



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

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To: **ALL MEMBERS OF THE COUNCIL**

**YOU ARE HEREBY SUMMONED to attend a Meeting of Woodley Town Council at the Oakwood Centre at 8:00pm on Tuesday 16 May 2023.**

**The Town Council reserves the right to record and broadcast this meeting. Anybody attending the meeting will, by virtue, consent to having their image and audio recorded for this purpose.**

A handwritten signature in black ink, appearing to read "Kevin Murray", is written over a light blue horizontal line.

Kevin Murray  
Deputy Town Clerk

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### **Community Grants**

Before the opening of the Town Forum the Town Mayor will congratulate representatives of the successful Community Grant applicants in attendance, and ask those who wish to address the Council to detail the activities their grants will fund.

### **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. **ELECTION OF TOWN MAYOR**

To elect a Town Mayor for the 2023/24 municipal year.

The outgoing Mayor will address the Council.

The outgoing Mayor will then call for nominations for the office of Town Mayor for 2023/24.

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

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

The newly elected Town Mayor to take the chair. The Declaration of Acceptance of Office to be signed as soon as possible following the meeting.

The Town Mayor to address the Council.

3. **WOODLEY TOWN COUNCIL ELECTION 2023**

To note the Members elected to Woodley Town Council at the election held on 4 May 2023. *(Appendix 3)*

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4. **DECLARATIONS OF ACCEPTANCE OF OFFICE**

To receive a verbal report from the Deputy Town Clerk on the completion of the Declaration of Acceptance of Office by Members elected on 4 May 2023.

5. **APOLOGIES**

6. **DECLARATIONS OF INTEREST**

To receive any declarations of interest from Members.

7. **ELECTION OF DEPUTY TOWN MAYOR**

To elect a Deputy Town Mayor for the 2023/24 municipal year.

The Town Mayor will call for nominations for the office of Deputy Town Mayor for 2023/24.

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

8. **COMPOSITION OF THE COUNCIL**

To note the composition of the Council:

Conservative: 17      Labour: 6      Liberal Democrat: 2

9. **POLITICAL GROUP LEADERS**

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

9.2 To note the appointment by the Labour Group of the Leader and Deputy Leader of the Labour Group.

9.2 To note the appointment by the Liberal Democrat Group of the Leader and Deputy Leader of the Liberal Democrat Group.

10. **ELECTION OF THE LEADERSHIP OF THE COUNCIL**

10.1 To elect the Leader of the Council for the 2023/24 municipal year.

10.2 To elect the Deputy Leader of the Council for the 2023/24 municipal year.

11. **MEMBERSHIP OF STANDING COMMITTEES**

To appoint Members to serve on the standing committees in the 2023/24 municipal year. The number of places on each committee and the division of places between the political parties, in accordance with Standing Order 2.2, are shown in **Appendix 11 (enclosed)**.

11.1 **Strategy & Resources Committee**

- a) To approve the terms of reference of the Strategy & Resources Committee, including the number of places. App. 11 Page 3
- b) To note the appointment of Members to serve on the Strategy & Resources Committee by each political group.

11.2 **Leisure Services Committee**

- a) To approve the terms of reference of the Leisure Services Committee, including the number of places. App. 11 Page 6
- b) To note the appointment of Members to serve on the Leisure Services Committee by each political group.

11.3 **Planning & Community Committee**

- a) To approve the terms of reference of the Planning & Community Committee, including the number of places. App. 11 Page 9
- b) To note the appointment of Members to serve on the Planning & Community Committee by each political group.

12. **MEMBERSHIP OF SUB COMMITTEES, TASK & FINISH WORKING GROUPS, AND PARTNERSHIPS**

*Under Standing Order 6.4.a, 6.5.a and 6.6.a respectively, members of the parent standing committee approve the terms of reference of, and the number and appointment of members to sub committees, task and finish working groups and partnerships.*

All terms of reference, incorporating the number of places, along with the division of places between the political parties in accordance with Standing Order 2.2, are included in **Appendix 11 (enclosed)**.

Based on the current composition of the Council it is not viable for committees to appoint either 7, 6 or 5 Councillors. For those committees whose Terms of Reference currently stipulate those numbers, Members must propose alternative sizes.

**Strategy & Resources Committee:**

a) **Investments Sub Committee**

- 1) To approve the number of places to appoint to the sub committee
- 2) To approve the terms of reference of the sub committee, including the updated number of places. App. 11 Page 14
- 3) To note the appointment of Members to the sub committee by each of the political groups.

- b) **Risk Management Sub Committee**
- 1) To approve the number of places to appoint to the sub committee
  - 2) To approve the terms of reference of the sub committee, including the updated number of places. App. 11  
Page 15
  - 3) To note the appointment of Members to the sub committee by each of the political groups.
- c) **Standing Orders & Financial Regulations Sub Committee**
- 1) To approve the number of places to appoint to the sub committee
  - 2) To approve the terms of reference of the sub committee, including the updated number of places. App. 11  
Page 17
  - 3) To note the appointment of Members to the sub committee by each of the political groups.
- d) **PR & Marketing Sub Committee**
- 1) To approve the number of places to appoint to the sub committee
  - 2) To approve the terms of reference of the sub committee, including the updated number of places. App. 11  
Page 18
  - 3) To note the appointment of Members to the sub committee by each of the political groups.
- e) **Personnel Sub Committee**
- 1) To approve the number of places to appoint to the sub committee
  - 2) To approve the terms of reference of the sub committee, including the updated number of places. App. 11  
Page 19
  - 3) To note the appointment of Members to the sub committee by each of the political groups.
- f) **Climate Emergency Sub Committee**
- 1) To approve the terms of reference of the sub committee, including the number of places. App. 11  
Page 21
  - 2) To note the appointment of Members to the sub committee by each of the political groups.
- g) **Woodley Town Centre Partnership**
- 1) To approve the terms of reference of the partnership, including the number of places. App. 11  
Page 22
  - 2) To note the appointment of Members to the partnership by each of the political groups.
- h) **Youth Services Task & Finish Working Group**
- 1) To approve the number of places to appoint to the task and finish working group
  - 2) To approve the terms of reference of the working party, including the updated number of places. App. 11  
Page 27
  - 3) To note the appointment of Members to the working party by each of the political groups.

## **Leisure Services Committee:**

### **i) Community Youth Partnership**

- 1) To approve the number of places to appoint to the partnership
- 2) To approve the terms of reference of the partnership, including the updated number of places. App. 11  
Page 28
- 3) To note the appointment of Members to the partnership by each of the political groups.
- 4) To approve the appointment of up to 10 representatives should the number of individuals wishing to be representatives exceed this. The following individuals have expressed an interest in continuing with their appointment to this Partnership:
  - Paul Cassidy (ARC)
  - Graham Sumbler (Woodley Baptist Church)
  - Trina Farrance (Bulmershe Gymnastics)

### **j) 3G Pitch Steering Group Sub Committee**

- 1) To approve the terms of reference of the sub committee, including the number of places. App. 11  
Page 30
- 2) To note the appointment of Members to the sub committee by each of the political groups.

## **Planning & Community Committee:**

### **k) Cycling in Woodley Sub Committee**

- 1) To approve the number of places to appoint to the sub committee
- 2) To approve the terms of reference of the sub committee, including the updated number of places. App. 11  
Page 32
- 3) To note the appointment of Members to the sub committee by each of the political groups.

## **Full Council**

### **l) Bulmershe Site of Urban Landscape Value Joint Sub Committee:**

- 1) To note the terms of reference of the joint sub committee. App. 11  
Page 33
- 2) To note the appointment of two representatives and one named substitute to the joint sub committee for the 2022/23 municipal year.

## **13. APPOINTMENT OF REPRESENTATIVES ON OUTSIDE BODIES**

To appoint Council's representatives on the following outside bodies:

*Appointed Members attend meetings of their respective outside bodies, when invited, and provide a report at Full Council meetings of the organisation's activities*

- 14.1 ARC - 2 places
- 14.2 Citizens Advice Wokingham - 1 place
- 14.3 Friends of Woodford Park Committee – 1 place
- 14.4 Highwood Management Conference - 2 places
- 14.5 Keep Mobile – 1 place

- 14.6 ReadiBus - 1 place
- 14.7 Sonning & District Welfare & Education Trust – 1 place
- 14.8 The Bulmershe School: Governor – 1 place
- 14.9 Wokingham Borough Council Climate Emergency Working Group – 1 place
- 14.10 Wokingham Borough/Parish Working Group – 1 place
- 14.11 Woodley Bowling Club Management Committee – 1 place
- 14.12 Woodley Volunteer Centre – 1 place

In addition, the Council appoints representatives to the following outside bodies, with no appointments required to be made in 2023:

Poor’s Land Charity (4 places)

Councillor J. Cheng and Mrs S. Flower serving to 2024

Councillor D. Smith and Councillor K. Gilder serving to 2026

Robert Palmer Almshouse Charity (1 place)

Councillor D. Bragg serving to 2024

14. **CHEQUE SIGNATORIES**

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

*Councillors who were appointed signatories in 2022/23:*

*Councillors K. Baker, D. Bragg, B. Soane and A. Swaddle.*

15. **MINUTES OF THE COUNCIL MEETING HELD ON 7 FEBRUARY 2023** Page 11

To receive the minutes of the Council Meeting held on 7 February 2023 and to approve their signing as a true and correct record.

16. **MINUTES OF THE EXTRAORDINARY COUNCIL MEETING HELD ON 28 FEBRUARY 2023** Page 23

To receive the minutes of the extraordinary Council Meeting held on 28 February 2023 and to approve their signing as a true and correct record.

17. **COMMITTEE REPORTS**

To note reports from the following:

17.1	Planning & Community Committee	7 March 2023	Page 27
17.2	Planning & Community Committee	28 March 2023	Page 35
17.3	Leisure Services Committee	11 April 2023	Page 41
17.4	Strategy & Resources Committee	18 April 2023	Page 45
17.5	Planning & Community Committee	25 April 2023	Page 57

18. **LEADER’S STATEMENT**

To receive a statement from the Leader of the Council.

19. **OUTSIDE BODIES**

To receive any reports from Town Council representatives on outside bodies. Page 63  
***(Appendix 19)***

20. **TOWN MAYOR'S ENGAGEMENTS**

To note the engagements attended by Councillor Sartorel as Town Mayor since the last meeting. *(Appendix 20)*

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21. **FUTURE AGENDA ITEMS**

To consider any items for inclusion in future Council agendas.

22. **PUBLICITY AND WEBSITE**

To consider items to be publicised.

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**WOODLEY TOWN COUNCIL – PARISH ELECTION RESULTS MAY 2023**

<b>Candidate</b>	<b>Ward</b>	<b>Party</b>
CHARLES BEY, Kester Roger	Bulmershe	Labour Party
EDWARDS, Yvonne	Bulmershe	Labour Party
KENNEDY, Mike	Bulmershe	The Conservative Party Candidate
TAYLOR, June Teresa	Bulmershe	Labour Party
ANDERSON, Juliet Ann	Coronation Central	The Conservative Party Candidate
BRAGG, David William	Coronation Central	The Conservative Party Candidate
BAKER, Keith James	Coronation East	The Conservative Party Candidate
HORSKINS, Robert John Charles	Coronation East	The Conservative Party Candidate
SMITH, Darren Paul	Coronation East	The Conservative Party Candidate
CHADWICK, Anne Frances	Loddon Airfield	The Conservative Party Candidate
NAGRA, Majid	Loddon Airfield	Labour Party
SWADDLE, Alison Claire	Loddon Airfield	The Conservative Party Candidate
BELLO, Greg	Loddon South	Labour Party
SARTOREL, Janet Iris	Loddon South	The Conservative Party Candidate
SOANE, Bill	Loddon South	The Conservative Party Candidate
GUTTRIDGE, Linda Mary	Loddon West	The Conservative Party Candidate
SINGH, Parvinder	Loddon West	Labour *
CHENG, Jenny	South Lake North	The Conservative Party Candidate
ERRAWALLA, Danny	South Lake North	The Conservative Party Candidate
HOLMES, Mary Iris	South Lake North	The Conservative Party Candidate
GILDER, Kay Margaret	South Lake South	The Conservative Party Candidate
JEWELL, Carol Ann	South Lake South	Liberal Democrat
ROWLAND, Beth	South Lake South	Liberal Democrat
FIRMAGER, Michael John	Warren	The Conservative Party Candidate
LEWIS, Vin	Warren	The Conservative Party Candidate

*\*Stood as Independent at the election*

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**Minutes of a Meeting of the Town Council held at the Oakwood Centre on  
Tuesday 7 February 2023 at 8 pm**

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**Present:** *Councillors J. Sartorel (Chairman); N. Al-Sanjari; J. Anderson;  
A. Chadwick; J. Cheng; M. Doyle; D. Errawalla; M. Forrer;  
K. Gilder; M. Green; A. Heap; R. Horskins; C. Jewell; M. Nagra;  
R. Skegg; D. Smith; B. Soane; A. Swaddle; P. Wicks;*

**Officers present:** *K. Murray, Deputy Town Clerk; M. Filmore, Committee Officer;*

**Also present:** *Jake Morrison – Citizen’s Advice Wokingham  
4 members of the public*

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

67. *Jake Morrison – Citizen’s Advice Wokingham provided members with a presentation on the work of Citizen’s Advice and the current cost of living crisis.*

68. **APOLOGIES FOR ABSENCE**

Apologies were received from Councillors Baker, D. Bragg, S. Brindley, V. Lewis and B. Rowland.

69. **DECLARATIONS OF INTEREST**

There were no declarations of interest raised by Members.

70. **MINUTES OF COUNCIL MEETING HELD ON 6 DECEMBER 2022**

The Town Mayor presented the minutes of the meeting of the Full Council held on 6 December 2022.

**RESOLVED**

To approve the minutes of the Council meeting held on 6 December 2022 and that they be signed by the Mayor as a correct record.

Voting: For:            Against: 0    Abstentions: 0    No Vote Recorded: 3

71. **COMMITTEE REPORTS**

71.1 **Minutes of the Planning and Community Committee: 3 January 2023**

Councillor Wicks presented the minutes of the Planning and Community Committee meeting held on 3 January 2023.

**RESOLVED:**

- ◆ To note the minutes of the Planning and Community Committee meeting held on 3 January 2023.

## 71.2 **Minutes of the Leisure Services Committee: 17 January 2023**

Councillor Smith presented the minutes of the Leisure Services Committee meeting held on 17 January 2023.

### **Minute 44: Community Youth Partnership**

A query was raised as to why, if the Council is now considering the potential of partnership working with Earley Town Council with regards to the provision of youth services in the area, the Council could not revisit the idea of utilising space at Woodford Park Leisure Centre to provide a Café which could be used by young people in the evenings. Councillor Smith advised that the suggestion of a Café was included for consideration when the Youth Strategy document was developed but that other options were pursued. He confirmed there was another opportunity now to reconsider this, and other options, following the failure to secure a provider in the Youth Services tender.

The Deputy Town Clerk confirmed that discussions were taking place between the Youth Services Working Party and Earley Town Council to any potential joint working opportunities, and that there were also plans to discuss possibilities with potential providers. He advised that any possible options would come back to the Strategy & Resources Committee for consideration. Councillor Smith confirmed he was keen to progress the discussion, and the Deputy Town Clerk advised that a formal meeting of the Youth Services Working Party would be announced shortly.

It was highlighted that one problem has been that the Youth Services Working Party reports to the Strategy & Resources Committee, whilst the Community Youth Partnership reports to the Leisure Services Committee, and it was suggested that the Working Party and Partnership would benefit from reporting into the same Committee.

#### **RESOLVED:**

- ◆ To note the minutes of the Leisure Services Committee meeting held on 15 November 2022.

## 71.3 **Minutes of the Strategy and Resources Committee: 24 January 2023**

Councillor Wijs presented the minutes of the Strategy and Resources Committee meeting held on 24 January 2023.

It was highlighted that the font used in the Budget Appendix, provided at the Strategy & Resources Committee meeting, was too small and unreadable for some Members. This was noted by Officers.

Prior to Full Council considering the recommendations from the Strategy & Resources Committee, Councillor Swaddle proposed, seconded by Councillor Soane, and following a vote it was:

#### **RESOLVED:**

- ◆ To undertake a recorded vote on each of the recommendations, in line with Standing Order 18.1.g.

Voting: For: 11 Against: 0 Abstentions: 6 No Vote Registered: 1

### **Minute 67.1: Risk Management Strategy**

#### **RESOLVED:**

- ◆ To adopt the updated 2023/24 Risk Management Strategy.

Voting:

<b>FOR</b>	<b>AGAINST</b>	<b>ABSTAINED</b>
N. Al-Sanjari		
J. Anderson		
A. Chadwick		
J. Cheng		
M. Doyle		
M. Forrer		
K. Gilder		
M. Green		
A. Heap		
R. Horskins		
C. Jewell		
M. Nagra		
J. Sartorel		
R. Skegg		
D. Smith		
B. Soane		
A. Swaddle		
P. Wicks		
For: 18	Against: 0	Abstentions: 0

**Minute 67.2: Risk Register**

**RESOLVED:**

- ◆ To note the Risk Register Full Council Order

**Minute 72 a): Leisure Services Charges 2023/24**

**RESOLVED:**

- ◆ To approve the charges for Leisure Services for 2023/24, as set out in the Proposed Charges 2023/24 Appendix.

Voting:

<b>FOR</b>	<b>AGAINST</b>	<b>ABSTAINED</b>
J. Anderson		N. Al-Sanjari
A. Chadwick		M. Nagra
J. Cheng		
M. Doyle		
M. Forrer		
K. Gilder		
M. Green		
A. Heap		
R. Horskins		
C. Jewell		
J. Sartorel		
R. Skegg		
D. Smith		
B. Soane		
A. Swaddle		
P. Wicks		
For: 16	Against:	Abstentions: 2

## Minute 72 b): Oakwood Centre Charges 2023/24

### RESOLVED:

- ◆ To approve the charges for the Oakwood Centre for 2023/24, as set out in the Proposed Charges 2023/24 Appendix.

Voting:

<b>FOR</b>	<b>AGAINST</b>	<b>ABSTAINED</b>
J. Anderson		N. Al-Sanjari
A. Chadwick		M. Nagra
J. Cheng		
M. Doyle		
M. Forrer		
K. Gilder		
M. Green		
A. Heap		
R. Horskins		
C. Jewell		
J. Sartorel		
R. Skegg		
D. Smith		
B. Soane		
A. Swaddle		
P. Wicks		
For: 16	Ag inst:	Abstentions: 2

### Minute 74c): Budget and Precept 2023/24

Concern was raised by some Members that the Youth Services budget had only been increased by £1k, especially in light of the fact that the Council had been unable to secure a provider, and it was suggested the budget should've been increased in line with inflation. Comments were made that setting this budget would potentially be the hands of the new Council, when elected in May, and also show a lack of support for the youth in Woodley. It was noted that this concern was discussed in minute 74 at both the meeting of the Leisure Services Committee and Strategy & Resources Committee in January, and that it had been advised that, should the proposed youth service being developed require additional funds, this would be fully considered by the Strategy & Resources Committee. It was noted that, at the Strategy & Resources Committee meeting, the Chairman had indicated that "Whilst he could not commit to a future decision ... he hoped any increased amount would be made available" (S&R 24 January 2023 – minute 74 b)).

Following a query regarding the reserves level, the Deputy Town Clerk advised there was no legal requirement for a Council to maintain a particular level, but that custom and practice suggests a reserve level of around 3 months operating costs to be appropriate. Whilst he did not have this figure to hand, he advised that the budgeted reserve level at the end of 2023/24 would be within this level.

### RESOLVED:

- ◆ To approve the budget for 2023/24, as presented in the Budget 2023/24 Appendix.

Voting:

<b>FOR</b>	<b>AGAINST</b>	<b>ABSTAINED</b>
J. Anderson	M. Doyle	N. Al-Sanjari
A. Chadwick	A. Heap	
J. Cheng	C. Jewell	
M. Forrer	M. Nagra	
K. Gilder	R. Skegg	
M. Green		
R. Horskins		
J. Sartorel		
D. Smith		
B. Soane		
A. Swaddle		
P. Wicks		
For: 12	Against: 5	Abstentions: 1

Councillor Jewell stated she was disappointed that the proposed reduction in the precept level would require the Council to dip into its reserves. She highlighted that the Council would be exposed to external forces, such as salary scales, which could reduce the reserves further, and suggested that if the precept level had been kept at the current level this would've kept reserve levels, whilst still offering a real terms reduction in precept level for residents.

**RESOLVED:**

- ◆ To approve a precept level of £1,195 for the 2023/24 financial year, as presented in the Budget 2023/24 Appendix.

Voting:

<b>FOR</b>	<b>AGAINST</b>	<b>ABSTAINED</b>
J. Anderson	N. Al-Sanjari	A. Heap
A. Chadwick	M. Doyle	C. Jewell
J. Cheng	M. Nagra	R. Skegg
M. Forrer		
K. Gilder		
M. Green		
R. Horskins		
J. Sartorel		
D. Smith		
B. Soane		
A. Swaddle		
P. Wicks		
For: 12	Against: 3	Abstentions: 3

**RESOLVED:**

- ◆ To note the minutes of the Strategy & Resources Committee meeting held on 22 November 2022.

