



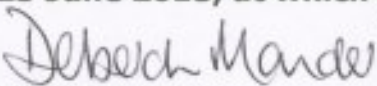
## Woodley Town Council

The Oakwood Centre  
Headley Road  
Woodley  
Berks. RG5 4JZ

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To: **ALL MEMBERS OF THE COUNCIL**

**NOTICE IS HEREBY GIVEN that a Meeting of the Town Council will be held at The Oakwood Centre at 8.00 pm on Tuesday, 25 June 2013, at which your attendance is requested.**

  
Deborah Mander  
Town Clerk

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### **Town Forum**

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

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

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

### **Apologies for Absence:**

1. **DECLARATIONS OF INTEREST**

To receive any declarations of interest from Members.

2. **MINUTES OF COUNCIL MEETING 14 MAY 2013**

To approve the Minutes of the Council Meeting held on 14 May 2013 and that they be signed by the Chairman.

3. **COMMITTEE REPORTS**

To receive reports from the following:

3.1	Plans Committee	21 May 2013
3.2	Leisure Services Committee	28 May 2013
3.3	Community Services Committee	4 June 2013
3.4	Strategy and Resources Committee	11 June 2013
3.5	Plans Committee	18 June 2013

4. **FINANCIAL STATEMENTS AND ANNUAL RETURN 2012/13**
- a) To approve the Financial Statements for 2012/13 and authorise the signing of the statements by the Mayor and the Town Clerk (**Appendix 4A**). The Financial Statements have been prepared as supporting accounting working papers to the Accounting Statements as set out in Section 1 of the Annual Return (**Appendix 4B**).
  - b) To approve the Accounting Statements for 2012/13 as set out in Section 1 of the Annual Return (**Appendix 4B**) and authorise the signing of the statements by the Mayor. Attached at **Appendix 4C**, for Members' information, is a letter from the Council's internal auditor confirming the completion of his internal audit review for 2012/13 and an explanation of the variances which has been prepared for the external audit.
  - c) To approve the Annual Governance Statement for 2012/13, as set out in Section 2 of the Annual Return (**Appendix 4B**), and authorise the signing of this document by the Mayor and the Town Clerk. Supporting information is provided at (**Appendix 4B (i)**).

*Please note that the documents for this agenda item are available separately.*

5. **LEISURE SERVICES AND PLANS COMMITTEE**  
To approve nominations from the Independent Group to one place on the Leisure Services Committee and one place on the Plans Committee.
6. **COUNCIL SEAL**  
To approve the use of the Council Seal for the lease with Thames Valley Police for the use of the office at the Oakwood Centre by the Neighbourhood team. This is a follow on five year lease to 2017 with similar terms, apart from the payment of the service charge which will now be in line with the financial year and paid annually in advance and the recharge to Thames Valley Police for keys and fobs which has been in operation throughout the term of the last lease, but was not specified. The service charge increases in line with the Retail Price Index each year.
7. **NATIONAL ASSOCIATION OF LOCAL COUNCILS – PUTTING COMMUNITIES FIRST CONFERENCE**  
To note the report of the Putting Communities First Conference provided by Councillor Cheng. (**Appendix 7**)
8. **REPRESENTATIVES ON OUTSIDE BODIES**
- a) To nominate two deputies to represent the Town Council at the Wokingham Borough Council Road Works/Street Works Major Project Co-ordination Meetings.
  - b) To note receipt of the Poor's Land Charity audited accounts for the year ending 31 December 2012.
  - c) To receive any reports from Town Council representatives on outside bodies.
9. **LEADER'S STATEMENT**  
To receive a statement from the Leader of the Council.
10. **OPEN SPACE, SPORTS AND RECREATION STRATEGY**  
To consider the consultation document (**available separately**). The closing date for comments and responses is 24 July 2013.

11. **ARMED FORCES COMMUNITY COVENANT**

To consider the invitation from Wokingham Borough Council to be a signatory to a Borough Armed Forces Community Covenant which will be signed at the next Borough Council meeting on 18 July. The covenant is part of a nationwide initiative to encourage local communities to support Armed Forces personnel living in their area. More information about the covenant and a draft action plan from the Borough Council are attached at ***Appendix 11***.

12. **TOWN MAYOR'S ENGAGEMENTS**

To receive a report from Councillor Bill Soane on his engagements as Town Mayor. (***Appendix 12***)

13. **FUTURE AGENDA ITEMS**

To consider any items for inclusion in future Council agendas.



**Minutes of the Annual Meeting of the Town Council held at the Oakwood Centre  
on Tuesday 14 May 2013 at 8 pm**

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

**Officers in attendance:** Deborah Mander, Town Clerk; Kevin Murray, Service Support  
Manager; Joy Smith, Senior Committee Officer

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

Reading and District Group of the Macular Society, Earley and Woodley Stroke Club and  
Woodley Town Football Club.

1. **ELECTION OF TOWN MAYOR**

Two nominations for the office for Town Mayor were made:

Councillor Duncan was proposed by Councillor Challis and seconded by Councillor  
Rahmouni.

Councillor Soane was proposed by Councillor Haines and seconded by Councillor  
Mills.

On being put to a recorded vote it was:

**RESOLVED:**

- ◆ to elect Councillor Soane to the office of Town Mayor of Woodley for the  
2013/14 municipal year.

Votes in favour of Councillor Duncan:

Councillor Challis  
Councillor Downes  
Councillor Duncan  
Councillor Gilder  
Councillor Higgs  
Councillor Holmes  
Councillor Lawley  
Councillor Neall  
Councillor Outen  
Councillor Rahmouni  
Councillor Rowland  
Councillor Storry

Total: 12

Votes in favour of Councillor Soane:

Councillor Baker  
Councillor Barker  
Councillor Chadwick  
Councillor Cheng  
Councillor Cox  
Councillor Franklin  
Councillor Haines  
Councillor Hayward  
Councillor Mills  
Councillor Smith  
Councillor Soane  
Councillor Walker  
Councillor Willson

Total: 13

Councillor Soane then made and signed his Declaration of Acceptance of Office of  
Town Mayor and took the chair.

Councillor Soane said that when he and his wife moved to the town 30 years ago  
and had settled into community life in Woodley they realised what a special place it

was and he was honoured to be elected the town's Mayor. He assured the Council he would represent Woodley at every possible opportunity and in the best possible light. He thanked Councillor Duncan and said it had been a pleasure having him as Mayor. The Mayor then presented Councillor Duncan with a Past Mayor's badge.

2. **DECLARATIONS OF INTEREST**

There were no declarations of interest made by Members.

3. **ELECTION OF DEPUTY TOWN MAYOR**

Two nominations for the office of Deputy Town Mayor were made:

Councillor Franklin was nominated by Councillor Haines and seconded by Councillor Mills.

Councillor Duncan was nominated by Councillor Challis and seconded by Councillor Rowland.

On being put to a recorded vote it was:

**RESOLVED:**

- ◆ to elect Councillor Franklin to the office of Deputy Mayor for the 2013/14 municipal year.

Votes in favour of Councillor Franklin:

Councillor Baker  
Councillor Barker  
Councillor Chadwick  
Councillor Cheng  
Councillor Cox  
Councillor Franklin  
Councillor Haines  
Councillor Hayward  
Councillor Mills  
Councillor Smith  
Councillor Soane  
Councillor Walker  
Councillor Willson  
Total: 13

Votes in favour of Councillor Duncan:

Councillor Challis  
Councillor Downes  
Councillor Duncan  
Councillor Gilder  
Councillor Higgs  
Councillor Holmes  
Councillor Lawley  
Councillor Neall  
Councillor Outen  
Councillor Rahmouni  
Councillor Rowland  
Councillor Storry

Total: 12

4. **COMPOSITION OF THE COUNCIL**

**RESOLVED:**

- ◆ to note the current composition of the Council:  
11 Conservative, 2 Independent and 12 Liberal Democrat Members.

5. **POLITICAL GROUP LEADERS**

**RESOLVED:**

- ◆ to note the appointment of Councillor Rowland as Leader and Councillor Challis as Deputy Leader of the Liberal Democrat Group.
- ◆ to note the appointment of Councillor Cheng as Leader and Councillor Mills as Deputy Leader of the Conservative Group.
- ◆ to note the appointment of Councillor Hayward as Leader and Councillor Cox as Deputy Leader of the Independent Group.



6. **LEADERSHIP OF THE COUNCIL**

- 6.1. Members noted the roles of the Leader and Deputy Leader of the Council as set out in the standing orders, the lack of guidance in the standing orders on the appointment of the Leader and the Deputy Leader of the Council and the composition of the Council. Councillor Challis proposed that the motion proposing the Council elect a Leader and Deputy Leader also acknowledge that advice on dealing with this matter had been provided by the Town Clerk and the motion be prefaced with 'to accept the recommendation of the Town Clerk'. This was seconded by Councillor Lawley.

On being put to the vote it was:

**RESOLVED:**

- ◆ that the motion to be put on the proposal to elect the Leader and Deputy Leader of the Council be prefaced by the wording 'to accept the recommendation of the Town Clerk'.

Members then voted on the substantive motion and

**RESOLVED:**

- ◆ to accept the recommendation of the Town Clerk that the positions of Leader of the Council and Deputy Leader of the Council for the 2013/14 municipal year be elected by the Council.

- 6.2 The Mayor then invited nominations for the position of Leader of the Council.

Councillor Gilder was nominated by Councillor Challis and seconded by Councillor Rowland.

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

On being put to a recorded vote it was:

**RESOLVED:**

- ◆ to elect Councillor Baker as Leader of the Council for the 2013/14 municipal year.

Votes in favour of Councillor Baker:

Councillor Baker  
Councillor Barker  
Councillor Chadwick  
Councillor Cheng  
Councillor Cox  
Councillor Franklin  
Councillor Haines  
Councillor Hayward  
Councillor Mills  
Councillor Smith  
Councillor Soane  
Councillor Walker  
Councillor Willson

Total: 13

Votes in favour of Councillor Gilder:

Councillor Challis  
Councillor Downes  
Councillor Duncan  
Councillor Gilder  
Councillor Higgs  
Councillor Holmes  
Councillor Lawley  
Councillor Neall  
Councillor Outen  
Councillor Rahmouni  
Councillor Rowland  
Councillor Storry

Total: 12

6.3 The Chairman invited nominations for the position of Deputy Leader of the Council.

Councillor Haines was nominated by Councillor Cheng and seconded by Councillor Mills.

Councillor Gilder was nominated by Councillor Challis and seconded by Councillor Rowland.

**RESOLVED:**

- ◆ to elect Councillor Haines as Deputy Leader of the Council for the 2013/14 municipal year.

