



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

---

---

To: **ALL MEMBERS OF THE COUNCIL**

**YOU ARE HEREBY SUMMONED to attend a Meeting of Woodley Town Council at 8:00pm on Tuesday 1 October 2019 at the Oakwood Centre.**

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

Deborah Mander  
Town Clerk

---

---

Before the opening of the Town Forum, there will be presentations by two guest speakers:

1. Helen Masey will speak about the Woodley Residents' Survey and will answer questions from Councillors.
2. Gregor Murray, Wokingham Borough Council Executive Member for Climate Emergency, will speak about the Borough Council's plans to set up a partnership and engage with town and parish councils, and will answer Councillor's questions.

#### **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**

The Mayor will ask for a minute's silence in memory of PC Andrew Harper.

1. **APOLOGIES**
2. **DECLARATIONS OF INTEREST**  
To receive any declarations of interest from Members.

3. **MINUTES OF COUNCIL MEETING HELD ON 25 JUNE 2019** Page 4  
To approve the minutes of the Council Meeting held on 25 June 2019, and that they be signed by the Chairman.
4. **COMMITTEE REPORTS**  
To receive reports from the following:
- |     |                                  |                   |         |
|-----|----------------------------------|-------------------|---------|
| 4.1 | Planning and Community Committee | 16 July 2019      | Page 11 |
| 4.2 | Planning and Community Committee | 13 August 2019    | Page 20 |
| 4.3 | Leisure Services Committee       | 3 September 2019  | Page 29 |
| 4.4 | Planning and Community Committee | 10 September 2019 | Page 35 |
| 4.5 | Strategy and Resources Committee | 17 September 2019 | Page 41 |
5. **AUDIT 2018/19**
- a) To receive the external auditor's opinion on the audit of the Annual Governance and Accountability Return for 2018/19. **(Appendix 5a)** Page 61
- b) To adopt the Audited Annual Governance and Accountability Return for 2018/19.
- c) To note that the Notice of Conclusion of Audit was displayed on public noticeboards at the Oakwood Centre and on the Council's website from 17 September 2019. **(Appendix 5b)** Page 64
6. **REQUEST FOR LEAVE OF ABSENCE**  
To consider Councillor Stares' request for leave of absence for six months due to poor health.
7. **COMMITTEE MEMBERSHIP**  
To note that Councillor Stares has resigned from the Leisure Services Committee and to consider appointing a replacement.
8. **LEADER'S STATEMENT**  
To receive a statement from the Leader of the Council.
9. **BULMERSHE SULV JOINT WORKING PARTY**
- a) To note **Report No. FC 5/19** of the Bulmershe SULV Joint Working Party meeting held on 3 July 2019. Page 65
- b) To approve expenditure of £300, plus expenses, from the Corporate Management budget to provide advice on the best mechanism for protecting the area presently designated as a Site of Urban Landscape Value within the Wokingham Borough Local Plan.
10. **NOTICE OF MOTION (MOTION NO. 65)**  
To consider the following motion submitted by Councillor Jewell and received in accordance with Standing Order 12a:
- "This Council notes that:
- a) The impacts of climate breakdown are already causing serious damage around the world.
- b) Limiting Global Warming to 1.5°C (Intergovernmental Panel on ClimateChange, October 2018) may still be possible with ambitious action from national and sub-national authorities, civil society and the private sector.

This Council therefore:

- a) Commits to a declaration of a 'Climate Emergency' with the aim of becoming a carbon neutral organization by 2030.
- b) Welcomes the declaration by Wokingham Borough Council of a 'Climate Emergency' and will actively participate in the creation of the Borough-wide climate change strategy to ensure Woodley Town Council is fully engaged in its creation for the benefit of its residents.
- c) Will explore, with all parts of the community, the development of a local action plan in support of, and to compliment, the Borough Council's climate change strategy plan for those parts relevant to Woodley Town."

11. **NOTICE OF MOTION (MOTION NO. 66)**

To consider the following motion submitted by Councillor Doyle and received in accordance with Standing Order 12a:

"Local Authorities have a statutory requirement to demonstrate their compliance with the Public Sector Equality Duty (PSED) of the Equalities Act 2010. This Act requires Local Authorities to consider how their work affects people of different ages, disability, sex, sexual orientation, religion or beliefs, marital status, pregnancy and maternity and gender identity. Everyone that lives in, works and visits Woodley needs to have confidence that this is being done.

This Council will evidence its compliance with the PSED through undertaking Equality Impact Assessments (EqIA's) when required, and ensure they are included in public reports and are easily accessible on the Council's website. In addition, all newly elected Members will have PSED and EqIA training as part of their induction."

12. **OUTSIDE BODIES**

- a) To receive any reports from Town Council representatives on outside bodies. ***(Appendix 12)***
- b) To note that a copy of the Poor's Land Charity audited accounts and Annual Report for the year ending 31 December 2018 has been received.

Page 69

13. **TOWN MAYOR'S ENGAGEMENTS**

- a) To receive a report from Councillor Kay Gilder on her engagements as Town Mayor. ***(Appendix 13)***
- b) To receive a report from Councillor Dave Mills on his engagements as Deputy Mayor. ***(Appendix 13)***

Page 72

Page 72

14. **FUTURE AGENDA ITEMS**

To consider any items for inclusion in future Council agendas.

**Minutes of a Meeting of the Town Council held at the Oakwood Centre on  
Tuesday 25 June 2019 at 8 pm**

---

**Present:** Councillors D. Mills (Chairman); N. Al-Sanjari; J. Anderson; K. Baker; D. Bragg; S. Brindley; A. Chadwick; J. Cheng; M. Doyle; M. Forrer; A. Heap; C. Jewell; J. MacNaught; T. McCann; S. Rahmouni; B. Rowland; J. Sartorel; R. Skegg; D. Stares; A. Swaddle; P. Wicks

**Officers present:** D. Mander, Town Clerk; K. Murray, Deputy Town Clerk; A. Basra, Finance Officer

**Also present:** 3 members of the public

*Before the start of the meeting a maximum of 30 minutes was set aside for members of the public to pose questions to the Council in the Town Forum. As there were no members of the public wishing to address the Council the Town Forum did not take place.*

24. **APOLOGIES FOR ABSENCE**

Apologies were received from Councillors Gilder, Green and Nagra.

25. **DECLARATIONS OF INTEREST**

There were no declarations of interest made by Members.

26. **MINUTES OF COUNCIL MEETING HELD ON 14 MAY 2019**

The Deputy Town Mayor presented the minutes of the Annual Meeting held on 14 May 2019.

In response to a question about the weighting of age groups of those responding to the Residents Survey the Town Clerk confirmed that she would invite Helen Masey of HMR to the next meeting of the Council where this and any other matters relating to the survey could be discussed.

**RESOLVED:**

- ◆ To approve the minutes of the Annual Meeting held on 14 May 2019 and that they be signed by the Deputy Mayor as a correct record.

27. **COMMITTEE REPORTS**

27.1 **Minutes of the Planning and Community Committee: 21 May 2019**

Councillor Cheng presented the minutes of the Planning Committee meeting held on 21 May 2019.

**RESOLVED:**

- ◆ To receive the minutes of the Planning Committee meeting held on 21 May 2019.

27.2 **Minutes of the Leisure Services Committee: 4 June 2019**

Councillor Stares presented the minutes of the Leisure Services Committee meeting held on 4 June 2019.

**RESOLVED:**

- ◆ To receive the minutes of the Leisure Services Committee meeting held on 4 June 2019.

27.3 **Minutes of the Strategy and Resources Committee: 11 June 2019**

Councillor Baker presented the minutes of the Strategy and Resources Committee meeting held on 11 June 2019.

In response to a question the Town Clerk confirmed that there had been no further correspondence with Wokingham Borough Council regarding their offer in respect of Malone Park because this matter, and any future action to be taken, was required to be considered by Full Council.

**RESOLVED:**

- ◆ That the offer from Wokingham Borough Council of a lease on the previous terms or a community asset transfer lease of up to 30 years for Malone Park is thoroughly unsatisfactory, and it is therefore recommended that Wokingham Borough Council be robustly challenged to transfer ownership of the land at Malone Park to Woodley Town Council.
- ◆ To receive the minutes of the Strategy and Resources Committee meeting held on 11 June 2019.