71.4 **Minutes of the Planning and Community Committee: 31 January 2023**

Councillor Wicks presented the minutes of the Planning and Community Committee meeting held on 31 January 2023.

**RESOLVED:**

- ◆ To note the minutes of the Planning and Community Committee meeting held on 31 January 2023.

72. **LEADER'S STATEMENT**

As Councillor Baker was not in attendance, the Mayor read out a statement on behalf of the Leader of the Council, as included at **Appendix B**.

73. **CO-OPTION**

73.1 The Mayor advised Members as to the process which would be followed at the meeting to consider those candidates who had applied to be considered for co-option onto the Council. Members noted that each vacant position would be voted on separately, with a candidate requiring an absolute majority of votes (over 50% of those voting) to be successfully co-opted.

**RESOLVED:**

- ◆ To note the written applications for the office of Town Councillor, which were provided to Members as part of the agenda.

73.2 The Mayor invited those candidates in attendance to speak to the Council to introduce themselves and set out why they wished to be considered for co-option. Daniel Errawalla and Kester Bey spoke in person, whilst Nigel Harman spoke to the Council via Zoom conferencing. Apologies or absence were noted for Mohammed Parvaiz.

The Mayor then asked Councillors to indicate if they wished to discuss the merits of the candidates further or not, stating that Council would proceed straight to a vote. No Councillor indicated to discuss the candidates further.

In consideration of the first of the two vacant Councillor positions, the following nominations were received:

- Daniel Errawalla - Councillor Soane proposed, Councillor Wicks seconded
- Kester Bey - Councillor Nagra proposed, Councillor Doyle seconded
- Mohammed Parvaiz - Councillor Swaddle proposed, Councillor Chadwick seconded
- Nigel Harman - Councillor Jewell proposed, Councillor Heap seconded

Following a vote, it was:

**RESOLVED:**

- ◆ To co-opt Mohammed Parvaiz to the position of Town Councillor.

Voting for:

- Daniel Errawalla - 0
- Kester Bey - 3
- Mohammed Parvaiz - 11
- Nigel Harman - 3



In consideration of the second of the two vacant Councillor positions, the following nominations were received:

- Daniel Errawalla - Councillor Soane proposed, Councillor Wicks seconded
- Kester Bey – Councillor Nagra proposed, Councillor Doyle seconded
- Nigel Harman – Councillor Jewell proposed, Councillor Heap seconded

Following a vote, it was:

**RESOLVED:**

- ◆ To co-opt Daniel Errawalla to the position of Town Councillor.

Voting for:

- Daniel Errawalla – 11
- Kester Bey – 3
- Nigel Harman - 3

- 73.3 The Mayor announced there would be a short break whilst Daniel Errawalla signed the Declaration of Acceptance, confirming that, after this, Daniel would officially be a Councillor and could partake in the rest of the meeting.

Councillor Daniel Errawalla signed the declaration of acceptance. He then left the meeting.

The Mayor confirmed that Mohammed Parva would be invited to sign the declaration of acceptance at the earliest opportunity.

74. **DIRECT DEBIT MANDATES**

The Deputy Town Clerk advised Members that the recent Interim Audit had recommended that Council should have sight of the direct debit mandates signed by the Council, and he confirmed that these would be provided to Council once a year.

**RESOLVED:**

- ◆ To note the following direct debit mandates have been signed by the appropriate signatories:
  - Ecotricity – Gas supply
- ◆ To note the current direct debit mandates in place are as follows:
  - Positive Energy – Electricity supply
  - Merchant Rentals – Payment card terminal rental
  - Lloyds Bank – Bank charges / Card processing
  - Go Cardless – WPLC membership payments
  - Les Mill Fitness – Club membership / licence
  - B E Fuelcards – Petrol/diesel
  - Global 4 Communications – Phones/internet
  - Devonshire Trading – Gym equipment lease
  - SGW Payroll – Payroll services
  - Pitney Bowes – Franking top-up
  - Mailscoms – Franking machine maintenance contract
  - CF Corporate Finance – Copier Lease
  - Public Works Loan Board – Project loans

75. **KING'S CORONATION**

The Deputy Town Clerk set out the proposal for the installation of a new seating area by the Oakwood Centre to commemorate the coronation of King Charles III, as set out in Report No. FC 2/23.

A number of Members commented that they did not like the design of the seating. Other Members were concerned about the accessibility of the seating, highlighting that they appeared to be low and did not provide a back rest.

Some Members were also concerned with the speed with which a decision was being sought. Whilst they noted this was because a decision would need to be taken now to install the proposed seats in time for the coronation, it was suggested that more time and consultation should be undertaken to ensure a suitable memorial to commemorate the coronation is provided, and that this could be installed after the coronation.

Members did like the proposal to provide a living wall, which the Deputy Town Clerk confirmed would be funded from other budgets.

Councillor Jewell proposed, seconded by Councillor Wicks, that the commendation be amended to state that £6,500 would be provided for "...a seating element..." rather than "...the seating element..." as set out in Report No. FC 2/23.

Following a vote it was:

**RESOLVED**

- ◆ To note Report No. FC 2/23
- ◆ To approve the allocation of £6 500 from the available Capital Programme funds for the provision of seating element for the King's Coronation project.

Voting: For: 1 Against: 0 Absentions: 0 No Vote Recorded: 2

76. **OUTSIDE BODIES**

Councillor Smith advised Members that he was a new trustee on the Poor's Land Charity and highlighted that he had recently attended an emergency meeting regarding heating problems which had left the residents cold. He advised that a meeting was due to take place with the charity to resolve this.

Councillor Jewell advised that, as representative on the Citizen's Advice Bureau, she had recently attended a meeting with both the Town Council and Wokingham Borough Council at which discussions took place about how Councils might offer support other than just providing funding. Councillor Jewell indicated that she would take this back to the appropriate Committee for consideration.

**RESOLVED:**

- ◆ To note the following written reports which were included with the agenda:
  - Poor's Land Charity – Cllr K Gilder

77. **TOWN MAYOR'S ENGAGEMENTS**

Members noted the details of the events which the Town Mayor had attended since the last Full Council meeting, as provided in the agenda.

78. **FUTURE AGENDA ITEMS**

There were no suggestions for future agenda items.

79. **PUBLICITY AND WEBSITE**

There were no suggestions for publicity or website items.

Before the end of the meeting, Members expressed their thanks to the Mayor, Deputy Mayor, Town Clerk, Deputy Town Clerk, Committee Officer, and all Officers for their hard work and support during the past electoral term.

Meeting closed at 9:59 pm

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## **TOWN FORUM**

### **7 February 2023**

5 members of the public attended the Town Forum, with one member going on to be co-opted as a Councillor later during the meeting.

A member of the public spoke to raise the following concern, which had been submitted in writing in advance:

"There is a real risk that Wokingham Borough Council will misinterpret the meaning of section 55 of the Road Traffic Regulation Act 1984 when it considers for adoption the proposed off-street parking places Order 2023. This section describes the range of expenditures to which local authorities may apply any or all of the funds that parking generates. It is not a list of the reasons for which they may make excessive charges.

Therefore, if the proposed charges are introduced in order to raise funds, for example to off-set council tax increases then the council will be acting ultra vires and leave itself open to a challenge in the courts. It is my assertion that Wokingham Borough Council has not presented a fully costed justification for the level of charges that it intends to impose, based on evidence and reasoning as to why this level of increase is necessary to relieve or prevent congestion of traffic.

Since it would be illegal for Wokingham Borough Council to set car park charges in order to provide a source of revenue for itself, I would like to know what steps will Woodley Town Council take to challenge the borough council should the proposed off-street parking places Order 2023 be adopted."

The Mayor thanked the resident for the questioning. She acknowledged that this may be a valid question to ask of Wokingham Borough Council, but that Members of the Town Council would need to discuss this in further detail to determine whether they believed the funds being raised were indeed due to be spent unlawfully in line with the Road Traffic Regulation Act.

The Mayor recommended this be added to a future agenda of the Planning & Community Committee for consideration as and if the Order is indeed adopted.

**LEADERS STATEMENT**

*Cllr Keith Baker  
7<sup>th</sup> February 2023*

I apologise I am not here to deliver this in person but unfortunately circumstances have conspired against me such that I cannot attend. I thank Madam Mayor for reading this out on my behalf.

So welcome to the final Full Council Meeting of this group of councillors. In May we will have a new set of councillors who I expect will be a mixture of existing and brand new councillors running this council. Several of you here tonight may well not be part of that new council for a variety of reasons. On behalf of the residents of Woodley and the Town Council can I thank all of you for the work you have put in over the last 4 years. Being a councillor is not an easy task and does take a time commitment. Thank you.

Those 4 years have been quite difficult punctured with several good times. Financially officers have been brilliant coping with significant drop in income during the pandemic years and then driving income back up over recent years. We are ending this period with healthy reserves being in excess of £1 million. Additionally at the same time we have banked over £2 million in a secure investment ready for paying off the loan on the Oakwood Centre in 2025. The town council tax has only increased by 2.85% over the period 2019 to now, the best of any town council in Wokingham Borough.

We have also recognised the importance of our voluntary organisations with a 22% increase in grants over the 4 years. Our grant to the Town Centre Management Initiative (now Partnership) has almost doubled in that period.

The Town Council capital program although suspended during the peak of the pandemic, was restarted with some significant projects being completed. These include a new Grounds Depot in Woodford Park. Refurbishment of parts of the Leisure Centre; complete regeneration of the Lakes; the new play area in Woodford Park and refurbishment of the Theatre in the Oakwood Centre.

These are only some of the things that this council has been doing over the last 4 years. There is a lot more but time prohibits further details.

Woodley Town Council remains the best Council in Wokingham Borough serving the residents of Woodley well. I am sure the new council in May will continue the great work the current administration has carried out over these previous 4 years.

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**Minutes of an Extraordinary Meeting of the Town Council held at the Oakwood  
Centre on Tuesday 28 February 2023 at 8:00pm**

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**Present:** *Councillors J. Sartorel (Chairman); K. Baker; J. Cheng;  
D. Errawalla; A. Heap; R. Horskins; C. Jewell; V. Lewis;  
R. Skegg; D. Smith; A. Swaddle; P. Wicks*

**Officers present:** *K. Murray, Deputy Town Clerk; M. Filmore, Committee Officer*

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

80. **APOLOGIES FOR ABSENCE**

Apologies were received from Councillors Al-Sanjari, Fragg, Bradley, Gilder, Green, Nagra and Soane.

81. **DECLARATIONS OF INTEREST**

There were no declarations of interest made by Members.

82. **COMPOSITION OF THE COUNCIL**

**RESOLVED:**

- ◆ To note the current composition of the Council is as follows:

Conservative Members:	18
Liberal Democrat Members:	4
Labour and Independent Members:	3

83. **STANDING COMMITTEE MEMBERSHIP**

Councillor Jewell proposed to increase the size of Standing Committees with a Membership of 9 to 10, and other committees with a membership of 3 to 4. She stated her reasoning for this was to retain experienced Councillors on their respective Committees. Councillor Baker stated that, in addition, he proposed to create other committees with a membership of 5 to 6. Councillor Baker advised that he supported the principal of increasing each impacted committee by one member as this would ensure neither the Liberal Democrat group, nor the Labour & Independent group, would decrease their number of places on those committees.

The Committee Officer advised that, as only Members of the Parent Committees could recommend changes to committee sizes, he recommended Members proceeded with the agenda as set out to ensure all elements were covered appropriately.

83.1 **RESOLVED:**

- ◆ To note the change to the division of places on Standing Committees, as set out in Report No. FC 3/23, instigated by the change to the political composition of the Council, and to note that, in line with Standing Order 9.1 d), Standing Committees have been duly suspended.

83.2 Councillor Jewell proposed, seconded by Councillor Skegg, and following a vote it was:

**RESOLVED:**

- ◆ To amend the number of places for Members on all Standing Committees (Strategy & Resources, Leisure Services, and Planning & Community) to 10.

Voting: For: 11 Against: 0 Abstentions: 0 No Vote Registered: 1

- 83.3 The Committee Officer confirmed that the change in number had created a new Conservative Group place on each Standing Committee, and advised Members that he had received an email from the Leader of the Conservative Group confirming the appointment to be made to those committees.

**RESOLVED:**

- ◆ To note the appointment of Councillor Parvaiz to the Planning & Community Committee to fill the newly created Conservative Group place on the committee.
- ◆ To note the appointment of Councillor Gilder to the Strategy & Resources Committee to fill the newly created Conservative Group place on the committee.
- ◆ To note the appointment of Councillor Soan to the Leisure Services Committee to fill the newly created Conservative Group place on the committee.

84. **SUB COMMITTEE, TASK & FINISH WORKING GROUP AND PARTNERSHIP MEMBERSHIP**

84.1 **RESOLVED:**

- ◆ To note the change to the decision on places on sub committees, task and finish working groups and partnerships, as set out in Report No. FC 3/23, instigated by the change to the political composition of the Council, and to note that, in line with Standing Order 9.1 d), these committees have been duly suspended.

- 84.2 Councillor Baker proposed, seconded Councillor Wicks, and following a vote it was:

**RESOLVED:**

- ◆ To suspend Standing Orders 2.2.b, 2.2.d, 6.4.2.a, 6.5.3.a, and 6.6.2.a, which require that changes to sub committees, task and finish working groups and partnerships, including changes to size and allocations, are to be made through a resolution at a meeting of the Parent Committee, and to approve that, should a quorate of members from the parent Standing Committees be present, that is at least 3 or 1/3 (whichever is higher), Members of the relevant Standing Committee may consider changing the number of allocated places on committees for which they are the parent committee.

Voting: For: 11 Against: 0 Abstentions: 0 No Vote Registered: 1

- 84.3 Members of the Strategy & Resources Committee, as the relevant parent committee, considered amending the number of places allocated to Members on the applicable sub committees, and task and finish working groups.

As Members of the parent committee, Councillor Baker proposed, seconded by Councillor Lewis, and following a vote it was:

**RESOLVED:**

- ◆ To amend the number of places on sub committees and task and finish working groups with a membership of 3 to 4, and with a membership of 5 to 6, as follows:



- Investments Sub Committee (5 to 6)
- Personnel Sub Committee (5 to 6)
- PR & Marketing Sub Committee (5 to 6)
- Risk Management Sub Committee (5 to 6)
- Standing Orders & Financial Regulations Sub Committee (5 to 6)
- Youth Services Task and Finish Working Group (5 to 6)
- Climate Emergency Sub Committee (3 to 4)
- Town Electors Task and Finish Working Group (3 to 4)

Voting: For: 4 Against: 0 Abstentions: 0 No Vote Registered: 0

84.4 Members of the Leisure Services Committee, as the relevant parent committee, considered amending the number of places allocated to Members on the applicable sub committees, task and finish working groups, and partnerships.

As Members of the parent committee, Councillor Jewell proposed, seconded by Councillor Horskins, and following a vote it was:

**RESOLVED:**

- ◆ To amend the number of places on sub committee and task and finish working groups with a membership of 3 to 4, and with a membership of 5 to 6, as follows:
  - Community Youth Partnership (5 to 6)
  - 3G Pitch Steering Group Sub Committee (3 to 4)
  - Allotments Task and Finish Working Group (3 to 4)

Voting: For: 6 Against: 0 Abstentions: 0 No Vote Registered: 0

84.5 **RESOLVED:**

- ◆ To note the appointment of the following Councillors to the relevant sub committee, task and finish working group, and partnerships, to fill the newly created Conservative Group place on each committee:
  - Councillor Gilder to the Standing Orders & Financial Regulations Sub Committee.
  - Councillor Horskins to the Youth Services Task and Finish Working Group.
  - Councillor Gilder to the 3G Pitch Steering Group Sub Committee.
  - Councillor Errawalla to the Town Electors Task and Finish Working Group.

*[C.O. Note: The Leader of the Conservative Group did not make appointments to other impacted sub committees, task and finish working groups, and partnerships as the above were the only committees due to meet before the end of the current election cycle]*

Meeting closed at 8:19 pm

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**Minutes of a Meeting of the Planning and Community Committee held at the Oakwood Centre on Tuesday 7 March 2023 at 7:45 pm**

**Present:** *Councillors: P. Wicks (Chairman); K. Baker; J. Cheng; C. Jewell; M. Nagra; M. Parvaiz; R. Skegg;*

**Officers present:** *K. Murray, Deputy Town Clerk; M. Filmore, Committee Officer;*

**Also present:** *Cllr Alex Heap  
5 members of the public*

195. **APOLOGIES**

Apologies for absence were received from Councillors Bragg, Sartorel and Soane.

196 **DECLARATIONS OF INTEREST**

There were no declarations of interest.

197. **MINUTES OF THE PLANNING AND COMMUNITY COMMITTEE MEETING HELD ON 31 JANUARY 2023**

**RESOLVED:**

- ◆ That the minutes of the Planning and Community Committee meeting held on 31 January 2023 be approved and be signed by the Chairman as a true and accurate record.

198. **WOKINGHAM BOROUGH COUNCIL – CONSULTATION WORDING REQUEST**

Members considered the request from Wokingham Borough Council to provide consultation comments in the format of either raising 'no objections' or 'objections' to planning applications, rather than stating that the Town Council recommends refusal. The general consensus was to agree to the request, although the Committee stated they would like to continue to include the word 'refusal' in comments where appropriate.

199. **CURRENT PLANNING APPLICATIONS**

**RESOLVED:**

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

200. **PLANNING DECISIONS**

**RESOLVED:**

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

201. **PLANNING APPEALS**

**RESOLVED:**

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

Application: 213106  
Location: Headley Road East, Woodley, RG5 4SN  
Proposal: Full planning application for the proposed erection of 5 no. buildings for commercial development to provide flexible light industrial, general industrial, and storage and distribution uses, with ancillary offices, associated car parking, formation of new accesses, and landscape planting, following demolition of existing buildings.

Application: 214173  
Location: Land adjacent to Sonning Golf Club, Duffield Road/Pound Lane, Sonning, Reading, RG4 6GJ  
Proposal: Full application for the proposed development of a specialist dementia residential care home (Use Class C2) with the creation of new pedestrian, cycle and vehicular access, plus landscaping and associated works.

202. **TREE PRESERVATION ORDERS**  
**Applications for works to trees**

**RESOLVED:**

- ◆ To note the following applications for tree works:

Application: 230277  
Location: TPO 256/1984, AREA 1: 12 Mollison Close, Woodley, RG5 4XG.  
Proposal: T1, Oak – Crown reduction by 2m over entire canopy to 13m in height and 12m in spread, providing 3-4m clearance from no. 12 Mollison Close; crown lift by 4m over pathway and thinning out of epicormic growth by 15-20%.

Application: 230343  
Location: TPO 1307/2009, T2: 31A Warren Road, Woodley, RG5 3AR.  
Proposal: T1, Oak (T2 on TPO) - Crown reduction by approx. 1.5-2m of the radial crown spread and the removal of up to approx. 2-3m of the height back to approx. location of previous pruning points. Crown lift by approx. 2-2.5m by removing secondary growth only where possible.

203. **LOCAL GOVERNMENT BOUNDARY REVIEW – JANUARY 2023 SUMMARY REPORT**  
Members were advised that the Local Government Boundary Commission for England had been contacted to confirm when any approved changes to Parish boundaries would come into force. They responded to confirm that, unlike changes to Borough boundaries which would force one off, all-out Borough elections in 2024, elections in line with the new Parish boundaries would not take place until the planned elections in May 2027.

Councillor Baker proposed, seconded by Councill Jewell, and it was:

**RESOLVED:**

- ◆ To write to the Local Government Boundary Commission for England to confirm that the Town Council had no objections to the proposals.

204. **ANNUAL GRANT**

**RESOLVED:**

- ◆ To note the report from the Link Visiting Scheme in respect of the 2022/23 annual grant provided to them.

205. **COMMUNITY ISSUES**

In relation to the disappearance of a Council noticeboard from Glendevon Road, Members noted that this had been removed for refurbishment, and that a request had been made to the Deputy Town Clerk to consider replacing all noticeboards. The Deputy Town Clerk confirmed that a proposal would be presented to the Strategy & Resources Committee in future to consider approving funding for this.

Members noted an update on a previous planning application which had been approved by Wokingham Borough Council regarding a property in Linden Road. The development took a portion of amenity land near garages and, with work now complete, a large, free-standing wall had now been constructed. Councillor Jewell stated that this wall stands out and, had she known about this, she would have objected to the application.

206. **HIGHWAYS ISSUES**

Members noted concern regarding vegetation covering road signage, especially around the London Bridge Road area. Another example highlighted was on the A3290, leading up from the Showcase Cinema towards The Bader Way / A329M.

207. **PUBLICATIONS/INFORMATION**

**RESOLVED:**

- ◆ To note receipt of the following:
  - Me2 Club Newsletters – January & February 2023
  - Thames Valley Police – Community Speedwatch Newsletter #4
  - CCB eBulletins – February & March 2023

208. **FUTURE AGENDA ITEMS**

There were no future agenda items raised by Members.

Councillor Baker updated Members that he had attended a Community Futures meeting where he had been advised that Wokingham Borough Council were aiming to set up 4 or 5 virtual training sessions for Borough Councillors and that, at the meeting, Councillor Conway had announced that Parish and Town Councillors would also be welcome to attend. Members asked that the Committee Officer contact Cllr Conway to find out more details.

