



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 a Meeting of the Town Council will be held at The Oakwood Centre on Tuesday 11 December 2018 at 8:00pm.**

A handwritten signature in black ink that reads "Deborah Mander". The script is cursive and fluid.

Deborah Mander  
Town Clerk

*Before the start of the meeting the Town Mayor will present grant cheques to representatives of local community groups and other organisations and individuals.*

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#### **Town Forum**

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

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

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

1. **APOLOGIES**

2. **DECLARATIONS OF INTEREST**

To receive any declarations of interest from Members.

3. **MINUTES OF COUNCIL MEETING HELD ON 2 OCTOBER 2018**

To approve the minutes of the Council meeting held on 2 October 2018, and that they be signed by the Chairman.

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4. **COMMITTEE REPORTS**

To receive reports from the following:

4.1	Planning Committee	9 October 2018	Page 9
4.2	Planning Committee	6 November 2018	Page 17
4.3	Leisure Services Committee	20 November 2018	Page 25
4.4	Strategy and Resources Committee	27 November 2018	Page 29
4.5	Planning Committee	4 December 2018	Page 43

5. **COMPOSITION OF THE COUNCIL**

a) To note that Councillor Dolinski has resigned from the Conservative Group and is now an independent councillor.

b) To note the composition of the Council:

Conservative: 23                      Independent: 2

6. **POLITICAL GROUP LEADERS**

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

7. **ELECTION OF DEPUTY LEADER OF THE COUNCIL**

a) To note that Councillor Dolinski has resigned as Deputy Leader of the Council.

b) To elect a Deputy Leader of the Council.

8. **REQUEST FOR LEAVE OF ABSENCE**

To consider Councillor Dixon's request for leave of absence of five months due to health matters.

9. **COMMITTEE MEMBERSHIP**

a) To note that Councillor Dolinski has resigned from the Strategy and Resources Committee and to consider appointing a replacement.

b) To note that Councillor Dolinski has resigned from the Planning Committee and to consider appointing a replacement.

10. **LEADER'S STATEMENT**

To receive a statement from the Leader of the Council.

11. **MAYORAL INSIGNIA**

To consider **Report No. FC 5/18.**

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12. **LAKE REGENERATION PROJECT**

Two tenders were received for the regeneration works to the lake in Woodford Park following an open tendering process.

Of the two tenders submitted one is within the expected budget range and includes a detailed submission and comprehensive associated information. The contractor has extensive experience in similar projects and can carry out the works

Where less than three tenders are received the Council or Strategy and Resources Committee may make such arrangements as it thinks fit for executing the works.

Members are asked to approve the appointment of the contractor based on the tender submission, subject to some adjustments on certain elements.

A separate tender for repair and re-laying the pathways around the lake has been issued with the submission deadline of 28 December.

**Recommendation:**

- ◆ That Members approve the appointment of Ebsford Environmental to carry out the silt redistribution, stump removal , bank repairs, membrane installation, creation of wildlife area and construction of boardwalk works as per the tender submission.

13. **COUNCIL SEAL**

To approve the use of the Council’s seal on an agreement with Reading Community Energy Society.

14. **OUTSIDE BODIES**

To receive any reports from Town Council representatives on outside bodies.

15. **TOWN MAYOR’S ENGAGEMENTS**

a) To receive a report from Councillor Sam Rahmouni on his engagements as Town Mayor. **(Appendix 15)**

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b) To receive a report from Councillor David Stares on his engagements as Deputy Mayor. **(Appendix 15)**

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16. **FUTURE AGENDA ITEMS**

To consider any items for inclusion in future Council agendas.

**Minutes of a Meeting of the Town Council held at the Oakwood Centre on  
Tuesday 2 October 2018 at 8 pm**

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**Present:** Councillors S. Rahmouni (Chairman); K. Baker; D. Bragg; S. Brindley; A. Chadwick; J. Cheng; JJ. Ellis; M. Forrer; D. Fradley; B. Franklin; K. Gilder; J. MacNaught; D. Mills; D. Smith; B. Soane; D. Stares; M. Walker

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

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

*Before the start of the meeting 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.*

37. **APOLOGIES FOR ABSENCE**

Apologies were received from Councillors T. Barker, C. Dixon, R. Dolinski, M. Green, J. Trick and P. Wicks.

38. **DECLARATIONS OF INTEREST**

There were no declarations of interest made by Members.

39. **MINUTES OF COUNCIL MEETING HELD ON 26 JUNE 2018**

The Town Mayor presented the minutes of the Council meeting held on 26 June 2018.

**RESOLVED:**

- ◆ To approve the minutes of the Council meeting held on 26 June 2018 and that they be signed by the Mayor as a correct record.

40. **COMMITTEE REPORTS**

40.1 **Minutes of the Planning Committee: 17 July 2018**

Councillor Cheng presented the minutes of the Planning Committee meeting held on 17 July 2018.

**RESOLVED:**

- ◆ To receive the minutes of the Planning Committee meeting held on 17 July 2018.

40.2 **Minutes of the Planning Committee: 14 August 2018**

Councillor Cheng presented the minutes of the Planning Committee meeting held on 14 August 2018.

**RESOLVED:**

- ◆ To receive the minutes of the Planning Committee meeting held on 14 August 2018.

- 40.3 **Minutes of the Leisure Services Committee: 4 September 2018**  
Councillor Soane presented the minutes of the Leisure Services Committee meeting held on 4 September 2018.

**RESOLVED:**

- ◆ To receive the minutes of the Leisure Services Committee meeting held on 4 September 2018.

- 40.4 **Minutes of the Planning Committee: 11 September 2018**  
Councillor Cheng presented the minutes of the Planning Committee meeting held on 11 September 2018.

**RESOLVED:**

- ◆ To receive the minutes of the Planning Committee meeting held on 11 September 2018.

- 40.5 **Minutes of the Strategy and Resources Committee: 18 September 2018**  
Councillor Smith presented the minutes of the Strategy and Resources Committee meeting held on 18 September 2018.

**RESOLVED:**

- ◆ To receive the minutes of the Strategy and Resources Committee meeting held on 18 September 2018.

41. **AUDIT 2017/18**

The Town Clerk presented the audited Annual Governance and Accountability Return for 2017/18.

**RESOLVED:**

- ◆ To receive the external auditor's opinion on the audit of the 2017/18 Annual Governance and Accountability Return.
- ◆ To adopt the audited Annual Governance and Accountability Return for 2017/18.
- ◆ To note that the Notice of Conclusion of Audit had been displayed on public noticeboards at the Oakwood Centre and on the Council's website from 24 September 2017.

42. **LEADER'S STATEMENT**

The Leader of the Council made the following statement:

"We all have experienced an amazing summer and I hope you all managed to enjoy it without too much sunburn. As we approach winter and we look forward to shorter days and colder nights, there is going to be a lot of activity on several projects for the benefit of our residents.

We took control in May 2013, some 5 years ago, after what I understand was 40 years of a Liberal Democrat administration. In May 2015 we consolidated control, which allowed us to push forward with many more projects. It is interesting to note that since we took control we have pegged the town council tax to 2007/8 levels; we have invested in excess of £500K in capital projects and more to come and built the general reserves to nearly £500K. I think everyone, both councillors and officers, can be proud of their achievements in those 5 years.

We continue to create more ideas to benefit our residents, many of which are well on their way to becoming "live" projects. I will just concentrate on three projects that are in various stages of fruition.

First, we now have a great Communications Manager in Anuszka who has settled in well and is already providing a valuable contribution. If you are on social media please repost to other pages or retweet what she posts to help her spread "the word" further. This Saturday morning, she is running an "open house" for the Oakwood Centre and she would welcome as many Councillors as possible turning up to show support.

Next Speedwatch is moving forward apace with experiments with the equipment being carried out together with suitable lamp post identification for some of the roads for checking speed. My thanks to Tom Barker and John MacNaught for their sterling efforts on this. If you have not yet volunteered to be one of the team and are interested, please register with Linda.

Finally, we are working closely with the Borough Council to refurbish and improve the safety around the trees in the town centre. This will cover the provision of new seating and hopefully, provide restriction for the roots to stop the "lifting" of the paving slabs which has caused many problems in the past."

43. **GROUNDS MAINTENANCE – UTILITY VEHICLE**

The Town Clerk presented Report No. FC 4/18, which proposed that funds be allocated from the General Reserve to purchase a utility vehicle for the primary use of the Grounds Maintenance team.

The Town Clerk explained that having a second vehicle would enable the Grounds Maintenance team to split up more easily to carry out work in different areas concurrently and therefore be more productive. In reply to a question about the security of the vehicle, the Town Clerk informed Members how it would be stored when not in use and confirmed that it would be added to the Council's insurance policy. Members asked whether an electric vehicle had been considered, but it was not thought that such a vehicle was available. The Town Clerk confirmed that the Council's logo would be displayed on the new vehicle.

**RESOLVED:**

- ◆ To purchase a Kabota RTV-X900 utility vehicle at the quoted cost of £12,170 and allocate funds of £12,170 for this purchase from the General Reserve.

44. **COUNCIL SEAL**

**RESOLVED:**

- ◆ To approve the use of the Council's seal on a Licence to Occupy, to permit Wokingham Borough Council to install a bike hub on land to the east of Western Avenue, Woodley.
- ◆ To approve the use of the Council's seal on a lease with Optalis for the use of premises at Woodford Park Leisure Centre.

45. **WOKINGHAM BOROUGH COUNCIL**

Members noted correspondence received from Charlotte Haitham Taylor, Leader of Wokingham Borough Council, regarding the Council's priorities for the borough.

46. **OUTSIDE BODIES**

Members noted the following written report:

- Citizens Advice Wokingham report from Councillor Bragg.

Under this item Councillor Gilder reminded Members that nominations were required for the Wokingham Borough Sports Council Awards. The Town Clerk informed Members that the Town Council had been asked to contribute £75 towards the running of this year's Awards ceremony and had agreed to pay this from the budget allocated for Mayoral expenses and costs.

Councillor Stares gave a verbal update on matters at the Woodley Bowling Club.

Councillor Smith reported that he had attended a meeting of the Sonning and District Welfare and Educational Trust that evening. He informed Members of the grants that had been awarded and asked all Members to bear in mind that the Trust was able give grants to help local residents with welfare or educational needs.

Councillor Bragg gave a verbal report on the AGM of Citizens Advice Wokingham, which had taken place after the agenda was issued. He also reported on a visit he had made to the Woodley office of Citizens Advice and informed Members that the office sometimes had to close in the summer as the portacabin became too hot to use. The Office Manager had asked Councillor Bragg whether there was any funding available from the Town Council to allow air conditioning to be installed.

Councillor Baker gave a verbal report on matters relating to the Woodley and North Earley Community Forum.

Councillor Rahmouni gave a verbal update on matters at the Robert Palmer Almshouses and reported that the Chairman of the charity had retired and a new Chairman had been appointed.

47. **TOWN MAYOR'S ENGAGEMENTS**

The Town Mayor reported on the ten engagements he had attended since the last meeting and said that he had been very honoured to be presented to the Countess of Wessex at the Me2 Club Tea Party, and the students at Addington School had produced some fantastic cakes for the event.

The Deputy Town Mayor reported on the five engagements he had carried out since the last meeting and had particularly enjoyed the concerts he had attended at Addington School.

48. **FUTURE AGENDA ITEMS**

Under this item Councillor Baker requested a verbal update on the arrangements for the commemoration of the 100<sup>th</sup> anniversary of the end of the First World War on 11 November, and this was provided by the Town Clerk and the Deputy Town Clerk. It was suggested that the Museum of Berkshire Aviation be contacted to see if any display material may be available for the event.

Meeting closed at 9:10 pm

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**Minutes of a Meeting of the Planning Committee held at the Oakwood Centre  
on Tuesday 9 October 2018 at 7:45 pm**

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

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

**Also present:** *6 members of public*

90. **APOLOGIES**

Apologies for absence were received from Councillor R. Dolinski, D Fradley and B. Franklin.

91. **DECLARATIONS OF INTEREST**

There were no declarations of interest made by Members.

92. **MINUTES OF THE PLANNING COMMITTEE MEETING HELD ON 11 SEPTEMBER 2018**

**RESOLVED:**

- ◆ That the minutes of the Planning Committee meeting held on 11 September 2018 be approved and signed by the Chairman as a true and accurate record.

93. **CURRENT PLANNING APPLICATIONS**

**RESOLVED:**

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

94. **PLANNING DECISIONS**

**RESOLVED:**

- ◆ To note information on decision notices received from the planning authority since the last meeting, as given in the agenda.

