆ To note the following appeal decision:  
Application: 161264  
Location: 86 Loddon Bridge Road, Woodley, RG5 4AN.

Proposal:	Proposed erection of one 2 bedroom dwelling.
Appeal details:	The appeal was made against a failure to give notice within the prescribed period of a decision on a planning application.
Decision:	The appeal was dismissed and planning permission refused.

246. **TREE PRESERVATION ORDERS**

**RESOLVED:**

- ◆ To note the following:

TPO 892/1997: 46 Duffield Road, Woodley, RG5 4RN.  
Consent for the felling and replacement of an ash tree.

247. **HIGHWAYS**

**Road Works/Street Works Major Projects Co-ordination meeting**

Members noted the minutes of the Wokingham Borough Council Road Works/Street Works Major Projects Co-ordination meeting held on 28 March 2017.

248. **COMMUNITY SPEED WATCH**

Councillor Dolinski reported that he had contacted Finchampstead Parish Council to ask what effect their speed watch scheme had had on driving behaviour in the parish, and was awaiting a reply. The Committee Officer informed Members that correspondence had been received from Inspector Lloyd, Thames Valley Police, stating that he had no objection to the Town Council purchasing its own speed indication device for use within the Community Speed Watch scheme, which would give access to the Thames Valley volunteers who could research the vehicles' registered owners and send out warning letters.

Following discussion, Members identified three possible options for running a speed watch scheme in Woodley:

- Option 1: Join the Community Speed Watch scheme run by Thames Valley Police and share the equipment with the nine other North Berkshire parishes.
- Option 2: Join the Community Speed Watch scheme run by Thames Valley Police and purchase additional equipment for the Council's sole use.
- Option 3: Purchase equipment to be used by the Council outside of the Community Speed Watch scheme run by Thames Valley Police.

Members recognised that there was a desire within the local community for action to be taken against speeding traffic and that it would be useful for the Town Council to be able to investigate whether speeding was a problem in particular locations, but wanted to find out how effective the Finchampstead scheme had been on improving driving behaviour before deciding whether to purchase equipment.

**RESOLVED:**

- ◆ To pursue a response from Finchampstead Parish Council on the effectiveness of their scheme with regard to improving driving behaviour.
- ◆ To consider this matter again at the next meeting of the Planning Committee, on 23 May 2017.

249. **SCHOOL CROSSING PATROLS**

Members noted the information provided in the agenda regarding the cost of running a school crossing patrol and, following discussion about the possibility of the Town Council taking on responsibility for some school crossing patrols in Woodley, agreed that the cost was prohibitive.

Although it was noted that school crossing patrols were only being removed from locations where there were pedestrian crossings, Members had concerns about the safety of some of the pedestrian crossings.

**RESOLVED:**

- ◆ To write to the Wokingham Borough Council Executive Member for Highways and Transport to alert him of the Town Council's concerns regarding the safety of children using the pedestrian crossing in Beechwood Avenue, at the junction with Reading Road, without a school crossing patrol and to request that this crossing be monitored when the school crossing patrol is removed.

250. **WOKINGHAM BOROUGH COUNCIL TRAINING SESSION: THE LOCAL PLAN**

Councillors Dolinski, Cheng and Walker reported on the Local Plan training session run by Wokingham Borough Council, which they had attended on 27 March 2017.

251. **WOKINGHAM BOROUGH COUNCIL CONSULTATION ON MAPPED PARKING RESTRICTIONS**

Members noted the press release from Wokingham Borough Council regarding the consultation on the introduction of mapped parking restrictions and the information provided on the operation of civil parking enforcement.

252. **WOKINGHAM BOROUGH COUNCIL CONSULTATION ON PROPOSED CHANGES TO TRAFFIC REGULATION ORDERS AFFECTING RESIDENT PARKING ZONES**

Members considered the information received from Wokingham Borough Council regarding the consultation on proposed changes to traffic regulation orders affecting resident parking zones within the borough and noted that this consultation also asked for views on the introduction of mapped parking restrictions.