Votes in favour of Councillor Haines:

Councillor Baker  
Councillor Barker  
Councillor Chadwick  
Councillor Cheng  
Councillor Cox  
Councillor Franklin  
Councillor Haines  
Councillor Hayward  
Councillor Mills  
Councillor Smith  
Councillor Soane  
Councillor Walker  
Councillor Willson

Total: 13

Votes in favour of Councillor Gilder:

Councillor Challis  
Councillor Downes  
Councillor Duncan  
Councillor Gilder  
Councillor Higgs  
Councillor Holmes  
Councillor Lawley  
Councillor Neall  
Councillor Outen  
Councillor Rahmouni  
Councillor Rowland  
Councillor Storry

Total: 12

7. **STANDING COMMITTEES 2013/14**

The Town Clerk provided information on the allocation of places on committees to the political groups, dependent on the number of committee places.

It was proposed by Councillor Baker, seconded by Councillor Mills, that all four standing committees be made up of nine places. Councillor Challis suggested that it might be sensible, given the manner in which plans were considered, if the Plans Committee continued to have eleven places. Councillor Baker responded that in his view, with the number of committees and working parties, there was a considerable commitment for Members and nine places on the plans committee was sufficient.

On being put to the vote it was:

**RESOLVED:**

- ◆ that there be nine places on each of the standing committees for the 2013/14 municipal year.

7.1 **Strategy & Resources Committee**

**RESOLVED:**

- ◆ to appoint Councillors Baker, Challis, Cheng, Haines, Hayward, Lawley, Mills, Outen and Rowland to the Strategy and Resources Committee for the 2013/14 municipal year.

7.2 **Leisure Services Committee**

Following the nominations to the places on the Leisure Services Committee, Councillor Challis questioned the nomination by the Independent Group of Councillor Willson, a Conservative Group member, to the Independent Group's one



place on the committee. Councillors Baker and Haines referred to previous discussions outside formal meetings where a group giving up places on committees had been discussed as an option. The Town Clerk advised that she believed that this form of allocation could take place. On being put to the recorded vote it was

**RESOLVED:**

- ◆ to appoint Councillors Barker, Chadwick, Challis, Downes, Franklin, Outen, Rahmouni, Soane and Willson to the Leisure Services Committee for the 2013/14 municipal year.

Votes in favour:

Councillor Baker  
Councillor Barker  
Councillor Chadwick  
Councillor Cheng  
Councillor Cox  
Councillor Franklin  
Councillor Haines  
Councillor Hayward  
Councillor Mills  
Councillor Smith  
Councillor Soane  
Councillor Walker  
Councillor Willson  
Total: 13

Votes against:

Councillor Challis  
Councillor Downes  
Councillor Duncan  
Councillor Gilder  
Councillor Higgs  
Councillor Holmes  
Councillor Lawley  
Councillor Neall  
Councillor Outen  
Councillor Rahmouni  
Councillor Rowland  
Councillor Storry  
Total: 12

7.3 **Community Services Committee**

**RESOLVED:**

- ◆ to appoint Councillors Hayward, Higgs, Holmes, Lawley, Mills, Neall, Smith, Soane and Walker to the Community Services Committee for the 2013/14 municipal year.

**Plans Committee**

**RESOLVED:**

- ◆ to appoint Councillors Barker, Cheng, Franklin, Duncan, Holmes, Neall, Storry, Walker and Willson to the Plans Committee for the 2013/14 municipal year.

*[Following the meeting and after seeking legal advice it was confirmed that under the Council's standing orders the appointment of Councillor Willson to the Leisure Services and Plans Committees by the Independent Group was not in line with Standing Order 4 a) iii) and that those committee places were required to be filled by members of the Independent Group.]*

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

Under Standing Order 4.d) members of the standing committees appointed the Chairmen and Vice Chairmen of the standing committees as follows:

8.1 **Strategy and Resources Committee**

It was proposed by Councillor Cheng, seconded by Councillor Mills and

**RESOLVED:**

- ◆ to appoint Councillor Baker Chairman of the Strategy & Resources Committee for the municipal year.



It was proposed by Councillor Cheng, seconded by Councillor Mills and

**RESOLVED:**

- ◆ to appoint Councillor Haines Vice Chairman of the Strategy & Resources Committee for the municipal year.

8.2 **Leisure Services Committee**

It was proposed by Councillor Willson, seconded by Councillor Chadwick and

**RESOLVED:**

- ◆ to appoint Councillor Soane Chairman of the Leisure Services Committee for the municipal year.

It was proposed by Councillor Willson, seconded by Councillor Chadwick, and

**RESOLVED:**

- ◆ to appoint Councillor Barker Vice Chairman of the Leisure Services Committee for the municipal year.

8.3 **Community Services Committee**

It was proposed by Councillor Mills, seconded by Councillor Walker and

**RESOLVED:**

- ◆ to appoint Councillor Hayward Chairman of the Community Services Committee for the municipal year.

It was proposed by Councillor Mills, seconded by Councillor Walker and

**RESOLVED:**

- ◆ to appoint Councillor Smith Vice Chairman of the Community Services Committee for the municipal year.

8.4 **Plans Committee**

It was proposed by Councillor Walker, seconded by Councillor Willson and

**RESOLVED:**

- ◆ to appoint Councillor Cheng Chairman of the Plans Committee for the municipal year.

It was proposed by Councillor Walker, seconded by Councillor Willson and

**RESOLVED:**

- ◆ to appoint Councillor Barker Vice Chairman of the Plans Committee for the municipal year.

*[In line with legal advice received and referred to above in Minute 7 the appointment of the Chairmanship of the Leisure Services and Plans Committee was not valid because the appointment of the committees was not in line with Standing Orders. The Leisure Services and Plans Committees will appoint the chairmanship of the committees at the next meeting of those committees.]*

9. **APOINTMENT OF WORKING PARTIES**

Under Standing Order 4 e) members of the parent standing committee appointed places and members to the working parties as follows:

9.1 **Strategy and Resources Committee**

Bar Management Working Party

**RESOLVED:**

- ◆ that there be 4 places on the Bar Management Working Party for the 2013/14 municipal year.
- ◆ to appoint Councillors Challis, Franklin, Hayward and Rahmouni to the Bar Management Working Party for the municipal year.

Investments Working Party

**RESOLVED:**

- ◆ that there be 6 places on the Investments Working Party for the 2013/14 municipal year.
- ◆ to appoint Councillors Baker, Challis, Cox, Franklin, Outen and Rowland to the Investments Working Party for the municipal year.

Risk Management Working Party

**RESOLVED:**

- ◆ that there be 4 places on the Risk Management Working Party for the 2013/14 municipal year.
- ◆ to appoint Councillors Challis, Haines, Mills and Outen to the Risk Management Working Party for the municipal year.

Catering Partnership Management Panel

**RESOLVED:**

- ◆ that there be 4 places on the Catering Partnership Management Panel for the 2013/14 municipal year.
- ◆ to appoint Councillors Chadwick, Challis, Haines and Rowland to the Catering Partnership Working Party for the municipal year.

Standing Orders & Financial Regulations Working Party

**RESOLVED:**

- ◆ to suspend Standing Order 4 f) in order to propose that all three groups be represented on the Standing Orders and Financial Regulations Working Party for the municipal year.
- ◆ that there be 3 places on the Standing Orders and Financial Regulations Working Party for the 2013/14 municipal year.
- ◆ to appoint Councillors Baker, Challis and Hayward to the Standing Orders and Financial Regulations Working Party for the municipal year.

Public Toilets Working Party

**RESOLVED:**

- ◆ to approve the terms of reference for the new working party, as attached.



- ◆ that there be 4 places on the Public Toilets Working Party for the 2013/14 municipal year.
- ◆ to appoint Councillors Haines, Hayward, Holmes and Rowland to the Public Toilets Working Party for the municipal year.

*[Following the meeting and in line with legal advice received, a group may not allocate places on working parties to members of another group (Standing Order 4 f)) the places allocated to Councillor Hayward (Bar Management and Public Toilets Working Parties) and Councillor Cox (Investments Working Party) are therefore regarded as vacant and the Strategy and Resources Committee will consider this matter at its meeting on 11 June 2013.]*

9.2 **Leisure Services Committee**  
Tournaments Working Party

**RESOLVED:**

- ◆ that there be 4 places on the Tournaments Working Party for the 2013/14 municipal year.
- ◆ to appoint Councillors Gilder, Outen, Smith and Soane to the Tournaments Working Party for the municipal year.

Woodford Park Leisure Centre Entrance Improvements Working Party

**RESOLVED:**

- ◆ that there be 4 places on the Woodford Park Leisure Centre Entrance Improvements Working Party for the 2013/14 municipal year.
- ◆ to appoint Councillors Baker, Barker, Challis and Outen to the Woodford Park Leisure Centre Entrance Improvements Working Party for the municipal year.

9.3 **Community Services Committee**  
Citizens Awards Working Party

**RESOLVED:**

- ◆ that there be 6 places on the Citizens Awards Working Party for the 2013/14 municipal year.
- ◆ to appoint Councillors Cheng, Franklin, Gilder, Haines, Higgs and Rowland to the Citizens Awards Working Party for the municipal year.

Allotments Working Party

**RESOLVED:**

- ◆ that there be 4 places on the Allotments Working Party for the 2013/14 municipal year.
- ◆ to appoint Councillors Downes, Haines, Mills and Storry to the Allotments Working Party for the municipal year.

Keep Woodley Clean Working Party

**RESOLVED:**

- ◆ that there be 4 places on the Keep Woodley Clean Working Party for the 2013/14 municipal year.
- ◆ to appoint Councillors Chadwick, Downes, Higgs and Walker to the Keep Woodley Clean Working Party for the municipal year.

- ◆ To co-opt Mrs S. Flower to the Keep Woodley Clean Working Party for the municipal year.

#### Youth Working Party

##### **RESOLVED:**

- ◆ that there be 6 places on the Youth Working Party for the 2013/14 municipal year.
- ◆ to appoint Councillors Cheng, Gilder, Haines, Rahmouni, Rowland and Walker to the Youth Working Party for the municipal year.