27.4 **Minutes of the Planning and Community Committee: 18 June 2019**

Councillor Wicks presented the minutes of the Planning Committee meeting held on 18 June 2019.

Under this item, Councillor Jewell reported that an item on cycling facilities in Woodley, that she had proposed be discussed at a future meeting, will be considered by the Planning and Community Committee at its next meeting.

**RESOLVED:**

- ◆ To receive the minutes of the Planning Committee meeting held on 18 June 2019.

28. **2018/19 YEAR END**

The Town Clerk presented the 2018/19 year end figures. In summary, expenditure had exceeded the original and revised budgets for the year, however, additional income from activities at Woodford Park Leisure Centre in particular had meant that the Council was able to add £41,294 to reserves at the year end. Allocations from reserves were made in the year to purchase a utility vehicle and Mayoral regalia as well as transfer funds to the Building and Facilities fund. Funds held for anticipated fuel costs relating to Bulmershe Leisure Centre were released to the general reserve which stood at £467,017 at the year end.

The Town Clerk responded to questions regarding the year end figures and the reasons for these either not being met or underspends. These had mostly been the result of additional income at the leisure centre and savings from posts that had fallen vacant during the year as well as unspent staffing contingencies.

In response to a question regarding a seemingly high level of general reserves, the Town Clerk reported that there was a general requirement for councils to hold 3 months' net expenditure as a minimum. It was also explained that the precept support grant was funding provided by government when the changes made to the Council Tax benefit scheme reduced the tax base. This was paid by Wokingham Borough Council and had been gradually decreasing over the years and would no longer be payable from 2020/21.

29. **FINANCIAL STATEMENTS AND ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2018/19**

**a) Financial Statements 2018/19**

The Town Clerk presented the Financial Statements for 2018/19. In response to questions about the timing of the provision of the statements to councillors the Town Clerk explained that there were a series of actions to be undertaken before the document was finalised, including checks and the final year end audit report provided by the Council's internal auditor. Some members felt at a disadvantage receiving the year-end financial information only four days before the meeting and asked if this could be provided sooner. The Town Clerk said that it may be possible to provide these a couple of days in advance of the usual agenda delivery date, but this would depend on the information being ready in time and the requirements having been met and agreed by the internal auditor, who was required to confirm that the necessary checks had been carried out. The Town Clerk explained that legislation relating to the local council audit regime gave a tight timescale to be met. The Annual Governance and Accountability Return (AGAR) had to be submitted by 1 July and the Council was required to consider the AGAR before the 30 June each year.

In response to a question about responsibility for approval of the Financial Statements, the Town Clerk confirmed that the Council was required to consider the approval of these. She also explained that the External Auditor had been appointed following a tendering exercise by the Smaller Authorities Audit Appointments (SAAA) and that PKF Littlejohn had been appointed as the external auditor for most parish and town councils in England.

One member of Council commended the officer team for their work on the statements and the supporting information provided and confirmed that they had had sufficient time to review the documents provided.

Councillor Jewell informed the meeting that she wouldn't be voting on this item, although this wasn't a slight on the information that had been provided.

**RESOLVED:**

- ◆ To approve the Financial Statements for 2018/19.

For: 14      Abstentions: 5

- ◆ To authorise the signing of the statements by the Chairman and the Town Clerk.

For: 15      Abstentions: 4

**b) Annual Internal Audit Report for 2018/19**

The Town Clerk presented the Annual Internal Audit Report for 2018/19 and explained the role of the internal auditor in checking and reporting on the Council's financial arrangements through the year. The internal auditor had made three visits through the year. Reports in October and March had been reported to the Strategy and Resources Committee.

**RESOLVED:**

- ◆ To receive and note the Annual Internal Audit Report for 2018/19.

**c) Annual Governance Statement for 2018/19**

The Town Clerk explained that the Annual Governance Statement required the Council to consider the statements set out on page 4 of the Annual Governance and Accountability Return and pages 21 and 22 of the appendix had been provided to help members do so. She also explained that statement 5 had been affirmed by the internal auditor who had carried out the financial risk assessment. Concern was expressed by a member of Council that assurances from officers was all very well but that there hadn't been enough time to scrutinise these documents properly. There was a view that the internal auditor should take responsibility in this matter and check, for example procurement practices. The Town Clerk drew members' attention to additional information provided in the appendix, the year end internal auditor's letter and financial risk assessment, that she believed would also help members consider this item.

In response to a question regarding the asset and insurance valuations the Town Clerk confirmed that items listed in the Asset Register were based on cost at the time of purchase, whereas insurance values to cover those items was reviewed and increased annually.

**RESOLVED:**

- ◆ To approve the Annual Governance Statement for 2018/19.
- ◆ To approve the signing of the Annual Governance Statement 2018/19 by the Chairman and the Town Clerk.

**d) Accounting Statements for 2018/19**

Members considered the Accounting Statements for 2018/19 and

**RESOLVED:**

- ◆ To approve the Accounting Statements for 2018/19.
- ◆ To approve the signing of the Accounting Statements 2018/19 by the Chairman.

30. **COMMITTEE MEMBERSHIP**

Having been duly nominated it was

**RESOLVED:**

- ◆ That Councillor Rahmouni be appointed to the vacant place on the Planning and Community Committee.

31. **LEADER'S STATEMENT**

The Leader of the Council made the following statement:

We have now had our first full cycle of main committee meetings and having attended all three of them I am pleased to report that the atmosphere of working together has been quite good. The level of scrutiny has been higher than normal as new councillors of all parties feel their way. The result has been some very late committee meetings.

One area of enhanced scrutiny is the Service Level Agreement (SLA) this council has with "Just Around the Corner" or JAC, a Christian based organisation, which is due for renewal soon. The question has been asked whether they have clearly separated their religious activities from their contracted outreach duties under the SLA. The relationship with JAC started many years ago when the opposition was in total control of this council. My group have assumed that since they initiated and supported JAC for all those years this question had been asked and

answered. However, one of their councillors has legitimately raised this very question so there will be an Agenda item at the next Strategy & Resources Committee Meeting dedicated to this question.

My last statement expressed a desire to work together regardless of political allegiance and I am pleased to see Cllr Al-Sanjara offering to pick up the issue of facilities for youth on social media. This is precisely why I proposed at the annual meeting to suspend standing orders to allow her to be appointed to the Community Youth Partnership. I have offered her any assistance she needs from our group. Unfortunately, an opposition member has declined to participate in this preferring to develop their own research. Obviously, they are entitled to operate however they wish but it is a lost opportunity for all of us to work together for the benefit of our residents.

I have also asked the opposition leader, Cllr Jewell, to meet with me on a monthly basis so we can address any potential issues before they actually occur rather than after the issue has emerged.

Can I remind all councillors that it is only common decency to send apologies to Linda if you are unable to attend a meeting even if it is a last-minute notification. Several members have failed to do this recently so I hope you will take this reminder in the spirit it has been said.

It has come to my attention that Cllr Al-Sanjara has been subjected to a level of abuse that no-one should have to endure. Political banter is one thing but what Cllr Al-Sanjara has had to endure is well beyond this. As a result, I hope everyone here can fully endorse the following statement:

“Woodley Town Council aims to represent all the people in our community. We are here to serve everyone who makes Woodley a special, welcoming town for new residents and those who’ve lived here most of their lives. At times it can seem that the nation is divided but we are here to stand against all forms of discrimination. We encourage diversity in participation in the council and in the provision we offer.

We might be a small town but we are ambitious and united. I hope we can continue to show that Woodley is the kind of place where people come together, as that is the commitment from every person on the council. We are stronger and better when we work together”.

In response Councillor Jewell expressed her support of Councillor Baker's statement and agreed that no one should be subjected to abuse.

32. **CAPITAL PROGRAMME 2019/20**

The Deputy Town Clerk presented Report No. FC 4/19 and explained that the recent servicing of the boiler at Coronation Hall had identified a number of issues requiring attention at an estimated cost of £2,000. He proposed that a new combination boiler be installed to replace the old boiler at a cost of £3,500. This would remove the requirement for tank descaling and provide a more reliable and efficient hot water and heating system for the future. If Members agreed to the purchase of the boiler from Capital Programme funds the installation works could be carried out in August while other works were being undertaken in the hall.