**RESOLVED:**

- ◆ To respond that the introduction of mapped traffic restrictions appeared to be a good idea but that the maps available for comment were totally inadequate and did not provide the required information.
- ◆ To respond with no comments on the proposed changes to the traffic regulation orders affecting resident parking zones.

253. **THAMES VALLEY POLICE AND CRIME PLAN 2017-2021**

Members noted that the Police and Crime Commissioner for Thames Valley had published his new five year Police and Crime Plan for 2017-2021, setting out the priorities for policing and other crime reduction organisations across the Thames Valley.

254. **WINNERSH RELIEF ROAD PHASE 1**

Members noted the press release from Wokingham Borough Council regarding the commencement of work on the new King Street junction for the Winnersh Relief Road Phase 1.

255. **WOKINGHAM BOROUGH COUNCIL REVIEW OF COUNCIL FUNDED NON-PROFIT ORGANISATIONS**

Members noted the press release from Wokingham Borough Council regarding a review of voluntary and community sector services funded by them.

256. **PUBLICATIONS/INFORMATION**

**RESOLVED:**

- ◆ To note receipt of the following:
  - *Wokingham Borough Libraries Newsletter – April 2017*
  - *Swan Lifeline Newsletter – Spring 2017*

257. **FUTURE AGENDA ITEMS**

There were no suggestions for future agenda items.

258. **PUBLICITY/WEBSITE**

There were no suggestions for items to be publicised.

259. **EXCLUSION OF PUBLIC AND PRESS**

**RESOLVED:**

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

260. **ENFORCEMENT ISSUES**

The Chairman informed the meeting of seven ongoing enforcement matters and one enforcement investigation closure notification.

**RESOLVED:**

- ◆ To write to Wokingham Borough Council saying that the Committee was surprised that the investigation of the floodlights at Goals Soccer Centre resulted in a “no breach” outcome as it was the Committee’s view that there was obviously a problem with light pollution from the floodlights affecting the surrounding area.

The meeting closed at 8:50 pm

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Chairman



Woodley Town Council

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Date :- 26/04/2017

**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>
<b>170937</b>	30/03/2017	Stefan Fludger	Mrs Helen Burton	21 Malvern Close Malvern Close Woodley RG5 4HL
<b>Proposal :</b> Householder application for proposed erection of single storey rear extension to dwelling following demolition of existing garage, front porch extension and changes to fenestration.				
<b>Observations :</b> No objections.				
<b>170940</b>	13/04/2017	Senjuti Manna	Mr Haroun Latifi	41 Manners Road Manners Road Woodley RG5 3EA
<b>Proposal :</b> Householder application for the proposed erection of a single storey rear extension, following demolition and removal of existing conservatory.				
<b>Observations :</b> No objections.				
<b>170952</b>	06/04/2017	Ade Balogun	Mr & Mrs Simon Alexander	19 Colemans Moor Lane Colemans Moor Lane Woodley RG5 4BT
<b>Proposal :</b> Householder application for proposed erection of two storey side extension to dwelling.				
<b>Observations :</b> No objections.				
<b>170953</b>	13/04/2017	Senjuti Manna	Mr & Mrs Cole	3 Maple Grove Maple Grove Woodley RG5 4JQ
<b>Proposal :</b> Householder application for the proposed part conversion of existing garage to additional habitable accommodation, single storey front infill extension to existing porch and installation of bi-fold doors to rear.				
<b>Observations :</b> No objections.				
<b>170967</b>	06/04/2017	Christine Phillips	Mr & Mrs Hodges	1 Buckden Close Buckden Close Woodley RG5 4HB
<b>Proposal :</b> Householder planning application for proposed erection of two storey side/rear extension and single rear extension and internal alterations.				
<b>Observations :</b> No objections.				
<b>170988</b>	10/04/2017	Ade Balogun	Mr & Mrs Stuart Millar	8 Herald Way Herald Way Woodley RG5 4PB
<b>Proposal :</b> Householder application for proposed erection of single storey rear conservatory extension to dwelling.				
<b>Observations :</b> No objections.				