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

Having being duly nominated it was

##### **RESOLVED:**

- ◆ to appoint the following:

##### **Berkshire Association of Local Councils (BALC)**

Councillor Baker

##### **Wokingham District Association of Local Councils**

Councillors Baker and Franklin

##### **Ambleside Neighbourhood Partnership Committee – 1 place**

Councillor Gilder

##### **Woodley Airfield Centre Management Committee – 2 places**

Councillors Challis and Soane

##### **Woodley Bowling Club Management Committee – 1 place**

Councillor Hayward

##### **Citizens Advice Bureau – 1 place**

Councillor Hayward

##### **Woodley Volunteer Centre – 1 place**

Councillor Hayward

##### **Age Concern (Woodley) – 1 place**

Councillor Gilder

##### **Highwood Management Conference – 2 places**

Councillors Gilder and Holmes

##### **ReadiBus – 1 place**

Councillor Haines

##### **Museum of Berkshire Aviation Trust – 2 places**

Councillors Franklin and Outen

##### **Woodley Town Centre Management Initiative – 2 places**

Councillors Haines and Holmes

##### **ARC – 2 places**

Mrs S. Flower and Mrs N. Quinnell



**Woodley War Memorial Project – 2 places**

Councillors Rahmouni and Soane

**Mid and West Berkshire Local Access Forum – 1 place**

Councillor Mills

**Road/Street Works Major Projects Meeting – 1 place**

Councillor Walker

**Campaign Against Waste – 3 places**

Councillors Neall, Rahmouni and Walker

**Sandford Farm Liaison Group – 1 plus deputy**

Councillors Challis and Franklin were nominated to be the representative on this group.

On being put to the vote it was:

**RESOLVED:**

- ◆ to appoint Councillor Franklin as the Town Council's representative to the Sandford Farm Liaison Group.

Councillors Challis and Chadwick were nominated to be the deputy representative on this group.

On being put to the vote it was

**RESOLVED:**

- ◆ to appoint Councillor Chadwick as the deputy representative to the Sandford Farm Liaison Group.

The Town Clerk agreed to request that the Council be allocated two places on this body and would update Members accordingly.

Representation on the following outside bodies was noted:

**Poor's Land Charity** – 4 places (representatives: Mrs S. Flower and Councillor Cheng serving to 2016, Mr L. Day and Mr D. Gerken serving to 2014).

**Sonning & District Welfare & Education Trust** – 1 place (representative is Councillor Neall appointed May 2010 serving to 2014)

**Robert Palmer Almshouse Charity** – 1 place (representative is Councillor Rahmouni serving to 2016)

11. **CHEQUE SIGNATORIES 2013/14**

It was noted that at least two existing signatories were required to be retained, given the period of time it would take for the bank to confirm new signatories. With this in mind it was:

**RESOLVED:**

- ◆ to appoint Councillors Baker, Challis, Haines, Lawley, Mills and Rowland, as signatories to sign cheques and transfers on behalf of the Council.

12. **MINUTES OF THE COUNCIL MEETING ON 12 FEBRUARY 2013**  
The Town Mayor presented the minutes of the meeting held on 12 February 2013.
- RESOLVED:**
- ◆ that the minutes of the Council meeting held on 12 February 2013 be approved as a correct record and that they be signed by the Mayor.
13. **MINUTES OF THE PLANS COMMITTEE: 19 February 2013**  
Councillor Duncan presented the Plans Committee minutes of the meeting of 19 February 2013.
- RESOLVED:**
- ◆ to receive the minutes of the Plans Committee held on 19 February 2013.
14. **MINUTES OF THE PLANS COMMITTEE: 19 March 2013**  
Councillor Duncan presented the Plans Committee minutes of the meeting of 19 March 2013.
- RESOLVED:**
- ◆ to receive the minutes of the Plans Committee held on 19 March 2013.
15. **MINUTES OF THE LEISURE SERVICES COMMITTEE: 9 April 2013**  
Councillor Challis presented the Leisure Services Committee minutes of the meeting of 9 April 2013.
- RESOLVED:**
- ◆ to receive the minutes of the Leisure Services Committee held on 9 April 2013.
16. **MINUTES OF THE PLANS COMMITTEE: 16 April 2013**  
Councillor Duncan presented the Plans Committee minutes of the meeting of 16 April 2013.
- RESOLVED:**
- ◆ to receive the minutes of the Plans Committee held on 16 April 2013.
17. **MINUTES OF THE COMMUNITY SERVICES COMMITTEE: 23 April 2013**  
Councillor Lawley presented the Community Services Committee minutes of the meeting of 23 April 2013.
- Minute 83: Caldbeck Drive**  
Councillor Lawley reported that he was waiting for information from Wokingham Borough Council as to whether arrangements were still in place to allow parents of school children at Beechwood School to use the Headley Road car park as a dropping off and picking up point.
- Minute 86: Highways Requests**  
Councillor Lawley reported that the Town Council still had a third project to nominate to the 2013/14 Highways Capital Programme.
- RESOLVED:**
- ◆ to receive the minutes of the Community Services Committee held on 23 April 2013.



18. **MINUTES OF THE STRATEGY AND RESOURCES COMMITTEE: 30 April 2013**

Councillor Rowland presented the Strategy and Resources Committee minutes of the meeting of 30 April 2013.

**RESOLVED:**

- ◆ to receive the minutes of the Strategy and Resources Committee held on 30 April 2013.

19. **SITE OF URBAN LANDSCAPE VALUE JOINT WORKING PARTY**

**RESOLVED:**

- ◆ to receive the reports of the Site of Urban Landscape Value Joint Working Party meetings held on 11 March and 2 April 2013.
- ◆ to note the submission made to the MDD DPD Examination following the work of the joint working party with Earley Town Council in respect of the green area between the two towns.

Under this item it was proposed and:

**RESOLVED:**

- ◆ that Councillors Challis and Soane be appointed to the Site of Urban Landscape Value Joint Working Party with Earley Town Council for the municipal year.

20. **CODE OF CONDUCT**

Members considered Report No. FC 2/13 and:

**RESOLVED:**

- ◆ to adopt the revised Code of Conduct for Councillors, as presented.
- ◆ to join with Wokingham Town Council in issuing the public notice of the adoption of the Councils' codes.

21. **NATIONAL ASSOCIATION OF LOCAL COUNCILS**

It was noted that two places had been booked on the Putting Communities First conference in London on 6 June 2013.

**RESOLVED:**

- ◆ to nominate Councillor Soane to attend the conference.
- ◆ To seek a further representative to attend the conference.

22. **REPRESENTATIVES ON OUTSIDE BODIES**

Councillor Rowland informed Members of a Memorial Service being planned to celebrate the life and work of Fred Willis whose funeral had been held in Cheltenham, where he had lived for the past few years. Fred Willis had worked tirelessly on behalf of the community and had been a founder of the Woodley Volunteer Centre, a key member of Woodley Age Concern, an Honorary Townsperson and a recipient of the first Mayor's Award. Once the Memorial Service date was agreed, Councillors and the Mayor would be informed.

**Woodley Volunteer Centre**

Members noted the written report from Councillor Hayward in respect of the Woodley Volunteer Group.

**Citizens Advice Bureau**

Members noted the written report from Councillor Higgs in respect of the Citizens Advice Bureau.

**Campaign Against Waste**

Members noted the written report from Councillor Walker in respect of Campaign Against Waste.

**Museum of Berkshire Aviation**

Councillor Franklin reported that Sir Rex Hunt, a patron of the museum and former governor of the Falkland Islands, had sadly passed away.

**Robert Palmer Almshouse Charity**

Councillor Rahmouni reported that the meeting of the charity coincided with the Annual Meeting of Council and he had therefore been unable to attend.

**ARC (written report provided)**

Mrs Flower reported that ARC had held its AGM on 13 May 2013. Their financial position is now healthier than previously. The waiting list is down to 25, which means a delay of two weeks before an appointment is available. In an emergency/crisis situation then an appointment can be offered in 24 hours. Demand for their services continues to increase from both young people and adults. There is an increase in self-harming and concerns around young people having suicidal thoughts. Nine new counsellors have recently been recruited and it is due to the increased workload and commitment of all counsellors that the waiting list has been reduced to its present level.

**Poor's Land Charity (written report provided)**

Mrs Flower reported that the charity trustees continue to meet monthly to discuss a variety of issues in relation to the almshouses and the residents, both in relation to the building maintenance and those people living there, although it does not offer support in relation to care needs. There are also monthly requests to the charity's relief in need fund from people in the Woodley and Charvil areas for which there are specific criteria.

**Poor's Land Charity (written report provided)**

Councillor Cheng reported that the charity received reports and requests for Relief in Need; reports on repairs to almshouses; and a financial report from the treasurer.

In January, the charity received £768 from Waitrose to be used for Relief in Need for elderly people.

**23. TOWN MAYOR'S ENGAGEMENTS**

The Town Mayor informed the Council of the 15 events he had attended since the last meeting.

The meeting closed at 10.05 pm

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Town Mayor



## Woodley Town Council

### Minutes of a Meeting of the Plans Committee held at the Oakwood Centre on Tuesday 21 May 2013 at 7.45 pm

Committee Members Present :- Councillor J. Cheng (Chairman)  
Councillor M. Holmes  
Councillor R. Neall  
Councillor M. Walker

#### **01 APOLOGIES FOR ABSENCE**

Councillors R. Duncan, M. Storry

#### **02 DECLARATIONS OF INTEREST**

There were no declarations of interest made by Members.

#### **03 MINUTES OF PREVIOUS MEETING**

RESOLVED:

To approve the minutes of the meeting held on 16 April 2013 and for the Chairman to sign them as a true and accurate record.

#### **04 PLANNING DECISIONS**

RESOLVED:

To note information on decision notices received from the planning authority since the last meeting. (Appendix 4)

#### **05 CURRENT PLANNING APPLICATIONS**

RESOLVED:

To forward comments to the Borough Council as follows:

05- 1 A /2013/0803 Plot Ref :- Type :- Advertise  
Applicant Name :- Mr L Skinner Date Received :- 16/05/2013  
Location :- Woodley Town Council Date Returned :- 24/05/2013  
Woodford Park Leisure Centre  
Haddon Drive  
RG5 4LY  
Proposal : Application for advertisement consent for the proposed erection of 1 no. illuminated fascia sign.  
Observations : No objections.

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05- 2 F /2013/0579 Plot Ref :- Type :- Full  
Applicant Name :- Mr J Zaremba Date Received :- 30/04/2013  
Location :- Minster Cottage Date Returned :- 24/05/2013  
Sandford Lane  
Woodley  
RG5 4SY  
Proposal : Proposed erection of one new dwelling following demolition and removal of existing dwelling.  
Observations : A letter of concern had been received.

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The committee objected to this planning application on the following grounds:  
- unneighbourly  
- access over a private drive is problematic and is definitely not suitable for heavy vehicles which would result in damage to the surface of the drive  
- the roof/eaves of any new building should provide for pipistrelle bats to roost, hibernate and breed

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05- 3 F /2013/0608 Plot Ref :- Type :- Full  
Applicant Name :- Mr & Mrs Sidhu Date Received :- 30/04/2013  
Location :- 2 Arundel Road Date Returned :- 24/05/2013  
Arundel Road  
RG5 4JL  
Proposal : Proposed single storey rear extensions.  
Observations : The committee agreed to make no comment but particularly asked that any neighbours' concerns be taken into account.