209. **PUBLICITY/WEBSITE**

There were no publicity or website items raised by Members.

210. **ENFORCEMENT ISSUES**

**RESOLVED:**

- ◆ To note the information on enforcement issues received from the planning authority, as given in the agenda.

The meeting closed at 9:01 pm

**Observations on the following Planning Applications made at the Planning & Community Committee meeting held on 07 March 2023**

<b>Application No. &amp; Address</b>	<b>Proposal</b>
<p><b>223797</b> 7 Mannock Way, Woodley, RG5 4XW</p>	<p>Full application for the proposed change of use of amenity land to residential garden including erection of new boundary fence, plus the erection of a single storey rear extension, installation of a rear dormer with 1 no. juliet balcony to facilitate conversion of the loft to habitable accommodation, changes to fenestration, provision of new hardstanding and a dropped kerb.</p>
<p><b>Observations:</b> The Planning &amp; Community Committee have considered this planning application and wish to object to it on the following grounds:</p> <ul style="list-style-type: none"> <li>- Unacceptable loss of amenity land</li> <li>- Loss of privacy on neighbouring property; specifically overlooking neighbours at no. 8.</li> <li>- Out of character with the street scene; specifically, fencing and the proposed additional parking spaces are out of character with the open nature of the street scene</li> <li>- High fence on a bend would reduce sight lines and impact highway visibility</li> </ul>	
<p><b>223842</b> 16 Redwood Avenue, Woodley, RG5 4DR</p>	<p>Householder application for the proposed erection of a part single part two storey rear extension, to include rooflights. 1no. Juliet balcony to the rear. Changes to fenestration.</p>
<p><b>Observations:</b> The Planning &amp; Community Committee have considered this application and, whilst they had no objections to the application, they did ask that the neighbour's comments be taken into account.</p>	
<p><b>230089</b> 22 Kingfisher Drive, Woodley, RG5 3LG</p>	<p>Householder application for the proposed erection of a single storey rear extension, part single part two storey side extension, plus erection of front canopy, following demolition of existing side extension.</p>
<p><b>Observations:</b> The Planning &amp; Community Committee have considered this application. They wished to highlight that their views on the proposed development are in line with the objections the Committee raised regarding previous applications for this property (applications 210624 &amp; 222249).</p> <p>Again, the Committee resolved to submit objections to the proposal. They noted that that extension was large and, as such, out of character and negatively impacts the street scene. The development also appears to impact a large nearby tree, as shown in the tree plan, which the Committee deem to be unacceptable. Parking in this location is already tight, and there appears to be insufficient, on-site parking, with the parking plan appearing to show cars very close to the boundary fence. The proposal is likely to have a cumulative negative impact on the existing on-street parking issues.</p>	

<b>230123</b> 50 Loddon Bridge Road, Woodley, RG5 4AT	Householder application for the proposed erection of a single storey front extension.
<b>Observations:</b> No objections.	
<b>230173</b> 39 Caldbeck Drive, Woodley, RG5 4JX	Householder application for the proposed erection of a single storey front extension.
<b>Observations:</b> No objections.	
<b>230193</b> 8 Warren Road, Woodley, RG5 3AP	Householder application for the proposed demolition of existing UPVC and Polycarbonate conservatory and replaced with the erection of a single storey rear extension with internal alteration, and a blind dormer on the side elevation to accommodate an increase in the first floor bathroom size.
<b>Observations:</b> No objections.	
<b>230226</b> 12 Arundel Road, Woodley, RG5 4JL	Full application for the proposed subdivision of existing dwelling to create 1no. 2 bedroom dwelling and 1no. 3 bedroom dwelling.
<b>Observations:</b> No objections.	
<b>230275</b> 3 Wheble Drive, Woodley, RG5 3DS	Householder application for the proposed erection of a single storey front extension and a part single part two storey rear extension with 1 no. lantern rooflight.
<b>Observations:</b> No objections.	
<b>230280</b> 6 Tiger Close, Woodley, RG5 4UY	Householder application for the proposed erection of a first floor side extension.
<b>Observations:</b> No objections.	
<b>230295</b> Woodley Library, Headley Road, Woodley, RG5 4JA	Application to vary condition 5 of planning consent 213402 for the proposed installation of roof-mounted solar panels and 2 no. Air Source Heat Pumps, plus associated external plant enclosure. (Part Retrospective). Condition 5 relates to the operating times of the Air Source Heat Pumps and the variation is to allow the hours that the ASHPs do not operate at night to be changed to between 23:00 to 02:00.
<b>Observations:</b> The Planning & Community Committee have considered this application and object to the proposal to vary condition 5 of planning consent 213402.  The Committee noted that the original Officer Report, regarding application 213402, indicated that, with regards to noise nuisance, mitigation measures would be necessary to reduce overall noise levels to "no more than 5 dB above the existing background noise levels".	

The Committee noted that the new Noise Assessment report indicates the change to operating times would increase the overall noise level by more than 5dB compared to existing background levels during those times, which the Committee believe to be unacceptable and contrary to the original decision report.

The Committee noted that the noise nuisance issue would have been prevented had the heat pumps been located where originally planned, and in line with the original approved application (211597), and that the Committee had recommended they should be re-cited in their originally planned location when application 213402 was considered.

Councillor Baker wished for it to be noted that he did not object to this application.

<b>230322</b> 35 Gemini Road, Woodley, RG5 4TF	Householder application for the proposed erection of a detached outbuilding to form a garden room.
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**Observations:**  
No objections.

<b>230349</b> 33 Cartmel Drive, Woodley, RG5 3NG	Householder application for the proposed replacement roof of existing rear extension including new roof lantern and proposed dropped kerb.
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**Observations:**  
No objections.

<b>230381</b> 38 Wilmington Close, Woodley, RG5 4LR	Householder application for the proposed erection of a part first floor part two storey side and part single part two storey rear extension with 1 no. lantern rooflight, following partial demolition of the existing garage and demolition of the conservatory.
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**Observations:**  
The Planning & Community Committee have considered this application and, whilst they had no objections to the application, they did note concern from the neighbour at no. 36 regarding the potential loss of light. They asked that the Planning Officer ensure appropriate checks are undertaken to ensure there is no unacceptable loss of light.

<b>230385</b> 82 Bruce Road, Woodley, RG5 3DZ	Householder application for the proposed erection of a single storey side/rear extension, and part garage conversion to create habitable accommodation.
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**Observations:**  
No objections.

<b>230388</b> 51 Woodwaye, Woodley, RG5 3HB	Householder application for the proposed erection of a front open porch, raising of the roof including insertion of side dormers and roof lights to create first floor habitable accommodation, plus insertion of Juliet balcony, changes to fenestration and demolition of existing chimney.
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**Observations:**  
The Planning & Community Committee have considered this application and, whilst they had no objections to the application, they did ask that the neighbour's comments be taken into account.

<b>230397</b> 83A Loddon Bridge Road, Woodley, RG5 4AR	Application to vary condition 2 of planning consent 170319 for the proposed erection of a single detached dwelling. Condition 2 relates to the approved details and the variation is to allow the erection of a single storey rear extension with 1 no. lantern rooflight, plus insertion of 2 no. rooflights in the front elevation. (Retrospective)
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**Observations:**  
No objections.



<b>230405</b> 245 Loddon Bridge Road, Woodley, RG5 4BL	Householder application for the proposed loft conversion to create habitable accommodation with rear facing dormer and Juliette balcony along with changes to fenestration of the front and side roof elevations.
<b>Observations:</b> No objections.	

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**Minutes of a Meeting of the Planning and Community Committee held at the Oakwood Centre on Tuesday 28 March 2023 at 7:45 pm**

**Present:** *Councillors: J. Cheng (Vice Chairman); K. Baker; C. Jewell; M. Parvaiz; R. Skegg; B. Soane*

**Officers present:** *K. Murray, Deputy Town Clerk; M. Filmore, Committee Officer;*

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

211. **APOLOGIES**

Apologies for absence were received from Councillors Bragg, Nagra, Sartorel and Wicks.

212. **DECLARATIONS OF INTEREST**

Councillor R. Skegg – Personal interest: Agenda item 4 - Planning Applications: Application 230694, as Councillor Skegg owns a property which shares a boundary with the application site. Councillor Skegg took no part in the discussion or decision regarding this planning application.

213. **MINUTES OF THE PLANNING AND COMMUNITY COMMITTEE MEETING HELD ON 7 MARCH 2023**

**RESOLVED:**

- ◆ That the minutes of the Planning and Community Committee meeting held on 7 March 2023 be approved and be signed by the Chairman as a true and accurate record.

214. **CURRENT PLANNING APPLICATIONS**

**RESOLVED:**

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

215. **PLANNING DECISIONS**

**RESOLVED:**

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

216. **PLANNING APPEALS**

**RESOLVED:**

- ◆ To note that the following informal hearing relating to an appeal against refusal of planning permission is due to be heard by the Planning Inspectorate:

Application: 214173

Location: Land adjacent to Sonning Golf Club, Duffield Road/Pound Lane, Sonning, Reading, RG4 6GJ

Proposal Full application for the proposed development of a specialist dementia residential care home (Use Class C2) with the creation of

new pedestrian, cycle and vehicular access, plus landscaping and associated works.  
(Woodley Town Council had objections to the proposal.)  
Hearing: Wokingham Town Hall, Market Place, Wokingham, RG40 1AS;  
Commencing at 10.00 on 2 May 2023, the appeal is scheduled to run for 2 days.

- ◆ To note the following appeal decision:

Application: 220133  
Location: 101 and 101A Pound Lane, Sonning, Wokingham, RG4 6GG  
Proposal: Outline application for the proposed erection of a 4 storey 70 Bedroom care home with associated parking and servicing following demolition of the existing 2No dwellings and outbuildings (Access, scale, Layout and Design to be considered).  
Details: Appeal against refusal of planning permission.  
Decision: The appeal was dismissed

In response to suggestion that a Member might wish to attend the informal hearing in relation to planning application 214173, Members requested that details of the hearing are sent to all Members in case they wish to attend.

217. **TREE PRESERVATION ORDERS**  
**Applications for works to trees**

**RESOLVED:**

- ◆ To note the following application for tree works:

Application: 230527  
Location: TPO 3/1952, WOODLAND 3: 57 Malone Road, Woodley, Wokingham, RG5 3NL.  
Proposal: T1, Silver Birch – Fell to a stump. T2, Conifer Hedge – Fell part of hedge.

218. **GOODS VEHICLE OPERATORS LICENCE APPLICATION**

**RESOLVED:**

- ◆ To note the following application for a new Goods Vehicle Operators Licence:

Licence: OH2063405 R  
Operator: Cater Oils Ltd  
Directors: Malcolm Howell  
Address: 5 Multiparc, Headley Road East, Woodley, Reading, RG5 4SB  
New Authorisation: 7 Vehicle(s), 3 trailer(s)

- ◆ To note that, as the Town Council's comments were required prior to the meeting, details were circulated to Members of the Committee via email and no objections were raised or submitted to Wokingham Borough Council.

219. **COMMUNITY ISSUES**

There were no community issues raised by Members.

220. **HIGHWAYS ISSUES**

Members requested that contact be made with Wokingham Borough Council to understand if / when the next inspection of Earley Station Footbridge is due, and to be advised of the outcome of the inspection when it has taken place.

Members were advised that trees had now been planted on the Bulmershe Open Space, on the Earley side backing onto Church Road, in conjunction with Wokingham Borough Council.

221. **FUTURE AGENDA ITEMS**

There were no future agenda items raised by Members.

222. **PUBLICITY/WEBSITE**

There were no publicity or website items raised by Members.

The meeting closed at 8:07 pm

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Woodley Town Council

**Observations on the following Planning Applications made at the Planning & Community Committee meeting held on 28 March 2023**

<b>Application No. &amp; Address</b>	<b>Proposal</b>
<b>230308</b> 10 Colemans Moor Road, Woodley, RG5 4DL	Householder application for the proposed conversion of existing garage to create habitable accommodation following demolition of existing store. First Floor side extension. Loft conversion to create habitable accommodation to include 3no. Juliet balconies plus changes to fenestration.
<b>Observations:</b> The Planning & Community Committee have considered this application and, whilst they had no specific objections, they did raise a concern regarding the potential for overlooking onto neighbouring properties due to the provision of Juliette balconies.	
<b>230408</b> 6 Rivermead Road, Woodley, RG5 4DH	Householder application for the proposed single storey front extension.
<b>Observations:</b> No objections	
<b>230525</b> 61 Malone Road, Woodley, RG5 3NL	Householder application for the proposed part single storey, part two storey side extension following demolition of existing garage and shower room, re-roofing of existing single storey rear extension following part demolition of existing single storey rear extension and changes to fenestration.
<b>Observations:</b> No objections.	
<b>230623</b> 10 Manners Road, Woodley, RG5 3EA	Householder application for the proposed erection of a single storey front/side extension.
<b>Observations:</b> The Planning & Community Committee have considered this application and, whilst they had no specific objections, they did raise a concern regarding the potential loss of a parking space, and the lack of on-site parking provision.	
<b>230645</b> 23 Ravensbourne Drive, Woodley, RG5 4LH	Householder application for the proposed erection of a single storey front extension.
<b>Observations:</b> No objections.	
<b>230659</b> 79 Beechwood Avenue, Woodley, RG5 3DF	Householder application for the proposed garage conversion to create habitable space, first storey side extension and single storey front extension to create an open porch.
<b>Observations:</b> No objections.	

<p><b>230651</b> 5 Cope Mead, Woodley, RG5 4RP</p>	<p>Householder application for the proposed erection of a two storey front extension, alterations to roof including the insertion of 4no. pitched roof dormers, 1no. flat roof dormer and 2no. Juliet balconies to extend existing first floor habitable accommodation, plus changes to fenestration and demolition of existing conservatory.</p>
<p><b>Observations:</b> No objections.</p>	
<p><b>230679</b> 28 Caldbeck Drive, Woodley, RG5 4LA</p>	<p>Householder application for the proposed erection of a detached outbuilding.</p>
<p><b>Observations:</b> The Planning &amp; Community Committee have considered this application and had no objections, subject to the outbuilding being ancillary to the domestic nature of the property.</p>	
<p><b>230694</b> 48 Malone Road, Woodley, RG5 3NJ</p>	<p>Householder application for the proposed erection of a part single part two storey rear extension and conversion of the garage to habitable accommodation including raising of the existing garage roof, addition of a front porch canopy and a ground floor front bay window, plus changes to fenestration.</p>
<p><b>Observations:</b> No objections.</p>	

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**Minutes of a meeting of the Leisure Services Committee held at the Oakwood Centre on Tuesday 11 April 2023 at 8:00 pm**

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**Present:** *Councillors B. Soane (Chairman); N. Al-Sanjari; R. Horskins; A. Heap; C. Jewell; A. Swaddle*

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

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

49. **APPOINTMENT OF CHAIRMAN**

In the absence of the Chairman and Vice Chairman, the Deputy Town Clerk introduced the meeting and asked for nominations for a Chairman. Cllr Swaddle proposed, seconded by Cllr Horskins, and following a vote it was:

**RESOLVED:**

- ◆ To appoint Cllr Soane as Chairman for the meeting

Voting: For: 6 Against: 0 Abstentions: 0 Nil Vote: 0

Councillor Heap took the opportunity to thank all previous Chairman and Vice Chairman of the committee, including Councillors Soares, Bragg and Smith, as well as Officers, for their hard work during the past four years.

50. **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors Bragg, Gilder, Lewis and Smith.

51. **DECLARATIONS OF INTEREST**

There were no declarations of interest made by Members.

52. **MINUTES OF THE MEETING HELD ON 17 JANUARY 2023**

**RESOLVED:**

- ◆ That the minutes of the Leisure Services Committee meeting of 17 January 2023 be approved and signed by the Chairman as a correct record.

53. **BUDGETARY CONTROL**

Members reviewed the Budgetary Control report.

The Deputy Town Clerk explained that the reason expenditure in relation to the allotments currently appeared low was because the figures did not yet include the lease charge from Reading Borough Council for the year.

In relation to a query regarding income recorded against events, it was explained that this was in relation to income received for the Town Mayor's Charity event and relates directly to expenditure for the event, which includes items purchased as well as the money raised for the Mayor's charity.

**RESOLVED:**

- ◆ To note Report No. LS 7/23.

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

The Leisure Services Manager presented Report No. LS 8/23.

In relation to the paddling pool, it was confirmed that it may be possible to open the paddling pool in time for the Coronation weekend, dependent on the availability of the Amenities team.

Following a query, the Leisure Services Manager confirmed the current gym equipment lease was due to end in mid-November and that he is currently reviewing options.

**RESOLVED:**

- ◆ To note Report No. LS 8/23.

55. **PARKS AND BUILDINGS**

The Deputy Town Clerk presented Report No. LS 9/23.

Further to the information contained in the report regarding the ruling which confirmed that charges for local authority sports facilities falls outside the scope for VAT, the Deputy Town Clerk advised that the council's accountants have been asked to prepare quarterly VAT partial exemption figures for the four-year period for which back payments can be claimed.

The Deputy Town Clerk advised Members that a couple of street lamps owned by the council on Woodford Park were known to be broken. He confirmed that the council has now set up an account with Volker Highways and are waiting a date for these to be fixed.

Members noted that Beeches Funfair, which has been in operation on the Memorial Ground for two weeks in March, had initially set up in an incorrect position which ultimately led to the cancellation of Park Run on one weekend. Whilst the incorrectly positioned vehicles had been moved in time for the weekend, Park Run have to make a decision earlier in the week regarding cancellation of this unfortunately was not prevented. The Deputy Town Clerk advised that additional ground markings and specific site plans would be provided to hirers of the Memorial Ground to prevent this from re-occurring.

In relation to the delayed installation of the water supply to the Town Centre Garden by Thames Water, the Deputy Town Clerk confirmed that watering using the water bowser could continue to take place this year, as it did last year, if the installation continues to be delayed. He confirmed that the council has no option but to arrange the installation through Thames Water who own the supply.

The Deputy Town Clerk advised Members that the council were reviewing options for installing a second toilet at the site. Members noted that, when installed, the existing toilet had been situated by the entrance to the site where most plots were at that time. The number of plots has been increased significantly in the last few years, and the area covered is now larger, meaning there is demand for an additional toilet situated towards the back of the site. The Deputy Town Clerk confirmed that council would be reviewing sustainable options.

In response to an issue raised regarding unacceptable language being used by the parents of children playing league football on weekends in Woodford Park, the Leisure Services Manager agreed to write to the football league to highlight the issue to them. He advised that the league has contact with the clubs so could filter a message down.

**RESOLVED:**

- ◆ To note Report No. LS 9/23.

56. **YOUTH SERVICES**

The Deputy Town Clerk provided members within an update on the current position with regards to the provision of Youth Services.

He confirmed that the council were currently trying to arrange a date for a follow up meeting with Earley Town Council and potential providers regarding the potential for joint working on the provision of youth services. He also advised Members that a meeting of the Youth Services Working Party, which reports to the Strategy & Resources Committee, had been arranged for Monday 17 April, at which another potential provider would be meeting with the committee to provide a presentation on their offering.

In response to a query as to whether we are going to consider using a facility at Woodford Park Leisure Centre for the provision of youth services, the Deputy Town Clerk advised that, whilst the Strategy & Resources Committee had not instructed this option to be considered at present, there was an understanding that no action was currently off the table.

57. **FUTURE AGENDA ITEMS**

There were no future agenda items highlighted by Members.

In response to a query regarding the provision of additional benches, picnic benches and bins in Woodford Park in time for Summer, the Deputy Town Clerk advised there is budget for this but this would be dependent on the workload of the Amenities team.

58. **PUBLICITY AND WEBSITE**

Members asked that good news regarding work to the paddling pool, the bowling green, and the pickleball trial be publicised.

Following a query, the Leisure Services Manager advised that he was still looking into the possibility of opening up the council's gym facilities to under 16's. He was currently reviewing what would be required to enable this, including whether the gym would need to be supervised, as well as whether this might only be permitted at specific times, for example after school.

The meeting closed at 8:56 pm

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**Minutes of a meeting of the Strategy & Resources Committee held at the Oakwood Centre on Tuesday 18 April 2023 at 8:00 pm**

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**Present:** *Councillors K. Baker (Chairman); M. Doyle; C. Jewell; V. Lewis; B. Rowland; P. Wicks;*

**Officers present:** *K. Murray, Deputy Town Clerk; M. Filmore, Committee Officer;*

**Also present:** *2 members of the public*

81. **APOLOGIES**

Apologies for absence were received from Councillor Anderson, Cudwick, Brindley and Gilder.

82. **DECLARATIONS OF INTEREST**

There were no declarations of interest made by member

83. **MINUTES OF THE MEETING HELD ON 24 JANUARY 2023**

**RESOLVED:**

- ◆ That the minutes of the Strategy and Resources Committee meeting of 24 January 2023 be approved and signed by the Chairman as a correct record.

84. **FINANCE**

**a) Budgetary Control**

The Deputy Town Clerk presented Report No. SR 9/23.