Date :- 26/04/2017

**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>
<b>171005</b>	19/04/2017	Dariusz Kusyk	Mr H Azemoudeh	39 Reading Road Reading Road Woodley RG5 3DA
<b>Proposal :</b> Householder application for the proposed erection of two storey front and single storey rear extensions, plus first floor rear dormer extension to dwelling.				
<b>Observations :</b> No objections.				
<b>171022</b>	13/04/2017	Ade Balogun	Mr & Mrs Deepak Sharma	7 Shackleton Way Shackleton Way Woodley RG5 4UU
<b>Proposal :</b> Householder application for the conversion of garage to habitable accommodation plus single storey side/rear and front extension to dwelling.				
<b>Observations :</b> No objections.				
<b>171029</b>	10/04/2017	Nuno Fernandes	Mr Jeremy Hooks	78 Beechwood Avenue Beechwood Avenue Woodley RG5 3DG
<b>Proposal :</b> Householder application for the proposed erection of a two storey rear extension, single storey rear extension to form a conservatory.				
<b>Observations :</b> No objections.				
<b>171032</b>	19/04/2017	Rosie Rogers	Mr & Mrs Creasy	46 Loddon Bridge Road Loddon Bridge Road Woodley RG5 4AT
<b>Proposal :</b> Householder application for a two storey rear extension to dwelling.				
<b>Observations :</b> No objections.				
<b>171054</b>	13/04/2017	Christine Phillips	Mr & Mrs Codling	4 Portrush Close Portrush Close Woodley RG5 3PB
<b>Proposal :</b> Householder application for the proposed erection of a single storey front extension; single storey rear extension; conversion of existing garage to habitable accommodation and first floor side extension.				
<b>Observations :</b> No objections.				
<b>171081</b>	20/04/2017	Omar Sharif	Mr Chris Maguire	35 Malone Road Malone Road Woodley RG5 3NL
<b>Proposal :</b> Householder application for the proposed erection of a single storey rear extension to dwelling.				
<b>Observations :</b> No objections.				

NOTIFICATIONS OF PLANNING DECISIONS FROM Wokingham Borough Council

Thu 20 April 2017

' C ' Contrary to Borough

Page No : 1

' E ' Endorsed by Borough

**GRANTED PLANNING PERMISSIONS**

E 152405	Approved	Land at 15 Ladbroke Close
E 162400	Approved	Sage House, 200 Wharfedale Rd
E 163100	Approved	29 Rivermead Road
C 163535 District COMMENT	Approved	16 Selsdon Avenue Local COMMENT The Committee recommended that this application should be refused on the following grounds: - The 3 parking spaces shown to the front of the property would not be easily accessed and would effectively only provide parking for 2 cars, which is insufficient for a 5 bedroom property. - Massing effect of the large extension. - Loss of light to the neighbouring property to the north.
163553	Approved	Land adj to 32 Lismore Close
E 170262	Approved	The Warren Cottage
E 170302	Approved	29 Duncan Road
E 170319	Approved	Land adjacent to 83
E 170371	Approved	34 Nimrod Close
E 170434	Approved	31 Rowan Drive
E 170512	Approved	Beechwood Primary School
E 170517	Approved	Minster Cottage
E 170539	Approved	12 Willowside
E 170551	Approved	8 Letts Green

**REFUSED PLANNING PERMISSIONS**

C 163132 District COMMENT	Refused	17 & 19 Henley Wood Road Local COMMENT No objections.
E 170161	Refused	34 Glendevon Road

**OTHER PLANNING DETAILS**

170327	Withdrawn	53 Wyndham Crescent
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**NOTIFICATIONS OF PLANNING DECISIONS FROM Wokingham Borough Council**

Thu 20 April 2017

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' C ' Contrary to Borough

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Page No : 2

' E ' Endorsed by Borough

**OTHER PLANNING DETAILS**

170833

Withdrawn

Highwood Primary School

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**Minutes of the Urgency Committee - Thursday 20 April 2017.**

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Councillors J. Cheng, K. Baker, T. Barker and B. Soane were contacted by email on Wednesday 19 April 2017 and provided with the agenda setting out the matter for the Committee's consideration (attached to these minutes).

Councillors Cheng, Baker, Barker and Soane responded by email to the Deputy Town Clerk before 5pm on Thursday 20 April to confirm that they agreed with the terms of the Licence to Occupy for the Tensile Shelter/Performance Area.