95. **NEIGHBOUR CONSULTATION SCHEME**

**RESOLVED:**

- ◆ To note application 182443.  
Location: 11 Master Close, Woodley, RG5 4UB.  
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 4m, for which the maximum height would be 2.9m and the height of the eaves 2.9m.

96. **PLANNING APPEALS**

**RESOLVED:**

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

Application: 180659  
Location: 12 Woodlands Avenue, Woodley, RG5 3HJ.  
Proposal: Householder application for the proposed erection of two storey rear extension to dwelling and two side dormers.

97. **TREE PRESERVATION ORDERS**

**RESOLVED:**

- ◆ To note that Wokingham Borough Council had confirmed the following Tree Preservation Order without modification:  
TPO 1645/2018: Relating to 1 English oak tree on land at 39 Crockhamwell Road, Woodley, RG5 3JZ.
- ◆ To note that Wokingham Borough Council had confirmed the following Tree Preservation Order without modification:  
TPO 1646/2018: Relating to 6 individual broad leaf and coniferous trees, 2 groups of broadleaf and coniferous trees and 1 woodland of mixed broadleaf and coniferous species on land at Southlake Primary School, Campbell Road, Woodley, RG5 3NA.
- ◆ To note that Wokingham Borough Council had confirmed the following Tree Preservation Order without modification:  
TPO 1647/2018: Relating to an oak and a maple tree on land at The Bulmershe School, Woodley.

98. **HIGHWAYS**

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

Members noted the details of the items discussed at the Wokingham Borough Council Road Works/Street Works Major Project Co-ordination meeting held on 18 September 2018. Councillor Walker pointed out that during the period 19 – 23 November 2018 Loddon Bridge Road and the Bader Way were both scheduled for overnight road closures, meaning that both southern exits from Woodley would be closed at the same time. Councillor Walker had queried this with Wokingham Borough Council, but had not yet received a response.

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

Members noted correspondence received from Network Rail regarding the current work to the Butts Hill Road bridge, which explained that the work was taking longer than anticipated, with the bridge now expected to reopen in December 2018.

100. **COMMUNITY SPEEDWATCH UPDATE**

The Chairman gave an update on the testing of the data logging equipment and reported that the original software used to interpret the data had not met the Council's requirements and bespoke software had now been received from the equipment suppliers, but had not yet been tested by Councillors. More supporting brackets were to be purchased for the data logger so that the brackets could be left in position permanently, allowing the data logger to be easily moved between locations.

101. **WOKINGHAM BOROUGH COUNCIL – DRAFT LEVEL 1 STRATEGIC FLOOD RISK ASSESSMENT CONSULTATION**

The Chairman reported on his review of the Wokingham Borough Council Draft Level 1 Strategic Flood Risk Assessment.

**RESOLVED:**

- ◆ To respond to the Wokingham Borough Council Draft Strategic Flood Risk Assessment consultation stating that the Town Council found the document to be very thorough, but did not have any comments to make on the contents.

102. **WOKINGHAM BOROUGH COUNCIL – REVIEW OF POLLING DISTRICTS AND POLLING PLACES**

Members considered the Wokingham Borough Council Review of Polling Districts and Polling Places.

**RESOLVED:**

- ◆ To send a “no comment” response to the Wokingham Borough Council Review of Polling Districts and Polling Places.

103. **NEW SHARED FOOTWAY AND CYCLEWAY – BADER WAY CORRIDOR**

Members noted the press release from Wokingham Borough Council giving details of proposed work to improve links from East Woodley to Dinton Pastures Country Park for cyclists and pedestrians.

104. **WOKINGHAM BOROUGH COUNCIL – CHANGES IN DEVELOPMENT MANAGEMENT**

Councillor Bragg reported on the meeting he attended on 27 September 2018 at which Wokingham Borough Council had detailed the changes it was making to Development Management. Councillor Bragg commented that this had been a very short meeting.

105. **CITIZENS ADVICE WOKINGHAM**

Members noted the update on funding and staffing matters received from Citizens Advice Wokingham.

106. **PUBLICATIONS/INFORMATION**

**RESOLVED:**

- ◆ To note receipt of the following:
  - *Community Council for Berkshire e-bulletin – September 2018*
  - *Me2 Club Newsletter – September 2018*

107. **FUTURE AGENDA ITEMS**

There were no suggestions for future agenda items.

108. **PUBLICITY/WEBSITE**

There were no suggestions for items to be publicised.

109. **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.

110. **ENFORCEMENT ISSUES**

The Chairman informed the meeting of six enforcement investigation closure notifications.

The meeting closed at 10:00 pm

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## Woodley Town Council

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Date :- 10/10/2018

**Observations on the following Planning Applications**

<u>Application No</u>	<u>Date Recd</u>	<u>Case Officer</u>	<u>Applicant Name</u>	<u>Location</u>
<b>Approved on the following applications;</b>				
<b>182432</b>	02/10/2018		Unknown	86 Bruce Road Bruce Road Woodley RG5 3DZ
<b>Proposal :</b> Householder application for the proposed erection of a single storey rear extension to existing dwelling, plus erection of 2 No. access ramps to front and rear elevations.				
<b>Observations :</b> No objections.				
<b>182440</b>	07/09/2018	Adriana Gonzalez	Mr R Kindred	48 Rowan Drive Rowan Drive Woodley RG5 4LW
<b>Proposal :</b> Householder application for the proposed single storey rear extension following demolition of existing conservatory.				
<b>Observations :</b> No objections.				
<b>182445</b>	12/09/2018	Rosie Rogers	Mr & Mrs Simmonds	284 Loddon Bridge Road Loddon Bridge Road Woodley RG5 4BG
<b>Proposal :</b> Householder application for the proposed erection of a single storey side extension plus raising roof height to provide first floor studio including a new side dormer to the existing double garage.				
<b>Observations :</b> No objections.				
<b>182451</b>	12/09/2018	Christine Phillips	Mr & Mrs Manley	106 Haddon Drive Haddon Drive Woodley RG5 4LL
<b>Proposal :</b> Householder application for proposed single storey rear/side extension and part conversion of the garage to create habitable accommodation and alterations to porch.				
<b>Observations :</b> No objections.				
<b>182476</b>	10/09/2018	Nesha Burnham	Mr & Mrs K Rolfe	15 Copse Mead Copse Mead Woodley RG5 4RP
<b>Proposal :</b> Householder application for the proposed erection of single storey rear extension following the demolition of existing conservatory.				
<b>Observations :</b> No objections.				
<b>182519</b>	13/09/2018	Charlotte Black	Mr Watson	163 Colemans Moor Road Colemans Moor Road Woodley RG5 4DB
<b>Proposal :</b> Householder application for the proposed erection of single storey front extension including replacement of flat roof with pitched roof, plus internal alterations.				

Date :- 10/10/2018

**Observations on the following Planning Applications**

<u>Application No</u>	<u>Date Recd</u>	<u>Case Officer</u>	<u>Applicant Name</u>	<u>Location</u>
<b>Observations :</b> No objections.				
<b>182530</b>	18/09/2018	Nesha Burnham	Mr Paul Cousins	12 Woodlands Avenue Woodlands Avenue Woodley RG5 3HJ
<b>Proposal :</b> Application to vary condition 2 of planning consent 181881 for the erection of two storey rear extension to dwelling and two rear side dormers plus internal alterations. Condition 2 relates to approved details to allow alterations to the scale of first floor extension with substituted plans 18002-06.				
<b>Observations :</b> No objections.				
<b>182552</b>	17/09/2018	Nesha Burnham	Mr & Mrs Paul Richards	16 Messenger Road Messenger Road Woodley RG5 4TR
<b>Proposal :</b> Householder application for the proposed erection of single storey rear extension incorporating two roof lights.				
<b>Observations :</b> No objections.				
<b>182568</b>	18/09/2018	Sue Kauder	Mr & Mrs J Froud	7 Selsdon Avenue Selsdon Avenue Woodley RG5 4PQ
<b>Proposal :</b> Householder application for the proposed erection of single storey rear extension to existing dwelling, part conversion of existing garage to create habitable accommodation, plus conversion of loft space to create habitable accommodation including erection of a side dormer.				
<b>Observations :</b> No objections.				
<b>182594</b>	20/09/2018	Nesha Burnham	Mr Smith	35 Rivermead Road Rivermead Road Woodley RG5 4DH
<b>Proposal :</b> Householder application for the proposed erection of single storey front extension to dwelling.				
<b>Observations :</b> No objections.				
<b>182605</b>	24/09/2018	Stefan Fludger	Mr W M Raja	32 Lismore Close Lismore Close Woodley RG5 3RT
<b>Proposal :</b> Householder application for the proposed erection of single storey rear extension incorporating roof lantern following the demolition of existing conservatory. (Retrospective)				
<b>Observations :</b> Two residents were present at the meeting to voice their concerns about the disruption already being caused in Lismore Close by the construction of a new dwelling in the garden of this property.				
The Committee considered the application and had no objections to the proposed extension, but given the disruption already being experienced by neighbours due to the current construction work in the garden of 32 Lismore Close, the Committee asked that a condition be imposed so that construction can only be undertaken during the following hours: Monday to Friday: 0800 - 1800 Saturday: 0800 - 1300 Sunday and Bank Holidays: No construction				

Date :- 10/10/2018

**Observations on the following Planning Applications**

<u>Application No</u>	<u>Date Recd</u>	<u>Case Officer</u>	<u>Applicant Name</u>	<u>Location</u>
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In addition, the Committee asked that a condition be imposed stating that deliveries should not take place between the hours of 0700 - 0900, so that neighbours are able to exit their properties for their morning journeys.

**182607**

24/09/2018	Nesha Burnham	Mr & Mrs Bridson	19 Fosters Lane Fosters Lane Woodley RG5 4HH
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**Proposal :** Householder application for the proposed erection of single storey side/rear extension incorporating two roof lights following the demolition of existing conservatory and outbuilding.

**Observations :** No objections.

**182692**

03/10/2018		Mr Zutshu & Mrs Pandital	80 Kingfisher Drive Kingfisher Drive Woodley RG5 3LG
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**Proposal :** Householder application for the proposed erection of a single storey rear extension to dwelling.

**Observations :** The Town Council had received one phone call from a resident expressing concerns about this application.

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

Date :- 10/10/2018

**Observations on the following Planning Applications**

<u>Application No</u>	<u>Date Recd</u>	<u>Case Officer</u>	<u>Applicant Name</u>	<u>Location</u>
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**Refused on the following applications;****181879**

14/09/2018	Charenjit Braich	Emma Cowburn	62 Lysander Close Lysander Close Woodley RG5 4ND
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**Proposal :** Householder application for the proposed erection of two storey front extension to dwelling.

**Observations :** The Committee considered the proposal and recommended that this application be refused as the drawings were of a poor standard and did not give any dimensions, making it impossible to tell whether the stairs would fit in the proposed location or whether the bedroom sizes met the minimum requirements.

**182500**

12/09/2018	Christine Phillips	Mr Dharmesh Modi	8 Wroxham Road Wroxham Road Woodley RG5 3AT
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**Proposal :** Householder application for the proposed erection of single storey front extension to form porch and extend existing garage, part conversion of existing garage to create habitable accommodation; first floor side extension; part single, part two storey rear extension incorporating roof lantern plus conversion of loft space to create habitable accommodation incorporating 3 No. front roof lights.

**Observations :** Two residents were present at the meeting to voice their concerns about this application and one letter of concern had been received.

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

- The roof treatment and the rooflights to the front elevation are completely out of character with the street scene and out of keeping with the neighbouring properties.
- The garage extension and front porch extension is out of keeping with the neighbouring properties and may breach the building line.
- The proposed extension is excessively large and out of scale with the existing property.