The Deputy Town Clerk highlighted to Members that the expenditure figure, reported against Grant – Section 137' as £13,850, was incorrect and should be £17,850, making expenditure against budget 99.17%. The overall effect on the net expenditure the Strategy & Resources budget was an increase of £4,000 on that reported in Report No. SR 9/22 taking overall expenditure against budget up from 95.65% to 96.03% still under budget.

Members noted that any net loss against the Town Centre Partnership budget line would be covered by the Town Centre Partnership reserves.

**RESOLVED:**

- ◆ To note Report No. SR 9/23.

**b) Payments**

A comment was made regarding the continual increase in payroll payments made over the last 18 months, and a question was raised about the current situation with the Town Clerk. Both the Chairman and the Deputy Town Clerk advised it was not appropriate to discuss personnel matters in a public forum, and so it was suggested a further, confidential discussion, could take place following the meeting.

**RESOLVED:**

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

	Current account	Imprest account
January 2023	£102,850.30	£57,666.92
February 2023	£114,023.08	£57,634.46
March 2023	£145,342.38	£93,134.43

Voting: For: 6 Against: 0 Abstentions: 0 No Vote Recorded: 0

**c) Internal Audit**

The Deputy Town Clerk advised Members that, in relation to the recommendations made in the internal auditor's report, all items have either been addressed already or are being progressed.

Members commented that the report from the new internal auditors appeared far clearer and more understandable than previous reports.

A query was raised as to whether the report indicated that previously timesheets for leisure centre staff had not been validated. The Deputy Town Clerk confirmed this was not the case, but that there is now an additional step whereby the Deputy Town Clerk counter signs the timesheets prior to being processed by the Finance Officer as an additional validation step.

With regards to the issues raised in the audit regarding the over reliance on the Finance Officer and lack of appropriate cover, the Deputy Town Clerk confirmed that appropriate wording will be added to the Risk Register in this respect.

In light of the sensitivity from Members regarding the benefits seen from changing to a new internal auditor who offers a fresh view on the Council's financial affairs, Members suggested it might be appropriate to engage auditors for a maximum of two terms before appointing a new auditor. The Deputy Town Clerk confirmed that the current audit was a jointed first year for a three-year term. It was requested that Officers look into formalising a process whereby internal auditors face a small review after their first term, but a full review following the period of their second term.

**d) PSD Funds**

With regards to a query as to why the interest achieved on the PSDF accounts was only 1.9% and 1.7% and not higher, as being offered by some other banks, Members noted that the choice of investment providers for the Council was highly regulated. It was also noted that the decision to invest in the CCLA PSDF account was based on the fact that the provider was AAA rated, providing one of the lowest risk investment opportunities, and that there were few, if any, other providers of this rating available to the Council.

**RESOLVED:**

- ◆ To note the update with regards to the Council's funds within the CCLA Public Sector Deposit Fund (PSDF), as provided in the agenda.

85. **OAKWOOD CENTRE INCOME UPDATE**

The Deputy Town Clerk presented the Oakwood Centre room hire and catering income updates.

Members noted that catering figures from the 2020/21 financial year were omitted, and the Deputy Town Clerk advised he would look into this.

**RESOLVED:**

- ◆ To note the Bookings and Room Hire income and Catering income charts, as provided in the agenda.

86. **TOWN CENTRE PARTNERSHIP**

Following a query, Members noted that representatives on the Town Centre Partnership were elected annually, with places available for members of Wokingham Borough Council, Woodley Town Council, retailers and residents.

**RESOLVED:**

- ◆ To note the report of the Town Centre Partnership Meeting held 18 January 2023.

87. **PROJECTS SCHEDULE 2022/23**

The Deputy Town Clerk presented the updated Projects schedule for 2022/23.

It was noted that the project to replace fuse boards, CBOs and the RCD mains switch at the Oakwood Centre had yet to be completed. The Deputy Town Clerk advised that the delay was due to that fact that the fuse board had now become obsolete, so the Council had been engaging with potential contractors to source a solution which would not involve any significant extra cost. He confirmed that the work wasn't urgent, as there was no safety issue with the existing equipment, but that it needed to be completed by September when fixed wiring is due to be updated.

Members requested potential projects for consideration in the next capital projects programme, including the replacement of all Council noticeboards, and the installation of a covered bike rack / push chair parking area in front of the Oakwood Centre.

**RESOLVED:**

- ◆ To note the updated information contained in the Projects Schedule 2022/23.

88. **COMMUNITY GRANT**

Members considered the requests for grant funding, as set out in Report No. SR 10/23, in line with the community grants criteria.

**RESOLVED:**

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

1 <sup>st</sup> Woodley Boys' Brigade	£250	To update / replace aging sports and camping equipment.
Woodley Bowling Club	£250	To pay towards new frames to display competition winners, the replacement of old light fittings to LED, and new metal shutters on the entrance.
Community Hopeline CIC	£250	To purchase promotional material to be used across Woodley to highlight the organisations services and projects.

Woodley Festival of Music and Arts £250 To pay towards the cost of venue and piano hire, and adjudicator and other professional fees.

Voting: For: 6 Against: 0 Abstentions: 0 No Vote Recorded: 0

89. **VAT CHANGES FOR SPORTS FACILITIES**

Members noted the recent court ruling which concluded that charges for local sports facilities fall outside the scope for VAT.

The Deputy Town Clerk advised Members of the potential impact this has on the existing charging structure, which currently includes VAT, as well as complications arising from the fact some centre users receive a discount in line with VAT for block bookings.

There was uncertainty as to the exact impact this would have on the Council, and it was noted that advice was still being received regarding any potential VAT which might be able to be reclaimed by the Council.

The Deputy Town Clerk advised Members that the intention was to continue with the approved charges for the current financial year at present whilst advice is being received as to the appropriate approach to take. The Council would then retrospectively correct charges incurred based on the determined approach. It was deemed this would be more appropriate than making a change to charges now without full information and advice which might then have to be retrospectively unpicked.

Members noted a desire to ensure that any VAT reclaimed would, wherever possible, be returned to hirers.

90. **REQUEST FOR FREE HIRE OF THE OAKWOOD CENTRE**

The Chairman advised that, as an admiral member of the Woodley Volunteers for our Community group, he would not take part in discussion and resolution on this item.

Two Members stated they were not happy to offer free hire as it might set a precedent for other community groups in the area. They stated that the Committee needed to find another way to offer this kind of support and suggested it might be appropriate to offer a grant to cover the cost of the hire, which they deemed to be more transparent.

Another Member suggested an alternative approach might be to invoice the group for the hire of the centre, but to apply a 100% discount, whilst another indicated they felt the group did good work for the community and so it would be appropriate to give them free hire of the venue for the event.

Following a discussion, it was then suggested that the group might be encouraged to submit an application for a community grant to cover the cost of the hire of the venue, which could then be considered. The Deputy Town Clerk advised that the event was due to take place in mid-May and there was no scheduled meeting of this Committee prior to the event taking place at which this could be considered.

Members also noted that a previous resolution had been made for requests for free hire of the Oakwood Centre to be presented to this Committee for consideration, as was happening in this case. Members requested that this process should come back to the next meeting of the Committee to consider whether this approach needs to be changed.

Following further discussion, Councillor Jewell proposed, seconded by Councillor Rowland, and it was:



**RESOLVED:**

- ◆ That, in line with the community grants issued earlier in the meeting, that is to say under Section 137 of the Local Government Act 1972, a grant of £250 be awarded to the Woodley Volunteers for our Community Group with which they could cover the costs of hiring the Oakwood Centre for their event.

Voting: For: 4 Against: 1 Abstentions: 1 No Vote Recorded: 0

91. **EMERGENCY OUT OF HOURS CONTACT**

Members noted that the Town Council can now be contacted in an emergency, out of hours, using the Wokingham Borough Council out of hours emergency telephone number, 0800 212 111.

The Deputy Town Clerk advised that a list of appropriate Town Council staff contacts had been provided to Wokingham Borough Council in order to facilitate this, and that there was no charge attached to this service.

92. **FUTURE AGENDA ITEMS**

Members requested that an update on the situation with regards to proceeds of the sale of land at Silver Fox Crescent, which was previously held in trust by trustees of Woodley Lawn Tennis Club, be provided at a future meeting.

93. **PUBLICITY AND WEBSITE**

Members requested that information on grants awarded by the Council be publicised.

Meeting closed 8:56 pm

**Woodley Town Council**

**Current Account**

**List of Payments made between 01/01/2023 and 31/01/2023**

<b>Date Paid</b>	<b>Payee Name</b>	<b>Amount Paid</b>	<b>Transaction Detail</b>
12-Jan-23	(Personal Information)	440.00	WTCP Mkt manager
26-Jan-23	Alan Hadley Ltd	450.00	Refuse collection
12-Jan-23	ASAP Computer Services	1902.00	Annual IT support WPLC
05-Jan-23	Atkinson Fencing Ltd	6529.86	Building Supplies
06-Jan-23	Be Fuelcards Ltd	3.31	Admin charge
20-Jan-23	Be Fuelcards Ltd	30.16	Unleaded petrol
05-Jan-23	Berkshire Lowland Search & Rescue	575.00	Xmas Fayre-Marshall service
19-Jan-23	Bowak Ltd	716.67	Cleaning Supplies
19-Jan-23	Brewers Decorator Centres	53.93	Decorating supplies
26-Jan-23	Brewers Decorator Centres	208.80	Decorating supplies
26-Jan-23	Brown Bag Cafe Ltd	322.40	Monthly catering service
26-Jan-23	Broxap Ltd	1597.20	Catering seats
05-Jan-23	Castle Water	14999.46	Water rates
12-Jan-23	Castle Water	41.78	Water rates
05-Jan-23	CDK Casting Ltd	10.40	Bronze plaques
03-Jan-23	CF Corporate Finance Ltd	6.32	Qtrly lease photo copier-WPLC
19-Jan-23	Churchill Contract Services Ltd	1561.84	Contract Cleaning
03-Jan-23	Club Manager Ltd	94.80	Gym software monthly fee
26-Jan-23	CoolerAid Ltd	30.00	Bottled water
05-Jan-23	Dejac Associates Ltd	15.00	Computer support services
16-Jan-23	Devonshire Trading Ltd	1100.00	Monthly gym equip hire
18-Jan-23	Ecotricity	3490.72	Electric supply-Depot
24-Jan-23	Ecotricity	445.38	Gas supply-Chapel Hall
24-Jan-23	Ecotricity	122.00	Gas supply-OC
24-Jan-23	Ecotricity	1561.85	Gas supply-WPLC
24-Jan-23	Ecotricity	291.46	Gas supply-Coro Hall
12-Jan-23	EDF Energy 1 Ltd	26.70	Electric supply-Clock
12-Jan-23	Epos Now Ltd /D	30.00	Monthly EPOS till support
12-Jan-23	Ethos Communications Services Ltd	104.16	Repair/service copier-WPLC
19-Jan-23	Eventu	411.00	Citizens Awards/Projector hire
26-Jan-23	Eventu	50.00	Monthly projector hire
11-Jan-23	Global 4 Communications	1037.40	Phone/Mobiles
20-Jan-23	MRC Cumberland	16701.00	PAYE&NI Deducted from pay
05-Jan-23	Imperative Training Ltd	67.74	Defib Adult pads-WPLC
05-Jan-23	JMVA Ltd	277.68	Host Domain&Website
27-Jan-23	Mills Fitness UK Ltd	203.69	Bodybalance coach-WPLC
03-Jan-23	Lloyds Bank D/D	45.24	Current a/c charges
16-Jan-23	Lloyds Bank D	465.72	Cardnet service charge
31-Jan-23	Lloyds Bank D/D	50.00	Current a/c charges
26-Jan-23	Lyreco UK Ltd	498.54	Stationery Supplies
05-Jan-23	Mailcoms Ltd D/D	125.82	Mail franking cartridge
16-Jan-23	Merchant Rentals Ltd	18.40	Monthly cardnet charge
16-Jan-23	Merchant Rentals Ltd	18.40	Cardnet charge monthly
12-Jan-23	PHS Group	2281.90	Annual Sanitary/waste collection
05-Jan-23	Pitney Bowes Ltd	150.00	Postage top up
19-Jan-23	Poztive Energy Ltd	81.03	Electric supply-Coro Hall
19-Jan-23	Poztive Energy Ltd	813.48	Electric supply-WPLC
19-Jan-23	Poztive Energy Ltd	41.87	Electric supply-Chapel Hall
19-Jan-23	Poztive Energy Ltd	2080.14	Electric supply-OC
20-Jan-23	Prudential	307.24	AVC deducted from pay
26-Jan-23	Reading Borough Council	205.82	Annual rent/licence fee
26-Jan-23	Reading Community Energy Soc Ltd	468.93	Electric supply OC&WPLC
26-Jan-23	Richard Wheeler Signs Ltd	7816.85	50% deposit - Signs

19-Jan-23	Select Environmental Services Ltd	279.00	Refuse collection
10-Jan-23	SGW Payroll Ltd	159.86	Monthly payroll service fee
12-Jan-23	SSE Southern Electric	588.00	Electric supply
05-Jan-23	Technical Surfaces Ltd	480.00	3G Matchfit service
19-Jan-23	Technical Surfaces Ltd	480.00	3G Matchfit service
20-Jan-23	The Berkshire Pension Fund	20527.40	Employee & 'er deducted from pay
19-Jan-23	Trade UK - BandQ	87.00	Building Supplies
19-Jan-23	Trade UK - Screwfix	937.93	Building Supplies
05-Jan-23	Tudor Environmental	850.08	Gardening supplies
19-Jan-23	Tudor Environmental	518.40	Bags of rock salt
20-Jan-23	Unison Collection Ac	22.50	Union fee deducted from pay
26-Jan-23	Veolia ES - UK Ltd	247.09	Refuse collection
26-Jan-23	Willis & Anisworth	126.00	Brown rock salt
03-Jan-23	Wokingham BC - Rates	2283.00	Rates-WPLC
03-Jan-23	Wokingham BC - Rates	364.00	Rates-Co Hall
03-Jan-23	Wokingham BC - Rates	165.00	Rates Chapel Hall
03-Jan-23	Wokingham BC - Rates	898.00	Rat C

**Total 102850.30**

### CLERKS IMPREST A/C

List of Payments made between 01/01/2023 and 31/ 1/2023

Date Paid	Payee Name	Amou	Pai	Transaction Detail
09-Jan-23	(Personal Information)		00	Refund key deposit
09-Jan-23	(Personal Information)	75	0	Refund deposit
10-Jan-23	(Personal Information)	7.25		Refund WPLC course
13-Jan-23	(Personal Information)	15.00		Refund key deposit
16-Jan-23	(Personal Information)	7	0	Refund deposit
16-Jan-23	(Personal Information)	27.00		Refund Allotment overpaid
23-Jan-23	(Personal Information)	30.00		Refund key deposit
23-Jan-23	(Personal Information)	100.00		Refund deposit
23-Jan-23	(Personal Information)	75.00		Refund deposit
30-Jan-23	(Personal Information)	75.00		Refund deposit
31-Jan-23	(Personal Information)	75.00		Refund deposit
16-Jan-23	1st Woodley Scout p	75.00		Refund deposit
26-Jan-23	Adobe	291.17		Adobe software
04-Jan-23	Amazon Mkt Place	24.68		Window hinge kit
11-Jan-23	Amazon Mkt Place	19.78		Dustpan and brush set
27-Jan-23	Amazon Mkt Place	10.84		Birchwood stirrers-WPLC
27-Jan-23	Amazon Mkt Place	40.77		Kraft 12oz Ripple cups
27-Jan-23	Amazon Mkt Place	26.32		Monitor stand riser-OC
23-Jan-23	B&Q Mkt Place	275.94		6x Industrial fan heaters
13-Jan-23	Awards of Distinction Ltd	255.60		Awards engraving
30-Jan-23	Willis & Ainsworth	846.12		22 ton type 1 limestone
11-Jan-23	Dunston Graphics	25.00		Lease plan update-WP
18-Jan-23	Gravelmaster.co.uk	825.00		Play Sand
30-Jan-23	Home-Start Wokingham	250.00		Grant Jan 2023
18-Jan-23	Janitorial Direct	255.14		Cleaning supplies-Depot
25-Jan-23	Lloyds Bank	53328.58		January 23 - payroll
13-Jan-23	Lloyds Bank D/D	14.95		Monthly Imprest a/c fees
31-Jan-23	PETTY CASH A/C	265.07		Top up - petty cash
17-Jan-23	Powerland Battery Centre	108.71		2x Vehicle batteries
19-Jan-23	TV Licensing	159.00		TV License - OC

**Total 57666.92**

**Woodley Town Council**

**Current Account**

**List of Payments made between 01/02/2023 and 28/02/2023**

<b>Date Paid</b>	<b>Payee Name</b>	<b>Amount Paid</b>	<b>Transaction Detail</b>
16-Feb-23	(Personal Information)	330.00	WTCP Mkt Manager
01-Feb-23	Advanced Maintenance UK Ltd	156.00	Annual boiler service
23-Feb-23	Agile Hospitality Solutions Ltd	1194.00	Events 500 training - Bookings
08-Feb-23	Alan Hadley Ltd	492.00	Refuse collection
16-Feb-23	Allder Glass Ltd	10459.02	Supply & Fit Bi-Fold doors
16-Feb-23	April Skies Accounting Ltd	598.60	Internal audit 22/23
10-Feb-23	Be Fuelcards Ltd	88.15	BP Diesel-47200m
01-Feb-23	Blandy & Blandy LLP	1803.60	Professional services
16-Feb-23	Bowak Ltd	197.44	Cleaning supplies
01-Feb-23	Brake Bros Foodservice Ltd	428.19	Vending supplies
23-Feb-23	Brewers Decorator Centres	53.93	Decorating supplies
23-Feb-23	Brown Bag Cafe Ltd	316.50	Monthly catering service
08-Feb-23	Castle Water	2617.49	Water rates
23-Feb-23	Churchill Contract Services Ltd	1561.8	Contract cleaning
01-Feb-23	Club Manager Ltd	94.0	Gym software monthly fee
08-Feb-23	Dejac Associates Ltd	76.00	Install wireless router
23-Feb-23	Dejac Associates Ltd	269.00	Annual mail server charge
15-Feb-23	Devonshire Trading Ltd	1100.81	Monthly Gym equipment hire
16-Feb-23	Ecotricity	340.8	Gas supply-Coro Hall
16-Feb-23	Ecotricity	1711.3	Gas supply-WPLC
23-Feb-23	EDF Energy 1 Ltd	6.70	Electric supply-Clock
10-Feb-23	Epos Now Ltd D/D	30.00	Epos till monthly support
23-Feb-23	Facet Technical & Resource Solutions	83.34	Fire safety checks
08-Feb-23	Farol Ltd	4.41	Vehicle supplies
16-Feb-23	Fiddes & Son Ltd - Bowcom	378.0	Quantum 10 ltr tubs line mark
16-Feb-23	Fraser Office Supplies Ltd	60.17	Stationery supplies
09-Feb-23	Global 4 Communications	1038.24	Phone/mobiles
23-Feb-23	Henley Theatre Services Ltd	55.99	Second hand colour frame
16-Feb-23	HMRC Cumbernauld	17930.44	PAYE&NI Deducted from pay
08-Feb-23	Lamps-Tubes Lumina Lamps Ltd	1116.00	Remove xmas lights
27-Feb-23	Les Mills Fitness UK Ltd	203.69	Bodybalance-Gym coach
08-Feb-23	Lister Wilder Ltd	249.52	Garden supplies
16-Feb-23	Lister Wilder Ltd	600.49	Vehicle supplies/repair blades
14-Feb-23	Lloyds Bank D/D	359.09	Cardnet monthly charge service
23-Feb-23	Lyreco UK Ltd	102.01	Stationery supplies
16-Feb-23	M K Cleaning	50.40	Laundry-Cloths
15-Feb-23	Merchant Rentals Ltd	18.40	Monthly cardnet charge
15-Feb-23	Merchant Rentals Ltd	18.40	Monthly cardnet charge
01-Feb-23	PHS Group	440.48	Qtrly dust matt charges
23-Feb-23	Pitney Bowes Ltd	150.00	Postage top up
15-Feb-23	Positive Energy Ltd	78.59	Electric supply-Coro Hall
15-Feb-23	Positive Energy Ltd	1919.69	Electric supply-OC
16-Feb-23	Prudential	307.24	AVC deducted from pay
28-Feb-23	Public Works Loan Board	5874.06	PW505314-Capital/Interest
16-Feb-23	Richard Wheeler Signs Ltd	7816.85	Info Notice Signs
08-Feb-23	SAS Land Services Ltd	840.00	Hire - excavator
20-Feb-23	SGW Payroll Ltd	159.86	Payroll service-Jan 23
16-Feb-23	SWALEC	273.80	Electric supply-Toilet
16-Feb-23	T H White Ltd	282.55	Vehicle supplies
08-Feb-23	Thames Valley Water Services Ltd	1476.00	Monthly water/legionella checks
16-Feb-23	The Berkshire Pension Fund	21189.09	Employee & 'er deducted from pay
16-Feb-23	Thorngate Upholstery & Curtains	3008.00	Supply & Fit curtains
16-Feb-23	Trade UK - Screwfix	697.20	Building supplies