**RESOLVED:**

- ◆ That the terms of the Licence to Occupy for the Tensile Shelter/Performance Area as attached to these minutes be approved and the document signed accordingly.

**DATED**

**2017**

**LICENCE TO OCCUPY**

Relating to the area known as Tensile Shelter / Performance Area and Clock Tower at  
Shopping Precinct Crockhamwell Road Woodley Berks

between

**WOKINGHAM BOROUGH COUNCIL**

and

**WOODLEY TOWN COUNCIL**



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THIS LICENCE is dated

2017

**PARTIES**

- (1) Wokingham Borough Council of Civic Offices Shute End Wokingham Berkshire RG40 1BN (**Licensor**).
- (2) Woodley Town Council of Oakwood Centre Headley Road Woodley (**Licensee**).

**AGREED TERMS**

**1. INTERPRETATION**

1.1 The definitions and rules of interpretation in this clause apply in this agreement.

**Centre:** all that land and buildings known as Crockhamwell Road Shopping Precinct Crockhamwell Road Woodley Berkshire

**Common Parts:** such roads, paths, and other means of access in or upon the Centre

**Competent Authority:** any statutory undertaker or any statutory public local or other authority or regulatory body or any court of law or government department or any of them or any of their duly authorised officers.

**Licence Fee:** the amount of ONE POUND per annum, if demanded.

**Licence Fee Commencement Date:** from and including .....2017

**Licence Period:** the period from and including ..... 2017 until the date on which this licence is determined in accordance with clause 4.

**Necessary Consents:** all planning permissions and all other consents, licences, permissions, certificates, authorisations and approvals whether of a public or private nature which shall be required by any Competent Authority for the Permitted Use.

**Permitted Use:** Charitable Fundraising and Community Purposes and Business Promotions and other uses as the Licensee as from time to time advise the Licensor

**Plan:** the plan attached to this licence marked "Plan".

**Property:** the land and building at Tensile Shelter/ Performance Area and Clock Tower at the Shopping Precinct Crockhamwell Road Woodley Berkshire shown edged red on the Plan.

**Service Media:** all media for the supply or removal of heat, electricity, gas, water, sewage, energy, telecommunications, data and all other services and utilities and all structures, machinery and equipment ancillary to those media.

**VAT:** value added tax chargeable under the Value Added Tax Act 1994 or any similar replacement or additional tax.

- 1.2 Clause schedule and paragraph headings shall not affect the interpretation of this agreement.
- 1.3 A **person** includes a natural person, corporate or unincorporated body (whether or not having separate legal personality).
- 1.4 The schedule forms part of this agreement and shall have effect as if set out in full in the body of this agreement and any reference to this agreement includes the schedule.
- 1.5 A reference to a **company** shall include any company, corporation or other body corporate, wherever and however, incorporated or established.
- 1.6 Unless the context otherwise requires, words in the singular shall include the plural and in the plural include the singular.
- 1.7 Unless the context otherwise requires, a reference to one gender shall include a reference to the other genders.
- 1.8 A reference to a statute or statutory provision is a reference to it as it is in force for the time being, taking account of any amendment, extension, or re-enactment and includes any subordinate legislation for the time being in force made under it [; provided that, as between the parties, no such amendment or re-enactment shall apply for the purposes of this agreement to the extent that it would impose any new or extended obligation, liability or restriction on, or otherwise adversely affect the rights of, any party].
- 1.9 A reference to **writing** or **written** excludes faxes and e-mail.
- 1.10 Any obligation in this agreement on a person not to do something includes an obligation not to agree or allow that thing to be done and [to use its best endeavours] to prevent such act or thing being done by a third party.
- 1.11 References to clauses and schedules are to the clauses and schedules of this licence; references to paragraphs are to paragraphs of the relevant schedule.
- 1.12 Any phrase introduced by the terms **including, include, in particular** or any similar expression shall be construed as illustrative and shall not limit the sense of the words preceding those terms.