Date :- 10/10/2018

**Observations on the following Planning Applications**

<u>Application No</u>	<u>Date Recd</u>	<u>Case Officer</u>	<u>Applicant Name</u>	<u>Location</u>
<b>Concerns on the following applications;</b>				
<b>182409</b>	03/10/2018		Mr Henry Courtier	81-121 Crockhamwell Road Crockhamwell Road Woodley RG5 3JP
<b>Proposal :</b> Full planning application for the erection of an additional storey to create 5 No. self-contained dwellings, alongside associated cycle and refuse storage.				
<b>Observations :</b> The Committee had the following strong concerns about this application:				
<ul style="list-style-type: none"> <li>- There is no parking provision for the proposed dwellings.</li> <li>- The access routes to the proposed dwellings are not shown. Will changes be required to the existing roof to provide access?</li> <li>- Concerns about the escape route in the case of fire.</li> </ul>				
<b>182473</b>	02/10/2018		Unknown	Adwest Western Site Headley Road East Woodley RG5 4SZ
<b>Proposal :</b> Application for prior notification of proposed demolition of existing buildings on site.				
<b>Observations :</b> One resident was present at the meeting to voice concerns about this application and one letter of concern had been received.				
<p>The Committee considered the proposal and had the following comments:</p> <ul style="list-style-type: none"> <li>- There are Tree Preservation Orders on 10 important named trees on this site and these must be fully protected at all times while work is underway.</li> <li>- Even though it is not a listed building, Hawkhurst House is one of the few remaining old properties of any significance in Woodley. It was originally a school before being used by the Miles company and was possibly used as a temporary Officers' Mess during World War II. The Town Council would like it to be protected or incorporated into the scheme for the site.</li> <li>- The demolition proposals should be linked to proposals for the future use of this substantial site by the development of a comprehensive plan for the site. This is one of the few areas in Woodley that provides employment and the Town Council feels strongly that this should continue.</li> <li>- The Town Council feels that it should have been consulted by the planning authority on any plans for this site.</li> </ul>				
<b>182583</b>	19/09/2018	Nesha Burnham	Mr & Mrs Tejani	65 Quentin Road Quentin Road Woodley RG5 3NE
<b>Proposal :</b> Householder application for the proposed erection of single storey front and rear extensions incorporating 3 No. roof lights and two storey side extension following the demolition of existing garage.				
<b>Observations :</b> The Town Council had received one phone call from a resident expressing concerns about this application.				
<p>The Committee considered the proposals and had the following concerns:</p> <ul style="list-style-type: none"> <li>- The proposed extension will have a terracing effect.</li> <li>- It would not be possible to access and maintain the roof gutter running along the side of the property.</li> </ul>				



**Minutes of a Meeting of the Planning Committee held at the Oakwood Centre  
on Tuesday 6 November 2018 at 7:45 pm**

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

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

**Also present:** *Councillors: K. Baker; J. Trick  
3 members of public*

111. **APOLOGIES**

Apologies for absence were received from Councillors R. Dolinski and B. Franklin.

112. **DECLARATIONS OF INTEREST**

Councillor D. Bragg – Prejudicial interest: Agenda item 4, planning application 182801: 10 Farriers Close, as he is a near neighbour of this property.

Councillor Bragg left the room when planning application 182801 was considered and took no part in the discussion or decision on the application.

113. **MINUTES OF THE PLANNING COMMITTEE MEETING HELD ON 9 OCTOBER 2018**

**RESOLVED:**

- ◆ That the minutes of the Planning Committee meeting held on 9 October 2018 be approved and signed by the Chairman as a true and accurate record.

114. **CURRENT PLANNING APPLICATIONS**

**RESOLVED:**

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

115. **PLANNING DECISIONS**

**RESOLVED:**

- ◆ To note information on decision notices received from the planning authority since the last meeting, as given in the agenda.

116. **PLANNING APPEALS**

**RESOLVED:**

- ◆ To note the following appeal decision:

Application:	180659
Location:	12 Woodlands Avenue, Woodley, RG5 3HJ.
Proposal:	Householder application for the proposed erection of two storey rear extension to dwelling and two side dormers.
Decision:	The appeal was allowed and planning permission granted.

Notification of the following appeal had been received after the agenda was issued:

**RESOLVED:**

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

Application: 182265  
Location: 67 Malone Road, Woodley, RG5 3NL.  
Proposal: Householder application for proposed erection of single storey front/side/rear extension to dwelling incorporating roof light, following the demolition of existing garage and conservatory, and two storey front extension.

117. **BUDGETARY CONTROL**

**RESOLVED:**

- ◆ To note Report No. PC 3/18.

118. **HIGHWAYS**

Members noted that the work to upgrade the lighting in the Bader Way had been rescheduled for the following year so that the overnight road closure would not coincide with the closure of Loddon Bridge Road for bridge maintenance.

Members also noted that Sandford Lane would be closed between 9:30am and 4:00pm from 12 – 16 November 2018 for bridge maintenance.

119. **COMMUNITY SPEEDWATCH UPDATE**

The Chairman informed Members that a policy document on how the Speedwatch scheme would operate had been written and documents on the technical aspects of the equipment were being developed. The data logger had been used to gather data on traffic speeds in Tippings Lane and was currently deployed in Colemans Moor Road. An initial meeting of Speedwatch volunteers had been arranged and would take place in the Oakwood Centre on 28 November at 7:00pm.

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

Members noted the report of the Woodley and North Earley Community Forum meeting held on 19 September 2018.

121. **PUBLICATIONS/INFORMATION**

**RESOLVED:**

- ◆ To note receipt of the following:
  - *Community Council for Berkshire e-bulletin – October 2018*
  - *WTCMI Newsletter – October 2018*

122. **FUTURE AGENDA ITEMS**

There were no suggestions for future agenda items.

123. **PUBLICITY/WEBSITE**

There were no suggestions for items to be publicised.

124. **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.

125. **ENFORCEMENT ISSUES**

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

The meeting closed at 8:53 pm

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## Woodley Town Council

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Date :- 07/11/2018

## Observations on the following Planning Applications

<u>Application No</u>	<u>Date Recd</u>	<u>Applicant Name</u>	<u>Location</u>
<b>Approved on the following applications;</b>			
<b>182388</b>	26/10/2018	Mr J Parker	St James Church Kingfisher Drive Woodley RG5 3LH
<b>Proposal :</b> Full planning application for the refurbishment of existing car park including resurfacing, replacing kerbs and erecting a 1m high picket fence.			
<b>Observations :</b> No objections.			
<b>182510</b>	09/10/2018	Mr & Mrs Argrave	18 Rothwell Gardens Rothwell Gardens Woodley RG5 4TJ
<b>Proposal :</b> Householder application for the proposed erection of first floor rear extension and window to en-suite to create habitable accommodation.			
<b>Observations :</b> No objections.			
<b>182575</b>	16/10/2018	Mr K. Fisher	54 Bodmin Road Bodmin Road Woodley RG5 3RZ
<b>Proposal :</b> Householder application for the proposed insertion of a new window at first floor level into an existing front dormer elevation.			
<b>Observations :</b> No objections.			
<b>182694</b>	05/10/2018	Mr & Mrs Lehain	36 Fawcett Crescent Fawcett Crescent Woodley RG5 3HU
<b>Proposal :</b> Householder application for the proposed conversion of existing garage to create habitable accommodation plus erection of single storey rear extension incorporating 6 No. roof lights and one roof lantern, plus a front canopy.			
<b>Observations :</b> No objections.			
<b>182704</b>	15/10/2018	Mr & Mrs Norman	18 Mannock Way Mannock Way Woodley RG5 4XW
<b>Proposal :</b> Householder application for the erection of a single storey rear extension following demolition of existing single storey rear extension.			
<b>Observations :</b> No objections.			
<b>182801</b>	22/10/2018	Mrs A Clarke	10 Farriers Close Farriers Close Woodley RG5 3DD
<b>Proposal :</b> Householder application for proposed erection of single storey front, side and rear extensions including attached garage, plus conversion of existing garage to provide habitable accommodation following demolition of existing conservatory.			

Date :- 07/11/2018

**Observations on the following Planning Applications**

<u>Application No</u>	<u>Date Recd</u>	<u>Applicant Name</u>	<u>Location</u>
<b>Observations :</b> No objections.			
<b>182804</b>	26/10/2018	Unknown	Unit C, Headley Park 8 Headley Road East Woodley RG5 4SZ
<b>Proposal :</b> Full planning application for the Change of Use to use of the premises as a builders merchant (Sui Generis) for the display, sale, storage of building, timber and plumbing supplies, plant and tool hire including outside display and storage.			
<b>Observations :</b> No objections.			
<b>182806</b>	22/10/2018	Mr & Mrs Allen	17 Carrick Gardens Carrick Gardens Woodley RG5 3JD
<b>Proposal :</b> Householder application for proposed erection of single storey front and side extensions to dwelling.			
<b>Observations :</b> No objections.			
<b>182819</b>	19/10/2018	Mrs J Twine	6 Duncan Road Duncan Road Woodley RG5 4HR
<b>Proposal :</b> Householder application for the proposed erection of single storey side and rear extension following demolition of existing garage.			
<b>Observations :</b> No objections.			
<b>182862</b>	24/10/2018	Mr & Mrs Xu	2 Mulberry Close Mulberry Close Woodley RG5 3LR
<b>Proposal :</b> Householder application for the proposed erection of part single, part two storey side and rear extension after demolition of existing rear conservatory, and conversion of existing garage to create habitable accommodation.			
<b>Observations :</b> No objections.			
<b>182876</b>	29/10/2018	Mrs S Summerfield	2 Temple Mews Temple Mews Woodley RG5 4HE
<b>Proposal :</b> Householder application for a single storey rear extension to dwelling.			
<b>Observations :</b> No objections.			
<b>182877</b>	26/10/2018	Mr Sait Ucar	18 Stonehaven Drive Stonehaven Drive Woodley RG5 4DE
<b>Proposal :</b> Householder application for the proposed ground floor rear extension to create habitable accommodation.			
<b>Observations :</b> No objections.			

Date :- 07/11/2018

**Observations on the following Planning Applications**

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<u>Application No</u>	<u>Date Recd</u>	<u>Applicant Name</u>	<u>Location</u>
<b>182878</b>	29/10/2018	Mr Abdul Minhas	4 Kittiwake Close Kittiwake Close Woodley RG5 4UF

**Proposal :** Householder application for the proposed erection of single storey front extension to form porch, plus conversion of existing garage to create habitable accommodation.

**Observations :** No objections.

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Date :- 07/11/2018

**Observations on the following Planning Applications**

<u>Application No</u>	<u>Date Recd</u>	<u>Applicant Name</u>	<u>Location</u>
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**Refused on the following applications;****182157**

23/10/2018

Mr Singh

11 Kingfisher Drive  
Kingfisher Drive  
Woodley  
RG5 3LG

**Proposal :** Householder application for the proposed erection of first floor side extension, rear dormer extension, new patio at side elevation, following the demolition of existing detached garage, plus internal alterations.

**Observations :** One resident was present at the meeting to voice concerns about this application.

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

- No layout plan has been submitted for the proposed second floor development in the roof space.
- The proposed front and rear elevations are incorrectly labelled. In reality, the rear elevation faces onto Kingfisher Drive and the front elevation faces away from the road. (The existing elevations are correctly labelled.)
- The proposed dormer extension faces Kingfisher Drive and is out of character with the street scene, as there are no other dormers in Kingfisher Drive.

The Committee also had the following concerns:

- Insufficient parking provision for a dwelling with six or more bedrooms. There are a total of six bedrooms shown on the ground and first floor layouts and presumably there will be additional bedrooms in the proposed dormer extension.
- The proposed flat roof dormer extends to the ridge level of the existing roof.
- Any dormer extension to this dwelling should face away from Kingfisher Drive - i.e. it should be built to the western elevation.

Date :- 07/11/2018

**Observations on the following Planning Applications**

<u>Application No</u>	<u>Date Recd</u>	<u>Applicant Name</u>	<u>Location</u>
<b>Concerns on the following applications;</b>			
<b>182335</b>	10/10/2018	Singh	105 Colemans Moor Road Colemans Moor Road Woodley RG5 4DA
<p><b>Proposal :</b> Full planning application for the proposed erection of 4 No. 2 bed flats and 2 No. 1 bed flats with 6 No. parking spaces and associated external works following demolition of existing bungalow.</p> <p><b>Observations :</b> The Committee had the following concerns about the proposed parking provision:</p> <ul style="list-style-type: none"> <li>- The proposed 6 No. parking spaces are insufficient for 4 No. 2 bed apartments and 2 No. 1 bed apartments.</li> <li>- There is no provision for visitor parking.</li> <li>- Adequate on site parking should be provided as users of the adjacent Bridges Resource Centre already park in the road.</li> </ul>			
<b>182529</b>	10/10/2018	Mr B Harding	17 Master Close Master Close Woodley RG5 4UB
<p><b>Proposal :</b> Householder application for the proposed erection of two storey side extension.</p> <p><b>Observations :</b> The Committee had concerns about the parking provision for the proposed 2 bedroom dwelling.</p>			
<b>182803</b>	22/10/2018	Mr C Christian	64 Headley Road Headley Road Woodley RG5 4JE
<p><b>Proposal :</b> Householder application for proposed erection of single storey rear extension and conversion of existing loft space to provide habitable accommodation plus erection of side dormer extensions.</p> <p><b>Observations :</b> The Committee had the following concerns:</p> <ul style="list-style-type: none"> <li>- The proposed dormers are very large.</li> <li>- The dormers are out of character with the street scene on Headly Road.</li> </ul>			



**Minutes of a meeting of the Leisure Services Committee held at the Oakwood Centre  
on Tuesday 20 November 2018 at 8:00 pm**

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**Present:** *Councillors B. Soane (Chairman); T. Barker; D. Bragg; B. Franklin;  
K. Gilder*

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

**Also present:** *Councillor M. Willson  
Sam Milligan, Just Around the Corner charity  
1 member of the public*

Before the start of the meeting, the Chairman welcomed Colin Holland, who had recently taken up the position of Maintenance Manager and Councillors present introduced themselves to Mr Holland.