In response to a question as to whether the new boiler would be more fuel efficient the Deputy Town Clerk confirmed that the proposed new boiler would be more economical to run and that the Council's maintenance contractor is



based locally, is well established and operates under an environmental and other relevant policies.

**RESOLVED:**

- ◆ To note the information contained in the report.
- ◆ To approve the allocation of £3,500 from the Capital Programme to fund the replacement of the boiler at Coronation Hall, as set out in the report.

33. **OUTSIDE BODIES**

a) Following an invitation from the Sandford Farm Liaison Group to send a representative to their meetings and having been duly nominated it was

**RESOLVED:**

- ◆ That Councillor Chadwick be appointed as the Council's representative to the Sandford Farm Liaison Group.

b) Members noted the following written reports:

- Citizens Advice Wokingham report from Councillor Bragg.
- Poor's Land Charity report from Councillor Cheng.

Members also noted the summary of a meeting organised by the Reading Road Allotment Tenants Association on the Bee Roadzz project.

34. **TOWN MAYOR'S ENGAGEMENTS**

Members noted the 4 engagements attended by Councillor Gilder as Town Mayor since the last meeting.

35. **FUTURE AGENDA ITEMS**

There were no suggestions for future agenda items.

Meeting closed at 9.30 pm

---

**THIS PAGE IS INTENTIONALLY  
LEFT BLANK**

**Minutes of a Meeting of the Planning and Community Committee held at the Oakwood Centre on Tuesday 16 July 2019 at 7:45 pm**

**Present:** *Councillors: P. Wicks (Chairman); K. Baker; D. Bragg; M. Doyle; C. Jewell; J. MacNaught; D. Mills; S. Rahmouni; R. Skegg*

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

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

34. **APOLOGIES**

Apologies for absence were received from Councillors J. Cheng, M. Forrer and M. Nagra.

35. **DECLARATIONS OF INTEREST**

Councillor D. Bragg – Personal interest: Agenda item 4, planning application 190996: 42 Reading Road, as he lives adjacent to this property.

Councillor K. Baker – Personal interest: Agenda item 4, planning application 190996: 42 Reading Road, as he lives close to this property.

36. **MINUTES OF THE PLANNING AND COMMUNITY COMMITTEE MEETING HELD ON 18 JUNE 2019**

**RESOLVED:**

- ◆ That the minutes of the Planning and Community Committee meeting held on 18 June 2019 be approved and signed by the Chairman as a true and accurate record.

37. **CURRENT PLANNING APPLICATIONS**

The Committee Officer informed Members that planning application 191105: 181 Headley Road East had been determined by Wokingham Borough Council ahead of the meeting. This application was therefore not considered by the Committee.

**RESOLVED:**

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

38. **PLANNING DECISIONS**

**RESOLVED:**

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

39. **NEIGHBOUR CONSULTATION SCHEME**

**RESOLVED:**

- ◆ To note application 191744.  
Location: 45 Knowle Road, Woodley, RG5 3QE.  
Proposal: Application for prior approval for the erection of a single storey rear extension, which would extend beyond the rear wall of the original house by 6.0m, for which the maximum height would be 3.95m and the height of the eaves 3.0m.

40. **PLANNING APPEALS**

**RESOLVED:**

- ◆ To note the following appeal decision:

Application: 182995  
Location: 37 Crockhamwell Road, Woodley, RG5 3LE.  
Details: Appeal against the refusal of planning permission for the erection of a detached outbuilding.  
Decision: The appeal was dismissed.

41. **COMMUNITY SPEEDWATCH UPDATE**

Councillor MacNaught informed Members that the data logger had recently been deployed in Colemans Moor Road. The results had shown that the speeding rates in this road were less than 5%.

Councillor MacNaught reported that members of the Woodley Speedwatch team were hoping to meet with the Thames Valley Police Neighbourhood Supervisor for Community Speedwatch to determine how much speeding data the police were able to deal with, as there had been reports from other areas of the police being inundated with data from Speedwatch schemes.

42. **WOKINGHAM BOROUGH COUNCIL: DRAFT PUBLIC RIGHTS OF WAY IMPROVEMENT PLAN 2020-2030 CONSULTATION**

**RESOLVED:**

- ◆ To defer this item until the next meeting, on 13 August 2019.
- ◆ That Councillor Jewell would review the draft Public Rights of Way Improvement Plan 2020-30 and report on the document at the meeting on 13 August.

43. **WOKINGHAM BOROUGH COUNCIL: ARBORFIELD AND BARKHAM NEIGHBOURHOOD PLAN CONSULTATION**

**RESOLVED:**

- ◆ To make a "no comment" response to the Arborfield and Barkham Neighbourhood Plan consultation.

44. **WOKINGHAM BOROUGH COUNCIL: LOCAL TRANSPORT PLAN 4**

**RESOLVED:**

- ◆ To defer this item until the next meeting, on 13 August 2019.
- ◆ That Councillors Baker and Skegg would review the existing Local Transport Plan 3 document and propose feedback to the questions raised by Wokingham Borough Council, for discussion at the meeting on 13 August.

45. **CENTRAL AND EASTERN BERKSHIRE AUTHORITIES: JOINT MINERALS AND WASTE PLAN: ADDITIONAL REGULATION 18 (SITE SPECIFIC) CONSULTATION ON THE POTENTIAL ALLOCATION OF THE BRAY QUARRY EXTENSION SITE**

**RESOLVED:**

- ◆ To make a "no comment" response to the Joint Minerals and Waste Plan additional Regulation 18 (site specific) consultation on the potential allocation of the Bray Quarry Extension site.

46. **CYCLING IN WOODLEY**

Councillor Jewell gave a presentation about the cycling facilities in Woodley, based on the article that had been included in the agenda. She suggested that the Town Council should publicly recognise the need for better cycling facilities in Woodley and should lead the way in promoting safer cycling.

A wide-ranging discussion followed, which included the following points:

- Cyclists have differing needs – some prefer to cycle on the road and do not want to use cycle routes on the pavements; others prefer to cycle on the pavements.
- If cycle routes are provided on pavements, the needs of pedestrians must also be taken into consideration, for example pedestrians who are hard of hearing cannot hear cyclists approaching.
- Some roads are too narrow to safely provide cycle lanes.
- The importance of providing cycle routes to transport hubs.
- The need to identify examples of cycling provision that work well - and those that do not.
- Possible use of Section 106 funds to finance any proposals.

Councillor Jewell proposed that a working party could be set up to review the cycling provision in Woodley and suggest possible improvements, and it was agreed that a working party with this aim would benefit from including non-councillor members with relevant expertise and experience. It was suggested that the first task of a working party could be to review and update the report on cycling facilities produced by the Woodley Community Partnership in 2008.

**RESOLVED:**

- ◆ That Councillor Jewell would work with officers to draw up proposed terms of reference for a working party to review the cycling facilities in Woodley, for consideration by the Committee.

47. **CITIZENS ADVICE WOKINGHAM**

**RESOLVED:**

- ◆ To note receipt of the Wokingham Impact Report 2018-19 from Citizens Advice Wokingham.

48. **PUBLICATIONS/INFORMATION**

**RESOLVED:**

- ◆ To note receipt of the following:
  - *Connecting Communities in Berkshire E-Bulletin – June 2019*

49. **FUTURE AGENDA ITEMS**

No further items were suggested for inclusion in a future agenda.

50. **PUBLICITY/WEBSITE**

**RESOLVED:**

- ◆ To publicise the following:
  - The Wokingham Borough Council draft Public Rights of Way Improvement Plan 2020-2030 – with a link to the document provided on the Town Council website.

51. **EXCLUSION OF PUBLIC AND PRESS**

**RESOLVED:**

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

52. **ENFORCEMENT ISSUES**

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

The meeting closed at 9:30 pm

---

## Woodley Town Council

Page 1

Date :- 17/07/2019

**Observations on the following Planning Applications**

<u>Application No</u>	<u>DateRecd</u>	<u>Applicant Name</u>	<u>Location</u>
-----------------------	-----------------	-----------------------	-----------------

**Approved on the following applications;****190996**

01/07/2019

Mrs Conneely

42 Reading Road  
Reading Road  
Woodley  
RG5 3DB

**Proposal :** Householder application for the proposed single storey rear extension to dwelling following demolition of existing conservatory plus conversion of existing garage to habitable accommodation.