## **2. LICENCE TO OCCUPY**

- 2.1 Subject to clause 3 and clause 4, the Licensor permits the Licensee to occupy the Property for the Permitted Use for the Licence Period in common with the Licensor and all others authorised by the Licensor (so far as is not inconsistent with the rights given to the Licensee to use the Property for the Permitted Use) and all other persons entitled to have access to the property in consequence of its dedication as Highway Land
- 2.2 The Licensee acknowledges that:
- (a) the Licensee shall occupy the Property as a licensee and that no relationship of landlord and tenant is created between the Licensor and the Licensee by this agreement;
  - (b) the Licensor retains control, possession and management of the Property save as provided in the clauses hereof and the Licensee has no right to exclude the Licensor from the Property;
  - (c) the licence to occupy granted by this agreement is personal to the Licensee and is not assignable and the rights given in clause 2 may only be exercised by the Licensee and its employees and the partners of the Licensee in the Woodley Town Centre Management Initiative

## **3 Licensee's obligations**

The Licensee agrees and undertakes:

- 3.1 To pay:
- (a) to the Licensor the Licence Fee payable without any deduction if demanded
  - (b) to the relevant suppliers all costs in connection with the supply of electricity, gas, water, sewage, telecommunications and data and other services and utilities to or from the Property.
- 3.2 To keep the Property clean, tidy and clear of rubbish and in good and tenable repair and condition (including the clock structure and clock and its mechanism but excluding the land on which the Property stands in relation to the obligation to maintain in good and tenable repair and condition)
- 3.3 Not to use the Property other than for the Permitted Use.
- 3.4 Not to make any alteration or addition whatsoever to the Property without the consent of the Licensor

3.5 Not to do or permit to be done on the Property anything which is illegal or which may be or become a nuisance, (whether actionable or not) damage, annoyance, inconvenience or disturbance to the Licensor [or to tenants or occupiers of the Centre or any owner or occupier of neighbouring property.

3.6 Not to overload the power supply to the Property

3.7 Not to apply for any planning permission in respect of the Property.

3.8 Not to do anything that will or might constitute a breach of any Necessary Consents affecting the Property or which will or might vitiate in whole or in part any insurance effected by the Licensor in respect of the Property or Centre from time to time.

3.9 To comply with all laws and with any recommendations of the relevant suppliers relating to the supply of electricity, gas, water, sewage, telecommunications and data and other services and utilities to or from the Property.

3.10 To observe any reasonable rules and regulations the Licensor makes and notifies to the Licensee from time to time governing the Licensee's use of the Property and the Common Parts.

3.11 To leave the Property in a clean and tidy condition and to remove the Licensee's furniture equipment and goods from the Property at the end of the Licence Period.

3.12 Not to store any items outside of the Property and ensure the refuse is removed each day

3.13 To indemnify the Licensor and keep the Licensor indemnified against all losses, claims, demands, actions, proceedings, damages, costs, expenses or other liability in any way arising from:

(c) this licence;

(d) any breach of the Licensee's undertakings contained in clause 3; and/or

(e) The exercise of any rights given in clause 2.

3.14 To procure obtain and maintain Public Liability Insurance in a sum of not less than £5 million and to produce the said policy annually to the Licensor

#### **4 TERMINATION**

4.1 The licence to occupy granted by this agreement shall end on the earliest of:

- (a) The Licensor giving notice to the Licensee at any time of breach of any of the Licensee's obligations contained in clause 3.
- (b) On not less than two months' notice given by the Licensor to the Licensee or by the Licensee to the Licensor.

4.2 Termination is without prejudice to the rights of either party in connection with any antecedent breach of or other obligation subsisting under this agreement.

## **5 LICENSOR'S OBLIGATIONS**

5.1 The Licensor will insure the Property against damage by fire and other usual perils to its full reinstatement value and will apply any sums received under the policy in respect of the reinstatement of the Property.

## **6 MANAGING PROPERTY**

6.1 The Licensee has the right hereunder to use and manage the Property in accordance with the terms hereof and to affect casual hiring thereof for charitable and other community purposes to include business promotions without breaching the provisions of this licence.