26. **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors J.J. Ellis, M. Green, S. Rahmouni and D. Stares.

27. **DECLARATIONS OF INTEREST**

There were no declarations of interest made by Members.

28. **MINUTES OF THE MEETING HELD ON 4 SEPTEMBER 2018**

**RESOLVED:**

- ◆ That the minutes of the Leisure Services Committee meeting of 4 September 2018 be approved and signed by the Chairman as a correct record.

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

Sam Milligan, Just Around the Corner charity (JAC), was welcomed to the meeting and presented the JAC report. He reported that there was still generally a good atmosphere in Woodley, with an increased number of young people gathering in the Southlake area. Members were pleased to hear of the positive developments in the relationship between JAC and some of the young people in the 15 – 18 age range.

In reply to a question about the problem of young people riding their bikes dangerously around the Southlake area Sam Milligan said that it was hoped that this was just a phase and that the JAC teams would have conversations with the young people about this. It was noted that cycling in the Town Centre was still a problem, but that this was not just due to young people as older people also cycled in the Town Centre. The Chairman asked whether the Town Council could do anything to help the situation, such as providing warning signs, but Sam Milligan reported that the general feeling of the JAC teams was that the most important course of action was to build relationships with the young people and talk about the problem.

30. **COMMUNITY YOUTH PARTNERSHIP**

Sam Milligan presented Report No. LS 21/18 of the Community Youth Partnership meeting held on 14 November 2018.

Members were pleased to hear that very positive feedback had been received following the workshops for parents on awareness of anxiety in children and young people. The next step for the parents' self-help project would be to organise training for those who had volunteered to be facilitators for a self-help group. Sam Milligan commented that it was good to see the Town Council funding such things as anxiety workshops, which would hopefully lead to a reduction in the costs associated with antisocial behaviour and security measures.

Members noted the update on proposals for the Loddon Mead area, where artists were hoping to start an art project to paint murals on the concrete pillars and create interest in the site. It was hoped that students from the local secondary schools could also be involved in this and that the art project would run concurrently with the development of a parcourse at the site. Members considered a recommendation from the Community Youth Partnership that a sum of £300 be allocated from the Youth Projects Budget to start work on the art/parcourse project.

**RESOLVED:**

- ◆ To note Report No. LS 21/18.
- ◆ To allocate £300 from the Youth Projects Budget to allow work to start on the art/parcourse project at Loddon Mead.

The Chairman thanked Sam Milligan for coming to the meeting.

31. **BUDGETARY CONTROL**

The Town Clerk presented Report No. 22/18.

**RESOLVED:**

- ◆ To note Report No. LS 22/18.

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

The Leisure Services Manager presented Report No. LS 23/18 and informed Members that a quote had recently been obtained for a winter pool cover that would allow the paddling pool to remain clean and running all year round. This would eliminate the need to deep clean the pool each year, would prevent the pool becoming unsightly over the winter months and would eliminate the need for a two-week preparation period prior to opening, allowing the opportunity for the pool to be quickly opened earlier in the year than planned should the weather suddenly improve. The Leisure Services Manager explained that turning the pump off at the end of each summer allowed algae to grow within the system and often meant that various pool plant components needed to be replaced when the pump was turned on the following year. It was likely that a new pump and multiport valve would be needed in 2019 and a winter cover should help to save money on replacement parts in the future. Members were informed that the cost of the cover would be included in the Capital Programme for consideration by Members in 2019 and the additional running costs would be included in the leisure centre budget for 2019/20.

The Leisure Services Manager reported that a new membership type, the Sunshine Membership, had recently been introduced at the Gym on the Park, allowing access to the gym and classes between 8:00am and 3:00pm and costing slightly less than the standard membership. This had been well received so far. Members were also informed that a scheme to allow local community groups to use the gym for a minimal charge of £2 per person on Fridays had been in operation since October.

Members noted that the redecoration of the Gym on the Park was currently in progress and two new classes, Zumba and Tai Chi, had recently been added to the gym exercise timetable, taking the number of weekly classes on offer to thirty.

The Leisure Services Manager informed Members of the planned Christmas and New Year opening and closure dates for Woodford Park Leisure Centre, as follows:

- Closed Sunday 23 December – Wednesday 26 December (4 days)
- Open Thursday 27 December – Saturday 29 December (3 days)
- Closed Sunday 30 December – Tuesday 1 January (3 days)
- Open Wednesday 2 January

**RESOLVED:**

- ◆ To note Report No. LS 23/18.

33. **PARKS AND BUILDINGS**

The Deputy Town Clerk presented Report No. LS 24/18. He informed Members that the work to install new ladies toilets at Woodford Park Leisure Centre had been delayed due to some redesign work, but was now nearing completion. Plans for the redesign of the office and reception area at the leisure centre were being developed, along with plans for an improved IT installation.

The Deputy Town Clerk reported that defects in the flat roofing to the leisure centre, which had been replaced earlier in the year, had been identified and would be replaced under warranty. He also informed Members that the heating in the sports hall was undergoing repair, along with the identification and rectification of a gas leak in the system and remedial works to enable the water systems to comply with current regulations were almost complete. Members were pleased to hear that a backlog of maintenance issues were being addressed by the new Maintenance Manager and all of the lamps in the sports hall had been replaced by the Maintenance Team. In reply to a question, the Maintenance Manager informed Members that it would not be cost effective to replace the lights with LED lights until the possible future refurbishment of the sports hall.

The Deputy Town Clerk reported that the two broken street lights on the driveway to the leisure centre had been repaired.

Members noted that the Rotary Club proposed to create a 'Rotary Foundation Rose Garden' within the Rotary Garden in Woodford Park and had also sponsored the purchase of a new seat in the garden. Volunteers from the Rotary Club and the Friends of Woodford Park had planted 5,000 crocus bulbs between the Oakwood Centre and the war memorial and in the Rotary Garden.

The Deputy Town Clerk informed Members that the installation of a timber retaining wall and new drainage at the eastern end of the lake had been carried out by the Grounds Team and tenders for the silt redistribution and boardwalk work were due to be returned shortly.

Members were pleased to note that the memorial gates in Woodford Park had been refurbished before the Remembrance event on 11 November and that the 'Woodley in WW1' panels installed close to the war memorial had been very well received. The Remembrance event and commemoration of the centenary of the end of World War 1 had been very well attended and Members thanked all the Council officers who had worked hard to produce a very successful event.

Members also noted that the plans for the new maintenance workshop had been submitted for planning permission and noted the update provided on matters relating to the allotments.

**RESOLVED:**

- ◆ To note Report No. LS 24/18.

34. **TOWN CENTRE PUBLIC TOILET UPDATE**

The Town Clerk informed Members that following issues relating to land ownership the contractor was now waiting for Wokingham Borough Council to notify them of the dates when the installation could take place. The crane and traffic management information required for the road closure permission to be granted had been submitted to the Highways Department by the contractor and because of the delay the applications for permission to connect to the utilities had been resubmitted. Following the installation of the toilet unit it would take three weeks for the utilities to be connected.

35. **FUTURE AGENDA ITEMS**

The following item was requested for inclusion in a future agenda:

- An update on the Town Centre public toilet.
- The ownership of Malone Park.

36. **PUBLICITY AND WEBSITE**

**RESOLVED:**

- ◆ To provide the following information on the website:
  - Publicity for the Christmas Extravaganza in the Town Centre.
  - A social media campaign to explain and apologise for the poor delivery of the most recent edition of the Herald and to note that the Council is looking at alternative delivery options.

The meeting closed at 9:05 pm

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**Minutes of a meeting of the Strategy & Resources Committee held at the Oakwood Centre on Tuesday 27 November 2018 at 8:00 pm**

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**Present:** *Councillors K. Baker (Chairman); J. Cheng; D. Mills; D. Stares; M. Walker*

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

**Also present:** *Councillor K. Gilder  
1 member of the public*

Before the start of the meeting, the Chairman welcomed Colin Holland, who had recently taken up the position of Maintenance Manager and Councillors present introduced themselves to Mr Holland.

43. **APOLOGIES**

Apologies for absence were received from Councillors S. Brindley, A. Chadwick and D. Smith.

44. **DECLARATIONS OF INTEREST**

There were no declarations of interest made by Members.

45. **MINUTES OF THE MEETING HELD ON 18 SEPTEMBER 2018**

**RESOLVED:**

- ◆ That the minutes of the Strategy and Resources Committee meeting of 18 September 2018 be approved and signed by the Chairman as a correct record.

46. **APPOINTMENT OF VICE CHAIRMAN**

Members noted that Councillor Dolinski had resigned from the Conservative Group and from the Strategy and Resources Committee.

Having been duly nominated, it was

**RESOLVED:**

- ◆ That Councillor Brindley be appointed Deputy Chairman of the Strategy and Resources Committee.

47. **FINANCE**

a) **Budgetary Control**

The Town Clerk presented Report No. SR 32/18. In reply to a question about the level of partial exemption, the Town Clerk said she planned to speak with the accountant about this matter later in the week during his planned visit.

**RESOLVED:**

- ◆ To note Report No. SR 32/18.

b) **Payments**

**RESOLVED:**

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

	Current account	Imprest account
September 2018	£62,126.28	£47,191.17
October 2018	£193,777.64	£48,015.16

c) **Loan approval application**

Members noted that the application to the Public Works Loan Board for an annuity loan of £240,000, payable over 25 years, had been approved and the funds had been received and allocated to earmarked reserves as follows:

- Lake project: £90,000
- Woodford Park Leisure Centre refurbishment: £70,000
- Maintenance workshop: £80,000

d) **Temporary investment**

**RESOLVED:**

- ◆ To note the short-term investment of £250,000 in a Santander Time Deposit Account on 28 September 2018 for a period of 6 months at a rate of 0.45%.

e) **Internal audit**

**RESOLVED:**

- ◆ To receive the report of the Council's internal auditors for the period from April to September 2018.

48. **OAKWOOD CENTRE UPDATE**

The Deputy Town Clerk presented Report No. SR 33/18 and informed Members that dynamic leak testing had been carried out at the Oakwood Centre by RAMS Consultancy to test for water ingress from the roof, windows and doors. The subsequent report identified a number of issues, including numerous areas of damaged or perished membrane in the box gutters, missing or perished flashing seals to the windows, poorly fitted doors and areas of ingress around window fittings. RAMS had been asked to produce a specification for remedial works to enable quotes to be obtained for a warranted repair.

Members were also informed that RAMS Consultancy had carried out further investigation of the damage to the Oakwood Centre flooring and it was possible that an undiscovered leak beneath the floor may be the cause of the damp in the floor, skirting and lower walls. Further testing would be undertaken to identify the source of the water.

The Deputy Town Clerk reported that the hot water cylinder above the theatre had failed and had been replaced with a modern cylinder and boiler set up, which would be more efficient than the old unit.

The Chairman commented that the high maintenance costs that were currently being encountered showed how important it was to have sufficient reserves to carry out unexpected work when it was needed. He thanked officers for ensuring the reserves were maintained at a suitable level.

Members noted that the recent Open Day to promote the Oakwood Centre for social bookings and functions had been successful, despite not being very well attended. Further Open Days would be considered by the PR/Marketing Working Group and the Chairman suggested that future Open Days could possibly include tours of the building to show exactly what facilities were on offer. The Deputy Town Clerk said that the PR/Marketing Co-ordinator and the Venues Manager had learned a great deal from the first Open Day, which would help to improve subsequent events, and Members commented that the building had looked very nice.

**RESOLVED:**

- ◆ To note Report No. SR 33/18.

49. **CATERING PARTNERSHIP**

The Deputy Town Clerk presented Reports No. SR 34/18 and SR 35/18 of the Catering Partnership meetings held on 21 September 2018 and 16 November 2018 and confidential information on the monthly catering income was tabled. Members noted that the partnership was working well.