**Observations :** No objections.

**191138**

14/06/2019

Mr &amp; Mrs Day

1 Wheble Drive  
Wheble Drive  
Woodley  
RG5 3DS

**Proposal :** Householder application for the proposed single storey side extension to existing dwelling.

**Observations :** No objections.

**191318**

20/06/2019

Unknown

Unit 4, E Reading Retail Centr  
Shepherds Hill  
Woodley  
RG6 1BB

**Proposal :** Full planning application for the proposed change of use from restaurant to a clinic plus changes to fenestration.

**Observations :** No objections.

**191332**

01/07/2019

Mr &amp; Mrs Merritt

3 Harrier Close  
Harrier Close  
Woodley  
RG5 4PE

**Proposal :** Householder application for the proposed conversion of existing garage to create habitable accommodation. (Part retrospective)

**Observations :** No objections.

**191356**

04/07/2019

Mr Fernandes

10 Mitchell Way  
Mitchell Way  
Woodley  
RG5 4NQ

**Proposal :** Householder application for the proposed conversion of existing garage into habitable accommodation, plus changes to existing garden fencing.

**Observations :** No objections.

The Committee had no objection to the relocation of the side fence, subject to the land at the side of the property being owned by the applicant.

Date :- 17/07/2019

**Observations on the following Planning Applications**

<u>Application No</u>	<u>DateRecd</u>	<u>Applicant Name</u>	<u>Location</u>
<b>191447</b>	25/06/2019	Mr & Mrs Carrington	28 Arundel Road Arundel Road Woodley RG5 4JL
<b>Proposal :</b> Householder application for the proposed erection of a single storey front extension to form porch and a first floor side/rear extension to existing dwelling.			
<b>Observations :</b> No objections.			
<b>191466</b>	18/06/2019	Mr & Mrs Dalfsen	46 Fitzroy Crescent Fitzroy Crescent Woodley RG5 4EU
<b>Proposal :</b> Householder application for proposed erection of a rear conservatory.			
<b>Observations :</b> One letter of concern had been received for this application.			
The Committee had no objections to the proposal.			
<b>191469</b>	27/06/2019	Mr Mughal	13 Corbett Gardens Corbett Gardens Woodley RG5 4JY
<b>Proposal :</b> Householder application for the proposed erection of a single storey rear extension following demolition of existing conservatory, insertion of 2 No. rooflights, plus internal alterations and changes to fenestration.			
<b>Observations :</b> No objections.			
<b>191479</b>	10/07/2019	Unknown	45 Welford Road Welford Road Woodley RG5 4QS
<b>Proposal :</b> Householder application for the proposed erection of a single storey rear extension, insertion of 2 No. rooflights plus internal alterations.			
<b>Observations :</b> No objections.			
<b>191626</b>	04/07/2019	Mr Nagaraju Perisetty	43 Quentin Road Quentin Road Woodley RG5 3NE
<b>Proposal :</b> Householder application for the proposed extension and conversion of garage to create habitable accommodation plus insertion of 1 No. rooflight and changes to fenestration to existing dwelling.			
<b>Observations :</b> No objections.			
<b>191631</b>	09/07/2019	Unlown	149 Nightingale Road Nightingale Road Woodley RG5 3LZ
<b>Proposal :</b> Householder application for the proposed single storey rear/side extension plus the insertion of 1 No. rooflight and part glass part flat roof to rear, porch extension to front, and garage conversion to create habitable accommodation, first floor extension plus insertion of 2 No. rooflights to front/side and internal alterations to existing dwelling.			



Date :- 17/07/2019

**Observations on the following Planning Applications**

---

<u>Application No</u>	<u>DateRecd</u>	<u>Applicant Name</u>	<u>Location</u>
-----------------------	-----------------	-----------------------	-----------------

---

**Observations :** No objections.**191647**

04/07/2019

Mr Bradbrook

30 Radcot Close  
Radcot Close  
Woodley  
RG5 3BG**Proposal :** Householder application for the proposed part first floor, part two storey side extension following garage conversion to create habitable accommodation plus demolition of garden shed, front porch alteration and internal alterations to existing dwelling.**Observations :** No objections.

Date :- 17/07/2019

**Observations on the following Planning Applications**

<u>Application No</u>	<u>DateRecd</u>	<u>Applicant Name</u>	<u>Location</u>
-----------------------	-----------------	-----------------------	-----------------

**Refused on the following applications;****191050**

14/06/2019

Mr G Bertram

29 Duncan Road  
Duncan Road  
Woodley  
RG5 4HR

**Proposal :** Householder application for a proposed conversion of an existing garage to create habitable accommodation.

REVISED PLANS RECEIVED 14/06/2019.

The revised plans show three parking spaces and amend the proposal description to: Householder application for the proposed erection of two storey side and rear extensions to dwelling following the demolition of the existing single storey rear extension (resubmission of 173377 with amended ground floor plan now proposing games room instead of previously approved garage).

**Observations :** Two residents were present at the meeting to voice concern about this application.

The Committee considered the proposal and had concerns about the parking provision at the property if the garage was converted to habitable accommodation, especially as local residents had expressed concern about exacerbation of the current parking problems in the cul de sac.

REVISED PLANS RECEIVED 14/06/2019

Following receipt of amended plans, including a more accurate description of the proposal, the Committee considered this application again on 16/07/2019. Two letters of concern had been received.

The Committee recommended that the application be refused and Condition 6 of planning permission 173377 be retained so that the garage will be available for the parking of vehicles. This would help to ensure that adequate parking provision is available on site and reduce the likelihood that the current parking problems in the cul de sac will be exacerbated.

**191178**

14/06/2019

Mrs Murray

28 Pitford Road  
Pitford Road  
Woodley  
RG5 4QF

**Proposal :** Householder application for the proposed erection of a two storey side extension including 2 No. rooflights, single storey rear extension and changes to fenestration.

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

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

- Overbearing.
- Concern that the proposal might not comply with the separation distances given in the Borough Design Guide.

**191598**

28/06/2019

Miss Argave

17 Arundel Road  
Arundel Road  
Woodley  
RG5 4JP

**Proposal :** Householder application for the proposed single storey front/side/garage extension to include flat roof over porch extension and part conversion of existing garage to create habitable accommodation to link following the demolition of existing utility room and garden shed; single storey and dormer extensions to rear following the removal of existing conservatory; conversion of loft space to create habitable accommodation plus insertion of 5 No. rooflights to front; internal alterations and changes to fenestration to existing dwelling.

Date :- 17/07/2019

**Observations on the following Planning Applications**

---

<u>Application No</u>	<u>DateRecd</u>	<u>Applicant Name</u>	<u>Location</u>
-----------------------	-----------------	-----------------------	-----------------

---

- Observations :** The Committee recommended that this application be refused on the following grounds:
- Visually unacceptable: the pair of semi-detached dwellings will become unbalanced and lopsided.
  - Out of character with the street scene.
-

**Minutes of a Meeting of the Planning and Community Committee held at the Oakwood Centre on Tuesday 13 August 2019 at 7:45 pm**

**Present:** *Councillors: J. Cheng (Chairman); K. Baker; D. Bragg; M. Doyle; M. Forrer; C. Jewell; J. MacNaught; D. Mills; S. Rahmouni; R. Skegg; P. Wicks*

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

53. **APOLOGIES**

Apologies for absence were received from Councillor M. Nagra.

54. **DECLARATIONS OF INTEREST**

Councillor R. Skegg – Personal interest: Agenda item 4, planning application 191848: 25 Millbank Crescent, as the applicant is a friend.

Councillor Skegg left the room during the discussion of this application and took no part in the decision making.

55. **MINUTES OF THE PLANNING AND COMMUNITY COMMITTEE MEETING HELD ON 16 JULY 2019**

Councillor Forrer commented that he had sent apologies for the meeting on 16 July but that this had not been recorded in the minutes. The Committee Officer agreed to amend the minutes to reflect this.