6.2 The Licensor for the purpose certainty hereby retains the right of access to the property for itself and any utility company authorised by it for the purpose of carrying out any works required by statute or in relation to the Licensor's role as Highway Authority (including street cleaning)

## **7 No Warranties FOR USE AND CONDITION**

7.1 The Licensor gives no warranty that the Property possession the Necessary Consents for the Permitted Use

7.2 The Licensor gives no warranty that the Property is physically fit for the purposes specified in clause 2.

## **8 LIMITATION OF LICENSOR'S LIABILITY**

8.1 Subject to clause 8.2 the Licensor is not liable for:

- i. the death of, or injury to the Licensee, its employees, customers or invitees to the Property; or
- ii. damage to the property of the Licensee or that of the Licensee's employees, customers or other invitees to the Property; or

- iii. any losses, claims, demands, actions, proceedings, damages, costs or expenses or other liability incurred by Licensee or the Licensee's employees, customers or other invitees to the Property in the exercise or purported exercise of the rights granted by clause 2.

8.2 Nothing in clause 8 shall limit or exclude the Licensor's liability for:

- (a) death or personal injury or damage to property caused by negligence on the part of the Licensor or its employees or agents; or
- (b) any matter in respect of which it would be unlawful for the Licensor to exclude or restrict liability.

## **9 RIGHTS OF THIRD PARTIES**

A person who is not a party to this agreement may not enforce any of its terms under the Contracts (Rights of Third Parties) Act 1999.

## **10 GOVERNING LAW AND JURISDICTION**

- 10.1 This licence and any dispute or claim arising out of or in connection with it or its subject matter or formation (including non-contractual disputes or claims) shall be governed by and construed in accordance with the law of England and Wales.
- 10.2 The parties irrevocably agree that the courts of England and Wales shall have exclusive jurisdiction to settle any dispute or claim that arises out of or in connection with this licence or its subject matter or formation (including non-contractual disputes or claims).

This licence has been entered into on the date stated at the beginning of it.

## **SCHEDULE**

Rights granted to Licensee

- 1. The right for the Licensee to use
  - 1.1 Such parts of the Common Parts for the purpose of access to and egress from the Property as shall from time to time be designated by the Licensor for such purpose.
  - 1.2 The Service Media serving the Property.

Signed by

for and on behalf of WOKINGHAM  
BOROUGH COUNCIL

.....

Signed by

for and on behalf of WOODLEY  
TOWN COUNCIL

.....





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

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To: **Members of the Urgency Committee**  
Councillors: K. Baker, T. Barker, J. Cheng, W. Soane

**NOTICE IS HEREBY GIVEN that the Urgency Committee is required to give consideration to Agenda Item 1 and to respond to the Deputy Town Clerk, by email, before 5pm on Thursday 20 April 2017.**

Kevin Murray  
Deputy Town Clerk

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

### **1. LICENCE TO OCCUPY – TENSILE SHELTER / PERFORMANCE AREA**

In 2001 the Town Council and Wokingham Borough Council signed a Licence to Occupy giving the Town Council responsibility for the maintenance and repair of the pagoda and the clock in the town centre.

It was agreed at the Strategy and Resources meeting on 24 January 2017 (minute no. 38 - attached) that the Town Council take on responsibility for the maintenance and repair of the new covered structure on similar terms to those set out in the existing licence to occupy. It was also agreed to seek an amendment to the terms to allow the Town Council to be responsible for determining the permitted uses of the covered structure and also banner and flag displays.

An amended Licence to Occupy has now been received which meets this request. **(APPENDIX A)**. Clause 1.1 – Permitted Use has been amended and the clause relating to flags and banners has been removed.

The Urgency Committee is asked to approve the terms of the Licence to Occupy to enable the new structure to come into use immediately that works are complete. This is expected to be before the end of April 2017.

If you require any more information or have any questions please contact the Deputy Town Clerk. Please send your decision regarding the terms of the Licence to Occupy to the Deputy Town Clerk by **5pm on Thursday 20 April**.

**REPORTS FROM OUTSIDE BODIES**

**Sonning & District Welfare & Educational Trust**

2016/17 was the largest year on record for assistance approved by the Trust (£2,950), after a campaign to highlight their role in the community over the last year.