**RESOLVED:**

- ◆ To note Report No. SR 34/18.
- ◆ To note Report No. SR 35/18.

50. **PR/MARKETING WORKING GROUP**

The Chairman presented Report No. SR 36/18 of the PR/Marketing Working Group meeting held on 8 October 2018, which had focussed on arrangements for the commemoration of the 100<sup>th</sup> anniversary of the end of the First World War on 11 November 2018. Members were pleased to note that the day had gone very well, with an estimated attendance in excess of 2,000. In addition to this, the local schools had held their own Remembrance event on Friday 9 November. Members were also pleased to note that the 'Woodley in WW1' panels, which had been installed close the war memorial, had been very well received and were very popular with local residents.

The Chairman noted that the commemoration event at the Chequers pub had also been very busy and had raised approximately £1,200 for Help For Heroes. The Chairman had thanked the pub landlord for hosting the event.

The Deputy Town Clerk informed Members that a video had been made of the events at the war memorial and in the Oakwood Centre. The video was available to view on YouTube and would be posted on the Council's website.

**RESOLVED:**

- ◆ To note Report No. SR 36/18.

51. **INVESTMENTS WORKING PARTY**

The Chairman presented Report No. SR 37/18 of the Investments Working Party meeting held on 12 November 2018.

**RESOLVED:**

- ◆ To note Report No. SR 37/18.

**RECOMMENDED:**

- ◆ That the Treasury Management Strategy 2019/20 be approved.

52. **COMMUNITY GRANTS**

Members considered the requests for grant funding, as set out in Report No. SR 38/18, in line with the community grants criteria and

**RESOLVED:**

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

Berkshire Multiple Sclerosis Therapy Centre	£250	Towards the cost of providing a range of treatments and therapies.
Home-Start Wokingham District	£250	Towards the cost of running a training course for new volunteers.
Sue Ryder Duchess of Kent Hospice	£250	Towards the cost of providing palliative care at the hospice and in patients' homes.
Wokingham Job Support Centre	£250	Towards the cost of providing internet access, training and support for job seekers.
Wokingham Volunteer Centre	£250	Towards the cost of providing the Green'n'Tidy gardening service and finding volunteers for many charities within Woodley.
Woodley Adopt A Street Project (WASP)	£250	To purchase additional equipment for the volunteers to use.
Woodley and North Earley Community Forum	£240	Towards the cost of producing and distributing information leaflets for Woodley residents.
<u>Individuals</u>		
William Cowen (Gymnastics: GB Tumbling squad)	£100	Towards the costs of GB kit and travelling and accommodation for the World Championships in Russia.
Rosie Cowen (Gymnastics: Tumbling)	£100	Towards the cost of attending Regional training and the cost of squad kit.

53. **ALLOTMENT RENT REVIEW**

The Deputy Town Clerk tabled an amended Report No. SR 39/18, as the report included in the agenda contained some arithmetical errors. The Deputy Town Clerk presented the amended Report No. SR 39/18, setting out the proposed allotment charges from January 2020. Members noted that the lease with Reading Borough Council for the site had been renewed in 2018 for 10 years with an increase of £1,000 in the annual charge.



**RESOLVED:**

- ◆ To note Report No. SR 39/18.
- ◆ To increase the allotment plot charges from January 20120 by 3.9% in line with the Retail Price Index figure in September 2018 plus an additional 5% (8.3% overall) to offset the impact of the increase in lease cost.
- ◆ That the following charges be made for allotment plots at the Reading Road site in 2020:

<b>Poles</b>		<b>Rent</b>	<b>Water</b>	<b>Total</b>		<b>Rent</b>	<b>Water</b>	<b>Total</b>
10	Woodley Resident	£46.50	£4	£50.50	Woodley Resident – State pensioner	£34.90	£4	£38.90
	Non Woodley	£69.80	£4	£73.80	Non Woodley – State pensioner	£52.30	£4	£56.30
5	Woodley Resident	£23.25	£2	£25.25	Woodley Resident – State pensioner	£17.45	£2	£19.45
	Non Woodley	£34.59	£2	£36.90	Non Woodley – State pensioner	£26.15	£2	£28.15

The Chairman asked that officers explain to the allotment tenants why the increase in charges was necessary.

54. **RENEWABLE ENERGY**

The Deputy Town Clerk presented Report No. SR 40/18. He reported that Shared Legal Solutions had reviewed the contract document with Reading Community Energy Society for the supply of electricity and installation of solar panels on the Oakwood Centre, Woodford Park Leisure Centre and Coronation Hall, and had suggested some minor amendments.

Members were informed that the independent structural survey of the roof at Woodford Park Leisure Centre, required before the installation of panels could be undertaken, had taken place that day and the installation would proceed as soon as possible. The Deputy Town Clerk explained that there would be a delay to the installation of panels at Coronation Hall as asbestos needed to be removed from the roof space first. The installation of panels at the Oakwood Centre could not proceed until the remedial works to prevent water ingress had been carried out, and the building would therefore be added to the scheme in the future.

**RESOLVED:**

- ◆ To note Report No. SR 40/18.

55. **FUNDING FOR PREMISES REPAIRS**

The Deputy Town Clerk presented Report No. 41/18.

Members considered allocating £50,000 from the General Reserve to the Buildings and Facilities Fund to fund costs associated with the following projects:

- Oakwood Centre water ingress and flooring issues. (£20,000 allocation to earmarked reserve, as agreed previously.)
- Coronation Hall asbestos removal from roof space and replacement of partitions. (Estimated at £10,000.)
- Woodford Park Leisure Centre heating system/hot water improvements. (Estimated at £6,000.)

The Town Clerk gave an update to the figures given in the report and informed Members that if this allocation was approved the General Reserve would stand at £423,417.

**RESOLVED:**

- ◆ To note Report No. SR 41/18.
- ◆ To allocate £50,000 from the General Reserve to the Buildings and Facilities Fund to fund costs associated with the following projects:
  - Oakwood Centre water ingress and flooring issues.
  - Coronation Hall asbestos removal from roof space and replacement of partitions.
  - Woodford Park Leisure Centre heating system/hot water improvements.

56. **WOODLEY TOWN CENTRE MANAGEMENT INITIATIVE**

**RESOLVED:**

- ◆ To note the report of the Woodley Town Centre Management Initiative meeting held on 17 October 2018.

57. **PROJECTS SCHEDULE 2018/19**

The Deputy Town Clerk presented the updated Projects Schedule 2018/19. He informed Members that the planning application for the new maintenance workshop and maintenance building had been submitted. Members asked for the date given for the completion of the public toilet in the town centre to be amended. The Chairman suggested that it would be helpful to add the budget for each project into the table.

**RESOLVED:**

- ◆ To note the information contained in the updated Projects Schedule 2018/19.

58. **COUNCIL MEETING DATES 2019/20**

**RECOMMENDED:**

- ◆ That the schedule of meetings for the 2019/20 municipal year, as attached at **Appendix C**, be approved.

59. **WOODLEY TOWN COUNCIL WEBSITE STATISTICS**

Members noted the statistics for website views, searches and usage given in the agenda. The Deputy Town Clerk reported that there had been a general increase in the website usage month on month, including an increase in the amount of redirection of users from social media. The search activity for information on halls and room hire was also increasing.

60. **PUBLIC TOILET UPDATE**

The Town Clerk informed Members that following issues relating to land ownership the contractor was now waiting for Wokingham Borough Council to notify them of the dates when the installation could take place. The crane and traffic management information required for the road closure permission to be granted had been submitted to the Highways Department by the contractor and because of the delay the applications for permission to connect to the utilities had been resubmitted. Following the installation of the toilet unit it would take three weeks for the utilities to be connected.

61. **COMMUNITY INFRASTRUCTURE LEVY (CIL)**
- a) Members noted that the September Neighbourhood CIL Proportion (Transfer to Parish/Town Councils) Report identified potential CIL funds to the Town Council of £59,307.
- b) Members considered a request from Wokingham Borough Council for CIL funds in relation to the integration of NHS professionals (including Health Visitors) into Ambleside Children's Centre to provide one point of contact for children and parents/carers of young children.

**RESOLVED:**

- ◆ To turn down the request from Wokingham Borough Council for CIL funds in relation to the integration of NHS professionals (including Health Visitors) into Ambleside Children's Centre to provide one point of contact for children and parents/carers of young children.

62. **BOROUGH/PARISH LIAISON FORUM**  
Members noted the minutes of the Borough/Parish Liaison Forum held on 8 October 2018.

63. **FUTURE AGENDA ITEMS**  
There were no suggestions for future agenda items.

64. **PUBLICITY AND WEBSITE**

**RESOLVED:**

- ◆ To publicise the following:
  - The awarding of the Community Grants.
  - The installation of solar panels on Council buildings.

65. **EXCLUSION OF PUBLIC AND PRESS**

**RESOLVED:**

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

The Deputy Town Clerk left the meeting at this point.

66. **PERSONNEL SUB-COMMITTEE**  
The Town Clerk presented Report No. SR 42/18 of the Personnel Sub-Committee meeting held on 16 November 2018.

**RESOLVED:**

- ◆ To note Report No. SR 42/18.
- ◆ To establish an Apprentice Administrative Assistant post in the Council offices, funded from vacancy savings in Central Costs in 2018/19 and by the allocation of the recommended additional funding in 2019/20.
- ◆ To approve the extension of the Deputy Town Clerk's pay grade to spinal column point 50 of the NJC Local Government pay scale.
- ◆ That the Deputy Town Clerk be placed on the recommended point on the NJC Local Government pay scale with effect from 1 October 2018 and progress to the next point on the scale from 1 April 2019.

- ◆ To approve the extension of the pay grade of the Senior Groundsperson postholder to incorporate spinal column points 18 – 25 of the NJC Local Government pay scale with effect from 1 October 2018.
- ◆ That the Senior Groundsperson postholder be placed on the recommended point of the NJC Local Government pay scale with effect from 1 October 2018 and progress to the next point on the scale from 1 April 2019.

The meeting closed at 9:30 pm

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**Woodley Town Council 2018/2019****Current Account****List of Payments made between 01/09/2018 and 30/09/2018**

<u>Date Paid</u>	<u>Payee Name</u>	<u>Amount Paid</u>	
21-Sep-18	Advanced Maintenance UK Ltd	767.40	Plumbing works
07-Sep-18	Alan Hadley Ltd	286.80	Refuse collection
21-Sep-18	Alan Hadley Ltd	286.80	Refuse collection
07-Sep-18	Allen's Design & Print Ltd	234.00	WTCMI- Car boot posters recharged
21-Sep-18	AYS Cleaning Contractors Ltd	1656.30	Contract cleaning
20-Sep-18	BCM Group Plc	107.78	Stationery supplies
07-Sep-18	Be Fuelcards Ltd	55.92	Diesel - van
20-Sep-18	Bowak Ltd	470.02	Cleaning supplies
07-Sep-18	Brake Bros Foodservice Ltd	970.86	Vending supplies
14-Sep-18	Brake Bros Foodservice Ltd	293.15	Vending supplies
21-Sep-18	Brake Bros Foodservice Ltd	175.00	Vending supplies
21-Sep-18	Brooklands College	2200.00	Staff training AAT
20-Sep-18	Brown Bag Cafe Ltd	34.38	Catering services
21-Sep-18	Brown Bag Cafe Ltd	280.26	Catering services
07-Sep-18	BT Telephone Payment Centre	169.44	Phone
07-Sep-18	Castle Water	37.19	Water rates
20-Sep-18	Castle Water	919.37	Water rates
03-Sep-18	CF Corporate Finance Ltd	166.32	Qtrly Photocopier charge
21-Sep-18	Churchill Contract Services Ltd	2368.82	Contract Cleaning
03-Sep-18	Club Manager Ltd	80.40	Club Manager membership
21-Sep-18	CoolerAid Ltd	175.38	Bottled water
21-Sep-18	Crown Gas & Power	58.35	Gas supply
21-Sep-18	Crown Gas & Power	103.84	Gas supply
21-Sep-18	Crown Gas & Power	171.77	Gas supply
21-Sep-18	Crown Gas & Power	210.23	Gas supply
07-Sep-18	Earth Anchors Ltd	201.54	Dogs waste bags
14-Sep-18	Earth Anchors Ltd	387.60	Notice board
14-Sep-18	Elite Industrial Supplies Ltd	125.99	Yellow hi-vis jackets
12-Sep-18	Epos Now Ltd D/D	30.00	EPOS till mthly charge
07-Sep-18	Eurodec Ltd	166.91	Building supplies
20-Sep-18	Fraser Office Supplies Ltd	42.66	Stationery supplies
20-Sep-18	Gap Group Ltd	627.08	Gardening supplies
21-Sep-18	Gap Group Ltd	48.00	Gardening supplies
07-Sep-18	Gilbert Thompson	520.00	Newsletter delivery
10-Sep-18	Global 4 Communications	296.09	Phone
20-Sep-18	HMRC Cumbernauld	12490.58	PAYE & NI employers & employees
21-Sep-18	InTouch	35.99	Monthly website charge
14-Sep-18	JMVA Ltd	17.50	Website support
20-Sep-18	John Willis	120.00	Window cleaning
14-Sep-18	Lantec Security Ltd	262.80	Fire alarm repairs
27-Sep-18	Les Mills Fitness UK Ltd	192.00	Coach
04-Sep-18	Lloyds Bank D/D	36.75	Bank charges
14-Sep-18	Lloyds Bank D/D	159.13	Monthly cardnet service charge
21-Sep-18	Lyreco UK Ltd	145.40	Stationery supplies
14-Sep-18	M J & K A Collions	285.12	Salt tablet bags
14-Sep-18	Mainstream Digital Ltd	1.96	Phone
20-Sep-18	McVeigh Parker & Co Ltd	2223.00	Lake project work
21-Sep-18	McVeigh Parker & Co Ltd	68.80	Lake project work
17-Sep-18	Merchant Rentals Ltd	30.58	Monthly cardnet machine charge
20-Sep-18	Plusnet Plc	52.20	Phone
21-Sep-18	Plusnet Plc	52.20	Phone
20-Sep-18	Prudential	30.00	AVC payment deducted from pay
25-Sep-18	Public Works Loan Board	1528.16	Public Works Loan
14-Sep-18	Rigby Taylor	2966.20	Surrey loam/lawn sand/3 way rye