08-Feb-23 Tudor Environmental	397.78 Garden supplies
16-Feb-23 Tudor Environmental	2312.38 Garden/building supplies
23-Feb-23 Tudor Environmental	284.40 Lawn grass seed
16-Feb-23 Unison Collection Ac	22.50 Union fee deducted from pay
23-Feb-23 Veolia ES - UK Ltd	624.21 Refuse collection
08-Feb-23 Wingfield Engineering Ltd	241.26 Vehicle service & repair
08-Feb-23 Wokingham Borough Council	1378.00 Street trading consent-WTCP
08-Feb-23 WorkNest Ltd	7985.59 Health & Safety 2023/24

**Total 114023.08**

**CLERKS IMPREST A/C**

**List of Payments made between 01/02/2023 : (Personal Information)**

<b>Date Paid</b>	<b>Payee Name</b>	<b>Amount Paid</b>	<b>Transaction Detail</b>
06-Feb-23	(Personal Information)	75.00	Refund deposit
08-Feb-23	(Personal Information)	40.50	Refund 3G charge
08-Feb-23	(Personal Information)	15.00	Refund deposit
08-Feb-23	(Personal Information)	30.00	Refund WPLC course
10-Feb-23	(Personal Information)	75.00	Refund deposit
10-Feb-23	(Personal Information)	16.20	Refund Allotment rent
14-Feb-23	(Personal Information)	15.00	Refund Allotment deposit
14-Feb-23	(Personal Information)	75.00	Refund deposit
17-Feb-23	(Personal Information)	75.00	Refund deposit
20-Feb-23	(Personal Information)	75.00	Refund deposit
24-Feb-23	(Personal Information)	5.00	Refund deposit
02-Feb-23	Amazon Mkt Place	9.98	Cleaning supplies
10-Feb-23	Amazon Mkt Place	2.83	1/2" drive torque wrench
17-Feb-23	Amazon Mkt Place	11.01	3x Table cloths - OC
17-Feb-23	Amazon Mkt Place	119.30	3x Table cloths - OC
02-Feb-23	Bullseye Awards&Garments	18.00	Engraving-Award
02-Feb-23	Chew Valley Trees	666.00	Magnolia/cherry trees
24-Feb-23	Chew valley Trees	444.00	Memorial trees
01-Feb-23	Colour Confidence.co.uk	53.95	Colour card fan deck
23-Feb-23	Hicks Holdings Ltd	482.64	Van service/repair
22-Feb-23	Lloyds Bank	53522.00	Feb 2023 - net payroll
10-Feb-23	Lloyds Bank D/D	13.60	Imprest a/c charges
21-Feb-23	Norris Steam Services Ltd	387.00	Jiffy J-4000 steamer OC
14-Feb-23	Products4Pool.com	673.52	Speck Badu pool pump
17-Feb-23	Rotary Club of Sandan	75.00	Refund deposit
08-Feb-23	The Tank House	212.40	Wrought Iron tree guard
24-Feb-23	Wine Rose.com	160.97	Wine - Awards event
16-Feb-23	Wine Rose SMDD.co.uk	57.24	3/4" Brass float valve
<b>Total</b>		<b>57634.46</b>	

## Woodley Town Council

## Current Account

## List of Payments made between 01/03/2023 and 31/03/2023

Date Paid	Payee Name	Amount Paid	Transaction Detail
08-Mar-23	(Personal Information)	440.00	WTCP Mkt Manager
01-Mar-23	1st Direct Pools	1169.00	Triton pressure valve
16-Mar-23	AGA Print Ltd	44.32	Poster/Banners
30-Mar-23	BACS P/L Pymnt Page 5125	0.08	BACS P/L Pymnt Page 5125
03-Mar-23	Be Fuelcards Ltd	123.34	Diesel/Unleaded fuel
02-Mar-23	BNP Paribas Leasing Solutions	577.20	Qtrly Photocopy lease rental
16-Mar-23	Bowak Ltd	363.83	Cleaning supplies
23-Mar-23	Bowak Ltd	339.84	Cleaning supplies
01-Mar-23	Brake Bros Foodservice Ltd	418.68	Vending supplies
16-Mar-23	Brake Bros Foodservice Ltd	302.57	Vending supplies
23-Mar-23	Brewers Decorator Centres	71.86	Decorating supplies
23-Mar-23	Brown Bag Cafe Ltd	1564.56	Monthly catering service
16-Mar-23	Business Stream	55.46	Water rat toilet
08-Mar-23	Castle Water	2610.95	Water rates
23-Mar-23	Churchill Contract Services Ltd	1561.84	Contact clean
01-Mar-23	Club Manager Ltd	94.80	Gym software monthly fee
23-Mar-23	CoolerAid Ltd	18.5	Bottled water
01-Mar-23	Dejac Associates Ltd	1230.0	Synology digital drives
15-Mar-23	Devonshire Trading Ltd	100.81	Monthly gym equip hire
16-Mar-23	Drain Surgeons UK Ltd	34.00	Emp Cesspit-Depot
20-Mar-23	Ecotricity	7.49	Gas supply
20-Mar-23	Ecotricity	2896.0	Electric supply-Depot
21-Mar-23	Ecotricity	3489.07	Gas supply-WPLC
08-Mar-23	EDF Energy 1 Ltd	24.14	Electric supply-clock
16-Mar-23	Energieo Ltd	475.46	Inst Christmas tree-WTCP
10-Mar-23	Epos Now Ltd D/D	0.0	Epos till monthly charge
23-Mar-23	Ethos Communications Solutions Ltd	237.61	Printing/copying-WPLC
01-Mar-23	Eventu	50.00	Projector hire
16-Mar-23	Facet Technical & Resources Ltd	840.00	Extra work on Fire alarm-OC
01-Mar-23	Farol Ltd	102.42	Gardening supplies
01-Mar-23	FR Jones and Son Ltd	899.00	Petrol lawn mower
09-Mar-23	Global 4 Communications	1036.53	Phone/Mobiles
01-Mar-23	Henry Street Garden Centre	317.30	Gardening supplies
17-Mar-23	HMRC Cumbernauld	16289.57	PAYE&NI Deducted from pay
08-Mar-23	IBS Office Supplies Ltd	356.81	Printing/copying-OC
01-Mar-23	Lante Security Ltd	593.10	Replace fire door
08-Mar-23	LAX Events Ltd	533.00	Equip hire-Events
07-Mar-23	Lloyds Bank D/D	55.72	Current a/c-Charges
14-Mar-23	Lloyds Bank D/D	284.96	Monthly Cardnet fees
23-Mar-23	Lyreco UK Ltd	116.97	Stationery supplies
08-Mar-23	M K Cleaning	42.00	Laundry-Cloths
23-Mar-23	M K Cleaning	269.70	Laundry-Cloths
08-Mar-23	McFarlane Telford	1296.00	Major service-Catering Equipment
15-Mar-23	Merchant Rentals Ltd	18.40	Cardnet machine rental
15-Mar-23	Merchant Rentals Ltd	18.40	Cardnet machine rental
07-Mar-23	Poztive Energy Ltd	859.06	Electric supply-WPLC
07-Mar-23	Poztive Energy Ltd	43.73	Electric supply-Chapel Hall
22-Mar-23	Poztive Energy Ltd	76.47	Electric supply-Coro Hall
28-Mar-23	Poztive Energy Ltd	39.52	Electric supply-Chapel Hall
28-Mar-23	Poztive Energy Ltd	388.30	Electric supply-WPLC
28-Mar-23	Poztive Energy Ltd	410.09	Electric supply-WPLC
31-Mar-23	Poztive Energy Ltd	1740.23	Electric supply-OC
17-Mar-23	Prudential	307.24	AVC deducted from pay
30-Mar-23	Public Works Loan Board	29093.75	PWLB-485970 interest
31-Mar-23	Public Works Loan Board	40204.33	PB- Capital/Interest
08-Mar-23	R.E.S. Systems Ltd	1440.00	6 monthly fire check
01-Mar-23	Rialtas Business Solutions Ltd	543.11	Annual Booking fee
08-Mar-23	Rialtas Business Solutions Ltd	298.98	Annual Allot fee

23-Mar-23	Richard Wheeler Signs Ltd	60.40	Defib Signs
16-Mar-23	Select Environmental Services Ltd	488.04	Refuse collection
17-Mar-23	SGW Payroll Ltd	157.82	Monthly payroll fee-Feb 23
23-Mar-23	St John Ambulance	630.00	Health & Safety training
23-Mar-23	Suregreen Ltd	554.40	Feather edge boards
17-Mar-23	SWALEC	84.57	Electric supply-toilet
27-Mar-23	SWALEC	116.59	Electric supply-toilet
08-Mar-23	Thames Valley Water Services Ltd	252.00	Monthly water checks
17-Mar-23	The Berkshire Pension Fund	20403.35	Employee & 'er deducted from pay
23-Mar-23	Trade UK - BandQ	231.12	Building supplies
16-Mar-23	Trade UK - Screwfix	36.12	Building supplies
23-Mar-23	Trade UK - Screwfix	21.99	Building supplies
16-Mar-23	Tudor Environmental	625.14	Wildflower/football seed
17-Mar-23	Unison Collection Ac	22.50	Union fee deducted from pay
01-Mar-23	Veolia ES - UK Ltd	89.27	Refuse collection
23-Mar-23	Veolia ES - UK Ltd	491.47	Refuse collecti
08-Mar-23	WorkNest Ltd	630.00	Professional gal service
01-Mar-23	Zaros Trading Ltd	1658.24	Slitter/Tr or
<b>Total</b>		<b>145342.38</b>	

### CLERKS IMPREST A/C

List of Payments made between 01/03/2023 and 31/03/202

Date Paid	Payee Name	Amou	Paid Tran action Detail
10-Mar-23	(Personal Information)		00 R nd deposit
10-Mar-23	(Personal Information)	50	refund deposit
13-Mar-23	(Personal Information)	75.00	fund deposit
13-Mar-23	(Personal Information)	200.00	R nd deposit
14-Mar-23	(Personal Information)	75.00	Refu deposit
17-Mar-23	(Personal Information)	0	Refund key deposit
21-Mar-23	(Personal Information)	50.00	und deposit
24-Mar-23	(Personal Information)	100.00	Refund deposit
24-Mar-23	(Personal Information)	50.00	Refund deposit
27-Mar-23	(Personal Information)	100.00	Refund deposit
27-Mar-23	(Personal Informati	67.50	Refund deposit
27-Mar-23	(Personal Informa )	75.00	Refund deposit
30-Mar-23	AJGIBL GBP CLIENT	39795.3	Insurance
08-Mar-23	Amazon mkt Place	11.94	WTCP-x30 yellow chicks
10-Mar-23	Amazon Mk	49.98	Garden lawn aerator spike
15-Mar-23	Amazo Mkt Place	6.99	Garden Hose connectors
15-Mar-23	Am n Mkt Place	12.70	Reinforced garden hose
15-Mar-23	A azon Mkt Place	46.64	Water pump/Clock
20-Mar-23	Am n Mkt Place	12.90	Glow in Dark matte vinyl
21-Mar-23	Amazo Mkt Place	50.24	Signs/lights gels filter
21-Mar-23	Amazon Place	16.98	Clock-WPLC
24-Mar-23	Amazon Mk lace	41.97	Stationery supplies-Depot
27-Mar-23	Amazon Mkt P	38.48	Stationery supplies-Depot
27-Mar-23	Amazon Mkt Place	33.55	Stationery supplies-Depot
30-Mar-23	AXXESS IDENTIFICAT	69.06	ID Cards
20-Mar-23	Createyourworld.co.uk	4.30	Sticky back plastic samples
21-Mar-23	Direct sports.co.uk	113.70	Badminton shuttlecocks
24-Mar-23	Encore Technologies	380.00	Deposit musician fee
30-Mar-23	G M IMBER & SONS L	232.28	Insurance
08-Mar-23	J Parker.co.uk	397.39	Gardening supplies
22-Mar-23	Lloyds Bank	50556.00	March 2023 net payroll
17-Mar-23	Lloyds Bank D/D	14.57	Imprest a/c-Charges
08-Mar-23	Parkinson Partners	10.00	Zoom mtg - VAT
20-Mar-23	PETTY CASH A/C	231.96	Petty cash topup
13-Mar-23	Woodley Central WI	75.00	Refund deposit
<b>Total</b>		<b>93134.43</b>	

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**Minutes of a Meeting of the Planning and Community Committee held at the Oakwood Centre on Tuesday 25 April 2023 at 7:45 pm**

**Present:** *Councillors: P. Wicks (Vice Chairman); K. Baker; J. Cheng; C. Jewell; M. Nagra; M. Parvaiz; J. Sartorel; R. Skegg;*

**Officers present:** *K. Murray, Deputy Town Clerk; M. Filmore, Committee Officer;*

**Also present:** *Cllr A. Heap;  
6 members of the public*

223. **APOLOGIES**

Apologies for absence were received from Councillors Bragg and Soa

224. **DECLARATIONS OF INTEREST**

There were no declarations of interest made by any Member

225. **MINUTES OF THE PLANNING AND COMMUNITY COMMITTEE MEETING HELD ON 28 MARCH 2023**

**RESOLVED:**

- ◆ That the minutes of the Planning and Community Committee meeting held on 28 March 2023 be approved and be signed by the Chairman as a true and accurate record.

226. **CURRENT PLANNING APPLICATIONS**

**RESOLVED:**

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

227. **PLANNING DECISIONS**

**RESOLVED:**

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

228. **ADVERTISEMENT CONSENT APPLICATION**

The Committee considered the advertisement consent application for 149 Loddon Bridge Road and made no comments in relation to it.

**RESOLVED:**

- ◆ To note the following application for advertisement consent:

Location: 149 Loddon Bridge Road, Woodley, Wokingham, RG5 4AG  
Proposal: Application for advertisement consent for installation of replacement signs to include 1x new pictorial panel and gibbet to existing post, 2x amenity boards fitted below the pictorial, 2x welcome panels, 1x door plaque, 2x wall mounted amenity boards, 2x set of individual letters, 1x new panel to existing posts, 5x disclaimer signs, 1x CCTV sign and 1x sign written selfie wall.

229. **TREE PRESERVATION ORDERS**  
**Applications for works to trees**

**RESOLVED:**

- ◆ To note the following applications for tree works:

Application: 230867  
Location: TPO 003/1951, WOODLAND 3: 144 Kingfisher Drive, Woodley, Wokingham, RG5 3LQ.  
Proposal: T1, Beech – Crown lift to approx. 6m by removing some smaller primary stems and secondary growth only where possible; prune back the remaining lower and mid canopy by approx. 1.5m.

Application: 230944  
Location: TPO 003/1951, WOODLAND 3: Land to the south of Nightingale Road, Woodley, Wokingham, RG5 3RZ  
Proposal: G1, Oaks - Crown reduce by up to 2.5m where required to gain 6m clearance from power lines.  
G2, Mixed Group - Crown reduce by up to 3.5m where required to gain 7m clearance from power lines.

230. **HADDON DRIVE & ROWAN DRIVE – PARKING CONSULTATION**

Members noted the parking issue on Haddon Drive and Rowan Drive, caused by footballers accessing Woodford Park, was replicated on Woodlands Avenue on weekends. It was suggested that the respective leagues might be contacted and asked to encourage those attending to either walk, cycle or car share wherever practical. The Deputy Town Clerk agreed to speak to the Leisure Services Manager and ask him to contact the football leagues about parking in the area around Woodford Park.

**RESOLVED:**

- ◆ To note Wokingham Borough Council consultation regarding the proposed introduction of parking restrictions on Haddon Drive and Rowan Drive.

231. **TELECOMMUNICATIONS CONSULTATION**

**RESOLVED:**

- ◆ To note the correspondence from Cornerstone regarding the proposed upgrade of a telecommunication mast on Headley Road East.
- ◆ To note that, as comments on the proposal were required prior to the meeting, details were circulated to Members via email and no concerns were raised.

232. **COMMUNITY ISSUES**

There were no community issues raised by Members.

233. **HIGHWAYS ISSUES**

Members commented on the recent broadband upgrade works taking place in the area, and the Chairman noted that, on his road, works had taken place where pavement plates appeared to be in use to cover road excavations when these should be covered by road plates. Members asked that this matter be brought to the attention of Wokingham Borough Council.

234. **PUBLICATIONS/INFORMATION**

**RESOLVED:**

- ◆ To note receipt of the following:
  - Me2 Club Newsletter – March 2023
  - CCB eBulletin – April 2023

235. **FUTURE AGENDA ITEMS**

Members asked that the issue of state of Earley Station Footbridge be included on a future agenda in the new municipal year to ensure the new Committee are aware of this.

236. **PUBLICITY/WEBSITE**

There were no publicity or website items raised by Members.

237. **ENFORCEMENT ISSUES**

**RESOLVED:**

- ◆ To note the information on enforcement issues received from the planning authority, as given in the agenda.

Members noted their gratitude to all Members of the Committee, the Chairman, and officers for their hard work and support over the last four years.

The meeting closed 8:55 pm

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Woodley Town Council

**Observations on the following Planning Applications made at the Planning & Community Committee meeting held on 28 March 2023**

<b>Application No. &amp; Address</b>	<b>Proposal</b>
<b>230229</b> 116 Colemansmoor Road, Woodley, RG5 4DN	Householder application for the proposed changes to fenestration including relocation of front door, and garage conversion to create habitable accommodation.
<b>Observations:</b> No objections.	
<b>230531</b> 124 Nightingale Road, Woodley, RG5 3LZ	Householder application for the proposed erection of a single storey rear extension and first floor side extension.
<b>Observations:</b> The Planning & Community Committee have considered this application and had no objections, subject to neighbours' comments being taken into account.	
<b>230561</b> The White Cottage, Western Avenue, Woodley, RG5 3BN	Householder application for the proposed erection of single storey front and side extension plus 1no. dormer following demolition of existing garage.
<b>Observations:</b> The application was withdrawn by the applicant before the meeting.	
<b>230720</b> 149 Loddon Bridge Road, Woodley, RG5 4AG	Full application for the proposed erection of a new detached covered Pergola New entrance lobby with Universal Accessible (U/A) ramp and associated car parking space. Removal of existing awning and erection of posts and festoon lighting.
<b>Observations:</b> No objections.	
<b>230739</b> 49 Caldbeck Drive, Woodley, RG5 4JX	Householder application for the proposed erection of a two storey side extension and a single storey rear extension.
<b>Observations:</b> No objections.	
<b>230742</b> 8 The Orangery, Earley, RG6 1FH	Householder application for the proposed erection of a single storey rear extension.
<b>Observations:</b> The Planning & Community Committee have considered this application and had no objections, subject to neighbours' comments being taken into account.	

<p><b>230743</b> Library Parade, Crockhamwell Road, Woodley,</p>	<p>Full application for the proposed creation of a mixed use building consisting of the retention of the existing 3 no. retail stores at ground floor level and the addition of 14 no. apartments on new first, second and third floor levels, including the erection of three and four storey rear extensions with associated car parking, cycle and bin stores, following partial demolition of the existing building.</p>
<p><b>Observations:</b> Members of the Planning &amp; Community Committee have considered this amended application and, once again, have objections to the proposals. Their objections were as follows:</p> <ul style="list-style-type: none"> <li>- The current design would lead to overlooking onto Beechwood Primary School;</li> <li>- The proposal removes existing parking provision for occupants of the retail units; Members recommend that allocated parking be introduced for retail unit staff</li> <li>- Concern was raised about the design creating an unwelcome 'wind tunnel' effect between the development and neighbouring buildings</li> </ul>	
<p><b>230764</b> 199 Loddon Bridge Road, Woodley, RG5 4BP</p>	<p>Householder application for the erection of a detached timber outbuilding following demolition of existing garage. (Retrospective)</p>
<p><b>Observations:</b> The Planning &amp; Community Committee have considered this application and, whilst they had no objections, they did note a concern regarding the height of the outbuilding and the impact on the neighbours at no. 12 Vincent Close.</p>	
<p><b>230765</b> 7 Mannock Way, Woodley, RG5 4XW</p>	<p>Full application for the proposed change of use of amenity land to residential garden including erection of new boundary wall, plus the erection of a single storey extension, insertion of rooflights to facilitate conversion of the loft to habitable accommodation and change fenestration</p>
<p><b>Observations:</b> The Planning &amp; Community Committee have considered this amended planning application and once again wish to object to it on the following grounds:</p> <ul style="list-style-type: none"> <li>- Unacceptable loss of amenity land</li> <li>- Out of character with the street scene; specifically, fencing and the proposed additional parking spaces out of character with the open nature of the street scene</li> <li>- High fence on a boundary would obscure sight lines and impact highway visibility</li> </ul>	
<p><b>230792</b> 2 Shackleton Way, Woodley, RG5 5UT</p>	<p>Householder application for the proposed erection of a single storey side extension and a single storey front/side extension following demolition of the existing front canopy roof, bay window, garage and side extension.</p>
<p><b>Observations:</b> No objections.</p>	
<p><b>230797</b> 44 Nightingale Road, Woodley, RG5 3LU</p>	<p>(Part Retrospective) Householder application for the proposed erection of a detached rear single storey outbuilding.</p>
<p><b>Observations:</b> No objections.</p>	
<p><b>230813</b> 86 Crockhamwell Road, Woodley, RG5 3JZ</p>	<p>Householder application for the proposed replacement of existing garage and front porch flat roof with pitched roof.</p>

<b>Observations:</b> No objections.	
<b>230818</b> Mill Close, Sandford Lane, Woodley, RG5 4SY	Householder application for the proposed erection of a single storey front and part single part two storey side extension, following demolition of the existing garage.
<b>Observations:</b> No objections.	
<b>230836</b> 62 Malone Road, Woodley, RG5 3NJ	Householder application for the proposed erection of single storey front extension to incorporate porch, conversion of existing garage to create habitable accommodation, single storey rear extension plus changes to fenestration following demolition of existing conservatory. Existing flat roof to be replaced by new fibreglass roof.
<b>Observations:</b> No objections.	
<b>230849</b> 30 Fitzroy Crescent, Woodley, RG5 4EU	Householder application for the proposed erection of a single-storey rear extension with roof lantern and single-storey front extension following demolition of existing kitchen and porch.
<b>Observations:</b> The Planning & Community Committee have considered this application and had no objections, subject to neighbours' comments being taken into account.	
<b>230861</b> Tennis Courts, Land off Silver Fox Crescent, Woodley	Full planning application for the proposed erection of 1 no. self-build four bedroom detached dwelling with detached garage and parking.
<b>Observations:</b> The Planning & Community Committee have considered this application and, whilst they had no objections, they did note a concern regarding the limited amount of space on the highway for vehicles entering and exiting the development.	
<b>230874</b> Tennis Court Land off Silver Fox Crescent Woodley	Full planning application for the proposed erection of 1 no. self-build four bedroom detached dwelling with detached garage and parking.
<b>Observations:</b> The Planning & Community Committee have considered this application and, whilst they had no objections, they did note a concern regarding the limited amount of space on the highway for vehicles entering and exiting the development.	
<b>230875</b> Tennis Courts, Land off Silver Fox Crescent, Woodley	Full planning application for the proposed erection of 1 no. self-build four bedroom detached dwelling with detached garage and parking.
<b>Observations:</b> The Planning & Community Committee have considered this application and, whilst they had no objections, they did note a concern regarding the limited amount of space on the highway for vehicles entering and exiting the development.	