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05- 4 F /2013/0621 Plot Ref :- Type :- Full  
Applicant Name :- Mr P Burroughs Date Received :- 15/05/2013  
Location :- 87 Beechwood Avenue Date Returned :- 24/05/2013  
Beechwood Avenue  
RG5 3DF  
Proposal : Proposed single storey front extension to form porch.  
Observations : The committee agreed to make no comment but particularly asked that any neighbours' concerns be taken into account.

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05- 5 F /2013/0631 Plot Ref :- Type :- Full  
Applicant Name :- Mr J Hillier Date Received :- 29/04/2013  
Location :- 38 Enstone Road Date Returned :- 24/05/2013  
Enstone Road  
RG5 4QU  
Proposal : Proposed single storey front porch extension to dwelling.  
Observations : The committee agreed to make no comment but particularly asked that any neighbours' concerns be taken into account.

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05- 6 F /2013/0653 Plot Ref :- Type :- Full  
Applicant Name :- Mr C Stonehouse Date Received :- 19/04/2013  
Location :- 4 Frampton Close Date Returned :- 24/05/2013  
Frampton Close  
RG5 3BS  
Proposal : Proposed erection of a side/front extension to dwelling.  
Observations : The committee agreed to make no comment but particularly asked that any neighbours' concerns be taken into account.

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05- 7 F /2013/0671 Plot Ref :- Type :- Full  
Applicant Name :- Mr M Hardy Date Received :- 22/04/2013  
Location :- 51 Mitchell Way Date Returned :- 24/05/2013  
Mitchell Way  
RG5 4NQ  
Proposal : Proposed single storey rear extension to replace conservatory and conversion of garage to habitable space.  
Observations : The committee agreed to make no comment but particularly asked that any neighbours' concerns be taken into account.

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05- 8 F /2013/0731 Plot Ref :- Type :- Full  
Applicant Name :- Mr D Turner Date Received :- 01/05/2013  
Location :- 4 Welford Road Date Returned :- 24/05/2013  
Welford Road  
RG5 4QS  
Proposal : Proposed two storey side extension and rear single storey extension to dwelling.  
Observations : The applicant was present at the meeting.  
The applicant informed the committee that this was a re-submitted planning application as a previous one had been refused. The applicant assured the committee that all the conditions in the refusal notice had been met.  
The committee agreed to make no comment but particularly asked that any neighbours' concerns be taken into account.

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05- 9 F /2013/0761 Plot Ref :- Type :- Full  
Applicant Name :- Taylor Wimpey Date Received :- 10/05/2013  
Location :- Land at Sandford Farm Date Returned :- 24/05/2013  
Mohawk Way  
Woodley  
RG5 4SU  
Proposal : Application for the erection of 80 residential units with associated access, parking and landscaping.  
Observations : Five residents were present at the meeting to voice their concerns and a letter of concern had been received.  
Their concerns related to:  
- the positioning of plots 12 to 18 are on the boundary line and very close to the existing properties in Lindberg Way and Phillips Close  
- the 3 storey houses on the border edge are very high and will result in loss of privacy  
- overlooking  
- loss of light  
- impact on services  
- flood risk  
- increased traffic on the roads in and around the new development particularly at peak times  
The committee supported the residents objections and had the following concerns:

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- loss of light and privacy particularly from the three storey properties  
- plots 12 to 18 are too close to the boundary of Lindberg Way and Phillips Close

The committee request that a traffic survey be undertaken in the morning and afternoon during peak times and in school times.

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05- 10 F /2013/0763 Plot Ref :- Type :- Full  
Applicant Name :- Mr J Rogers Date Received :- 26/04/2013  
Location :- 66 Colemans Moor Lane Date Returned :- 24/05/2013  
Colemans Moor Lane  
RG5 4BT  
Proposal : Proposed provision of enlarged dormer window to front elevation plus bow windows to existing openings on ground floor level of front elevation.  
Observations : The committee agreed to make no comment but particularly asked that any neighbours' concerns be taken into account.

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05- 11 F /2013/0764 Plot Ref :- Type :- Full  
Applicant Name :- Mr K Lyne Date Received :- 29/04/2013  
Location :- 26 Wyndham Crescent Date Returned :- 24/05/2013  
Wyndham Crescent  
RG5 3AZ  
Proposal : Proposed construction of timber framed outbuilding with pitched roof in rear garden.  
Observations : Two residents were present at the meeting to voice their concerns and a letter of objection had been received.  
Their concerns related to:  
- the applicant had raised his land by 400mm making the outbuilding higher  
- overlooking into the kitchen of the neighbouring property  
- overbearing  
- could create a precedent  
- incorrect drawings  
- in the plan it states that the applicant would not have outside electricity but there are wires on the shed indicating otherwise  
Following the residents' comments the committee discussed the application and supported the residents' objections and strongly recommend that the planning application be refused on the following grounds:  
- loss of light  
- loss of privacy  
- overbearing  
The committee requested that a Planning Officer make a site visit to the neighbouring property at no. 28.  
The committee also noted that the planning application should be 'Retrospective' as the outbuilding had already been constructed.

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05- 12 F /2013/0806 Plot Ref :- Type :- Full  
Applicant Name :- Mr J Liddle Date Received :- 16/05/2013  
Location :- 37 Cypress Road Date Returned :- 24/05/2013  
Cypress Road  
RG5 4BD  
Proposal : Proposed two storey side extension and single storey rear extension to dwelling.  
Observations : The committee agreed to make no comment but particularly asked that any neighbours' concerns be taken into account.

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05- 13 F /2013/0811 Plot Ref :- Type :- Full  
Applicant Name :- Mr Collins Date Received :- 02/05/2013  
Location :- 33 Constable Close Date Returned :- 24/05/2013  
Constable Close  
RG5 4US  
Proposal : Proposed conservatory to rear elevation of dwelling.  
Observations : The committee agreed to make no comment but particularly asked that any neighbours' concerns be taken into account.

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05- 14 F /2013/0817 Plot Ref :- Type :- Full  
Applicant Name :- Mr A Haynes & Ms K Lyden Date Received :- 07/05/2013  
Location :- 131 Loddon Bridge Road Date Returned :- 24/05/2013  
Loddon Bridge Road  
RG5 4AG  
Proposal : Proposed erection of part single/part two storey side and rear extensions and single storey front extension to form porch.  
Observations : The committee agreed to make no comment but particularly asked that any neighbours' concerns be taken into account.

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05- 15 F /2013/0862 Plot Ref :- Type :- Full  
Applicant Name :- Mr & Mrs Walton Date Received :- 20/05/2013  
Location :- 26 Copse Mead Date Returned :- 24/05/2013  
Copse Mead  
RG5 4RP  
Proposal : Proposed erection of a first floor front extension, single storey front extension to form front entrance porch, front dormer extension and erection of a replacement single detached garage.  
Observations : The committee agreed to make no comment but particularly asked that any neighbours' concerns be taken into account.

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05- 16 O /2013/0668

Plot Ref :-

Type :- Full

Applicant Name :- London & Cambridge Properties

Date Received :- 23/04/2013

Location :- Former Linpac Site  
Headley Road East  
Woodley  
RG5 4SL

Date Returned :- 24/05/2013

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

Observations : The committee had the following concerns in respect of this planning application:  
- the development is cramped  
- concerns about the road layout, in particular the through road being used as a rat run by motorists  
- the extra traffic coming out of the new development onto Headley Road East is a concern  
- the committee would like commercial buildings and offices for small businesses which would provide employment in the area

The committee previously agreed with the developers that the planning application was mixed with residential and commercial development and were disappointed to see that this had now been changed.

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#### **06 TREE PRESERVATION ORDERS**

The committee noted the following Tree Preservation Orders:

TPO No. 256/1984: 14 Mannock Way  
Wokingham Borough Council consented to work being carried out on the following tree:

Oak - fell to ground level.

TPO No. 3/1951: 56 Fairwater Drive  
Wokingham Borough Council consented to work being carried out on the following tree:

Silver Birch - fell

TPO No. 3/1951: 68 Fairwater Drive  
Wokingham Borough Council consented to work being carried out on the following tree:

oak - selectively prune secondary growth only to achieve a crown raise of the canopy resulting in a maximum of 5 metres clearance from ground level. Selectively prune to achieve a maximum crown thin of 20%.

TPO No. 3/1951: 137 Fairwater Drive  
Wokingham Borough Council refused consent to work being carried out on the following tree:

Oak - crown reduction. Crown thin secondary branches up to 100mm, 30% crown thin. Crown lift to 5 metres when tree is in full leaf.

TPO No. 3/1951: 137 Fairwater Drive  
Wokingham Borough Council consented to work being carried out on the following tree:

Oak - selectively prune to achieve a crown raise of the canopy resulting in a maximum of 2 metres clearance from ground level when the tree is in full leaf. Selectively prune to achieve a minimum average crown spread of 16 metres.

TPO No. 834/1996: 11 Headley Close  
Wokingham Borough Council consented to work being carried out on the following tree:

Ash - selectively prune the canopy to achieve a maximum 1 metre clearance of the telephone wires.



**07 STREET NAMING AND NUMBERING**

The committee noted that the six new dwellings at 14 Selcourt Close would be numbered as follows:

14 - 20 Selcourt Close (even nos.)  
35 and 37 Selcourt Close (odd nos.)

**08 ENFORCEMENT ISSUES**

There were no enforcement issues.

The Meeting closed at : 9.20 pm

Signed : J.M. Cheng Chairman Date: 18.6.13  
On behalf of : Woodley Town Council

Woodley Town Council

**Minutes of a Meeting of the Leisure Services Committee held at the Oakwood Centre on Tuesday 28 May 2013 at 8 pm**

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

**In attendance:** *A. Bunn, Leisure Services Manager; D. Mander, Town Clerk  
K. Murray, Service Support Manager*

1. **APPOINTMENT OF CHAIRMAN AND VICE CHAIRMAN**

Having been duly nominated it was

**RESOLVED:**

- ◆ to appoint Councillor Franklin as Chairman of the committee for the municipal year.
- ◆ to appoint Councillor Barker as Vice Chairman of the committee for the municipal year.

2. **APOLOGIES**

Councillor A. Downes

3. **MINUTES OF THE LEISURE SERVICES COMMITTEE – 9 APRIL 2013**

**RESOLVED:**

- ◆ that the minutes of the Leisure Services Committee of 9 April 2013 be approved and signed by the Chairman as a correct record.

4. **DECLARATIONS OF INTEREST**

Councillor Soane	Agenda Item 7 Parks and Buildings	Interest Councillor Soane is a member of the Carnival Committee that hires Council leisure facilities
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5. **BUDGETARY CONTROL**

The Town Clerk presented Report No. LS 13/13 and responded to questions regarding the comparison of actual income and expenditure at 30 April against the estimated figures at that date.