**RESOLVED:**

- ◆ That the amended minutes of the Planning and Community Committee meeting held on 16 July 2019 be approved and signed by the Chairman as a true and accurate record.

56. **CURRENT PLANNING APPLICATIONS**

**RESOLVED:**

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

57. **PLANNING DECISIONS**

**RESOLVED:**

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

58. **PLANNING APPEALS**

**RESOLVED:**

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

Application: 190056

Location: 268 Kingfisher Drive, Woodley, RG5 3LH.

Proposal: Householder application for proposed erection of two storey side extension to existing dwelling with front and rear dormers, single storey front extension to form porch, plus internal alterations.

- ◆ To note the following appeal decision:

Application: 173614  
Location: 21 Duffield Road, Woodley, RG5 4RL.  
Details: Appeal against the refusal of planning permission for the erection of 6 No. two storey dwellings with associated parking and landscaping following the demolition of the existing property.  
Decision: The appeal was dismissed.

59. **COMMUNITY SPEEDWATCH UPDATE**

Councillor Baker reported that members of the Woodley Speedwatch team were still trying to arrange a meeting with the Thames Valley Police Neighbourhood Supervisor for Community Speedwatch, as reported at the last meeting, and were awaiting a response from him. The Committee Officer agreed to chase this up.

60. **CYCLING IN WOODLEY**

Members considered the proposed terms of reference for a Cycling in Woodley Working Party, which had been included in the agenda. It was suggested that the Vision 2020 document published by the Woodley Community Partnership in 2009 should be reviewed by the working party to ascertain how many of the recommendations had been achieved, and this document could then be used as a basis for the future work of the working party. Members agreed that the terms of reference should be amended to reflect this.

It was agreed that the working party should consist of Members who had an interest in cycling, irrespective of which political party they represented, or whether they were a member of the Planning and Community Committee. Councillor Jewell agreed to canvas Councillors to see who would be interested in joining the working party.

Following discussion, Members agreed that in addition to looking at improving facilities for cyclists, the working party would also take the views of non-cyclists into consideration and look at the problems that were sometimes caused by cyclists.

**RESOLVED:**

- ◆ To set up a Cycling in Woodley Working Party.
- ◆ To approve the amended terms of reference for the Cycling in Woodley Working Party, as attached at **Appendix B**.

61. **WOKINGHAM BOROUGH COUNCIL: DRAFT PUBLIC RIGHTS OF WAY IMPROVEMENT PLAN 2020-2030 CONSULTATION**

*Item deferred from the Planning and Community Committee meeting held on 16 July 2019 (minute number 42).*

Councillor Jewell presented her report on the draft Public Rights of Way Improvement Plan 2020-2030. This report had been circulated to Members prior to the meeting.

The Committee discussed the report and some Members asked for more time to consider a response.

Councillor Baker thanked Councillor Jewell for her report on the consultation document.

**RESOLVED:**

- ◆ That Members would send their comments on the draft Public Rights of Way Improvement Plan 2020-2030 to the Committee Officer by the end of August.
- ◆ That the Committee Officer would combine Members' comments to form a response to the consultation.

62. **WOKINGHAM BOROUGH COUNCIL: LOCAL TRANSPORT PLAN 4 (LTP4)**

*Item deferred from the Planning and Community Committee meeting held on 16 July 2019 (minute number 44).*

Councillor Skegg presented his report reviewing the existing Local Transport Plan 3 (LTP3) document. As the LTP3 document was very long, Members felt they needed more time for consideration of the document and to formulate responses to the questions raised by Wokingham Borough Council. Councillor Skegg agreed to circulate his notes to the Committee for discussion at the next meeting.

Councillor Baker thanked Councillor Skegg for his report on the LTP3 document.

**RESOLVED:**

- ◆ To defer this item until the next meeting, on 10 September 2019.
- ◆ That the Committee Officer would invite the Wokingham Borough Council LTP4 Team to a meeting with the Planning and Community Committee.

63. **WOKINGHAM BOROUGH COUNCIL: PARKING MANAGEMENT PLAN**

Members noted correspondence received from Wokingham Borough Council regarding the development of a new Parking Management Plan for the borough. Town and parish councils were asked to identify key issues that should be considered when developing the new Plan. As responses were required by 16 August, it was

**RESOLVED:**

- ◆ That Councillor Baker would formulate a response identifying issues to be considered in the development of the Parking Management Plan and that the proposed response would be circulated to all Committee Members.
- ◆ That Committee Members would send their comments to Councillor Baker for incorporation into the formal response.

64. **WOKINGHAM BOROUGH COUNCIL: LOCAL PLAN UPDATE  
– SITE ASSESSMENT ENGAGEMENT 2019**

Members noted correspondence received from Wokingham Borough Council regarding the next stage of the Local Plan Update.

65. **CONNECTING COMMUNITIES IN BERKSHIRE (CCB): COMMUNITY-LED HOUSING**

Members noted correspondence received from CCB regarding a short course on Community-led Housing, to be held on 19 September 2019.

**RESOLVED:**

- ◆ Not to send a representative to attend the course on Community-led Housing on 19 September 2019.

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

Members noted the report of the Woodley and North Earley Community Forum meeting held on 17 July 2019.

67. **PUBLICATIONS/INFORMATION**

**RESOLVED:**

- ◆ To note receipt of the following:
  - *Connecting Communities in Berkshire E-Bulletin – July 2019*
  - *Me2 Club Newsletter – July 2019*
  - *Woodley Town Centre Newsletter – July 2019*

68. **FUTURE AGENDA ITEMS**

No items were suggested for inclusion in a future agenda.

69. **PUBLICITY/WEBSITE**

**RESOLVED:**

- ◆ To publicise the following:
  - A request for ideas to be considered by the Cycling in Woodley Working Party.

Under this item, Councillor Baker informed members that the Bulmershe SULV Joint Working Party had received a request from the Earley Town Council working party members to consider a possible future planning application on the SULV land and take a joint stance on the decision. The Woodley Town Council members had taken the view that it was not for the working party to comment on specific planning applications as these would be considered by the Planning and Community Committee, as the Committee was the primary decision maker.

70. **EXCLUSION OF PUBLIC AND PRESS**

**RESOLVED:**

- ◆ To note that recent advice from Wokingham Borough Council stated that enforcement issues no longer had to be treated as a confidential item and it was therefore not necessary to exclude the public and press.

71. **ENFORCEMENT ISSUES**

The Chairman informed the meeting of ten ongoing enforcement matters and twelve enforcement investigation closure notifications.

The meeting closed at 9:35 pm

---

## Woodley Town Council

Page 1

Date :- 14/08/2019

**Observations on the following Planning Applications**

<u>Application No</u>	<u>Date Recd</u>	<u>Applicant Name</u>	<u>Location</u>
<b>Approved on the following applications;</b>			
<b>191394</b>	08/08/2019	Mr Kondreddy	1 Gemini Road Gemini Road Woodley RG5 4TF
<b>Proposal :</b> Householder application for the erection of 1.6m high railings to boundary. (Retrospective)			
<b>Observations :</b> No objections.			
<b>191401</b>	12/07/2019	Mr B. Teal	218 Kingfisher Drive Kingfisher Drive Woodley RG5 3LQ
<b>Proposal :</b> Householder application for the proposed erection of a single storey rear extension following demolition of existing conservatory, plus the insertion of 1 No. rooflight and internal alterations.			
<b>Observations :</b> No objections.			
<b>191602</b>	06/08/2019	Unknown	96 Pitts Lane Pitts Lane Earley RG6 1BU
<b>Proposal :</b> ADJOINING PARISH CONSULTATION Householder application for the erection of a two storey rear extension to dwelling.			
<b>Observations :</b> No objections.			
<b>191626</b>	23/07/2019	Mr Nagaraju Perisetty	43 Quentin Road Quentin Road Woodley RG5 3NE
<b>Proposal :</b> Householder application for the proposed extension and conversion of garage to create habitable accommodation plus insertion of 1 No. rooflight and changes to fenestration to existing dwelling.			
REVISED DRAWING RECEIVED 23/07/2019			
<b>Observations :</b> No objections.			
REVISED DRAWINGS RECEIVED 23/07/2019			
Following receipt of the revised drawings, the Committee considered this application again and had no objections to the proposal.			
<b>191688</b>	19/07/2019	Mr M. Toms	167 Fairwater Drive Fairwater Drive Woodley RG5 3JQ
<b>Proposal :</b> Householder application for the proposed erection of a single storey rear extension following demolition of existing rear extension and the proposed erection of a detached garage following demolition of existing semi-detached garage.			
<b>Observations :</b> No objections.			