**REPORTS FROM OUTSIDE BODIES**

**Poor's Land Charity** (May 2023)

The Poor's Land trustees continue to meet monthly. We are in the process of developing a website which we hope will be of use to residents, trustees and the general public. It will provide information and inform of what we do and provide.

We have had a number of applicants as always for our Relief in Need fund. We try to help where we are able and where applicants fulfil our criteria.

Our new residents appear to have settled well and we continue to try to maintain a supportive environment to those who have been living here for many years and who have become more vulnerable as the years progress.

We have had some successful coffee mornings with an increasing number of residents attending and a Fish and Chip lunch is proposed to celebrate the Coronation.

*Mrs Shelagh Flower, May 2023*

**Poor's Land Charity** (May 2023)

1. Repairs and redecorating are being carried out as and when flats are empty and during our cycle of redecorating.
2. The Land Registry title to 223 Loddon Bridge Road has now been vested in the Chairman and Vic Chairman and the title has now been transferred to the name of the Official Custodian for Charities Land Holding Service
3. Efforts to sort out the heating system at Cedar Place are ongoing.
4. We are setting up a website for the charity which is being designed at the moment.
5. We put on a refresher course for using the defibrillator for the benefit of both residents and trustees.
6. Our coffee mornings are increasing in popularity.
7. We had a fish and chip lunch during the Coronation weekend.

*Cllr Jenny Cheng, May 2023*

**Poor's Land Charity** (May 2023)

Minutes of Trustees' Meeting, held on 26 April 2023, attached. **(Appendix A)**

*Cllr Darren Smith, May 2023*

**Sonning & District Welfare & Education Trust** (May 2023)

Minutes of meeting, held on 15 March 2023, attached. **(Appendix B)**

*Cllr Darren Smith, May 2023*

## **ARC** (May 2023)

Whilst some counselling remains available via Zoom, most is now on a face-to-face basis.

Due to Covid and the lock down period, more young people are presenting with anxiety issues. There is therefore an increased demand from schools for counsellors to help. There is also increased anxiety with regard to the transition from primary to secondary school and it is likely that this is a result of the enforced home learning environment experienced.

There is also an increase in the number of people being diagnosed with ADHD (including adults) and in self harming. There has been an increase in our waiting times as a result of this increased demand.

A Counsellor has been appointed as Schools and Outreach coordinator, input from Reading University will help to develop a policy and strategy for social media.

ARC is conscious of the need to maintain pay levels for all counsellors and so an increase in pay is proposed which will mean a slight increase in charges .

AGM is on 22nd May 5pm on Zoom. All our welcome, link to follow

*Mrs Shelagh Flower, May 2023*

## **ReadiBus** (May 2023)

### Board Meeting 19<sup>th</sup> Jan 2023

New Board Members Jude Brindley and David Miller attended their first meeting.

A 6-year lease for the premises at Craddock Road was accepted and it was agreed that it would be signed. It has now been signed.

A petition of 1,200 people was presented to West Berkshire Council in January 2023 to reconsider the funding of Readibus.

We are making progress on the Cyber Essentials certification in that we have now migrated to Microsoft 365 which was a pre-requisite.

The proposed increase in fares was agreed from a date to be arranged, with the addition of a new band "Over10 miles" - £6.00.

Our low-floor new bus has now been in service for a few weeks following resolution of most of the initial delivery issues. Initial staff and passenger feedback has been positive.

It was agreed that the next meeting of the Board should be held on Thursday 15th June 2023, and a further meeting on Thursday 20th July 2023 by when the Audited accounts should be ready. A date in August for the AGM should be explored.

*Cllr Alex Heap, May 2023*



**POOR'S LAND CHARITY**

**Minutes for the Trustees' Meeting to be held on Wednesday, 26<sup>th</sup> April, 2023**

**47/23 Apologies for Absence**

Apologies for absence had been received from Mrs. Batts and Ms Cheng.

**48/23 Minutes of the Previous Meeting**

The Minutes of the meeting held on 29<sup>th</sup> March were signed as a true record by the Chairman.

**49/23 Matters Arising**

**Minute 67/22 (e) Clerk's Report**

Cedar tree replacement update

MM

**Minute 19/23 (m) Clerk's Report**

The Clerk had finally managed to get through to Wokingham Housing Repairs and had received an email confirming that they had sent the request to the Repairs Team. So far only an acknowledgement had been received and the Clerk had emailed them again chasing it up.

EF

**Minute 21/23 (a) Any Other Business**

Items to be stored in Defibrillator cabinet - check disposable gloves, flannel, razor. Extra Defib for Flats 1-4 side of building?

**Minute 45/23 (a) Any Other Business**

Work on building a pergola had commenced

MM

**Minute 45/23 (b) Any Other Business**

Progress on obtaining a grant re loft insulation at 223

MM

**Minute 45/23 (c) Any Other Business**

Fish and Chip Lunch **Friday, 12<sup>th</sup> May at 12.00 p.m.** Coronation napkins to be purchased – any left from Jubilee? Who to purchase?

**Minute 45/23 Any Other Business (e)**

Mr. Mitchell had approached Wicks with regard to doing a deal for two kitchens this year for [REDACTED]

**50/23 Treasurer's Report**

- (a) The following payments had been made since the previous meeting and these were approved by the Trustees.

	£
B.T.U. – old invoices	1,687.29
J.B. Security Systems Ltd, re CCTV maintenance contract renewal	228.00
██████████ – invoice for Nov.-March	160.00
Spick & Span, windows & general cleaning	240.00
Kentwood Garden Services	112.50
B.T.U. re error code on boiler – laundry room	126.54
██████████ – refund re cooker hood for No. 16	87.99
House of Cards, 2 <sup>nd</sup> Class Stamps	6.00
██████████, re Clerk’s April Salary	819.80
██████████ re Fees, quarter ended 31 <sup>st</sup> March	265.00
Bracknell Forest BC – alarm line - Apr-June	224.64
Thames Water – monthly DD	347.00
SSE – Electricity 1 – quarter to 17 Mar 2023	332.59
HMRC – PAYE quarter to March 2023	659.40

**Relief in Need Payments**

██████████, re car seat for xxxxxxxx	130.00
██████████ re carpets for xxxxxxxxxx	767.00
██████████ re carpets for xxxxxxxxxx	768.00

- (b) **Ms xxxx (Flat 7)**

The Treasurer had sent a statement of the arrears as at 31<sup>st</sup> March, 2023 (£203.70) to ██████████ who was now paying £100 every fortnight. The arrears were expected to be cleared in the next month.

- (c) **SSE Gas invoices**

The Treasurer had heard from Utility Aid (the Charity’s energy advisors) and SSE had informed them that the Charity’s gas account had produced an invoice but the system did not release it. The Treasurer has requested monthly invoicing now that the smart meter has been installed but not until all arrears have been cleared. **DF**

- (d) **xxxxxxxxxx (Flat 8)**

Mrs xxxxxxxxx was unable to get to the bank to change the standing order following an increase in her maintenance charges and has provided a cheque for the period March to May. She has agreed to provide a cheque every three months to match the increase in payments due. **DF**

- (e) **Management Accounts – Quarter ended 31 March 2023**

The Treasurer had circulated the management accounts which showed that the Housing Revenue account surplus of £855 was slightly better than budget and that the overall Revenue Account surplus of £7,222 was £1,478 better than budget principally due to lower than budget Relief In Need payments. **DF**

- (g) **Cash at Bank - £.....** at the close of business on **26<sup>th</sup> April, 2023**

**51/23 Website**

Progress Report

**JB**

**52/23 Heating System Report**

Progress Report re B.T.U. regarding the heating system and tenders

**DS**

**53/23 Vacant Unit**

The Plasterer had reported that the bathroom and hallway ceilings at No. 16 both needed replastering as well as the kitchen, lounge and bedroom as the artex was coming off. It had therefore been agreed prior to the meeting that this should be paid for by the Charity. The extra cost to the Charity would be £200 for the hallway and £150 for the bathroom. The original boards had been nailed down instead of screws being used. Mrs. xxxx had been informed that she would not have to pay for these two ceilings to be done after all. A quote from [REDACTED] [REDACTED] had been approved in the sum of £1,632 for flooring for the unit. The bathroom flooring was put on hold until plans had been agreed and after xxxxxxxx had moved in.

xxxxxxx had been refunded £87.99 for the purchase of a cooker hood to replace the broken extractor fan and this was within our agreed budget. She had been advised that if a bath as well a shower cubicle would not fit into the bathroom then the shower would have to remain as this was charity policy. It had also been agreed she would move in before the bathroom was done and she was hoping to move on either 1<sup>st</sup> or 8<sup>th</sup> May bank holiday with the help of family and friends. xxxxxxxx had to move in by 14<sup>th</sup> May latest as he was being pressed by his landlord who had another tenant lined up to move in.

**54/23 Relief in Need (Budget £4,000 Spend £2,494)**

**(a) xxxxxxx, 87 Badgers Rise, Woodley moving to 7 Martin Close**

Single parent with two children aged 2 and 6 moving from Housing Association flat to 3-bed council property. 34 years old living with severe disability since road traffic accident in 2017, significant mobility issues affecting walking, manual dexterity, breathing, chronic pain and PTSD. Children have autism and ADHD. She was also being assessed for both conditions. Request for carpets Estimated cost £3,000. 3 bed house, All carpets removed apart from newly laid vinyl in kitchen and bathroom. Downstairs bare concrete and upstairs bare floorboards as per Council policy. Local authority paying to latex screed lounge and hallway which was damaged when carpet removed.

**(b) Receipts Outstanding – none**

**55/23 Clerk's Report**

**(a)** Woodleys had arranged for the overgrown bushes/hedges along the boundary line to be pruned at a cost of £210 to enable xxxxxx, the neighbour the other side to replace the fence and Woodleys was happy to check the boundary line.

**(b)** [REDACTED] had provided a quote for concrete spurs for the boundary fence by No. 18 at £93.50 per post which included £50 labour. He had identified that

6 needed doing. The occupier at 6 Fosters Lane had been approached regarding the ivy coming from her side and covering one fence panel. She was not prepared to incur any expense but was happy for a contractor to carry out the work from her side at our expense if we wanted it done. Shane of Local Gardening was to be asked to provide a quote for its removal and possibly also to quote for the spurs as it was a big job for [REDACTED] to do. **EF**

- (c) [REDACTED] had been asked to install a new handrail and replace the broken slabs by the bin store and would do this work once the redecoration of No. 16 and Flat 3 had been completed.
- (d) [REDACTED] reported to the Clerk that an electrical socket in the hallway of Flats 9 & 10 was unusable as a pin appears to have broken off inside it and this had been reported to [REDACTED] along with a reminder asking for dates in order to arrange for the PAT testing and smoke alarm checks.
- (e) [REDACTED] reported on behalf of xxxxxxxx that there had been a loud bang from her gas cooker which was not working now. The cooker was owned by the resident and had been purchased from McEvoy & Rowley at least 8 years ago. They were not able to service gas cookers and the Clerk suggested she speak to her family as it might be better for her to purchase a small table top electric oven to use with her microwave now she was becoming more frail.
- (f) Woodleys Estate Agents were preparing new contracts for the tenants of 223 Loddon Bridge Road to sign by 20<sup>th</sup>3 May to include the agreed rent increase of 5%.

**56/23 Earley Day Centre Report**

**57/23 Any Other Business**

**58/23 Date of Next Meeting**

The date of the next meeting was arranged for **Wednesday, [REDACTED] at 5.30 p.m. in the Committee Room.** There being no further business the meeting was then closed at ..... **p.m.**

# Sonning & District Welfare & Education Trust

## Minutes

Meeting held at 6:30 pm on March 15<sup>th</sup> 2023 in the Ark

**Present:**

Mr. B. Brooker (Treasurer)

Mrs. S. Bradley (Clerk)

Mrs. P. Allen

Mrs J. Baldwin

Mrs. P. Feathers

Mr. M. Firmager

Mrs. J. Diwell

Mr. P. Sherwood

Mrs. H. Jones

**Apologies:** Rev. J. Taylor (Chairman), Mr. J. Eastwell, Mr. D. Smith, Mr. D Woodward

### Confirmation of the Minutes

The Clerk asked that the minutes of the meeting held on October 15<sup>th</sup> 2022 be taken as a true record. This was agreed and the minutes were duly signed by the Treasurer in the absence of the Chairman.

### Matters Arising

Philip Sherwood confirmed that he had been in touch with various local schools to ensure they were aware of the activities of the Trust.

Sue Bradley apologised that she had not been able to deliver posters to Sonning School as there are none left. She also thanked David Woodward for making the amendments to the website.

Jane Diwell reported that there was no further news on xxxxxxxxxx accident claim. She assumed that the time limit for making a claim has now expired and she has since confirmed that this is the case. xxxxxxxx was extremely pleased with her new oven and expressed her thanks to the Trustees.

### Treasurer's Report

The Treasurer reported on the end of year accounts 2022.

Six grants totalling £2,235.98 were awarded in the 2022 financial year. An additional cheque for £250 was raised but as it was not cashed until January it will appear in the 2023 accounts. The balances of our bank accounts stand at £3,453.13 for the deposit account and £1,663.75 for the current account giving liquid assets of £5,116.

An up-to-date list of all the awards granted over the last few years was distributed.

## Grant Applications

### There were three applications to be discussed.

The first was the request from xxxxxxxx for a new oven. The Trustees had already agreed in principal to an award but were concerned that the amount requested included insurance. Sue Bradley was able to confirm that this was not the case. The cooker xxxxxx originally asked for is not available and she is now applying for £425 for an electric cooker, which does include installation / delivery and removal of her old oven. The cooker we bought for xxxxxx cost about the same but as Argos had taken such a long time to deliver a working appliance, they let us buy it for the sum of £385. Pauline Allen reported that she had spoken to xxxxxx at length on the telephone and was in full support of the application. Given this new information, the Trustees were happy to approve the award of £425.

The application for a child from Sonning school, xxxxxx, to attend the PGL visit in October 2023 was discussed. The Trustees had asked the school to supply some more information and Philip Sherwood read out a letter from the school explaining the family circumstances. The details are not reported here for reasons of confidentiality. The Trustees voted unanimously to award the grant. Hilary Jones suggested that the Trust could also provide a nominal sum of £25 to meet the cost of a sweatshirt for xxxxx if that was available. Children who take part in PGL trips often are offered these which help the group bond together. The Trustees agreed to fund this expense if such an item was available and Philip Sherwood will email the clerk if and when necessary.

Philip Sherwood recognised that it was necessary to give more background information on families asking for help, not just financial information, and agreed to inform the school administrators of this.

A third application, again requesting a new cooker, was received by email from xxxxxxxxxx, 7 Wood Lane Close Sonning Common.

As the applicant lives in Sonning Common, Jane Diwell offered to contact the lady and arrange to meet her next week. The Trustees were happy to approve a grant of £425 in principle provided Jane was happy that this was a deserving case.

### A.O.B.

Sue Bradley wondered it was possible to change the website so that the form could be submitted directly. She explained that, although the information explaining how to put in a request was quite clear in the body of the text, once you have accessed and completed the form it is not obvious what to do next as there are no instructions on the actual form. Philip Sherwood thought that it should be possible but may require an extra cost. Sue will contact David Woodward for his advice and report back

The meeting closed at 7:30 pm.

The next meeting was set for:

Wednesday, October 11<sup>th</sup> 2023 at 6:30 pm.

This will take place in the Ark.

Signed.....

Date.....

**MAYORAL ENGAGEMENTS – 7<sup>th</sup> February 2023 to 16<sup>th</sup> May 2023****Town Mayor's Engagements**

February	8 <sup>th</sup>	Woodley Schools Cluster – Bake Off Challenge
March	11 <sup>th</sup>	Woodley Festival of Music & Arts
	18 <sup>th</sup>	Berkshire Schools' Mock Trial Competition
	19 <sup>th</sup>	Woodley Festival of Music & Arts
May	7 <sup>th</sup>	Hants & Berks Motor Club – Early Bird Car Tour
		Woodley Town Council – Coronation Picnic in the Park
	8 <sup>th</sup>	Woodley Town Centre – Big Charity Help Out

# **Annual Meeting of the Council**

16 May 2023

## **Appendix 11**

### **Division of Places, Powers & Duties And Terms of Reference**

for Standing Committees, Working Parties, Sub Committees  
and Partnerships



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## **Council Composition & Division of Places**

The current composition of the Council (as at 11 May 2023) is as follows:

<b>Political Group</b>	<b>No. of Cllrs</b>	<b>Proportional split</b>
Conservative	17	68.0%
Labour	6	24.0%
Liberal Democrat	2	8.0%

Standing Order 2.2 a) states that:

“The allocation of places between groups to any committee, regardless of type, unless the terms of reference say otherwise, will be calculated on the percentage of each groups’ share of the total number of council places that are filled. Normal mathematical rounding will be used, a fraction under 0.5 will be rounded down to 0, if 0.5 or greater it will be rounded up to 1.”

In accordance with Standing Order 2.2, the below chart details the calculation of the division of places for various committee sizes ranging from 3 to 12 places:

<b>TOTAL COMMITTEE NUMBERS</b>	<b>12</b>	<b>11</b>	<b>10</b>	<b>9</b>	<b>8</b>	<b>4</b>	<b>3</b>
Unrounded Figure - Con	8.16	7.48	6.80	6.12	5.44	2.72	2.04
Unrounded Figure - Lab	2.88	2.64	2.40	2.16	1.92	0.96	0.72
Unrounded Figure - LD	0.96	0.88	0.80	0.72	0.64	0.32	0.24
	<u>12.00</u>	<u>11.00</u>	<u>10.00</u>	<u>9.00</u>	<u>8.00</u>	<u>4.00</u>	<u>3.00</u>

Rounded Figure - Con	8	7	7	6	5	3	2
Rounded Figure - Lab	3	3	2	2	2	1	1
Rounded Figure - LD	1	1	1	1	1	0	0
	<b>12</b>	<b>11</b>	<b>10</b>	<b>9</b>	<b>8</b>	<b>4</b>	<b>3</b>

Based on the current composition of the Council, the following committee sizes are not viable when applying mathematical rounding due to the total rounded number of places not being equal to the committee size:

<b>TOTAL COMMITTEE NUMBERS</b>	<b>7</b>	<b>6</b>	<b>5</b>
Unrounded Figure - Con	4.76	4.08	3.40
Unrounded Figure - Lab	1.68	1.44	1.20
Unrounded Figure - LD	0.56	0.48	0.40
	<u>7.00</u>	<u>6.00</u>	<u>5.00</u>

Rounded Figure - Con	5	4	3
Rounded Figure - Lab	2	1	1
Rounded Figure - LD	1	0	0
	<b>8</b>	<b>5</b>	<b>4</b>

### **Membership of Standing Committees – Division of Places**

The size of each Standing Committee is set out in the committees Powers & Duties document.

Currently, the Powers & Duties stipulate that 10 Councillors are appointed to each Standing Committee.