21-Sep-18	Riso UK Ltd	247.51	Stationery supplies
20-Sep-18	Serviceline	202.68	Callout to Lincat cooker range
11-Sep-18	SGW Payroll Ltd	165.98	Payroll services
17-Sep-18	Siemens Financial Services	1100.80	Gym equip monthly rental
14-Sep-18	Siemens Financial Services Ltd	720.00	Qtrly Photocopier rental charge
21-Sep-18	Spaldings Ltd	74.20	Vibration tester
20-Sep-18	SSE Southern Electric	2393.78	Electrical supply
07-Sep-18	Stuart Forbes	150.00	Centre stage booking
07-Sep-18	Thames Valley Water Services Ltd	78.00	Water sample checks
20-Sep-18	The Berkshire Pension Fund	13885.94	Pension - employers and employees
20-Sep-18	Trade UK - BandQ	807.50	Building supplies
20-Sep-18	Trade UK - Screwfix	1515.25	Building supplies
21-Sep-18	Travis Perkins Trading Co	223.08	Building supplies
14-Sep-18	Tudor Environmental	183.29	Gardening supplies
03-Sep-18	TV Licensing	150.50	TV Licence
20-Sep-18	Unison Collection Ac	34.00	Union fees deducted from pay
07-Sep-18	Veolia ES - UK Ltd	898.41	Refuse collection
18-Sep-18	Vodafone	303.34	Phone
03-Sep-18	Wokingham BC - Rates	350.00	Rates - Coro Hall
03-Sep-18	Wokingham BC - Rates	158.00	Rates - Chapel Hall
03-Sep-18	Wokingham BC - Rates	2196.00	Rates - WPLC
03-Sep-18	Wokingham BC - Rates	864.00	Rates - Oakwood
		<b>62126.28</b>	

## CLERKS IMPREST A/C

### List of Payments made between 01/09/2018 and 30/09/2018

<u>Date Paid</u>	<u>Payee Name</u>	<u>Amount Paid</u>	
24-Sep-18	(Personal Information)	50.00	Refund deposit
24-Sep-18	(Personal Information)	50.00	Refund deposit
24-Sep-18	(Personal Information)	50.00	Refund deposit
10-Sep-18	(Personal Information)	50.00	Refund deposit
24-Sep-18	(Personal Information)	50.00	Refund deposit
10-Sep-18	(Personal Information)	75.40	Refund deposit
24-Sep-18	(Personal Information)	50.00	Refund deposit
24-Sep-18	(Personal Information)	50.00	Refund deposit
03-Sep-18	(Personal Information)	200.00	Refund deposit
10-Sep-18	(Personal Information)	50.00	Refund deposit
24-Sep-18	(Personal Information)	50.00	Refund deposit
24-Sep-18	(Personal Information)	230.00	Refund deposit
25-Sep-18	(Personal Information)	50.00	Refund deposit
10-Sep-18	Amazon.co.uk	9.99	Plastic access panel
10-Sep-18	Amazon.co.uk	10.00	Plastic access panel
14-Sep-18	Amazon.co.uk	16.98	Tate & Lyle sugar sachets
14-Sep-18	Amazon.co.uk	93.50	Thali Outlet - Kraft 12oz cups
21-Sep-18	Amazon.co.uk	51.20	Pukka pad notebooks
21-Sep-18	B & Q Reading	14.97	Thermometer-Maintenance
20-Sep-18	BPP Learning	142.80	AAT Level 4 books
07-Sep-18	Brooklands College	50.00	Annual parking-AAT Level 4
14-Sep-18	Brooklands College	-20.00	Refund parking-AAT Level 4
26-Sep-18	CP Lighting	16.56	3x light tubes 40w OC
27-Sep-18	Grafenia Plc	138.70	WTC leaflets
17-Sep-18	J Lawsons Circus	100.00	Refund deposit
26-Sep-18	Lloyds Bank	45421.38	Net September 18 payroll
14-Sep-18	Lloyds Bank D/D	11.88	Bank charges
19-Sep-18	Pass Portable	26.34	Thermometer
11-Sep-18	Pest Control Supermarket.com	55.94	Rat killer poison
17-Sep-18	Plumb Arena	45.53	Worcester cover-Chapel Hall
		<b>47191.17</b>	

**Woodley Town Council 2018/2019****Current Account****List of Payments made between 01/10/2018 and 31/10/2018**

<u>Date Paid</u>	<u>Payee Name</u>	<u>Amount Paid</u>	
10-Oct-18	Action Doors	146.40	Call out-Patio doors café
26-Oct-18	Advanced Maintenance UK Ltd	289.09	Replace toilet flushers
26-Oct-18	Alan Hadley Ltd	286.80	Refuse collection
10-Oct-18	Allder Glass Ltd	1524.00	Replace O/C window panels
12-Oct-18	ASAP Computer Services	138.30	Antivirus annual charge
12-Oct-18	AV Asbestos Ltd	624.00	Asbestos survey WPLC & halls
26-Oct-18	AV Asbestos Ltd	1212.00	Asbestos survey roof space Cor Hall
26-Oct-18	AYS Cleaning Contractors Ltd	1656.30	Contract cleaning
26-Oct-18	Badminton England	107.50	UKCC level 1 training
05-Oct-18	Be Fuelcards Ltd	21.55	BP Unleaded - Depot
12-Oct-18	Be Fuelcards Ltd	1.52	Admin charge
19-Oct-18	Be Fuelcards Ltd	14.21	BP Unleaded - Depot
19-Oct-18	Bowak Ltd	357.53	Cleaning supplies
10-Oct-18	Brake Bros Foodservice Ltd	324.83	Vending supplies
12-Oct-18	Brake Bros Foodservice Ltd	92.07	Vending supplies
19-Oct-18	Brake Bros Foodservice Ltd	306.69	Vending supplies
26-Oct-18	Brake Bros Foodservice Ltd	230.30	Vending supplies
26-Oct-18	Brown Bag Cafe Ltd	2778.86	Catering services
12-Oct-18	Castle Water	1447.49	Water rates
26-Oct-18	Churchill Contract Services Ltd	2368.82	Contract cleaning
01-Oct-18	Club Manager Ltd	80.40	Club Manager membership
26-Oct-18	CoolerAid Ltd	199.08	Bottled water
19-Oct-18	Crown Gas & Power	91.96	Gas supply
19-Oct-18	Crown Gas & Power	106.35	Gas supply
19-Oct-18	Crown Gas & Power	218.00	Gas supply
19-Oct-18	Crown Gas & Power	330.78	Gas supply
12-Oct-18	DCK Accounting Solutions Ltd	468.00	VAT partial exemption work
12-Oct-18	Dejac Associates Ltd	78.00	Replace network switch
10-Oct-18	Earth Anchors Ltd	1105.20	Litter/dog bins
26-Oct-18	EDF Energy 1 Ltd	13.56	Electrical supply
26-Oct-18	Energy Electrical Distributors Ltd	10.91	Electrical supplies
10-Oct-18	Envidia Ltd	125.00	Coach
26-Oct-18	Envidia Ltd	100.00	Coach
11-Oct-18	Epos Now Ltd D/D	30.00	EPOS till mthly charge
26-Oct-18	Eurodec Ltd	117.50	Building supplies
19-Oct-18	Fencing Products Ltd	275.40	Building supplies
26-Oct-18	Fencing Products Ltd	117.29	Building supplies
19-Oct-18	Fraser Office Supplies Ltd	262.72	Stationery supplies
26-Oct-18	Fuel Fitness Ltd	90.00	Coach
12-Oct-18	Gap Group Ltd	486.00	Lake project work
19-Oct-18	Gap Group Ltd	41.33	Lake project work
09-Oct-18	Global 4 Communications	295.08	Phone
19-Oct-18	Gymnastics Enterprises Ltd	75.86	Trampoline awards
26-Oct-18	HMRC Cumbernauld	13040.87	PAYE & NI employers & employees
17-Oct-18	HMRC VAT	21125.58	2nd Qtr VAT payment
26-Oct-18	InTouch	251.99	Monthly website charge
19-Oct-18	John Willis	120.00	Window cleaning
19-Oct-18	Landshape Ltd	1200.00	Green flag/signage
19-Oct-18	Lantec Security Ltd	459.23	Replace O/C entry key pad
29-Oct-18	Les Mills Fitness UK Ltd	192.00	Coach
19-Oct-18	Lister Wilder Ltd	463.23	Garden supplies
19-Oct-18	Lister Wilder Ltd	25731.60	Utility vehicle/mower/power unit
02-Oct-18	Lloyds Bank D/D	34.24	Bank charges

12-Oct-18	Lloyds Bank D/D	305.30	Monthly cardnet service charge
30-Oct-18	Lloyds Bank D/D	35.44	Bank charges
15-Oct-18	Mainstream Digital Ltd	65.77	Phone
26-Oct-18	Margaret Macknelly Design	234.00	Oakwood leaflets
15-Oct-18	Merchant Rentals Ltd	30.58	Monthly cardnet machine charge
12-Oct-18	Minerva Publications	204.00	WTCMI advert - Wokingham paper
29-Oct-18	Pitney Bowes Ltd	100.00	Postage topup
12-Oct-18	PKF Littlejohn LLP	2400.00	External audit cost
12-Oct-18	Plusnet Plc	52.20	Phone
18-Oct-18	Plusnet Plc	52.20	Phone
26-Oct-18	Prudential	30.00	AVC payment deducted from pay
01-Oct-18	Public Works Loan Board	73170.68	Public Works Loan
12-Oct-18	Reading Borough Council	371.81	Allotment lease rent
26-Oct-18	Richard Wheeler Signs Ltd	1235.90	WPLC /paddling pool signs
26-Oct-18	Rigby Taylor	690.00	Top dressing-Bowling green
08-Oct-18	SGW Payroll Ltd	172.10	Payroll services
10-Oct-18	SHL Group Ltd	849.60	Staff recruitment adverts
15-Oct-18	Siemens Financial Services	1100.80	Gym equip monthly rental
12-Oct-18	SSE Southern Electric	3920.63	Electrical supply
19-Oct-18	SSE Southern Electric	177.10	Electrical supply
12-Oct-18	Technical Surfaces Ltd	360.00	3G pitch matchfit service
26-Oct-18	The Berkshire Pension Fund	13886.04	Pension - employers and employees
19-Oct-18	The Jazz Team	490.00	Music - Remembrance Sunday
19-Oct-18	Trade UK - Screwfix	72.45	Building supplies
19-Oct-18	Trade UK - Screwfix	270.96	Building supplies
26-Oct-18	Trade UK - Screwfix	22.97	Building supplies
26-Oct-18	Travis Perkins Trading Co	111.08	Building supplies
26-Oct-18	Unison Collection Ac	34.00	Union fees deducted from pay
26-Oct-18	Veolia ES - UK Ltd	552.88	Refuse collection
18-Oct-18	Vodafone	289.28	Phone
26-Oct-18	Windowflowers Ltd	1317.60	WTCMI - Flowers
01-Oct-18	Wokingham BC - Rates	2196.00	Rates - WPLC
01-Oct-18	Wokingham BC - Rates	350.00	Rates - Coro Hall
01-Oct-18	Wokingham BC - Rates	158.00	Rates - Chapel Hall
01-Oct-18	Wokingham BC - Rates	864.00	Rates - Oakwood
12-Oct-18	Wokingham Borough Council	6129.85	By-elections x 2
10-Oct-18	XN Media Ltd	120.00	WTCMI advert - Wokingham paper
12-Oct-18	Yarnold Heating and Plumbing Ltc	89.00	Repair Chapel hall boiler facia
		<b>193777.64</b>	