**RESOLVED:**

- ◆ to note Report No. LS 13/13.

6. **LEISURE CENTRES**

The Leisure Services Manager presented Report No. LS 14/13.

**GP Referral and Cardiac Rehab**

Members were pleased to note that local residents would soon be able to take part in the GP Referral scheme at Woodford Park Leisure Centre. They also considered the proposed arrangements with Wokingham Borough Council for a delivery of a Cardiac Rehab scheme at the centre. Under this item the Town Clerk agreed to investigate how the Council's contribution could be reflected in the budget figures.



### **Woodley Sports Week**

The Leisure Services Manager reported that 2,200 children and young people had taken part in the events over the previous week. He thanked the Councillors who had attended the events, in particular Councillor Outen for his help at the gala, and gave special thanks to the Deputy Mayor and Mayoress who had been present at almost every activity during the week.

In response to a question as to whether the event would continue next year the Leisure Services Manager confirmed he would be arranging to meet with all the primary school head teachers who were keen to see the event continue despite the removal of some funding and was hopeful that the week would go ahead in 2014. The Chairman, who had attended the events in his role as Deputy Mayor, said that the joy and enthusiasm of the children had been enormous and it would be a shame if the event ceased.

### **Rounders**

The Leisure Services Manager reported that Waingels College and Bulmershe School would be taking part in the rounders events and that the event in Woodford Park would be open to all. He confirmed that the funding would cover all the planned activities. Members thanked the Leisure Services Manager and his team for their work in increasing income to the Council.

### **Free Swimming**

In response to a question the Leisure Services Manager confirmed that the £5,000 funding secured from Public Health to provide free swimming to everyone up to the age of 18 was a new source of funding. It was agreed that officers investigate whether there was an alternative to using library cards as proof of residency following a question of whether this was the most effective way for children to gain access to the free swimming, particularly those for whom English was a second language.

### **Redevelopment – Woodford Park Leisure Centre**

The Leisure Services Manager reported on the meeting with the consultant from Sports Solutions which Councillors Challis and Outen had attended. The consultant would be putting together a business case for the project and would be meeting with Woodley Football Forum and with the Berks and Bucks Football League and the Football Association.

### **RESOLVED:**

- ◆ that Councillor Outen continue to liaise with Woodley Football Forum on behalf of the committee.
- ◆ That the Chairman, Vice Chairman and Councillors Challis and Outen liaise with consultants through this stage of the project and be invited to attend any meetings regarding the project.

Members were also pleased to note:  
the progress of the Healthy Habits scheme  
that the Leisure Apprentice was now in post  
the new bookings at both Bulmershe and Woodford Park Leisure Centres, making almost full use of the facilities.

### **RESOLVED:**

- ◆ to note Report No. 14/13.

- ◆ To approve the August Bank Holiday opening hours as follows:
 

	Bulmershe Leisure Centre	Woodford Park Leisure Centre
26 August	Closed	9.00 am – 5.00 pm
- ◆ To approve the proposal for the free use of half the sports hall at Woodford Park Leisure Centre to run a Cardiac Rehab class in Woodley, in return for Wokingham Borough Council funding the instructor costs and covering the costs of two Town Council officers being trained and qualified to run a Cardiac Rehab programme.
- ◆ To give a vote of thanks to the Leisure Services Manager for all his work in developing sporting activities in the town.

The Chairman proposed and it was

**RESOLVED:**

- ◆ that Item 8, Woodley Bowling Club, be taken as the next item of business.

7. **WOODLEY BOWLING CLUB**

The Chairman welcomed Marjorie Codling to the meeting and invited her to present her request to the committee. Mrs Codling explained that the club would be celebrating its 50<sup>th</sup> anniversary in 2014 and were looking to maximise income to the club as other bowls clubs had done by displaying advertising around the green when the clubs were playing. She confirmed that these would not be visible from outside the green and that the boards/banners would be removed each day. As part of their celebrations next year England Bowls would be sending a team, which would be an extra cost, and expensive repairs to the motorised blinds in the club house were required. Mrs Codling responded to several questions and confirmed that she and the club were well aware and thankful for the Council's support. She also informed the meeting of the many positive comments that had been made about the standard of the green.

**RESOLVED:**

- ◆ that Woodley Bowling Club be allowed to display A0 size advertising boards and banners around the green, subject to their being taken down when the club was not playing.

8. **PARKS AND BUILDINGS**

The Service Support Manager presented Report No. LS 15/13.

**Woodford Park Leisure Centre**

Members noted that designs to improve the entrance to the centre were being developed and would be presented to a meeting of the working party for consideration.

**Memorial Ground - Civic Space/War Memorial  
Roses Funfair**

The Service Support Manager reported that the topographical survey had taken place that day and the landscape architect would be providing a cost and design specification.

Under this item Councillor Soane reported that the Woodley War Memorial fund now stood at £15,000. The Woodley War Memorial Project was continuing its fundraising and hoped to involve the schools again. Councillor Soane thanked Councillor Outen



for raising funds through sponsorship for running the Woodley 10k race. He also highlighted the success of the run, organised by Woodley Scouts group which had now become a major event that enhanced the town.

It was noted that Roses Fun Fair had been happy with their stay in Woodley in spite of the inclement weather.

**Malone Park**

The Service Support Manager reported that the planned works to replace the fence and repair the wet pour surface were scheduled to take place before the summer holidays.

**RESOLVED:**

- ◆ to note Report No. LS 15/13.

9. **PUBLICITY AND WEB SITE**

**RESOLVED:**

- ◆ to publicise the following:
  - Woodley War Memorial Plan, once agreed

Meeting closed at 8.56 pm

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Chairman

**Minutes of a Meeting of the Community Services Committee held at the  
Oakwood Centre on Tuesday 4 June 2013 at 8 pm**

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

**Apologies:** *Councillor D. Mills*

**Also present:** *Councillor J. Cheng; Mr S. Milligan, Just Around the Corner Charity*

**Officers present:** *D. Mander, Town Clerk; J. Smith, Senior Committee Officer*

1. **DECLARATIONS OF INTEREST**

There were no declarations of interest made by Members.

2. **MINUTES OF THE MEETING HELD ON 23 APRIL 2013**

**Minute 83: Caldbeck Drive**

Councillor Lawley said that he had investigated if arrangements were still in place to allow the parents of school children at Beechwood School to use the Headley Road car park. He reported that the Headley Road car park had two options for parents who use the local schools: the Ambleside Centre offers a scratch card system and Beechwood School operates a permit for free parking for 25 minutes in the morning and afternoon.

**Minute 86: Highways**

Councillor Lawley informed the meeting that as road repairs could not be considered as an item for the Highways Capital Programme the committee still had one more nomination to put to Wokingham Borough Council for inclusion in the programme.

**RESOLVED:**

- ◆ That the minutes of the meeting held on 23 April 2013 be approved and signed as a correct record by the Chairman.

3. **JUST AROUND THE CORNER**

Sam Milligan, Just Around the Corner charity, was welcomed to the meeting.

Sam Milligan gave a verbal report and said that there had been no incidents recently and the atmosphere was quiet and relaxed.

The charity is continuing its mentoring work at Beechwood School and their work supporting older people with the JAC van in the town centre.

The stables are open six days a week Monday to Saturday and the sessions are fully utilised. Schools use the stables during the day and there is a young team of volunteers, some of whom had first come to sessions at the stables themselves.



In response to a question regarding youth service funding cuts Sam Milligan said that JAC was unable to plan for the future until they knew what the implications would be.

Sam Milligan updated the committee on the new JAC centre and said that work had started on the timber frame and the roof.

Sam Milligan thanked the Town Council for its support and said that Woodley was fortunate to have a supportive Council.

4. **BUDGETARY CONTROL**

**RESOLVED:**

- ◆ To note Report No. CS 9/13.

5. **WOODLEY TOWN CENTRE MANAGEMENT INITIATIVE**

Councillor Holmes said that the Bosco Lounge was open and proving to be popular. The Children's Fun Day and the May Day Bank Holiday had been a great success.

She reported that, as yet, there are no plans for the Portas money, although this was being worked on.

Councillor Lawley reported on Lidl's plans to have a car park refund for shoppers, with no success so far. The Chairman agreed to look into this matter and report back to the next meeting of the committee.

**RESOLVED:**

- ◆ To note the minutes of the Woodley Town Centre Management Initiative meeting held on 17 April 2013.

6. **YOUTH WORKING PARTY**

Members noted the reduction of a third of the youth service funding and that no plans on what this would mean were yet known. Concerns were expressed at the potential for the joint work in Woodley, which had had a positive impact on anti social behaviour, to be undone and the difficulty the voluntary sector would have in helping to meet the challenges the changes were likely to cause.

**RESOLVED:**

- ◆ To note Report No. CS 10/13 and CS 11/13.

7. **HIGHWAYS**

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

Members noted the minutes of the Wokingham Borough Council Road Works/Street Works Major Project Co-ordination meeting held on 7 May 2013. During the discussion on this item it was proposed that the appointment of two deputies to the Road Works/Street Works Major Project Co-ordination Meeting would ensure a presence at the meetings. The Town Clerk agreed to include this on the agenda at the next Full Council meeting.

b) **Highways Maintenance Management Plan**

Members noted the Highways Maintenance Management Plan and had no comments to make. Under this item it was noted that the street cleaning schedule was available on the Wokingham Borough Council website.

c) **Highways Capital Programme**

Two proposals for the third project were nominated for inclusion in the Highways Capital Programme; traffic calming on Nightingale Road and a crossing on Headley Road by the Arundel Road junction.

It was noted that the issue of a crossing at that point on Headley Road had been considered before but that the criteria for this had not been met. Members therefore:

**RESOLVED:**

- ◆ To nominate traffic calming on Nightingale Road to the Highways Capital Programme.

8. **STREET LIGHTING AT SOUTH LAKE**

Members noted that one footpath light located at the edge of South Lake had been out for some months and that Southern Electric Contracting had been unable to repair the light due to access issues. Safety regulations are such that the column cannot be accessed using a ladder and the contractor had accessed the column using a small vehicle with high lift access, however, they no longer own this vehicle and are unable to attend to the column. The contractor had suggested replacement of the column with a modern mid-hinged unit to enable lamp changes to be carried out by engineers on foot.

Members believed that it was important for the light to be mended before winter. They suggested that perhaps another contractor could provide a price or it be included in any other lamp post replacement programme to reduce the cost. The Town Clerk said officers are investigating other options and that she would pass on the views of the committee regarding the street lighting to Kevin Murray, Service Support Manager.