Date :- 14/08/2019

**Observations on the following Planning Applications**

<u>Application No</u>	<u>Date Recd</u>	<u>Applicant Name</u>	<u>Location</u>
<b>191730</b>	23/07/2019	Mrs Tandel	26 Rochester Avenue Rochester Avenue Woodley RG5 4NA
<b>Proposal :</b> Householder application for the proposed outbuilding plus insertion of 3 No. rooflights to rear of existing building.			
<b>Observations :</b> No objections.			
<b>191743</b>	23/07/2019	Mr & Mrs Munnery	11 Alderley Close Alderley Close Woodley RG5 4TG
<b>Proposal :</b> Householder application for the proposed erection of a single storey rear extension plus the insertion of 2 No. rooflights.			
<b>Observations :</b> No objections.			
<b>191761</b>	19/07/2019	Mr & Mrs King	6 Nimrod Close Nimrod Close Woodley RG5 4UW
<b>Proposal :</b> Householder application for the proposed single storey extension plus insertion of 1 No. rooflight to rear, garage conversion to create habitable accommodation, porch canopy extension to front, internal alterations and changes to fenestration to existing dwelling.			
<b>Observations :</b> No objections.			
<b>191787</b>	25/07/2019	Unknown	81 Ravensbourne Drive Ravensbourne Drive Woodley RG5 4LJ
<b>Proposal :</b> Householder application for the proposed single storey front/side extension including porch extension/alteration to existing dwelling.			
<b>Observations :</b> No objections.			
<b>191796</b>	06/08/2019	Mr D Busby	21 Denmark Avenue Denmark Avenue Woodley RG5 4RS
<b>Proposal :</b> Householder application for the proposed erection of a part single storey/part two storey front/side/rear extension plus the insertion of 4 No. rooflights.			
<b>Observations :</b> No objections.			
<b>191848</b>	23/07/2019	Mrs Dearing	25 Millbank Crescent Millbank Crescent Woodley RG5 4EP
<b>Proposal :</b> Householder application for a single storey front extension forming porch.			
<b>Observations :</b> No objections.			

Date :- 14/08/2019

**Observations on the following Planning Applications**

---

<u>Application No</u>	<u>Date Recd</u>	<u>Applicant Name</u>	<u>Location</u>
<b>191856</b>	25/07/2019	Unknown	25 Copse Mead Copse Mead Woodley RG5 4RP

**Proposal :** Householder application for the proposed erection of part single/part two storey side/rear extension following demolition of existing single storey rear extension.

**Observations :** No objections.

---

## **Cycling in Woodley Working Party**

### **Terms of Reference**

#### **Overall purpose**

1. To develop a Woodley Town Council Cycling Strategy in order to identify, prioritise and optimise actions to:
  - a) Improve Woodley's cycling environment; and
  - b) Provide better facilities for cyclists in Woodley
2. To work with local authorities/cycling groups/experts to achieve the aims of the cycling strategy.

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

There shall be at least 4 members of the Council and no more than 3 interested parties (such as a highways engineer, a cycling expert and cyclists) appointed to the working party. Others may attend by invitation to give expert advice.

Non-councillor members of the working party have no right to vote at the working party's meetings.

#### **Meetings**

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

#### **Terms of operation**

- To review the Vision 2020 document published by the Woodley Community Partnership in 2009, with regard to cycling provision.
- To define the aims and objectives of a WTC cycling strategy.
- To publish and publicise the strategy.
- To discuss how the objectives of the Cycling Strategy may be met.
- To produce a roadmap of the Working Party's planned future.

**THIS PAGE IS INTENTIONALLY  
LEFT BLANK**

**Minutes of a meeting of the Leisure Services Committee held at the Oakwood Centre  
on Tuesday 3 September 2019 at 8:00 pm**

---

**Present:** *Councillors K. Gilder (Chairman); D. Bragg; A. Heap; R. Skegg; B. Soane;  
A. Swaddle*

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

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

12. **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors M. Green, S. Rahmouni and D. Stares, and from Sam Milligan, Just Around the Corner charity.

13. **DECLARATIONS OF INTEREST**

There were no declarations of interest made by Members.

14. **MINUTES OF THE MEETING HELD ON 4 JUNE 2019**

**RESOLVED:**

- ◆ That the minutes of the Leisure Services Committee meeting of 4 June 2019 be approved and signed by the Chairman as a correct record.

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

Members noted the contents of the JAC report and were pleased to hear that many young people had had the opportunity to talk to the outreach workers about the stress of their GCSE exams and had been able to release some of their emotional pressures by playing football or netball in Woodford Park and Sandford Park in the evenings.

Members noted the JAC mission statement contained in the report. In reply to a question about whether JAC carried out equality assessments with regard to their work, the Deputy Town Clerk informed Members that the service level agreement that JAC had with the Town Council was currently being reviewed and the standard of equality assessment would be considered as part of this process. Members asked for the results of the review to be reported to this committee.

16. **COMMUNITY YOUTH PARTNERSHIP**

The Chairman presented Report No. LS 15/19 of the Community Youth Partnership meeting held on 28 August 2019. This report had been circulated after the agenda was issued, as the meeting had only been held the evening before the agenda issue date.

The Partnership's request for £500 from the Loddon Mead Project reserve, for the purchase of paint to create murals at the Loddon Mead site, was discussed. Members had visited the websites of the artists involved with the project and felt that the artwork would be a welcome addition to the site, however they asked for assurance that the art materials would all be cleared from the site when the artists had finished. Members noted that the JAC coffee van would be at the site and would act as a meeting hub while the art project was in progress.

Members asked that the question of lighting at the Loddon Mead site be considered, as it was very dark under the road bridge, and also asked that consideration be given to the problem of safe access to the site, as it was adjacent to a very busy road.

Members noted the report that young people felt there were few low-cost or free activities for them during the summer holidays and that many of the activities that were available, such as holiday camps, were expensive. The Chairman informed Members that Woodley Baptist Church was still looking for volunteers to help run the Friday night youth club.

**RESOLVED:**

- ◆ To note Report No. LS 15/19.
- ◆ To approve the use of £500 from the Loddon Mead Project reserve, to fund the purchase of paint for the first stage of the project.

17. **BUDGETARY CONTROL**

The Deputy Town Clerk presented Report No. LS 16/19 and noted that the level of expenditure was as anticipated for this point in the year and income was above the target level, due to advance payments for some activities and some payments being due early in the year.

**RESOLVED:**

- ◆ To note Report No. LS 16/19.

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

The Leisure Services Manager presented Report No. LS 17 /19 and informed Members that this year the summer camps at Woodford Park Leisure Centre had been quieter than in previous years, particularly in the afternoons; however, the Family Racket Attack and the £2 per person per hour turn-up offer for the 3G pitch had been very popular. In reply to a question the Leisure Service Manager said that the comments on the feedback forms submitted by parents would be analysed to make the holiday camps more successful next year. Many of the comments indicated that parents were particularly looking for morning sessions for their children and the Leisure Services Manager informed Members that the same attendance preferences were also being reported by other centres running holiday camps. Members commented that the holiday camps were not just run to make a profit, but also to provide a service for families, and working parents in particular, during the school holidays.

The Leisure Services Manager reported that the changeable weather over the summer had resulted in the paddling pool being quieter than in previous years, but that as a result of the lower usage the water quality had remained high.

Members noted that the renovation of the reception area at the leisure centre and work to convert the former ladies toilets into an office had been completed and that work to renovate the remaining back office would start shortly. Members also noted the recent changes to the staffing structure at the leisure centre, which would give the two Sports Officers more time to plan and promote new income generating activities for the centre.

Members were pleased to hear that an educational football academy would be starting at Woodford Park Leisure Centre in September, and had booked to hire the 3G pitch four days a week during the day, as well as classroom bookings and occasional midweek use of the grass pitch. Members also noted the new after school sessions being run at the leisure centre by Woodley Netball Club, with the aim of encouraging more girls to take up playing netball. In reply to a question, the Leisure Services Manager confirmed that the sessions were also open to boys.