As such, in accordance with Standing Order 2.2, the division of the number of places each Standing Committee between the political groups is as follows:

<b>Committee</b>	<b>Total No. of Places</b>	<b>Conservative Group</b>	<b>Labour Group</b>	<b>Liberal Democrat Group</b>
Strategy and Resources	10	7	2	1
Leisure Services	10	7	2	1
Planning and Community	10	7	2	1

## STRATEGY AND RESOURCES COMMITTEE

VERSION	DATE	AMENDED?	COMMENTS
1.0	01.01.16	No	Original Version
1.1	10.05.16	Yes	
1.2	26.04.22	Yes	WTCMI Reference updated to Woodley Town Centre Partnership; To replace Head Groundsmen with Amenities Manager
1.3	10.05.22	Yes	Added frequency of meetings
1.4	28.02.23	Yes	Membership increased from 9 Councillors to 10 at FC (28.02.23)

**1. TYPE OF COMMITTEE** => Standing Committee

**2. PARENT COMMITTEE** => Full Council

**3. SIZE** => 10 Councillors

### **4. DUTIES AND POWERS**

#### **4.1. MEETINGS**

Meetings of the standing committee will take place 5 times each year around the Full Council meeting cycle.

#### **4.2. TERMS OF OPERATION**

- a. To regulate and control the finances of the Council with powers to revise, in each financial year, the estimates of the spending committees.
- b. To collate the income and expenditure estimates and charges for each spending committee and to recommend to the Council the proposed expenditure and precept for the ensuing year.
- c. To be authorised to approve additional expenditure, at the request of a spending committee, for items not included in that Committee's estimates, providing that savings cannot be found within the requesting Committee's estimates and that funds are available.
- d. To inform and advise the Council on the annual capital program projects.
- e. To manage the Committee's budget and be authorised to transfer funds between each budget heading within a location to meet unexpected expenditure within the powers delegated to the Committee.
- f. To authorise expenditure on capital schemes approved by the Council.
- g. To recommend to Council the borrowing of funds and the raising of loans.
- h. To approve leasing finance and investment of funds held by the Council and direct the appointment of Bankers, Building Societies and other financial establishments where funds are to be placed.

- i. To manage the Council's long term investment portfolio.
- j. To appoint the Council's investment adviser.
- k. To appoint the Council's internal auditor.
- l. To receive and consider internal audit reports.
- m. To give guidance and instructions to spending committees and officers for the formulation of forward programs and financial guidelines.
- n. To be authorised to approve the acceptance of a tender, other than the lowest, if payment is to be made by the Council, or the highest tender, if payment is to be received by the Council.
- o. To be authorised to approve payments for purchases and services rendered to the Council and for the transfer of funds between the appropriate deposit accounts, including monitoring and replenishment of the Clerk's Imprest Account.
- p. To oversee the management and development of The Oakwood Centre.
- q. To oversee the Council's role as a partner in the Woodley Town Centre Partnership (TCP).
- r. To manage the use of the Council's freehold and leasehold property and to make recommendations on all land use issues.
- s. To deal with all leases and licences.
- t. To ensure that the Council's existing services are effectively undertaken and that any new service[s] or facilities required are promptly identified.
- u. To supervise communications between the Council and the public.
- v. To provide for the replacement, renewal or repair of vehicles, plant, furniture and major items of equipment.
- w. To be authorised to ensure that the Council is fully covered by insurance to carry out all the functions of a local authority.
- x. To oversee the administration of the Council's offices and depots.
- y. To deal with all staff matters, including determining numbers, job descriptions, pay scales and working hours, pension matters, recruitment, training and development of employees.
- z. To make appointments to the following management posts: (as at May 2016: Deputy Town Clerk, Committee Officer, Leisure Services Manager, Amenities Manager)
- aa. To be authorised to act on behalf of the Council on the final internal appeal stage within the grievance and disciplinary procedures for all employees.

- bb. To deal with all matters affecting the Local Government boundaries of the town of Woodley.
- cc. To liaise and foster good relations with local authority associations.
- dd. To give consideration to and make recommendations on matters of major policy and use of resources, including consideration of those recommendations of other committees which are to be submitted to the Council when either major matters of policy and use of resources are concerned, or where the recommendation[s] of one Committee on a particular matter differ[s] from the recommendation of another Committee on the same matter.
- ee. To be authorised to appoint sub-committees and/or working parties to deal with matters delegated to the Committee and to delegate such powers as vested in the Committee.
- ff. To consider, where appropriate, the environmental impact on decisions being made by the Committee.
- gg. To award grants in line with Section 137 of the Local Government Act 1972.

## LEISURE SERVICES COMMITTEE

VERSION	DATE	AMENDED?	COMMENTS
1.0	01.01.16	No	Original Version
1.1	10.05.16	Yes	
1.2	04.05.22	Yes	Added frequency of meetings
1.3	28.02.23	Yes	Membership increased from 9 Councillors to 10 at FC (28.02.23)

**1. TYPE OF COMMITTEE =>** Standing Committee

**2. PARENT COMMITTEE =>** Full Council

**3. SIZE =>** 10 Councillors

### **4. DUTIES AND POWERS**

#### **4.1. MEETINGS**

Meetings of the standing committee will take place 5 times each year around the Full Council meeting cycle.

#### **4.2. TERMS OF OPERATION**

- a. To provide, manage and promote informal and formal sports and recreational facilities within the parks and open spaces for individuals, groups and clubs.
- b. To provide, manage and promote the use of Coronation Hall and Chapel Hall by the general public.
- c. To provide, manage and promote the use of Woodford Park Leisure Centre by the general public.
- d. To manage, maintain and provide footpath lighting, street seats, bus shelters, notice boards, public toilet in accordance with the approved estimates and to advise the Council on future requirements.
- e. To organise and work with other groups on events which promote the identity and community activity within Woodley.
- f. To manage, maintain and promote the Council's allotments, and to liaise with the Allotment Tenants' Association on the management of the site and to engender a good working relationship.
- g. To work with other organisations, agencies and charities to provide services and facilities for young people in Woodley.
- h. To recommend the fees and charges for the use of the facilities within the Committee's remit.
- i. To approve terms and conditions for the use of any of the facilities within the Committee's remit.

- j. To have authority to agree one-off applications for free use of facilities, and to approve exclusive use of agreed areas or facilities by other local authorities or voluntary organisations.
- k. To identify areas for the development of leisure and recreational facilities and activities and make any recommendations to the Council.
- l. To provide and manage children's play equipment in the parks and open spaces managed or leased by the Council.
- m. To provide and promote sports and leisure courses and activities, both in-house and through agencies, to residents and the general public.
- n. To provide, manage and maintain the Council's parks, recreation grounds and open spaces, encompassing all fixed and loose fixtures and fittings.
- o. To promote arts and culture in Woodley through the work of the Committee and act as an enabler to develop and provide art and cultural activities.
- p. To co-operate and liaise with Wokingham Borough Council on recreational and associated matters.
- q. To co-operate and liaise with other local authorities and organisations on the promotion and development of recreational facilities, which are to the benefit of Woodley residents.
- r. To develop new leisure and recreational facilities in the Council's ownership or jointly with other statutory or voluntary bodies.
- s. To liaise and co-operate with other bodies who are developing leisure or recreational facilities of benefit to the people of Woodley.
- t. To seek grant or other funding towards the costs of new developments or activities within the Committee's remit and make any recommendations to the Strategy and Resources Committee or Council, where appropriate.
- u. To recommend to the Strategy and Resources Committee the committee's requirements for revenue estimates, in accordance with the policies and format required by the Strategy Resources Committee.
- v. To be authorised to appoint sub-committees and/or working parties to deal with matters delegated to the committee, and to delegate such powers as vested in the committee.
- w. To manage the committee's budgets and be authorised to transfer funds between each head within a location to meet unexpected expenditure within the powers delegated to the committee.
- x. To consider, where appropriate, the environmental impact on decisions being made



by the committee.

## PLANNING AND COMMUNITY COMMITTEE

VERSION	DATE	AMENDED?	COMMENTS
1.0	01.01.16	No	Original Version
1.1	10.05.16	Yes	
1.2	10.05.22	Yes	Added frequency of meetings
1.3	28.02.23	Yes	Membership increased from 9 Councillors to 10 at FC (28.02.23)

**1. TYPE OF COMMITTEE =>** Standing Committee

**2. PARENT COMMITTEE =>** Full Council

**3. SIZE =>** 10 Councillors

### **4. DUTIES AND POWERS**

#### **4.1. MEETINGS**

Meetings of the standing committee will take place 13 times each year, approximately every four weeks. This is in order to effectively review the volume of planning applications received over the year.

#### **4.2. TERMS OF OPERATION**

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

make the presentation.

- h. To receive notification of:
  - i. planning applications
  - ii. planning decisions
  - iii. planning appeals
  - iv. consent for tree works
  - v. enforcement matters
  - vi. neighbour consultations
  - vii. permitted development certificates
  - viii. other matters relating to the planning process
- i. To promote and encourage the use of public transport services, to meet the needs of Woodley residents and traders, either directly or by liaison with existing operators and to support improved facilities for the disabled, pedestrians and cyclists.
- j. To provide facilities to help and advise the public directly or through voluntary agencies, such as the Citizens Advice Bureau.
- k. To represent the interests of Woodley people by co-operation and liaison with other statutory authorities, voluntary organisations and enterprises which provide service to them [excluding recreational and planning issues].
- l. To respond to consultations from statutory bodies and other organisations providing services in the town on matters within the Committee's remit.
- m. To liaise with any bodies providing, or intending to provide, housing for rent in Woodley or to Woodley people.
- n. To consider any other matters of interest to Woodley people, within the Committee's remit, making recommendations to the Strategy and Resources Committee if unplanned expenditure is required.
- o. To recommend to the Strategy and Resources Committee the committee's requirements for revenue estimates.
- p. To monitor and manage the Committee's budgets and be authorised to transfer funds between each expenditure head, within a location, to meet unexpected expenditure within the powers delegated to the committee.
- q. To review nominations for the annual Citizens Awards and appoint the award winners.
- r. To receive and review applications for annual grants and make recommendations to the Strategy and Resources Committee on the grants to be made.
- s. To be authorised to appoint sub-committees and working parties to deal with matters delegated to the committee and to delegate such powers as vested in the committee.
- t. To discourage waste and to promote the recycling of materials and the use of such materials wherever appropriate.

- u. To consider, where appropriate, the environmental impact on decisions being made by the Committee.
- v. To consider and make representations, where appropriate, on environmental issues within Woodley that may have an adverse effect on residents.

## **Membership of Sub Committees, Task & Finish Working Group and Partnerships – Division of Places**

The size of each Sub Committee, Task & Finish Working Group and Partnership is set out in their respective Terms of Reference document. The number of places currently stated in each committee's Terms of Reference is shown in the chart below.

As highlighted on page 1 of this appendix, based on the current composition of the Council it is not viable for committees to appoint either 7, 6, 5 or 2 Councillors. For those committees whose Terms of Reference currently stipulate those numbers, Members must propose alternative sizes.

In accordance with Standing Order 2.2, the division of the number of places on each Sub Committee, Working Party, and Partnership between the political groups is as follows:

<b>Committee</b>	<b>No. of Places</b>	<b>Conservative Group</b>	<b>Labour Group</b>	<b>Liberal Democrat Group</b>
<b>Strategy and Resources Committee</b>				
Investments Sub Committee	<b>6</b>	<b>Alternatively size to be proposed</b>		
Risk Management Sub Committee	<b>6</b>	<b>Alternatively size to be proposed</b>		
Standing Orders & Financial Regulations Sub Committee	<b>6</b>	<b>Alternatively size to be proposed</b>		
PR & Marketing Sub Committee	<b>6</b>	<b>Alternatively size to be proposed</b>		
Personnel Sub Committee	<b>6</b>	<b>Alternatively size to be proposed</b>		
Climate Emergency Sub Committee	4	3	1	0
Woodley Town Centre Partnership	2	1	1	0
Youth Services Task & Finish Working Group	<b>6</b>	<b>Alternatively size to be proposed</b>		
<b>Leisure Services Committee</b>				
Community Youth Partnership	<b>6</b>	<b>Alternatively size to be proposed</b>		
3G Pitch Steering Group Sub Committee	4	3	1	0
<b>Planning and Community Committee</b>				
Cycling in Woodley Task & Finish Working Group	<b>6</b>	<b>Alternatively size to be proposed</b>		

<b>Committee</b>	<b>No. of Places</b>	<b>Conservative Group</b>	<b>Labour Group</b>	<b>Liberal Democrat Group</b>
<b>Full Council</b>				
Bulmershe SULV Joint Working Party	3 (2 plus substitute)	2	1	0
Urgency Committee	The Members of the Urgency Committee are set by Standing Orders.			

## INVESTMENTS SUB COMMITTEE

VERSION	DATE	AMENDED?	COMMENTS
1.0	25.08.20	No	Original Version
1.1	20.01.22	Yes	Renamed from 'Working Party' to 'Sub Committee'
1.2	10.02.22	Yes	Change to frequency of meetings – quarterly to at least once per year.
1.3	22.11.22	Yes	S&R approved increase from 4 to 5 Councillor members
1.4	28.02.23	Yes	Membership increased from 5 Councillors to 6 at FC (28.02.23)

**1. TYPE OF COMMITTEE =>** Sub-Committee

**2. PARENT COMMITTEE =>** Strategy and Resources Committee

**3. 6 MONTH MEETING RULE VALID (see 6.1.k)**

a. NO

**4. SIZE =>** 6 Councillors

**5. DUTIES AND POWERS**

**5.1. OVERALL PURPOSE**

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

**5.2. MEETINGS**

a. Meetings of the sub-committee shall take place at least once each year, prior to the setting of the following year's budget. Additional meetings may be organised, as appropriate and necessary.

b. Officers will be in attendance at all meetings.

**5.3. TERMS OF OPERATION**

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

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

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

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

## RISK MANAGEMENT SUB COMMITTEE

VERSION	DATE	AMENDED?	COMMENTS
1.0	25.08.20	No	Original Version
1.1	20.01.22	Yes	Renamed from 'Working Party' to 'Sub Committee'
1.2	10.05.22	Yes	FC approved change to frequency of meetings – quarterly to once per year.
1.3	22.11.22	Yes	S&R approved increase from 4 to 5 Councillor members
1.4	28.02.23	Yes	Membership increased from 5 Councillors to 6 at FC (28.02.23)

**1. TYPE OF COMMITTEE =>** Sub Committee

**2. PARENT COMMITTEE =>** Strategy and Resources Committee

**3. 6 MONTH MEETING RULE VALID (see 6.1.k)**

a. NO

**4. SIZE =>** 6 Councillors

**5. DUTIES AND POWERS**

**5.1.OVERALL PURPOSE**

a. To review and monitor the Risk Management Strategy and process and make any recommendations to the Strategy and Resources Committee on these matters.

**5.2.MEETINGS**

a. Meetings of the sub-committee will take place at least once each year. Additional meetings may be organised, as appropriate and necessary.

b. Officers will attend the meetings of the sub-committee, as appropriate.

**5.3.TERMS OF OPERATION**

a. To have general oversight of the Council's Risk Management process.

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

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

d. To identify, analyse and prioritise risks.

e. To determine responsibilities and actions to control risks.

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

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



- h. To make recommendations to the Strategy and Resources Committee or Council on any matters outside the remit of the sub-committee in respect of risk management matters.

# STANDING ORDERS AND FINANCIAL REGULATIONS SUB COMMITTEE

VERSION	DATE	AMENDED?	COMMENTS
1.0	25.08.20	No	Original Version
1.1	20.01.22	Yes	Renamed from 'Working Party' to 'Sub Committee'
1.3	22.11.22	Yes	S&R approved increase from 4 to 5 Councillor members
1.4	28.02.23	Yes	Membership increased from 5 Councillors to 6 at FC (28.02.23)

- 1. TYPE OF COMMITTEE =>** Sub Committee
- 2. PARENT COMMITTEE =>** Strategy and Resources Committee
- 3. 6 MONTH MEETING RULE VALID (see 6.1.k)**
  - a. NO
- 4. SIZE =>** 6 Councillors
- 5. DUTIES AND POWERS**

## **5.1.OVERALL PURPOSE**

- a. The sub-committee's purpose is to review the Council's standing orders, the powers and duties of the committees and the financial regulations, in line with legislation and any other relevant matters, and to recommend any changes to these documents to the Strategy and Resources Committee.
- b. Final approval of these documents is required by Council after approval by the Strategy and Resources Committee.

## **5.2.MEETINGS**

- a. Meetings of the working party will take place at least four times a year. Additional meetings may be organised, as appropriate and necessary.
- b. The Town Clerk will attend meetings of this Sub Committee.

## **5.3.TERMS OF OPERATION**

- a. To provide reports of meetings to the Strategy and Resources Committee.
- b. To make recommendations to the Strategy and Resources Committee on amendments to the Council's Standing Orders, the Standing Committees and Full Council powers and duties and the financial regulations, as appropriate.
- c. The order of priority for the work of the working party shall be:
  - i. Standing orders and the powers and duties of Standing Committee and Full Council;
  - ii. Financial regulations.

## PR AND MARKETING SUB COMMITTEE

VERSION	DATE	AMENDED?	COMMENTS
1.0	25.08.20	No	Original Version
1.1	20.01.22	Yes	Renamed from 'Working Group' to 'Sub Committee'
1.2	22.11.22	Yes	S&R approved increase from 4 to 5 Councillor members
1.3	28.02.23	Yes	Membership increased from 5 Councillors to 6 at FC (28.02.23)

- 1. TYPE OF COMMITTEE =>** Sub Committee
- 2. PARENT COMMITTEE =>** Strategy and Resources Committee
- 3. 6 MONTH MEETING RULE VALID (see 6.1.k)**

a. NO

- 4. SIZE =>** 6 Councillors

### **5. DUTIES AND POWERS**

#### **5.1.OVERALL PURPOSE**

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

#### **5.2.MEETINGS**

- a. Meetings of the working group shall take place at least quarterly.
- b. The Communications Manager, The Town Clerk and / or Deputy Town Clerk will attend meetings of this sub-committee.
- c. To receive and consider proposals relating to the Council's PR and marketing strategies and programs.

#### **5.3.TERMS OF OPERATION**

- a. To receive advice from the Communications Manager on the Council's marketing and PR activities and future proposals.
- b. To generate and initiate marketing proposals and new opportunities to promote the Council's business and activities.
- c. To review and make recommendations to the Strategy and Resources Committee or Council on PR and marketing activities/strategies, as appropriate.
- d. To support and be involved with arrangements for community activities e.g. Woodley Carnival, WW1 commemoration, Centre Stage events.
- e. To consider any other matters relating to the Council's marketing and PR activities and make recommendations to the Strategy and Resources Committee for decision.

## PERSONNEL SUB COMMITTEE

VERSION	DATE	AMENDED?	COMMENTS
1.0	25.08.20	No	Original Version
1.1	05.08.22	Yes	Updated reference from 'Grounds Maintenance Manager' to 'Amenities Manager'
1.2	22.11.22	Yes	S&R approved increase from 4 to 5 Councillor members
1.3	28.02.23	Yes	Membership increased from 5 Councillors to 6 at FC (28.02.23)

- 1. TYPE OF COMMITTEE =>** Sub Committee
- 2. PARENT COMMITTEE =>** Strategy and Resources Committee
- 3. 6 MONTH MEETING RULE VALID (see 6.1.k)**
  - a. NO
- 4. SIZE =>** 6 Councillors
- 5. DUTIES AND POWERS**

### 5.1.OVERALL PURPOSE

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

### 5.2.MEETINGS

- a. Meetings of the sub-committee will take place when there is a requirement for personnel and establishment matters to be reviewed or considered.
- b. Officers will be in attendance at all meetings.

### 5.3.TERMS OF OPERATION

#### 5.3.1. REPORTS AND ADVICE

- a. To receive reports and advice from officers on matters relating to the staff establishment, job descriptions, pay scales, personnel policies, training and other terms and conditions where appropriate and in line with Standing Order 22.2 which states:

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

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

#### 5.3.2. COUNCILLORS

- a. Where a Councillor panel is required for a disciplinary or grievance hearing at

least one member of the Personnel Sub Committee should serve on the panel, if practicable. The remaining members of the panel will, as far as is practicable, be drawn from the members of the Strategy and Resources Committee.

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

### **5.3.3. APPOINTMENTS**

- a. The panels for any appointments to be made by Councillors, as set out in 23.2.c, will be formed from the membership of the Personnel Sub Committee and the Strategy and Resources Committee, where practicable.
- b. Such a panel covers the following management posts (Deputy Town Clerk, Committee Officer, Leisure Services Manager, Grounds Maintenance Manager).
- c. The appointment of the Town Clerk to be made by Full Council.

## CLIMATE EMERGENCY SUB COMMITTEE

VERSION	DATE	AMENDED?	COMMENTS
1.0	25.08.20	No	Original Version
1.1	20.01.22	Yes	Renamed from 'Working Party' to 'Sub Committee'
1.2	10.02.22	Yes	Change to frequency of meetings – as and when necessary to quarterly.
1.3	28.02.23	Yes	Membership increased from 3 Councillors to 4 at FC (28.02.23)

**1. TYPE OF COMMITTEE =>** Sub Committee

**2. PARENT COMMITTEE =>** Strategy and Resources Committee

**3. 6 MONTH MEETING RULE VALID (see 6.1.k)**

a. NO

**4. SIZE =>** 4 Councillors

**5. DUTIES AND POWERS**

**5.1. OVERALL PURPOSE**

a. To identify, consider and develop actions and opportunities to enable the Council to meet its target of becoming a carbon neutral organisation by 2030 and to make recommendations to the Strategy and Resources Committee in order to achieve this.