9. **BUS SHELTERS**

Members noted that the two bus shelters on Fairwater Drive and Reading Road (by Howth Drive) had sustained damage by vehicles and had been deemed beyond economical repair by the manufacturer and would be replaced. One through Reading Buses insurer and the other by Wokingham Borough Council at no cost to the Council.

10. **MINUTES OF THE ALLOTMENTS WORKING PARTY**

Members considered the report of the Allotments Working Party and the positive impact of the Community Payback Team's work at the site. They were disappointed to hear that the Community Payback Team would only be available one day per month for work across the borough. The Council had already booked two further days and Members asked the Service Support Manager to book as many as possible at the site.

It was also noted that the 16 available allotment plots would be shown to new tenants on 15 June and that this would then clear the existing waiting list.



**RESOLVED:**

- ◆ To note the minutes of the Allotments Working Party meeting held on 20 May 2013.

11. **MINUTES OF THE RE3 STAKEHOLDERS MEETING**

Under this item Members raised concerns at the rubbish on the A329M which had been seen falling from refuse vehicles carrying rubbish and was unsightly and costing money to clear up. Members agreed to raise this matter with the Waste Services Manager and ask that the companies transferring the waste ensure that their loads were securely enclosed.

**RESOLVED:**

- ◆ To write to the Waste Services Manager at Wokingham Borough Council on this matter.
- ◆ To note the minutes of the Re3 Stakeholders meeting held on 26 March 2013.

12. **CAMPAIGN AGAINST WASTE MEETING**

**RESOLVED:**

- ◆ To note the minutes of the Campaign Against Waste meeting held on 15 April 2013.

13. **COMMUNITY REFUSE VEHICLE**

Members discussed the proposal that had been made following a resident's request that the community refuse vehicle be available in other areas of Woodley.

Members agreed that the community refuse vehicle should be retained at Drivers Way and South Lake Crescent and that they would like a third refuse vehicle to be sited on the airfield. The Town Clerk reported that Wokingham Borough Council had informed the Council before that the Town Council would have to bear the cost. Some Members believed that if this was the case the extra provision should be funded by the Town Council and suggested making a proposal to Strategy and Resources Committee for additional funds for this purpose.

Councillor Lawley then reported that after examination of the number of hours a month the community refuse vehicle was provided in each parish it was clear that Woodley's share was less than other towns/parishes when comparing population numbers. With this in mind Members

**RESOLVED:**

- ◆ To write to the Waste Services Manager, Wokingham Borough Council, to request that additional hours of a community refuse vehicle be allocated to Woodley free of charge citing the information on allocation of time in other areas.

14. **PUBLICATIONS/INFORMATION**

A letter of thanks from Readibus was tabled at the meeting and a copy provided to all Members. This also provided information of the number of residents registered to use the service and the number of journeys over the previous year.

**RESOLVED:**

- ◆ To note receipt of the newsletters:
  - *Wokingham CAB statistics report – April 2012 – March 2013*
  - *ME2 Newsletter – April 2013*

15. **PUBLICITY AND WEBSITE**

**RESOLVED:**

- ◆ To publicise the following:
  - Any new arrangements of the community refuse vehicle services.

The meeting closed at 9.12 pm

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Chairman



**Minutes of a meeting of the Strategy & Resources Committee held at the Oakwood Centre on Tuesday 11 June 2013 at 8.00 pm**

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**Present:** *Councillors K. Baker (Chairman); P. Challis; J. Cheng; L. Hayward; C. Lawley; S. Outen; E. Rowland*

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

**Apologies:** *Councillors K. Haines, D. Mills*

1. **DECLARATIONS OF INTEREST**

There were no declarations of interest made by Members.

2. **MINUTES OF THE MEETING HELD ON 30 APRIL 2013**

**RESOLVED:**

- ◆ That the minutes of the Strategy and Resources Committee meeting of 30 April 2013 be approved and signed by the Chairman as a correct record.

3. **FINANCE**

a) **Budgetary Control**

The Town Clerk explained that the higher expenditure at this point related to insurance premiums and funds being added to the council's investment portfolio, as budgeted. Under this item the Chairman reported that future monitoring reports would have a column of showing expenditure/income at the same point in the previous year. This would show any changes in spending/income patterns.

**RESOLVED:**

- ◆ To note Report No. SR 22/13.

b) **Payments**

Under this item Councillor Rowland, one of the Council's signatories, raised the matter of cheque signing while the three new signatories (of six) were waiting for the bank to confirm their status as signatories. Her view was that this was an important role and one for which the controlling group was responsible. In the present situation, while there were only three approved signatories, she was very willing to continue to sign cheques but would prefer for these to be seen by the Council leadership beforehand. Councillor Rowland said she understood from the Town Clerk that Councillor Baker didn't want to do this. The Chairman responded that his approach to this had been not to add an extra layer in the cheque signing process and that he trusted the officers and the present signatories to identify anything questionable in relation to the cheque payments. The Town Clerk explained that regulations required cheques to be signed by two Councillors, this did not imply approval of the payments which was the responsibility of the committee. The Chairman said he believed that the signing of cheques without the leadership's pre approval should continue in the present circumstances and that he was satisfied that this would continue to be properly carried out by the existing signatories and that the Town Clerk would bring any issues relating to invoice payments to his attention.

It was noted that once the new signatories were confirmed the Chairman would discuss and go through the cheque signing process with the Town Clerk.

**RESOLVED:**

- ◆ To approve the following payments:

	Current account	Imprest account
March 2013	£108,843.07	£53,544.86
April 2013	£161,314.99	£55,649.73

c) **Keydata**

It was noted that the Town Council would shortly receive a distribution of funds representing 7.125% (£5,710.26) of its nominal holding with Lifemark (Keydata).

Under the agreement with Chase De Vere in this matter, 64% of this payment is due to Chase De Vere. The Town Clerk asked Members to confirm that the remaining sum of £2,055.69 be added to the investment portfolio managed by Rathbones.

**RESOLVED:**

- ◆ To invest the balance of funds of £2,055.69, from the Lifemark distribution of funds, in the investment portfolio managed by Rathbones.

4. **SECTION 106 DEVELOPERS CONTRIBUTIONS**

In response to a question the Chairman reported that, as a member of the Executive at Wokingham Borough Council, he no longer held responsibility for Section 106 Developers Contributions; these now fell within the remit of Councillor Kaiser.

The Service Support Manager confirmed that he and the Leisure Services Manager would be meeting with the officer who administered these funds later that week in order to receive an update on the applications for funds made by the Council. He hoped to have something more substantial to report following that meeting.

Under this item the Service Support Manager responded to a question regarding the Western Avenue entrance to Woodford Park; he had received a quote from Shared Legal Solutions for some initial work on trying to establish ownership of the land and before pursuing this he would be writing to the residents nearby who also enjoyed a right of way over the land to find out if they had any further information that might assist. The Chairman would also be seeking some advice from Wokingham Borough Council about this matter.

5. **GRANTS**

**RESOLVED:**

- ◆ To note the letter of thanks from the Berkshire Multiple Sclerosis Therapy Centre for their grant.

6. **PERSONNEL SUB COMMITTEE**

- a) Members considered the proposed terms of reference and the Chairman's suggestion that this sub committee meet at least once a year. During the discussion it was noted that a meeting could be called when Members wished and that the matter of the vacant Oakwood Centre Manager could prompt a meeting of the sub committee.



**RESOLVED:**

- ◆ To approve the terms of reference, as attached.

b) **RESOLVED:**

- ◆ That the Personnel Sub Committee be made up of four places.

c) **RESOLVED:**

- ◆ That Councillors Baker, Challis, Haines and Rowland be appointed to the Personnel Sub Committee for the municipal year.

7. **APPOINTMENT OF WORKING PARTIES**

Members noted the summary of the present situation where one place on each of the Bar Management, Investments and Public Toilets Working Parties were vacant after the appointments of Independent Group members to Conservative Group places on these working parties. This had not been in line with standing orders in respect of proportionality. During the discussion on this matter the suggestion that standing orders be reviewed was made and the Chairman said this was intended over the next six months.

**RESOLVED:**

- ◆ To suspend standing order 4 f) and approve the following appointments to working parties for the municipal year:

Bar Management:	Councillor Hayward
Investments:	Councillor Cox
Public Toilets:	Councillor Hayward

8. **CATERING PARTNERSHIP MANAGEMENT PANEL**

The Service Support Manager presented Report No. SR 23/13 which was tabled at the meeting. It had been intended to update Members on a meeting of the Catering Partnership Management Panel on 7 June, however the meeting was not able to be quorate and did not take place. It was hoped that a meeting could be organised in two weeks time and it was suggested that meetings start at 4.00 pm in future. In response to a question the Service Support Manager confirmed that the rent paid and the figures provided in the report included the agreed back rent in respect of the first five months and was payable throughout the 2013/14 year on a monthly basis.

**RESOLVED:**

- ◆ To note Report No. SR 23/13.

9. **WOKINGHAM BOROUGH TOWN AND PARISH CONFERENCE**

Members considered the letter from Wokingham Borough Council in respect of the Wokingham Borough Town and Parish Conference and

**RESOLVED:**

- ◆ To propose that the next Borough Town and Parish Conference include:
  - an item on the impact of the proposed changes to youth service funding and the potential need for towns and parishes to step in and negotiate the impact;
  - Community Infrastructure Levy.

10. **LOCALISING SUPPORT FOR COUNCIL TAX**

Members considered the letter from the Department for Communities and Local Government and raised the potential difficulties in the future when the sum allocated to parishes to alleviate the impact of the scheme would not be identifiable. It was noted that

Wokingham Borough Council had approached the allocation of this funding to parishes in a fair way when some billing authorities had not passed this funding on to parishes.

**RESOLVED:**

- ◆ To note the letter from the Department for Communities and Local Government in respect of the localisation of council tax support.

11. **NATIONAL ASSOCIATION OF LOCAL COUNCILS**

**RESOLVED:**

- ◆ To note the correspondence from the Chairman of the National Association of Local Councils and the Policy Briefing on the Queen's Speech 2013.

12. **WOKINGHAM DISTRICT ASSOCIATION OF LOCAL COUNCILS**

Councillor Rowland informed the committee that during her representation on Wokingham District of Association of Local Councils she had acted as the link with the Education Service and said she hoped such a link would continue. She had found the meetings interesting and it had been helpful to meet colleagues from other parishes.

**RESOLVED:**

- ◆ To note the minutes of the Wokingham District Association of Local Councils meeting held on 7 February 2013.

13. **PUBLICITY AND WEBSITE**

There were no items from the meeting which Members felt should be publicised.

14. **RESOLVED:**

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

15. **URGENCY COMMITTEE**

The Chairman presented the minutes of the Urgency Committee held on 29 May 2013. The Town Clerk and Service Support Manager presented the confidential minute items to Members.