Members also noted the community events that had been held in Woodford Park during the summer for local community groups and charities, and the booking by the Wildlife Trust to have a stall in the leisure centre reception on four dates during the autumn to raise awareness for their charity.

**RESOLVED:**

- ◆ To note Report No. LS 17/19.

19. **PARKS AND BUILDINGS**

The Deputy Town Clerk presented Report No. LS 18/19. He informed Members that the first phase of the refurbishment of the Woodford Park Leisure Centre reception area had been completed, that the Sports Officers office would be refurbished by the Maintenance Team in the coming weeks and that the exterior sign would also be replaced. The Deputy Town Clerk also informed Members that work to replace the flat roofing above the reception, changing rooms and Optalis office was scheduled to start in mid-September, and would replace the roofing that was installed in 2018 to an unsatisfactory standard. The work would be carried out at no cost to the Council and would be independently inspected and tested on completion to ensure a high standard.

Members noted the work that had taken place in Woodford Park during the summer – the replacement of two memorial seats and the ongoing work by the Grounds Team, funded by the Rotary Club, to create a rose bed in the Rotary Garden. The Friends of Woodford Park had also continued their work in the park.

The Deputy Town Clerk reported on the progress of the lake regeneration project, with the contracted works to repair and resurface the footpath around the lake taking place in September and the Grounds Team working to install a hogging path along the northern bank and reinstating the low-level fencing at the eastern end of the lake.

Members were pleased to hear that Woodford Park had been awarded Green Flag status for the second year and remained the only park in Wokingham Borough to have achieved this award. They were also pleased to hear of the success of the Community Fun Day event, which was held in the park in August to mark the centenary of the Memorial Ground and attracted many visitors.

The Deputy Town Clerk informed Members that the Council had received notification of a proposal to install electronic communication apparatus in an area of Woodford Park, which was the legal right of electronic communications companies under the Electronic Communications Code, part of the Digital Economy Act 2017. Further information about the exact location and the nature of the equipment was being sought and would be reported to the Committee.

Members noted the update provided in the agenda on matters relating to the allotments and were particularly pleased to hear that officers and the Allotment Tenants Committee had been looking at various ways to encourage wildlife and biodiversity at the site, with an area having been designated for the siting of bee hives, areas identified as potential sites for wildflower planting and the installation of a small wildlife pond currently underway. Following a question about the provision of ladders to enable animals to get out of the pond, the Deputy Town Clerk agreed to ask the allotment tenants to look at this. The Deputy Town Clerk informed Members that the rules regarding bonfires at the allotment site were being reviewed by officers and the Tenants Committee, as there had been an increasing number of issues with bonfires in recent years, including nuisance caused to residents living close to the site and problems with bonfires getting out of control. Members commented that it was important to inform all residents of the dangers and nuisance caused by bonfires, not just allotment holders.

The Deputy Town Clerk also reported on the work that had been undertaken to remove the asbestos from the roof space at Coronation Hall, the redecoration of the hall and refurbishment of the ladies toilets, the replacement of the boiler and water tank, the replacement of damaged chairs at Coronation Hall and Chapel Hall and the removal and imminent replacement of damaged fencing at Rivermead open space.

**RESOLVED:**

- ◆ To note Report No. LS 18/19.

20. **ENCOURAGEMENT OF WILDLIFE IN WOODLEY**

The Deputy Town Clerk tabled the Council's Environmental Policy, which had been adopted in 2017, and also a list of the activities undertaken by the Council to encourage wildlife and biodiversity, for Members' information.

Councillor Heap introduced the discussion on the encouragement of wildlife in Woodley by saying that he had been impressed by the initiatives that were taking place at the allotments and he was interested to find out what steps the Council was taking to encourage wildlife in the parks and other areas throughout Woodley.

The Deputy Town Clerk referred to the overview of measures that were being undertaken and plans for the future, which had been tabled at the meeting, and suggested that this information could be reported at each meeting so that Members could see what was being done and monitor progress.

During the discussion that followed, Members suggested that the Council could develop a system for providing information to local residents about what the Council was doing to encourage wildlife and what residents themselves could do. This could be done through the website and social media, but it was also suggested that local experts could be asked to give talks on the subject. The Deputy Town Clerk suggested that the Council's website and social media could also be used to inform residents of national schemes, for example for the reporting of new species seen in back gardens.

Members suggested that advice could be sought from local experts on measures that could be taken in the parks and open areas, such as not cutting grass under some of the trees to allow invertebrates to multiply, or allowing nettles to grow in some areas to provide an important resource for insects. The importance of informing and educating residents with regard to the aims of these measures was noted, as these actions would be very likely to be the cause of complaints. The provision of information boards was suggested and also articles in the Herald that focussed on the aim of creating a greener Woodley and encouraging wildlife.

At the conclusion of the discussion, Councillor Heap said that he was impressed by the work already being undertaken by the Council and the plans for the future. Members commented that the encouragement of wildlife and biodiversity was a long-term project and they recognised that the Council had made a good start to achieving improvements.

Under this item, the Deputy Town Clerk was asked whether there had been any progress in arranging pond dipping sessions for school children at the Woodford Park lake. He replied that the local schools would be contacted now that they were back from the summer break and agreed that Brownies and Cubs would also be contacted.



21. **FUTURE AGENDA ITEMS**

The following items were requested for inclusion in a future agenda:

- An update on measures taken to encourage wildlife and biodiversity.
- Progress on the parkour project at Loddon Mead.
- The provision for disabled children in Woodley parks.

22. **PUBLICITY AND WEBSITE**

**RESOLVED:**

- ◆ To publicise the following:
  - The redecoration of Coronation Hall, with photos of the new interior on the website.
  - The street art project at Loddon Mead.

The meeting closed at 9:25 pm

---

**THIS PAGE IS INTENTIONALLY  
LEFT BLANK**

**Minutes of a Meeting of the Planning and Community Committee held at the Oakwood Centre on Tuesday 10 September 2019 at 7:45 pm**

**Present:** *Councillors: J. Cheng (Chairman); M. Doyle; C. Jewell; J. MacNaught; R. Skegg; P. Wicks*

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

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

72. **APOLOGIES**

Apologies for absence were received from Councillors K. Baker, D. Bragg, M. Forrer, D. Mills and S. Rahmouni.

73. **DECLARATIONS OF INTEREST**

There were no declarations of interest made by Members.

74. **MINUTES OF THE PLANNING AND COMMUNITY COMMITTEE MEETING HELD ON 13 AUGUST 2019**

**RESOLVED:**

- ◆ That the minutes of the Planning and Community Committee meeting held on 13 August 2019 be approved and signed by the Chairman as a true and accurate record.

75. **CURRENT PLANNING APPLICATIONS**

**RESOLVED:**

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

76. **PLANNING DECISIONS**

**RESOLVED:**

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

77. **PLANNING APPEALS**

**RESOLVED:**

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

Application: 182696

Location: Land to the South of Sandford Farm Cottage, Perimeter Road, Woodley, RG5 3LH.

Proposal: Full planning application for the erection of 1 No. dwelling and relocation of access, including enhancement of TPO and landscape proposals.

78. **HIGHWAYS**

a) Members noted the press release issued by Wokingham Borough Council regarding road maintenance.

b) **Carriageway surface dressing**

Members noted that Nightingale Road, Woodley, would be closed between its junctions with Crockhamwell Road and Fairwater Drive to allow Wokingham Borough Council contractors to undertake surface dressing operations in safety. Works requiring this restriction were expected to take place on 7 September 2019.

The alternative route for all vehicles affected by this restriction would be via Crockhamwell Road, Woodlands Avenue and Fairwater Drive, or by this route in reverse.

c) **Carriageway micro asphalt schemes**

Members note that planned highway improvements had been scheduled by Wokingham Borough Council to take place on the following roads in Woodley:

Kingfisher Drive service roads	16 – 18 September 2019
Rickman Close (Kingfisher Drive to end)	18 September 2019
Kingfisher Drive spine road	18 – 20 September 2019
Wallace Close	20 – 22 September 2019
Larch Drive	21 – 22 September 2019
Fairwater Drive service road	22 – 23 September 2019

Road closures would be required to allow the contractor to carry out the works safely. There would be restricted vehicular access and diversion routes would be in place. Working hours were anticipated to be from 9:30am to 4:00pm and the roads would be re-opened every day.