**5.2. MEETINGS**

a. Meetings of the working party will take place at least quarterly.

b. Officers will attend the meetings of the working party, as appropriate.

**5.3. TERMS OF OPERATION**

a. To have general oversight of the Council's Climate Emergency actions.

b. To develop the Climate Emergency Action Plan with community partners and Wokingham Borough Council.

c. To publish and publicise the Climate Emergency Action Plan.

d. To identify opportunities for the Council to reduce its carbon footprint. To identify and encourage wider community involvement.

e. To identify opportunities to provide advice and information on Climate Emergency issues and initiatives to Woodley residents, businesses and visitors.

f. To monitor progress on actions.

g. To identify action priorities and report to S&R for consideration and possible funding

## WOODLEY TOWN CENTRE PARTNERSHIP

VERSION	DATE	AMENDED?	COMMENTS
1.0	20.01.22	No	Draft
1.1	24.01.22	Yes	Updated Duties & Powers (section 4), addition of sections 5 and 6.
1.2	15.03.22	Yes	Updated for meeting of Executive Sub Committee on 17/3/22
1.3	09.05.22	Yes	6 month rule reference added

**1. TYPE OF COMMITTEE => PARTNERSHIP**

**2. PARENT COMMITTEE => STRATEGY AND RESOURCES COMMITTEE**

**3. 6 MONTH MEETING RULE VALID (see 6.1k)**

a. NO

**4. SIZE =>** 2 Woodley Town Council Nominees\*  
 2 Wokingham Borough Councillors\*  
 2 Woodley Traders\*  
 4 co-opted individuals\*  
 1 Wokingham Borough Council Officer  
 1 Woodley Town Council Officer  
 Town Centre Manager  
 Saturday Market Manager  
 Thames Valley Police  
 Beechwood School  
*\*indicates voting rights*

**5. DUTIES AND POWERS**

### 5.1 OVERALL PURPOSE

To maintain a vibrant and successful town centre in Woodley, making it attractive for retailers, residents and the general public.

In order to succeed in its mission, the Partnership will be non political and not aligned to any other organisation.

**6. STRUCTURE AND ORGANISATION**

The management structure of the Partnership consists of 3 main parts:

- Management Committee
- Executive Sub Committee
- Woodley Town Centre Manager

In addition, working parties may be formed as described below in 6.4

### 6.1 MANAGEMENT COMMITTEE

The Management Committee is the executive body of the Woodley Town Centre Partnership.

This Committee is made up of representatives of those organisations which support the Partnership. Its role is to determine the policy and direction of the Partnership through an annual

plan. Additionally, it will provide direction regarding any "ad hoc" requirements that occur from time to time.

The Committee will oversee expenditure of the Partnership's funds, in line with the budget, set annually by the Woodley Town Centre Partnership.

The Partnership's funds will form part of the Council's budget and will be ringfenced for use only on the direction of the Town Centre Manager or the Management Committee of the Woodley Town Centre Partnership.

Woodley Town Council will process all invoices and income relating to the Woodley Town Centre Partnership and reclaim any VAT as a Section 33 body.

Any budget over or underspend at the year end will be adjusted to a zero balanced budget using the Woodley Town Centre Partnership earmarked reserve, also held within the Town Council's funds.

### **Meetings Schedule**

The Management Committee will normally meet 4 times a year (January, March/April, July and October). Meetings will be publicised in the most appropriate way and aimed at encouraging attendance by residents and traders. Agendas, minutes and any associated documentation will be sent out at least one clear week prior to the date of the meeting. A suitable number of spare copies will be available at the meeting for additional attendees.

Extraordinary meetings of the Management Committee will be called, as and when necessary, by the Chairman and the Vice Chairman of the Management Committee.

### **Attendance**

Any individual will be able to attend meetings as long as they are either Woodley residents or local traders, including Market Traders. Invitations to the local police, elected Councillors who represent the area covering the town centre, a representative from the Woodley and Earley Lions and the chair of an associated locally based organisation, such as the Woodley and North Earley Community Forum, may be made if that organisation has a valid and direct bearing on the quality of life in the Town Centre.

They will be entitled to request copies of the agenda and associated documentation by application to the Woodley Town Centre Manager. These attendees are not members of the Management Committee.

### **Voting Members of the Management Committee**

The Management Committee will comprise voting representatives from the following organisations:

- Woodley Traders (2 voting members)
- Woodley Town Council (2 voting members - nominees)
- Wokingham Borough (2 voting members – councillors)
- Up to 4 individuals co-opted by the Management Committee

### **Non Voting Members of the Management Committee**

- Woodley Town Council Officer
- Wokingham Borough Council Officer
- Town Centre Manager
- Saturday Market Manager
- Thames Valley Police
- Beechwood School



### **Co-opted Members of the Management Committee**

Other individuals may be co-opted as voting members on to the Management Committee following a 2/3rd majority vote of the voting members. Any co-options will be subject to the total number of voting representatives not exceeding 10 people. The co-opted members' term of office will be up to a maximum of 12 months and come to an end at the following Annual Meeting in October.

Any other resident of Woodley or local trader attending the Management Committee meeting will be encouraged to fully participate in any discussions. However, they will not be allowed to vote.

### **Selecting Representatives**

Each organisation or grouping shall have the right to nominate its own representatives and to send substitutes to meetings of the Management Committee. Any substitutes must be current members of that organisation – e.g. the voting member for Traders must work for a current trader.

### **Quorum**

For the meeting to be quorate a minimum attendance of 1/2 of the voting members of the Management Committee is required.

### **Discussion Protocol**

Normal committee rules will prevail at all meetings with points raised through the Chairman. Individuals wishing to speak during a discussion need first to attract the attention of the Chairman who will invite them to speak at the appropriate time.

The Chairman will be the final arbiter of any discussion.

### **Chairman & Vice Chairman**

The Management Committee will appoint the Chairman and Vice Chairman of the Committee to act for a 12-month period at the Annual meeting in October.

The Chairman and Vice Chairman both have voting rights at every meeting of the Executive Sub Committee and Management Committee.

The persons nominated for these positions must come from the voting membership of the Management Committee.

The Woodley Town Centre Partnership Chairman and the Vice Chairman both have voting rights at every meeting of the Woodley Town Centre Partnership Executive Sub Committee and Management Committee.

### **Delegation**

At any time, following a majority vote, any item can be delegated to the Executive Sub Committee if it is deemed appropriate.

### **Town Centre Manager**

The Management Committee will be responsible for appointing a paid, part time coordinator, called the Town Centre Manager. Further details are provided below under the appropriate heading.

## **Minutes**

Minutes will be recorded of every meeting and published on the Town Council web site. Copies of the minutes will be sent to all participating organisations and to the Strategy and Resources Committee of Woodley Town Council.

## **6.2 Executive Sub Committee**

The Executive Sub Committee is a small committee whose objective is to provide additional support and guidance to the Town Centre Manager.

It will not be able to commit any additional expenditure or allocation of resources as that authority rests solely with the Management Committee.

## **Meetings Schedule**

The Executive Sub Committee will meet on request. The Chairman and Vice Chairman will call meetings of the Executive Sub Committee.

## **Attendance**

All meetings will generally be restricted to the members of the Executive Sub Committee. The Chairman will have the right to agree to any additional attendance as they see fit.

## **Membership**

Members of the Executive Sub Committee will be members of the Management Committee, and will comprise:

- Chairman
- Vice Chairman
- Woodley Town Council councillor member
- Wokingham Borough Council councillor member
- Town Centre Manager

## **Quorum**

A minimum attendance of 3 voting members of the Executive Sub Committee.

## **Chairman & Vice Chairman**

The Woodley Town Centre Partnership Chairman and Vice Chairman will automatically be Chairman and Vice Chairman of the Executive Sub Committee.

## **Delegated Responsibility – Personnel Matters-**

The Executive Sub Committee will be responsible for the recruitment of staff and other personnel matters, and will report decisions or refer matters, as appropriate, to the Management Committee.

## **Minutes**

Minutes of all meetings will be recorded and maintained by Town Centre Manager. Either written minutes or a verbal report will be provided at the next meeting of the Management Committee.

## **6.3 Woodley Town Centre Manager**

The Town Centre Manager will be responsible for the implementation of policy, agreed projects and the co-ordination of all Woodley Town Centre Partnership activities, and any urgent operational decisions need to be agreed with the chair (or the vice chairman in the chairman's absence).

He/she will be responsible to the Management Committee for the preparation and publicity of the annual plan and on all issues of policy but will be managed, on a day-to-day basis, by the Town Clerk of Woodley Town Council.

A more detailed definition of the responsibilities of the Town Centre Manager can be found in a separate document covering the job description.

#### **6.4 Working Parties**

Additional working parties may be created, if needed, following a simple majority vote of the Management Committee.

All working parties must have fully defined terms of reference, including timescales and will report back to the Management Committee with recommendations. A working party will not be able to authorise any additional expenditure or commitment of any resource unless delegated to do so by the Management Committee.

### **7. OTHER**

#### **7.1 Press**

Only the Chairman and Town Centre Manager, jointly, are authorised to act as press spokespersons on behalf of the Woodley Town Centre Partnership.

#### **7.2 Changes to the Terms of Reference**

Any proposal to amend these Terms of Reference must be brought to the attention of the Chairman of the Management Committee. The Chairman will then decide if the amendment goes on the next available agenda for discussion by full committee or if a small working party needs to review a more complex amendment and bring recommendations to the Management Committee. Amendments to the Terms of Reference require a 2/3rd majority vote in favour to be adopted.

## YOUTH SERVICES WORKING PARTY

VERSION	DATE	AMENDED?	COMMENTS
0.0	20.01.22		Draft
1.0	25.01.22	No	Approved by S&R
1.1	10.05.22	Yes	6 Month Meeting Rule added
1.2	22.11.22	Yes	S&R approved increase from 4 to 5 Councillor members
1.3	28.02.23	Yes	Membership increased from 5 Councillors to 6 at FC (28.02.23)

**1. TYPE OF COMMITTEE =>** Task and Finish Working Group

**2. PARENT COMMITTEE =>** Strategy and Resources Committee

**3. 6 MONTH MEETING RULE VALID (see 6.1.k)**

a. YES

**4. SIZE =>** 6 Councillors

### **5. DUTIES AND POWERS**

#### **5.1 OVERALL PURPOSE**

a. The working group's role is to develop and agree the terms of a service level agreement for the provision of youth support services, and to make a recommendation on the appointment of a service provider, to the Strategy and Resources Committee. This will involve engagement with potential providers through expressions of interest – prior to formal tendering.

#### **5.2 MEETINGS**

a. Meetings of the working group shall take place as required in order to achieve the stated purpose.

b. Officers will be in attendance at all meetings.

#### **5.3 TERMS OF OPERATION**

a. To consider expressions of interest from organisations wishing to provide youth support services under a service level agreement.

b. To consider and approve the terms of the service level agreement prior to publishing/formal tender invitation.

c. To consider formal tender submissions received for the provision of youth support services and make a recommendation to the Strategy and Resources Committee on the appointment of a provider for these services, in accordance with the SLA and the Strategy for Youth Services 2022-2027.

d. Tendering will be in accordance with the Public Procurement Regulations 2015.

## COMMUNITY YOUTH PARTNERSHIP

VERSION	DATE	AMENDED?	COMMENTS
1.0	25.08.20	No	Original Version
1.1	15.11.22	Yes	LS (15/11/22) approved to increase no. of Councillor members from 4 to 5.
1.2	28.02.23	Yes	Membership increased from 5 Councillors to 6 at FC (28.02.23)

- 1. TYPE OF COMMITTEE =>** Partnership
- 2. PARENT COMMITTEE =>** Leisure Services Committee
- 3. 6 MONTH MEETING RULE VALID (see 6.1.k)**
  - a. NO
- 4. SIZE =>** 6 Councillors; up to 10 representatives of Voluntary Sector organisations who work with young people.
- 5. DUTIES AND POWERS**
  - 5.1.VOTING RIGHTS**
    - a. All members of this Partnership have equal rights to vote.
  - 5.2.OVERALL PURPOSE**
    - a. To provide an opportunity for the exchange of information on youth services and activities in Woodley Town.
    - b. Engender good working relationships between providers of youth services and activities in Woodley Town.
    - c. To enable and / or be involved in joint projects and plans to improve services and support to Woodley's young people.
    - d. To consider and make recommendations on applications to the Town Council's Youth Project Fund.
    - e. Chairmanship of the partnership will be held by a voluntary sector representative. The Vice Chairman will be held by a town Councillor. Agendas for meetings of the partnership will be set jointly by the Chairman and Vice Chairman.
  - 5.3.MEETINGS**
    - a. Meetings of the working party shall take place at least quarterly.
    - b. Representatives from other organisations working with or providing services and activities for young people in Woodley and other interested parties, as agreed by the working party, will be invited to each meeting of the working party.
    - c. Officers will be in attendance at all meetings.

#### **5.4.TERMS OF OPERATION**

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

## 3G PITCH STEERING GROUP SUB COMMITTEE

VERSION	DATE	AMENDED?	COMMENTS
1.0	25.08.20	No	Original Version
1.1	20.01.22	Yes	Re-titled 'Sub Committee'
1.2	10.05.22	Yes	Change to frequency of meetings – from three times per year to once per year.
1.3	28.02.23	Yes	Membership increased from 3 Councillors to 4 at FC (28.02.23)

**1. TYPE OF COMMITTEE =>** Sub Committee

**2. PARENT COMMITTEE =>** Leisure Services Committee

**3. 6 MONTH MEETING RULE VALID (see 6.1.k)**

a. NO

**4. SIZE =>** 4 Councillors;

It is also a requirement of the Football Foundation that the membership include one representative of the Berks and Bucks FA, one representative from the Reading Community Trust and one representative from each of the Partner Clubs.

**5. DUTIES AND POWERS**

**5.1 OVERALL PURPOSE**

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

**5.2 MEETINGS**

a. The steering group shall meet at least once each year. Additional meetings may be organised, as appropriate and necessary.

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

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

d. Officers will attend the meetings of the working party, as appropriate.

**5.3 TERMS OF OPERATION**

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

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

- c. To report the minutes of each meeting to the Leisure Services Committee and the Football Foundation.
- d. To ensure that the 3G AGP remains on the FA register and is maintained in accordance with the Football Foundation Guidelines.
- e. To ensure that the required annual monitoring and evaluation questionnaires are completed and returned to the Football Foundation.



## CYCLING IN WOODLEY SUB COMMITTEE

VERSION	DATE	AMENDED?	COMMENTS
1.0	25.08.20	No	Original Version
1.1	20.01.22	Yes	Renamed from 'Working Party' to 'Sub Committee'

- 1. TYPE OF COMMITTEE =>** Sub Committee
- 2. PARENT COMMITTEE =>** Planning and Community Committee
- 3. 6 MONTH MEETING RULE VALID (see 6.1.k)**
  - a. YES
- 4. SIZE =>** 6 Councillors; No more than 3 interested parties (such as a highways engineer, a cycling expert and cyclists) appointed to the working party. Others may attend by invitation to give expert advice.
- 5. DUTIES AND POWERS**
  - 5.1. OVERALL PURPOSE**
    - a. To develop a Woodley Town Council Cycling Strategy in order to identify, prioritise and optimise actions to:
      - i. Improve Woodley's cycling environment; and
      - ii. Provide better facilities for cyclists in Woodley
    - b. To work with local authorities / cycling groups / experts to achieve the aims of the Cycling Strategy.
  - 5.2. MEETINGS**
    - a. Meetings of the working party should take place at least quarterly.
  - 5.3. TERMS OF OPERATION**
    - a. To review the Vision 2020 document published by the Woodley Community Partnership in 2009, with regard to cycling provision.
    - b. To define the aims and objectives of a Woodley Town Council Cycling Strategy.
    - c. To publish and publicise the strategy.
    - d. To discuss how the objectives of the Cycling Strategy may be met.
    - e. To produce a roadmap of the Sub Committee's planned future.

# BULMERSHE SITE OF URBAN LANDSCAPE VALUE JOINT SUB-COMMITTEE

VERSION	DATE	AMENDED?	COMMENTS
1.0	25/8/20	no	Original version
1.1	20/1/21	yes	Renamed from Working Party to Sub Committee

**1. TYPE OF COMMITTEE => Joint Sub-Committee**

**2. PARENT COMMITTEE => Woodley Full Council; Earley Town Council**

**3. 6 MONTH MEETING RULE VALID (see 6.1.k)**

a. NO

**4. SIZE => 2 Councillors plus 1 Substitute Councillor from Woodley Town Council  
2 Councillors plus 1 Substitute Councillor from Earley Town Council**

## **5. DUTIES AND POWERS**

### **5.1. VOTING RIGHTS**

a. All members have equal voting rights.

### **5.2. OVERALL PURPOSE**

a. To protect the Bulmershe Site of Urban Landscape Value (SULV), as currently defined in the Wokingham Borough Council MDD DPD Document and as shown on the attached map, from development.

b. To ensure that each Council is fully aware of any planning applications that have the potential to impact on the Bulmershe SULV.

### **5.3. MEETINGS**

a. Meetings will be arranged as necessary.

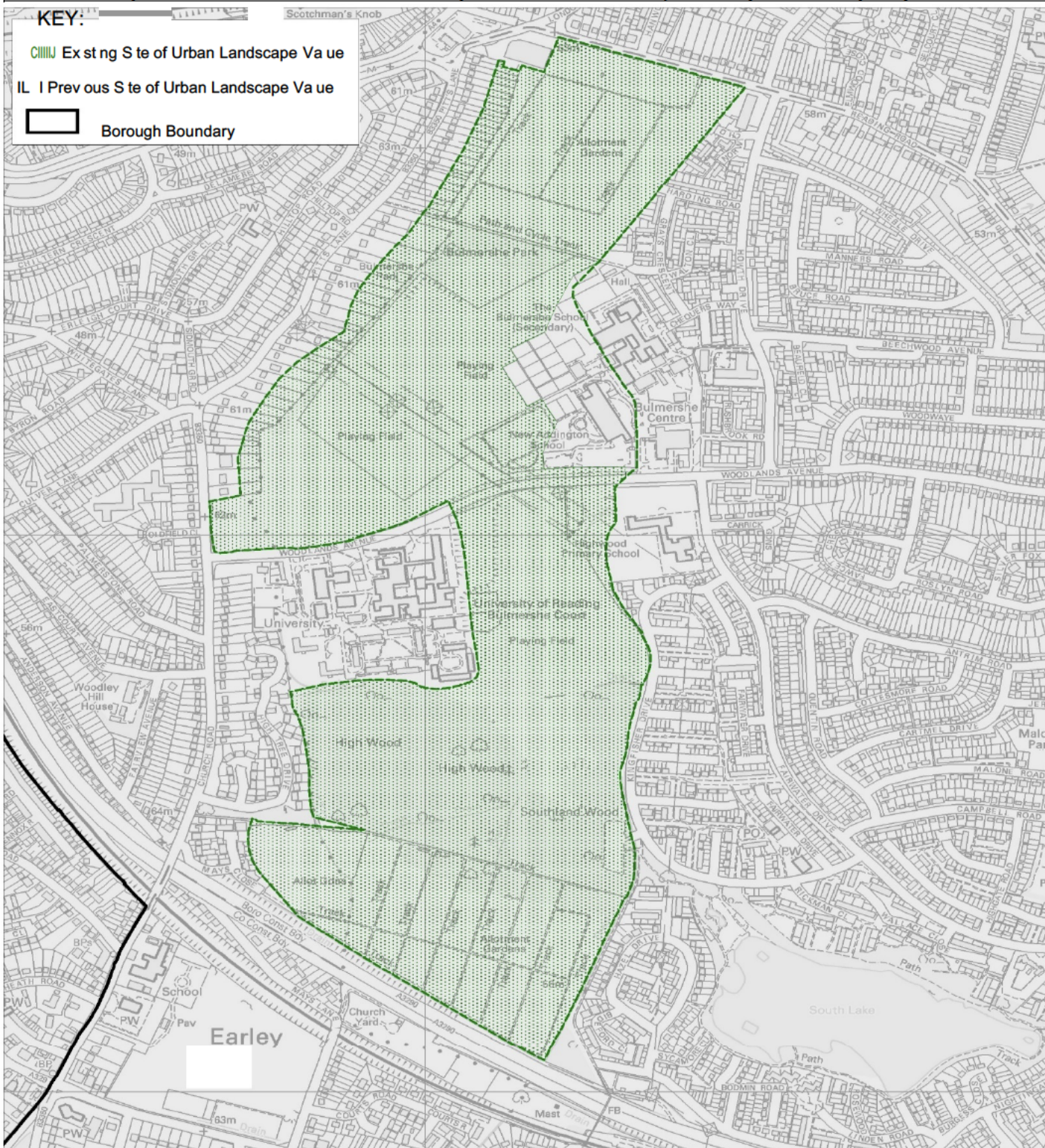
### **5.4. TERMS OF OPERATION**

a. To define and maintain a joint statement on behalf of both Town Councils on reasons for the Bulmershe SULV to exist. To review all existing policies in place to protect the Bulmershe SULV.

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

# LANDSCAPE DESIGNATIONS

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



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Scale 1:6,000 at A3



WOKINGHAM BOROUGH COUNCIL