**RESOLVED:**

- ◆ To note the minutes of the Urgency Committee held on 29 May 2013.

16. **OAKWOOD CENTRE FLOORING**

The Service Support Manager reported that there was, as yet, no further update on this matter.

The meeting closed at 8.50 pm

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

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

#### **Overall purpose**

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

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

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

#### **Meetings**

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

#### **Terms of operation**

To receive reports and advice from officers on matters relating to the staff establishment, job descriptions, pay scales, personnel policies, training and other terms and conditions where appropriate and in line with Standing Order 32 b) which states:

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

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

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

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

The panels for any appointments to be made by councillors, as set out in Standing Order 32 c)\*, will be formed from the membership of the Personnel Sub Committee and the Strategy and Resources Committee, where practicable.

\* the posts of Town Clerk and all those management posts reporting directly to the Town Clerk (Service Support Manager, Senior Committee Officer, Leisure Services Manager, Head Groundsman, Oakwood Centre Manager).

## **APPENDIX 10 f) i)**

### **Public Toilets Working Party - Terms of Reference**

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

##### **Overall purpose**

To investigate the provision of public toilets in Woodley town centre and advise and make any recommendations to the Strategy and Resources Committee on these matters.

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

There shall be four members of Council appointed to the working party. The Town Centre Manager and Woodley Town Council Officers will attend the meetings of the working party, as appropriate.

##### **Meetings**

Meetings of the working party will take place as appropriate and when necessary for the life of the project.

##### **Terms of operation**

To investigate the arrangements required for the provision of public toilets in Woodley town centre, including the site, design and any other matters that need to be addressed to achieve the project.

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



## Woodley Town Council

### Minutes of a Meeting of the Plans Committee held at the Oakwood Centre on Tuesday 18 June 2013 at 7.45 pm

Committee Members Present :- Councillor T. Barker  
Councillor J. Cheng  
Councillor R. Duncan  
Councillor B. Franklin  
Councillor M. Holmes  
Councillor R. Neall  
Councillor M. Storry  
Councillor M. Walker

#### **01 APPOINTMENT OF CHAIRMAN AND VICE CHAIRMAN**

Having been duly nominated it was:

RESOLVED:

To appoint Councillor Cheng as Chairman of the committee for the municipal year.

To appoint Councillor Duncan as Vice Chairman of the committee for the municipal year.

#### **02 DECLARATIONS OF INTEREST**

Councillor R. Duncan	Planning application VAR/2013/1041	Personal Interest Applicant known
Councillor M. Holmes	Planning application VAR/2013/1041	Personal Interest Applicant known
Councillor R. Neall	Planning application VAR/2013/1041	Personal Interest Applicant known
Councillor M. Storry	Planning application VAR/2013/1041	Personal Interest Applicant known

#### **03 MINUTES OF PREVIOUS MEETING**

RESOLVED:

To approve the minutes of the meeting held on 21 May 2013 and for the Chairman to sign them as a true and accurate record.

#### **04 PLANNING DECISIONS**

To note information on decision notices received from the planning authority since the last meeting. (Appendix 5)

#### **05 CURRENT PLANNING APPLICATIONS**

RESOLVED:

To forward comments to the Borough Council as follows:

05- 1	A /2013/1019	Plot Ref :-	Type :-	Advertise
	Applicant Name :-	Lloyds Bank Plc	Date Received :-	31/05/2013
	Location :-	53 Crockhamwell Road Crockhamwell Road RG5 3JR	Date Returned :-	21/06/2013
	Proposal :	Application for advertisement consent for the proposed erection of 2 x illuminated fascia signs, 2 x illuminated projecting signs plus 1 x illuminated ATM sign.		

Observations : No objections.

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05- 2 A /2013/1075 Plot Ref :- Type :- Advertise  
Applicant Name :- Howdens Joinery Property Ltd Date Received :- 17/06/2013  
Location :- Unit 1, Base 329 Date Returned :- 21/06/2013  
Headley Road East  
Woodley  
Proposal : Application for advertisement consent for the proposed erection of 3 x non illuminated fascia signs.

Observations : No objections.

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05- 3 F /2013/0838 Plot Ref :- Type :- Full  
Applicant Name :- Taylor Wimpey West London Date Received :- 30/05/2013  
Location :- Land at Sandford Farm Date Returned :- 21/06/2013  
Mohawk Way  
Woodley  
RG5 4SU  
Proposal : Application for the erection of temporary marketing suite.

Observations : The committee was concerned that there be sufficient car parking spaces allowed for both the sales staff and visitors to the Marketing Suite.

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05- 4 F /2013/0839 Plot Ref :- Type :- Full  
Applicant Name :- Mr M Clark Date Received :- 24/05/2013  
Location :- 17 Buckden Close Date Returned :- 21/06/2013  
Buckden Close  
RG5 4HB  
Proposal : Proposed conversion of garage to create habitable accommodation to dwelling.

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

---

05- 5 F /2013/0845 Plot Ref :- Type :- Full  
Applicant Name :- Mr L Adams Date Received :- 23/05/2013  
Location :- 50 Lunds Farm Road Date Returned :- 21/06/2013  
Lunds Farm Road  
RG5 4PZ  
Proposal : Proposed conversion of garage to habitable accommodation plus insertion of new windows to side elevation on ground and first floors and new window on rear elevation plus rooflight.

Observations : No comment.

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05- 6 F /2013/0865 Plot Ref :- Type :- Full  
Applicant Name :- Mr S Chhina Date Received :- 11/06/2013  
Location :- 10 Manners Road Date Returned :- 21/06/2013  
Manners Road  
RG5 3EA  
Proposal : Proposed erection of a single storey pitched roof rear extension to dwelling.  
Observations : The committee agreed to make no comment but particularly asked that any neighbours' concerns be taken into account.

---

05- 7 F /2013/0889 Plot Ref :- Type :- Full  
Applicant Name :- Winnersh Triangle Park & Ride Date Received :- 04/06/2013  
Location :- Wharfedale Road Date Returned :- 21/06/2013  
Winnersh Triangle  
Winnersh  
Proposal : Adjoining Parish  
Proposed construction of a new Park and Ride facility providing approximately 400 bays together with blue badge holder, cycle and motorcycle parking and bus shelter.  
Observations : Adjoining Parish:  
No comment, no objections.

---

05- 8 F /2013/0893 Plot Ref :- Type :- Full  
Applicant Name :- Mr & Mrs Middleton Date Received :- 31/05/2013  
Location :- 31 Woodlands Avenue Date Returned :- 21/06/2013  
Woodlands Avenue  
RG5 3HN  
Proposal : Proposed erection of a two storey rear extension, conversion of existing loft space to additional habitable accommodation, to include two side dormer extensions, erection of a replacement garage following demolition and removal of existing garage and erection of a summerhouse plus installation of photovoltaic panels.

Observations : One resident was present at the meeting to voice their concerns and two letters of concern had been received.

Their concerns related to:

- the solar panels are overbearing
- loss of light to the neighbouring garden
- overlooking
- overbearing
- unneighbourly

The committee supported the residents objections and had the following concerns:

- the development is overbearing
- loss of light
- over development
- loss of amenity space
- could create a precedent
- unsightly solar panels

05- 9 F /2013/0941 Plot Ref :- Type :- Full  
Applicant Name :- Mr M Pether Date Received :- 03/06/2013  
Location :- 18 Nightingale Road Date Returned :- 21/06/2013  
Nightingale Road  
RG5 3LS  
Proposal : Proposed single storey side extension to dwelling.  
Observations : The committee agreed to make no comment but particularly asked that any neighbours' concerns be taken into account.

---

05- 10 F /2013/0951 Plot Ref :- Type :- Full  
Applicant Name :- Mr C Smith Date Received :- 30/05/2013  
Location :- 121 Colemans Moor Road Date Returned :- 21/06/2013  
Colemans Moor Road  
RG5 4DB  
Proposal : Proposed erection of single storey rear extension and replacement front porch. Part demolition and conversion of garage to provide store.  
Observations : The committee agreed to make no comment but particularly asked that any neighbours' concerns be taken into account.

---

05- 11 F /2013/0955 Plot Ref :- Type :- Full  
Applicant Name :- Mr N Burton Date Received :- 24/05/2013  
Location :- 6 Beaver Way Date Returned :- 21/06/2013  
Beaver Way  
RG5 4UD  
Proposal : Proposed erection of first floor side extension to dwelling.  
Observations : No objections, no comment.

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05- 12 F /2013/0961 Plot Ref :- Type :- Full  
Applicant Name :- Mr Shehu Date Received :- 06/06/2013  
Location :- 35 Selsdon Avenue Date Returned :- 21/06/2013  
Selsdon Avenue  
RG5 4PQ  
Proposal : Proposed erection of single storey rear and side extensions plus 2 x side flat roofed dormers.  
Observations : The committee had the following concerns in respect of this planning application:  
- the development will lack sufficient natural light  
- out of keeping with neighbouring properties  
- out of character with the street scene  
- out of character in terms of design and size

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05- 13 F /2013/0973 Plot Ref :- Type :- Full  
Applicant Name :- Mr A Hyder Date Received :- 10/06/2013  
Location :- 40 Enstone Road Date Returned :- 21/06/2013  
Enstone Road  
RG5 4QU  
Proposal : Proposed erection of single storey front extension to dwelling.  
Observations : The committee agreed to make no comment but particularly asked that any neighbours' concerns be taken into account.

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05- 14 F /2013/1007 Plot Ref :- Type :- Full  
Applicant Name :- Mr Rowe Date Received :- 06/06/2013  
Location :- 9 Lindberg Way Date Returned :- 21/06/2013  
Lindberg Way  
RG5 4XE  
Proposal : Proposed conversion of existing garage to additional habitable accommodation.  
Observations : No objections.

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05- 15 F /2013/1056 Plot Ref :- Type :- Full  
Applicant Name :- Mr & Mrs Richards Date Received :- 10/06/2013  
Location :- 298 Kingfisher Drive Date Returned :- 21/06/2013  
Kingfisher Drive  
RG5 3LH  
Proposal : Proposed erection of a single storey front extension to dwelling.  
Observations : The committee agreed to make no comment but particularly asked that any neighbours' concerns be taken into account.

---

05- 16 F /2013/1139 Plot Ref :- Type :- Full  
Applicant Name :- Mr F Kneafsey Date Received :- 17/06/2013  
Location :- 25 Quentin Road Date Returned :- 21/06/2013  
Quentin Road  
RG5 3NE  
Proposal : Proposed demolition of existing detached garage and erection of two storey side extension with internal garage, single storey rear extension and single storey front extension to form porch to dwelling.  
Observations : The committee had concern that the development is filling the complete width of site.