The finances remain in excellent health and we hope to be able to maintain the amounts given in the 2017/18 period.

Cllr Darren Smith

**Town Mayor's Engagements – 8 February 2017 to 9 May 2017**

February	9	Schools' Technology Tournament at The Bulmershe School
	13	Visit to First Days charity, Woodley
March	2	Opening of First Days Boutique, Crowthorne (First Days charity)
	10	Funeral of Mike Kinlock, former Town Clerk
	11	Magistrates' Mock Trial Competition (Heat)
	15	Visit to Launchpad, Reading
	16	League of Friends of Reading Hospitals 60 <sup>th</sup> Jubilee Celebration Service
	24	Civic Reception and Citizens' Awards Presentation
	25	Violin Concert at the Oakwood Centre – Bracknell and Wokingham District Cats' Protection
April	8	Keep Mobile 25 <sup>th</sup> AGM
	15	Berks & Bucks FA Intermediate Cup Final – guest of Woodley United
May	9	DrugFAM Service of Celebration and Hope, Westminster Abbey

**Deputy Town Mayor's Engagements**

May	6	The Chequers Pub – Funday in aid of Arrhythmia Alliance
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# Annual Meeting of the Council

9 May 2017

## Appendix 11

Terms of Reference for Working Parties  
and Sub Committees

## **Investments Working Party - Terms of Reference**

### **Parent Committee: Strategy and Resources Committee**

#### **Overall purpose**

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

#### **Membership of the working party**

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

#### **Meetings**

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

#### **Terms of operation**

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

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

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

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

## **Risk Management Working Party - Terms of Reference**

### **Parent Committee: Strategy and Resources Committee**

#### **Overall purpose**

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

#### **Membership of the working party**

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

#### **Meetings**

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

#### **Terms of operation**

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

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

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

To identify, analyse and prioritise risks.

To determine responsibilities and actions to control risks.

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

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

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

## **The Catering Partnership – Terms of Reference**

Parent Committee: Strategy and Resources Committee

### **Overall purpose**

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

### **Membership of the panel and meetings**

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

### **Meetings**

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

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

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

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

## **Standing Orders and Financial Regulations Working Party - Terms of Reference**

### **Parent Committee: Strategy and Resources Committee**

#### **Overall purpose**

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

Final approval of these documents is required by Council.

#### **Membership of the working party**

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

The Town Clerk will attend meetings of the working party.

#### **Meetings**

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

#### **Terms of operation**

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

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

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

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



## **PR/Marketing Working Group - Terms of Reference**

### **Parent Committee: Strategy and Resources Committee**

#### **Overall purpose**

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

#### **Membership of the working group**

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

#### **Meetings**

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

#### **Terms of operation**

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

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

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

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

## **Personnel Sub Committee - Terms of Reference**

### **Parent Committee: Strategy and Resources Committee**

#### **Overall purpose**

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

#### **Membership of the working party**

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

#### **Meetings**

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

#### **Terms of operation**

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

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

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

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

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

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

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

## **Woodford Park Leisure Centre Regeneration Task and Finish Group**

### **Terms of Reference**

#### **Parent Committee – Strategy and Resources Committee**

##### **Purpose**

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

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

##### **Membership**

Four Members from the Strategy and Resources Committee

Four Members from the Leisure Services Committee

##### **Meetings**

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

##### **Reporting**

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

## **Community Youth Partnership - Terms of Reference**

### **Parent Committee: Leisure Services Committee**

#### **Overall purpose**

The partnership's purposes are:

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

#### **Membership of the working party**

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

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

Officers will be in attendance at all meetings.

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

#### **Meetings**

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

#### **Terms of operation**

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

## **3G Pitch Steering Group -Terms of Reference**

### **Parent Committee: Leisure Services Committee**

#### **Overall Purpose**

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

#### **Membership of the steering group**

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

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

Officers will be in attendance at all meetings.

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

#### **Meetings**

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

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

#### **Terms of Operation**

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

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

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

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

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

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

### **Reporting arrangements**

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

### **Overall purpose**

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

### **Membership of the working party**

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

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

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

The quorum will be 3 voting members.