## CLERKS IMPREST A/C

### List of Payments made between 01/10/2018 and 31/10/2018

<u>Date Paid</u>	<u>Payee Name</u>	<u>Amount Paid</u>	
15-Oct-18	(Personal Information)	45.00	Refund deposit
16-Oct-18	(Personal Information)	48.14	Travis Perkins-Bitumen
02-Oct-18	(Personal Information)	15.00	Refund deposit
22-Oct-18	(Personal Information)	50.00	Refund deposit
22-Oct-18	(Personal Information)	50.00	Refund deposit
22-Oct-18	(Personal Information)	418.80	Refund deposit
15-Oct-18	(Personal Information)	50.00	Refund deposit
22-Oct-18	(Personal Information)	100.00	Refund deposit
22-Oct-18	(Personal Information)	50.00	Refund deposit
29-Oct-18	(Personal Information)	15.00	Refund deposit
15-Oct-18	(Personal Information)	50.00	Refund deposit
22-Oct-18	5th Woodley Scout Group	30.00	Centre Stage refund
30-Oct-18	Alamy.com Ltd	35.97	WW1 posters



03-Oct-18	Amazon.co.uk	5.48	Realmax - mouse pad
04-Oct-18	Amazon.co.uk	10.48	HDMI to VGA charging cable
22-Oct-18	Amazon.co.uk	2.88	Vertical blind slat hangers
22-Oct-18	Amazon.co.uk	41.38	Large 80/85 Litre black bins
24-Oct-18	Amazon.co.uk	52.72	Pendeford 2.2 litre tea pots
29-Oct-18	Amazon.co.uk	57.21	4 pint tea pots
31-Oct-18	Amazon.co.uk	7.54	Oval foil food platters
10-Oct-18	Andrew Pearce	66.55	Amazon.co.uk Nerf toy/goggles
31-Oct-18	AO retail Ltd	234.00	Washing machine WP flat
30-Oct-18	Beechwood Primary School	25.00	Xmas Tree Trail 2018
23-Oct-18	Direct Letterbox Marketing	769.46	Leaflet Distribution
30-Oct-18	Direct Letterbox Marketing	333.40	Newsletter delivery
11-Oct-18	Floorsaver	255.84	Entraplush mats
15-Oct-18	Gear4music	6.48	Stero Minijack cable
24-Oct-18	Green Magic co UK Ltd	182.40	A3 Presenta floor sign stand
10-Oct-18	J Parkes Wholesale	400.80	Flower bulbs & shrubs
01-Oct-18	Kaspersky Lab	54.99	Internet security
24-Oct-18	Lloyds Bank	43082.35	Net October 18 - payroll
12-Oct-18	Lloyds Bank D/D	11.92	Bank charges
01-Oct-18	Marqet Space	23.04	Business cards
24-Oct-18	Millie Miles Event Hire	192.00	20 Ltr water boilers
11-Oct-18	Packaging Environmental	94.00	8oc Paper cups
22-Oct-18	Packaging Environmental	74.00	Bioplastic spoons
24-Oct-18	Packaging Environmental	45.92	Biodegradable Lids
18-Oct-18	Party Packs	42.60	WW1 Centenary Banner
12-Oct-18	Pass Portable	26.34	Credit refund-Thermo-meter
30-Oct-18	Paypal-Alexander Graphics	75.02	Supersize print
16-Oct-18	PETTY CASH A/C	162.78	Top up petty cash
11-Oct-18	Ryman(Aival Ltd)	5.99	HDMI to VGA charging cable
19-Oct-18	Solopress	194.40	Postcards
23-Oct-18	Solopress	57.60	Postcards
18-Oct-18	Solopress.com	26.00	Flyers & Leaflets
30-Oct-18	Solopress.com	79.20	A2 WW1 signs
30-Oct-18	Solopress.com	148.00	A3 folded flyers/leaflets
19-Oct-18	Speedy Stamps	9.96	Office title stamp
22-Oct-18	Travis Perkins	84.50	Drain covers-Travic Perkins
24-Oct-18	Travis Perkins	65.02	Tarmac o/n 17422-Travis Perkin
15-Oct-18	Woodley Light Operatic	50.00	Refund deposit

**48015.16**

<b>SCHEDULE OF MEETINGS - 2019/20</b>
---------------------------------------

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

PLANNING COMMITTEE	LEISURE SERVICES	STRATEGY & RESOURCES	FULL COUNCIL
<u>2019</u>  21 May 18 June	<u>2019</u>  4 June	<u>2019</u>  11 June	<u>2019</u> <b>Annual Meeting:</b> 14 May  25 June
16 July 13 August (SH) 10 September	3 September	17 September	1 October
8 October 5 November 3 December	19 November	26 November	10 December
<u>2020</u> 7 January 28 January	<u>2020</u>  14 January	<u>2020</u>  21 January	<u>2020</u>  4 February
25 February 24 March 21 April	14 April (SH)	28 April	<b>Town Electors:</b> 3 March <b>Annual Meeting:</b> 12 May

(SH = School Holidays)

**SCHOOL TERM DATES**

**2019** Tuesday 23 April to Tuesday 23 July  
Tuesday 3 September to Friday 20 December  
(NOTE: Training days - to be agreed)

Half Term: 27 May - 31 May  
Half Term: 28 October - 1 November

Good Friday: 19 April 2019  
WBC & WTC Elections: 2 May 2019

**2020** Monday 6 January to Friday 3 April  
Monday 20 April to Tuesday 21 July  
(NOTE: Training days - to be agreed)

Half Term: 17 - 21 February  
Half Term: 25 - 29 May

Good Friday: 10 April 2020  
WBC Elections: 7 May 2020

**Minutes of a Meeting of the Planning Committee held at the Oakwood Centre  
on Tuesday 4 December 2018 at 7:45 pm**

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

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

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

126. **APOLOGIES**

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

127. **DECLARATIONS OF INTEREST**

There were no declarations of interest made by Members.

128. **MINUTES OF THE PLANNING COMMITTEE MEETING HELD ON 6 NOVEMBER 2018**

**RESOLVED:**

- ◆ That the minutes of the Planning Committee meeting held on 6 November 2018 be approved and signed by the Chairman as a true and accurate record.

129. **APPOINTMENT OF VICE CHAIRMAN**

Members noted that Councillor Dolinski had resigned from the Conservative Group and from the Planning Committee.

Having been duly nominated, it was

**RESOLVED:**

- ◆ That Councillor Walker be appointed Vice Chairman of the Planning Committee.

130. **CURRENT PLANNING APPLICATIONS**

**RESOLVED:**

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

131. **PLANNING DECISIONS**

**RESOLVED:**

- ◆ To note information on decision notices received from the planning authority since the last meeting, as given in the agenda.

132. **PLANNING APPEALS**

**RESOLVED:**

- ◆ To note the following appeal decision:

Application: 172057  
Location: 152 Colemans Moor Road, Woodley, RG5 4BX.  
Proposal: Full application for the proposed erection of one 4 bedroom dwelling and an annex.  
Decision: The appeal was dismissed.

133. **COMMUNITY SPEEDWATCH UPDATE**

The Chairman informed Members that initial meeting of the Speedwatch volunteers had taken place the previous week and had been attended by 11 volunteers and 2 members of the Woodley and North Earley Community Forum. The volunteers had seen the Speedwatch equipment and learned about the policies under which the scheme would operate, and the process of identifying volunteers for specific roles had begun.

The Chairman reported that the data logger had been deployed in Butts Hill Road and although a small percentage of vehicles had been identified as speeding (3.3%), this equated to about 50 per hour at peak times. The Chairman also reported that the Sentinel camera had been tested in differing light levels and in order to produce good results it would only be used during daylight hours.

A request was made for speed monitoring in the vicinity of the zebra crossing at the end of Beechwood Road, near the junction with Headley Road.

134. **BUTTS HILL ROAD BRIDGE**

Members noted correspondence received from Network Rail regarding the recent request for a further extension of the road closure at Butts Hill Road.

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

The following application to renew Street Trading Consent had been notified to Committee members ahead of the meeting, and comments requested, as a response was required by the West Berkshire and Wokingham Environmental Health & Licensing Service by 26 November 2018.

Application No: ST26  
Applicant: Mr Jan Ratip – Mo's Kebabs  
Trading Site: Woodlands Avenue, Woodley (opposite university site)  
Trading Times: Sunday to Thursday: 0700 to 0100 hours  
Friday and Saturday: 0700 to 0300 hours  
(One hour shutdown at 3pm to prepare for evening food)

**RESOLVED:**

- ◆ To note that a response had subsequently been sent to the West Berkshire and Wokingham Environmental Health and Licensing Service stating that the Town Council had no comment to make on the application.

136. **WOKINGHAM BOROUGH COUNCIL LOCAL PLAN UPDATE:  
STATEMENT OF COMMUNITY INVOLVEMENT CONSULTATION**

**RESOLVED:**

- ◆ That Members would send any comments on the Statement of Community Involvement to the Town Clerk so that a response to the consultation could be made by 21 December 2018.

137. **WOKINGHAM BOROUGH COUNCIL LOCAL PLAN UPDATE:  
HOMES FOR THE FUTURE CONSULTATION**

**RESOLVED:**

- ◆ To defer this item until the next meeting of the Planning Committee on 8 January 2019.

138. **CENTRAL AND EASTERN BERKSHIRE – JOINT MINERALS AND WASTE PLAN:  
FURTHER CALL FOR SITES**

Members noted correspondence received from Wokingham Borough Council regarding the Central and Eastern Berkshire Joint Minerals and Waste Plan.

139. **PUBLICATIONS/INFORMATION**

**RESOLVED:**

- ◆ To note receipt of the following:
  - *Community Council for Berkshire e-bulletin – November 2018*
  - *Me2 Club Newsletter – November 2018*

140. **FUTURE AGENDA ITEMS**

There were no suggestions for future agenda items.

141. **PUBLICITY/WEBSITE**

There were no suggestions for items to be publicised.

142. **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.

143. **ENFORCEMENT ISSUES**

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

The meeting closed at 9:22 pm

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## Woodley Town Council

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Date :- 05/12/2018

**Observations on the following Planning Applications**

<u>Application No</u>	<u>Date Recd</u>	<u>Applicant Name</u>	<u>Location</u>
<b>Approved on the following applications;</b>			
<b>182507</b>	16/11/2018	Mrs Gove	27 Farriers Close Farriers Close Woodley RG5 3DD
<b>Proposal :</b> Householder application for the proposed erection of a front porch to dwelling.			
<b>Observations :</b> The Committee had no objections the proposal, but noted that this was a front extension and could not be described as a front porch.			
<b>182864</b>	08/11/2018	Mr Dharmesh Modi	8 Wroxham Road Wroxham Road Woodley RG5 3AT
<b>Proposal :</b> Householder application for the proposed erection of a first floor side, part single, part two storey rear extensions to dwelling, incorporating roof lantern, conversion of existing loft space and part conversion of existing garage to additional habitable accommodation.			
<b>Observations :</b> The applicant was present at the meeting.			
The Committee considered the proposal and had no objections to the application.			
<b>182954</b>	02/11/2018	Mr & Mrs Price	12 Highcliffe Close Highcliffe Close Woodley RG5 4RE
<b>Proposal :</b> Householder application for the proposed erection of single storey side extension to dwelling following the demolition of existing garden room, plus installation of a rooflight at side elevation.			
<b>Observations :</b> No objections.			
<b>182980</b>	26/11/2018	Mr & Mrs Barclay Clark	46 Duncan Road Duncan Road Woodley RG5 4HS
<b>Proposal :</b> Householder application for proposed first floor rear and side extension and internal alterations.			
<b>Observations :</b> One letter of concern had been received for this application - regarding building regulation matters.			
The Committee had no objection to the proposal, but asked that the Building Officer take note of the neighbour's concerns.			
<b>183008</b>	26/11/2018	Hicks Developments Ltd	30 Pitts Lane Pitts Lane Earley RG6 1BT
<b>Proposal :</b> ADJOINING PARISH CONSULTATION Full application for the proposed erection of 1 No. 4 bed dwelling and garage, 2 No. 3 bed dwellings and ancillary landscaping, using existing access road to Pitts Lane.			
<b>Observations :</b> The Committee declined to comment on this application as plans had only been submitted for the houses on Plots 1 and 2. No plans were available for the proposed detached house and garage on Plot 3.			