---

05- 17 O /2013/0993 Plot Ref :- Type :- Outline  
Applicant Name :- Fortitude Investments Ltd Date Received :- 12/06/2013  
Location :- 15 Ladbroke Close Date Returned :- 21/06/2013  
Ladbroke Close  
RG5 4DX

Proposal : Outline application for the erection of nine residential units (4 apartments and five dwellings with access, parking and landscaping. (Access, appearance, layout and scale to be considered). Demolition of existing building.

Observations : Eleven residents were present at the meeting to voice their concerns and a letter of concern had been received.

Their concerns related to:

- overlooking into neighbouring properties at Nos. 17, 19, 21 Vauxhall Drive
- the space is too small for the amount of houses
- highways issues with limited access particularly for emergency and refuse collection vehicles, with cars parked on the pavement
- large vehicles have to mount the pavement in order to be able to drive down Ladbroke close
- car parking problems particularly during school drop off and pick up times
- increased traffic congestion and car parking issues in Ladbroke Close with the extra houses

Following the residents' comments the committee discussed the application and supported the residents' objections and strongly recommend that the planning application be refused on the following grounds:

- loss of privacy and overlooking into neighbouring properties in both Ladbroke Close and Vauxhall Drive
- loss of light
- overflow car parking on to the road would result in emergency vehicles not being able to gain access
- highways issues relating to the one entry/exit into Ladbroke Close
- there are already existing safety issues with parents parking in Ladbroke Close to drop off and pick up their children from school
- the development is cramped
- there is no significant change to this planning application since the last one that was submitted in November 2012

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05- 18 VA/2013/1041

Plot Ref :-

Type :- Variation

Applicant Name :- Mr T McCann

Date Received :- 05/06/2013

Location :- 5 Seaford Gardens  
Seaford Gardens  
RG5 3LN

Date Returned :- 21/06/2013

Proposal : Application to remove condition 10 of planning consent F/2003/0865.

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

Their concerns, if condition 10 were removed, related to:

- increase of traffic in an already small cul-de-sac
- highways issues with limited access for emergency and refuse vehicles to be able to gain access to the road
- increased traffic will result in the blocking of the turning circle at the end of the road
- more traffic in this small cul-de-sac will result in a safety hazard for children and pedestrians using the road as a cut through
- lack of extra car parking spaces
- increased noise levels

A neighbour would like it noted that residents received no notification from Wokingham Borough Council about this planning application.

Following the residents comments the committee discussed the application and supported the residents objections and strongly



recommend that the removal of condition 10 be refused on the following grounds:

- highways safety issues
- that occupation by unrelated persons would be detrimental to the character of the area because it would be an intensification of use of the property
- there would be likely to be more cars parked on the site and nearby and more traffic generated
- increase of traffic in an already small cul-de-sac
- highways issues with limited access for emergency and refuse vehicles to be able to gain access to the road
- more traffic in this small cul-de-sac will result in a safety hazard for children and pedestrians using the road as a cut through
- lack of extra car parking spaces
- there are no material changes to warrant the removal of condition 10

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## **06 PLANNING APPEAL**

The committee noted that the following planning appeal had been lodged with the Planning Inspectorate and would be dealt with by means of written statements by the appellant and the Council:

F/2012/2009

Proposed erection of 5 x detached dwellings with garages, formation of new access and provision of 2 x parking spaces to 40 Silver Fox Crescent. Demolition of existing pavilion and removal of tennis courts

Woodley Tennis Club, Silver Fox Crescent

## **07 REPRESENTATION AT WOKINGHAM BC PLANNING COMMITTEE**

Councillor Cheng proposed that the Council's policy on representations by town councillors on planning applications being considered by Wokingham Borough Council be reviewed and that in the first instance the representation be made by a councillor in whose ward the application was situated. If no ward councillor was able to do this then a member of the Plans Committee would make the representation.

There was some concern that a Councillor may have no experience of planning or may not have heard the issues raised to give an informative opinion. It was noted that the incidence of making representations was not a regular one and was often at short notice. The Chairman confirmed that she could co-ordinate who would make the representation and that the intention was to provide some training to all Members of Council on this so that they would understand what was required.

**RESOLVED:**

To recommend that representations by the Town Council on planning applications being considered by Wokingham Borough Council be undertaken by a town councillor from the ward in which the application was situated and that if this was not possible a member of the Plans Committee make the representation.

## **08 ENFORCEMENT ISSUES**

There were no enforcement issues.

## **09 HOUSEHOLDER PRIOR NOTIFICATIONS**

The committee noted the following Householder Prior Notifications:

HH/2013/1143: application for the Prior Approval of the erection of a single storey rear extension, following demolition of existing extension, which would extend beyond the rear wall of the original house by 6.0m, for which the maximum height would be 3m:  
102 Haddon Drive

HH/2013/1180: application for the Prior Approval of the erection of a single storey rear extension and which would extend beyond the rear wall of the original house by 4.5m, for which the maximum height would be 3.4m, and for which the height of the eaves would be 2.2m  
54 Caldbeck Drive

RAIL/2013/1134: application for prior approval for works associated with the Great

The Meeting closed at : 9.30 pm  
\_\_\_\_\_

Signed : \_\_\_\_\_ Chairman Date: \_\_\_\_\_

On behalf of : Woodley Town Council



## NALC CONFERENCE

## PUTTING COMMUNITIES FIRST – CONNECTING POWER TO LOCAL PEOPLE

I went to this conference last week and attended four seminars:

Engaging with the Community

This was a look at practical and helpful ways that local councils can engage with their residents through open dialogue, consultation, surveys, events, social and online media, public relations and publications.

Neighbourhood Community Budgeting

Neighbourhood community budgets are an important element of the drive to decentralise power from Whitehall to neighbourhoods and communities. They are about giving people more power over their local services and budgets in a neighbourhood and aligning these with all the other resources that the local community can bring. As an example of this, we heard about a council which had brought together members of the community who had particular skills which were then used for a plan they had for the community. This, of course, was free to the council, because the work was done by volunteers.

Working with Youth

This session was about engaging with youth in the community and we heard from a member of Ringwood Council who had started by inviting some young people, 6<sup>th</sup> formers picked by their school, to talk to the council about the needs and wishes of young people in their community. This experiment ended with their becoming members of committees so they could learn how decisions were made and how difficult it is to make decisions. They could then report back to their schools and other groups.

Community Rights

The Community Rights are a set of powers which give you more control over your community. You can now have a say in what happens to local amenities, decide what is built in your neighbourhood and how the area should develop. Also, groups have the chance to deliver local services and develop them into community enterprises. There are four rights: The Right to Build, The Right to Challenge, The Right to Bid and Neighbourhood Planning. A member of a local council described what they had done to try and secure the use of an old house which they wanted to use for the community, but the district council wanted to knock it down and use the land for development.

11.06.13



## **Community Covenant**

### **Armed Forces Community Covenant**

#### **Guidance Notes**

#### **What is a Community Covenant?**

A Community Covenant is a voluntary statement of mutual support between a civilian community and its local Armed Forces Community. It is intended to complement the Armed Forces Covenant, which outlines the moral obligation between the Nation, the Government and the Armed Forces, at the local level. The aim of the Community Covenant is to encourage local communities to support the Service community in their area and nurture understanding and awareness amongst the public of issues affecting the Armed Forces community.

Many people have become involved in supporting the Service community, through Service charities or more recently by participating in Armed Forces Day. They have shown their support in a variety of ways including fundraising, military celebrations and open days, and family fun days. Even simple demonstrations of support, such as displaying the Armed Forces Day window sticker in cars and businesses have had a positive effect and boosted the morale of our Armed Forces community. The Community Covenant scheme aims to build upon this support.

Armed Forces Day is an extremely positive event and the Community Covenant does not seek to replace it. It does, however, aim to encourage the civilian community to extend their support beyond Armed Forces day throughout the year and on longer term projects that benefit their local community. Armed Forces Day is very much about celebrating the hard work of our Armed Forces, the Community Covenant is about supporting them.

#### **Are any Community Covenants already up and running?**

Over 80 Community Covenants have now been signed, with many more on the way, and we hope that other parts of the UK will also be keen to establish and improve relationships between the local Armed Forces Community and the wider community and get involved with this scheme. It is important to remember that almost every community will have members of the Armed Forces Community living within it, be it Serving members, family members or veterans. We hope, therefore, that areas that do not have a large Serving presence will still be keen to embrace this scheme.



## **What about the good work already being done in some areas?**

The Community Covenant does not seek to replace existing good work already put into place by public service providers, charities, etc but to build upon it. It also provides a mechanism to ensure the Armed Forces community are aware of the support available to them. We hope that those already offering support to the Armed Forces, even if not as a result of the Community Covenant, will be keen to promote this support through the Community Covenant and in particular on our website – [www.mod.uk/covenant](http://www.mod.uk/covenant). The Community Covenant not only aims to encourage new support it provides an opportunity to highlight existing best practice.

## **How is a Community Covenant different from the Armed Forces Covenant?**

The Government recognised the need to do more to ensure that our Armed Forces, veterans and their families have the support they need and are treated with the dignity they deserve. This is why the Government published a Covenant as a tri-Service document, the Armed Forces Covenant. The Armed Forces Covenant expresses the enduring, general principles that should govern the relationship between the Nation, the Government and the Armed Forces community. It is supported by 'The Armed Forces Covenant: Today and Tomorrow' which sets out the actions currently being taken by central government to support the Armed Forces community as well as future measures, many of which have been set at a national level and are being applied by public service providers across the country and within the Devolved Administrations such as the introduction of a Service childrens' Pupil Premium, a scholarship scheme for bereaved Service children, and extra assistance for veterans' mental health needs.

The Community Covenant complements the Armed Forces Covenant but enables service providers to go beyond the national commitments. It allows for measures to be put in place at a local level to support the Armed Forces. The Community Covenant encourages local communities to develop a relationship with the Service community in their area, this enables support to be tailored according to need. Many Local Authorities already extend support to the Armed Forces beyond the national commitments, for instance some councils offer free access to swimming pools for Serving personnel.

In return there is much the Armed Forces Community can do to support their local communities. The Community Covenant scheme encourages the Armed Forces Community to do their bit to nurture this two-way relationship.

## **Who can participate in the Community Covenant?**

The Community Covenant represents a relationship between the Armed Forces community<sup>1</sup> and any or all of the following:

- o public service providers (this can include Local Authorities, health service providers, etc)
- o private industry (such as shops, restaurants, non-public service providers)
- o charities
- o community groups
- o individual members of the public

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<sup>1</sup> The Armed Forces Community is defined, for the purposes of the Armed Forces Covenant, as including all those towards whom the Nation has a moral obligation due to Service in HM Armed Forces. Inclusion in the community is neither dependent on nor limited by strict criteria, nationality, or legal definitions, and it does not confer any legal rights.