Officers from both councils will be in attendance at all meetings

### **Meetings**

Meetings will be arranged as necessary.

### **Terms of operation**

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

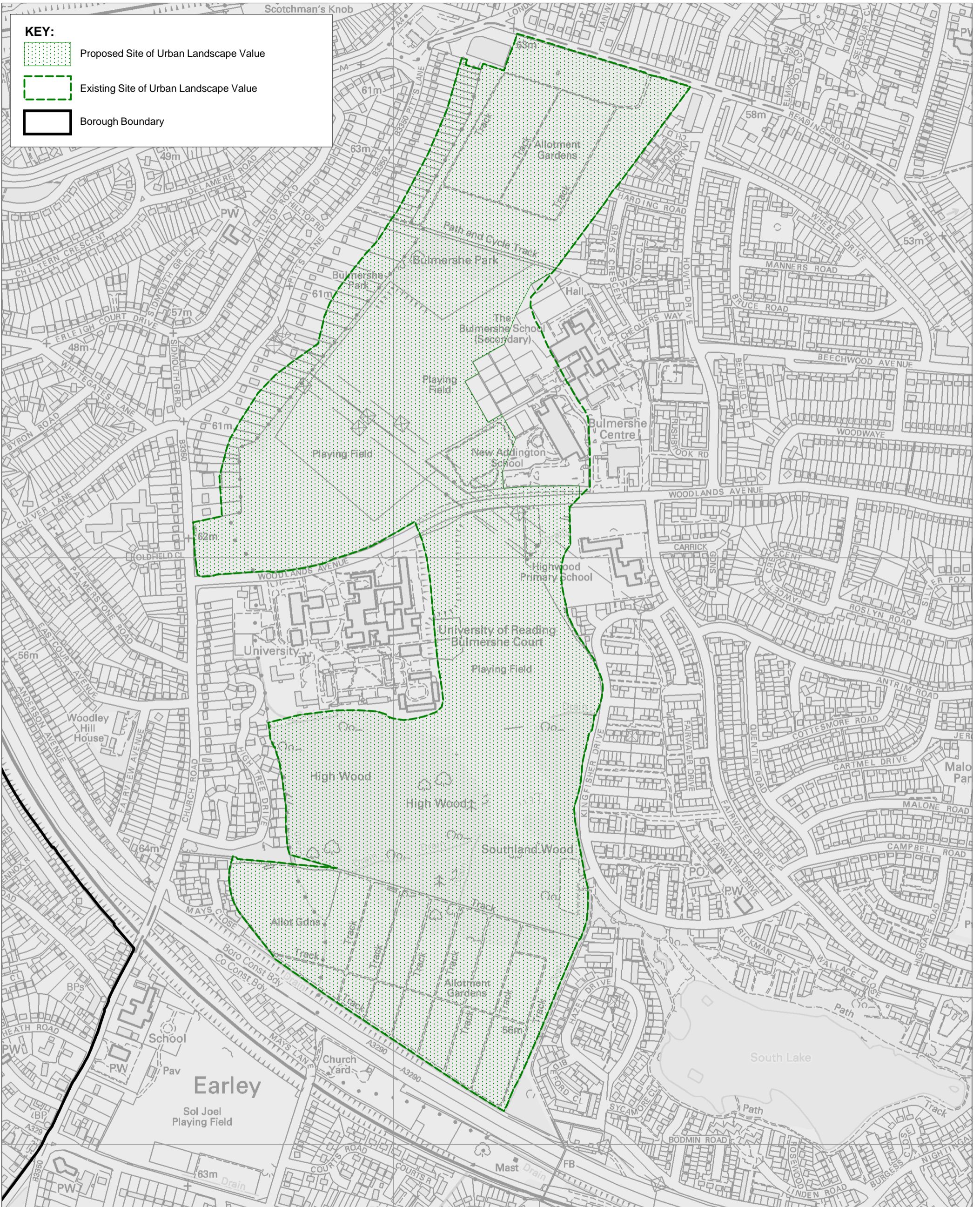
To review all existing policies in place to protect the Bulmershe SULV.

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

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

# LANDSCAPE DESIGNATIONS

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



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