Date :- 05/12/2018

**Observations on the following Planning Applications**

<u>Application No</u>	<u>Date Recd</u>	<u>Applicant Name</u>	<u>Location</u>
<b>183048</b>	13/11/2018	Mr & Mrs Ramkisson	4 Frampton Close Frampton Close Woodley RG5 3BS
<b>Proposal :</b> Householder application for proposed single storey side extension to existing dwelling, alterations to front porch including pitched roof to existing flat roof.			
<b>Observations :</b> No objections.			
<b>183067</b>	26/11/2018	James Hiscox	11 Austin Road Austin Road Woodley RG5 4EJ
<b>Proposal :</b> Householder application for a proposed single storey front extension to form porch.			
<b>Observations :</b> No objections.			
<b>183082</b>	21/11/2018	Mr D. Birch	57a Colemans Moor Lane Colemans Moor Lane Woodley RG5 4BT
<b>Proposal :</b> Householder application for the proposed erection of a detached garage.			
<b>Observations :</b> No objections.			
<b>183090</b>	26/11/2018	Mr N Parikos	59 Hawker Way Hawker Way Woodley RG5 4PF
<b>Proposal :</b> Householder application for the proposed erection of single storey rear extension, first floor side extension to existing dwelling plus internal alterations.			
<b>Observations :</b> No objections.			
<b>183094</b>	26/11/2018	Mr M Davies	192 Colemans Moor Road Colemans Moor Road Woodley RG5 4DP
<b>Proposal :</b> Householder application for the proposed erection of single storey front and rear extension to dwelling.			
<b>Observations :</b> No objections.			
<b>183253</b>	28/11/2018	Mr B Keen	36 Loddon Bridge Road Loddon Bridge Road Woodley RG5 4AS
<b>Proposal :</b> Householder application for proposed erection of part single, part first floor side and rear extensions plus two storey rear extension to dwelling.			
<b>Observations :</b> No objections.			

Date :- 05/12/2018

**Observations on the following Planning Applications**

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<u>Application No</u>	<u>Date Recd</u>	<u>Applicant Name</u>	<u>Location</u>
<b>183259</b>	29/11/2018	Mr & Mrs Parker	111 Vauxhall Drive Vauxhall Drive Woodley RG5 4ED

**Proposal :** Householder application for the proposed erection of single storey side extension, following the demolition of existing garage, plus proposed dropped kerb.

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

The Committee had no objections to this application but asked that the neighbour's concerns be taken into consideration.

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Date :- 05/12/2018

**Observations on the following Planning Applications**

<u>Application No</u>	<u>Date Recd</u>	<u>Applicant Name</u>	<u>Location</u>
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**Refused on the following applications;****182940**

21/11/2018

Mrs Murray

28 Pitford Road  
Pitford Road  
Woodley  
RG5 4QF

**Proposal :** Householder application for the proposed erection of single storey side/rear extension, two storey side extension. plus installation of 2 No. rooflights and erection of a fence at side/front elevation.

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

- The proximity of the proposed extension to 26 Pitford Road, particularly to the bedroom windows.
- Concern that the proposal might not comply with the separation distances given in the Borough Design Guide.
- The communal parking area, pavements and surrounding grassed areas with mature trees are owned by Wokingham Borough Council and therefore it is not possible to access the two parking spaces shown on the proposed site plan. Should the plans be approved, it should be made clear that the two parking spaces shown in front of the house are not included and cannot be used for parking.

**182974**

09/11/2018

London &amp; Cambridge Properties

Loddon Vale House  
Loddon Vale Centre  
Woodley  
RG5 4UX

**Proposal :** Full application for the proposed erection of a two storey extension to the east wing of existing building to provide 4 No. residential flats.

**Observations :** Two residents were present to voice concerns about this application.

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

- The proposed structure cannot be considered to be an extension of the existing building; it is a separate building linked by a staircase.
- The proposal will result in the loss of 9 car park spaces adjacent to Loddon Vale House.
- The proposal will also require 2 car park spaces to be lost from the adjacent retail area, where the car park is already full for much of the time.
- Concern about overlooking of the adjacent nursery play area.
- Overdevelopment of the site.
- Massing effect and detrimental to the street scene.
- The developer has not consulted with local residents.

The Committee agreed to request that this application be listed for consideration by the Wokingham Borough Council Planning Committee.

**182995**

21/11/2018

Ms N. Treverton

37 Crockhamwell Road  
Crockhamwell Road  
Woodley  
RG5 3LE

**Proposal :** Householder application for the proposed erection of a detached outbuilding. (Part retrospective)

**Observations :** Three residents were present at the meeting to voice concerns about this application.

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

- The building is too high (0.35m higher than permitted for a building this close to the boundary).
- The building is unsightly for the neighbours.
- Concern from the neighbours about security.

Date :- 05/12/2018

**Observations on the following Planning Applications**

<u>Application No</u>	<u>Date Recd</u>	<u>Applicant Name</u>	<u>Location</u>
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If planning permission is granted, the Committee requested that there should be a condition preventing the building from being used as habitable accommodation.

**183007**

13/11/2018

Mr Wirasinha

55 Colemans Moor Road  
 Colemans Moor Road  
 Woodley  
 RG5 4DG

**Proposal :** Householder application for proposed erection of single storey rear extension to dwelling with dual pitch roof, including the removal of existing chimney, an external store and shed.

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

- The proposed metal cladding is out of character in a residential area.
- The metal cladding will be noisy (for example, during periods of rain) and will affect the neighbours.
- Visually unacceptable.
- The use of more traditional materials, in keeping with the rest of the building, should be considered.

**183125**

26/11/2018

Mr T Miller

39 Selsdon Avenue  
 Selsdon Avenue  
 Woodley  
 RG5 4PQ

**Proposal :** Householder application for the proposed erection of single storey side and rear extension, following the demolition of existing garage, plus loft conversion to create habitable accommodation including 2 No. new dormers.

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

- Overlooking of the neighbours to the side and the rear.
- The proposed dormers are disproportionately large.
- The flat roofs of the proposed dormers are at ridge height.

Date :- 05/12/2018

**Observations on the following Planning Applications**

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

**182582**

09/11/2018

Mr Richard Bolton

11 Nimrod Close  
Nimrod Close  
Woodley  
RG5 4UW

**Proposal :** Householder application for the proposed erection of a single storey rear extension including three roof lights, plus the conversion of garage to create habitable accommodation to dwelling following the demolition of existing rear conservatory.

**Observations :** The Committee did not object to the proposal, but were concerned that the plans did not show the proposed parking arrangements when the garage is converted to habitable accommodation.

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## **MAYORAL INSIGNIA**

### **REPORT OF THE TOWN CLERK**

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#### **PURPOSE OF REPORT**

To consider replacing the current Mayoral insignia, which was adopted in 1974 upon the former Woodley and Sandford Parish Council styling itself 'Woodley Town Council'.

#### **BACKGROUND**

A replacement Mayoral chain has recently been ordered because there is no more space to engrave the names of Mayors who served since 2007 on the links and it is not possible to increase the chain with another ring of links. At the Strategy and Resources Committee on 28 November 2017 the Committee agreed to allocate funds of £4,700 from the general reserve to purchase a new chain, and accompanying items, and to arrange for the old chain to be mounted and put on show in the Oakwood Centre (Min. No. 64). It was also agreed that a possible new design for the jewel to the Mayoral chain be investigated.

#### **INFORMATION**

The existing Mayoral insignia is attached at **Appendix A**. This has been used as the Council's logo since 1974 when the Town Council came into being and continues to be used on the Mayoral regalia. The Council's logo was updated in 2017 and a copy of this is attached at **Appendix B**.

Attached at **Appendix C** is a proposed new design for the Mayoral regalia. It is based on the new Town Council logo and retains the date of the inception of the Council. Several designs on this format were considered with the proposed design being regarded as the most appropriate in terms of colour and size for the Mayor's jewel and the other items of Mayoral regalia.

If the Council is minded to adopt the proposed new design this will require the replacement of the Deputy Mayor's jewel and the various badges worn by the Mayoress, Deputy Mayoress, consort, etc and the former Mayor badges, which are presented when a Mayor steps down from the role.

#### **RESOURCES**

It is anticipated that the allocation of £4,700 towards the replacement of the Mayoral regalia would cover some of the cost of the Mayor's replacement jewel (with the new design). However, these funds would not cover the cost of the die for the new design, nor the purchase of a new Deputy Mayor's jewel and the other badges used by those accompanying the Mayor and Deputy Mayor, or the cost of past Mayor badges, of which we usually have at least two in stock.

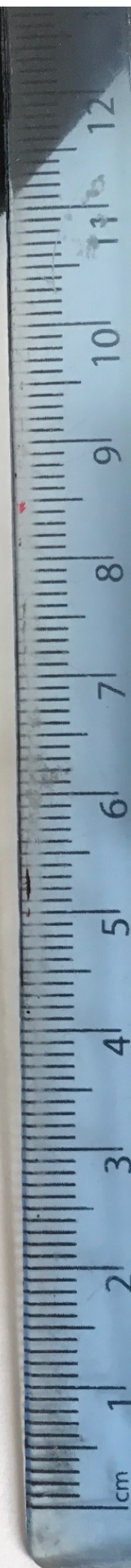
Should the Town Council agree to adopt the proposed new insignia design for the Mayoral regalia it is estimated that, with the new die required and the replacement badges, an additional sum of £1,850 will be required to add to the existing reserve to cover the costs of the changes, giving a total of £6,550 allocated for Mayoral regalia costs.

Members are asked to consider whether they wish to adopt the new Mayoral insignia, based on the new Town Council logo and, if agreed, to allocate funds of £1,850 from the general reserve to meet the replacement Mayoral regalia costs as set out above.

**RECOMMENDATION:**

- ◆ **That Council consider the adoption of the new Mayoral insignia design as presented and, if approved, allocate funds of £1,850 from the general reserve to the existing Mayoral regalia earmarked reserve to fund the replacement regalia.**







# Woodley

## Town Council







**Town Mayor’s Engagements – 3 October 2018 to 11 December 2018**

October	6	2 <sup>nd</sup> Woodley Scout Group: Cub’s Scrapheap Challenge
	11	Lord-Lieutenant of Berkshire Awards Ceremony
	12	Official opening of The Birches, Englefield Place
	18	Involve Community Services AGM
	24	ReadiBus AGM
	26	Woodley & Earley Arts Group Art Exhibition
November	3	Woodley Goldsmiths 20 <sup>th</sup> Birthday Celebration
	3	Festival of Remembrance to mark the 100 <sup>th</sup> anniversary of the end of the Great War – Reading Minster
	9	Schools’ Remembrance event at Woodley War Memorial
	11	Remembrance Gathering at Woodley War Memorial followed by a commemoration event to mark the centenary of the end of World War 1
	23	Wokingham Borough Sports Council Sports Awards 2018
	24	Woodley Christmas Lights Switch-On
December	2	Opening of Woodley Christmas Extravaganza
	9	Wokingham Borough Schools’ Carol Concert

**Deputy Town Mayor’s Engagements**

October	6	Stoptober Roadshow – Woodley Town Centre
November	3	St John Ambulance events: - Commissioning of new County Chaplain - Presentation and Dedication of Berkshire Mobile Treatment Centre donated by The Grand Lodge of Mark Master Masons
	5	Launch of the War Memorial Trail Banner Display – Wokingham Town Hall
	7	Home-Start Wokingham District AGM
	9	Schools’ Remembrance event at Woodley War Memorial
	11	Remembrance Gathering at Woodley War Memorial followed by a commemoration event to mark the centenary of the end of World War 1
	13	Earley CResCent Community Association AGM
	24	Woodley Christmas Lights Switch-On
December	2	Opening of Woodley Christmas Extravaganza