79. **STREET NAMING**

Following a request from Wokingham Borough Council, Members considered suggestions for naming the new road to be constructed at the former Pitts Works site, 101 Colemans Moor Road, Woodley.

**RESOLVED:**

- ◆ To suggest that the new road to be constructed at the former Pitts Works site be named Loddon Gardens.

80. **COMMUNITY SPEEDWATCH UPDATE**

Councillor MacNaught informed Members that a meeting between members of the Woodley Speedwatch team and the Thames Valley Police Neighbourhood Supervisor for Community Speedwatch had been arranged for 2 October 2019, to discuss the future operation of the scheme.

81. **CYCLING IN WOODLEY WORKING PARTY**

Councillor Jewell reported that three Councillors had expressed an interest in being appointed to the Cycling in Woodley Working Party.

**RESOLVED:**

- ◆ To appoint Councillors Baker, Chadwick, Heap and Jewell to the Cycling in Woodley Working Party.

82. **WOKINGHAM BOROUGH COUNCIL: DRAFT PUBLIC RIGHTS OF WAY IMPROVEMENT PLAN 2020-2030 CONSULTATION**

*Item deferred from the Planning and Community Committee meeting held on 13 August 2019 (minute number 61).*

At the meeting held on 13 August 2019, Members requested more time to consider the draft Public Rights of Way Improvement Plan 2020-2030 and had agreed to send any comments to the Committee Officer to be combined with Councillor Jewell's comments, presented at the last meeting, to form a response to the consultation. As no further comments had been received, it was

**RESOLVED:**

- ◆ That Councillor Jewell's comments, presented at the meeting held on 13 August 2019, would be submitted to Wokingham Borough Council in response to the draft Public Rights of Way Improvement Plan 2020-2030 consultation.

83. **WOKINGHAM BOROUGH COUNCIL: LOCAL TRANSPORT PLAN 4 (LTP4)**

*Item deferred from the Planning and Community Committee meeting held on 13 August 2019 (minute number 62).*

At the meeting held on 13 August 2019, Members requested more time to review the Local Transport Plan 3 document (LTP3) and suggest potential solutions to local transport problems that could be considered for possible inclusion in LTP4.

Councillor Doyle tabled a draft response containing his comments on LTP3 and suggestions for LTP4 and, following a discussion of some of the points raised, it was

**RESOLVED:**

- ◆ That Members would send their comments on LTP3 and suggestions for LTP4 to Councillor Doyle by 17 September 2019, to be combined with the draft response, and that Councillor Doyle would send the finalised response to the Committee Officer for submission to Wokingham Borough Council.

84. **WOKINGHAM BOROUGH COUNCIL: PARKING MANAGEMENT PLAN**

**RESOLVED:**

- ◆ To note that, as agreed at the last meeting (Planning and Community Committee, 13 August 2019, minute number 63), all comments on the Parking Management Plan that were sent to Councillor Baker, or the Committee Officer, following the meeting, were forwarded to Wokingham Borough Council by the deadline of 16 August 2019.

85. **WOKINGHAM BOROUGH COUNCIL: ADOPTION OF NEW INFRASTRUCTURE – CALL FOR EVIDENCE**

Members noted the press release issued by Wokingham Borough Council regarding the call for evidence to enable the Borough Council's Overview and Scrutiny Committee to examine the process for adopting new roads, open spaces, landscaping and play areas following the completion of new housing developments. Members were concerned that local residents who were experiencing problems with these issues may not have seen the press release and asked that Wokingham Borough Council be contacted to ask what measures had been taken to engage with residents.

The problems being faced by residents of Loddon Park, on the Sandford Farm development, were discussed.

**RESOLVED:**

- ◆ To contact Wokingham Borough Council to ask what measures had been taken to engage with residents regarding this matter.
- ◆ To respond to the call for evidence by giving the example of Loddon Park, on the Sandford Farm development, where some residents have been living for several years with unmade roads and roads that have been left in a dangerous state, probably caused by the phasing of work on the development and the fact that there are a number of different developer working on the same development.

86. **PUBLICATIONS/INFORMATION**

**RESOLVED:**

- ◆ To note receipt of the following:
  - *Woodley Town Centre Newsletter – August 2019*
  - *Me2 Club Newsletter – September 2019*

87. **FUTURE AGENDA ITEMS**

The following was requested as a future agenda item:

- An update on the work of the Cycling in Woodley to be provided in all future agendas.

88. **PUBLICITY/WEBSITE**

**RESOLVED:**

- ◆ To publicise the following:
  - The press release from Wokingham Borough Council requesting evidence about problems encountered with the adoption of infrastructure on new developments – to be displayed on the Town Council’s social media pages.

89. **ENFORCEMENT ISSUES**

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

The meeting closed at 9:15 pm

---

## Woodley Town Council

Page 1

Date :- 11/09/2019

**Observations on the following Planning Applications**

<u>Application No</u>	<u>Date Recd</u>	<u>Applicant Name</u>	<u>Location</u>
<b>Approved on the following applications;</b>			
<b>191616</b>	12/08/2019	Mr Dharmesh Modi	8 Wroxham Road Wroxham Road Woodley RG5 3AT
<b>Proposal :</b> Householder application for the proposed part single, part two storey side/rear extension to include part garage conversion to form store and utility room plus insertion of 5 No. rooflights and roof lantern to rear, loft conversion to create habitable accommodation plus insertion of 3 No. rooflights to front and 1 No. rooflight to side, internal alterations and changes to fenestration to existing dwelling.			
<b>Observations :</b> The applicant was present at the meeting to answer any questions from the Committee.  The Committee considered the application and had no objections to the proposals.			
<b>191988</b>	30/08/2019	Mr & Mrs Ferri	27 Enstone Road Enstone Road Woodley RG5 4QU
<b>Proposal :</b> Householder application for the proposed garage conversion to create habitable accommodation, single storey extension including the erection of porch canopy plus insertion of 1 No. rooflight to front following the removal of existing porch to existing dwelling.			
<b>Observations :</b> The Committee had no objections to the proposal, but asked that, if planning permission is granted, there should be a condition that the new accommodation created must be ancillary to the main dwelling and must not be used as a separate dwelling.			
<b>191989</b>	05/09/2019	Mr Sean Riordan	Emmanuel Church Centre South Lake Crescent Woodley RG5 3QW
<b>Proposal :</b> Full planning application for proposed single storey side extension to existing church building following demolition of existing portacabin plus changes to fenestration, internal alterations and proposed installation of solar panels to existing building.			
<b>Observations :</b> No objections.			
<b>192009</b>	19/08/2019	Mr N Koreganokar	38 Gemini Road Gemini Road Woodley RG5 4TF
<b>Proposal :</b> Householder application for the proposed garage conversion to create habitable accommodation (home gym) plus changes to fenestration to existing dwelling.			
<b>Observations :</b> No objections.			
<b>192054</b>	28/08/2019	Mr & Mrs Collett	21 Anthian Close Anthian Close Woodley RG5 4XA
<b>Proposal :</b> Householder application for the proposed raising of roof including garage conversion (to form study and dining room) plus first floor side extension to create habitable accommodation, erection of single storey detached garage to front, internal alterations and changes to fenestration to existing dwelling.			
<b>Observations :</b> The Committee had no objections to the proposal so long as no more than 30% of the existing			

Date :- 11/09/2019

**Observations on the following Planning Applications**

<u>Application No</u>	<u>Date Recd</u>	<u>Applicant Name</u>	<u>Location</u>
			amenity space is lost.
<b>192089</b>	19/08/2019	Mr & Mrs Bridson	19 Fosters Lane Fosters Lane Woodley RG5 4HH
		<b>Proposal :</b>	Householder application for the proposed side and rear extensions following demolition of conservatory and outbuilding to existing dwelling.
		<b>Observations :</b>	No objections.
<b>192091</b>	12/08/2019	Mr & Mrs Campbell-Montgomery	150 Reading Road Reading Road Woodley RG5 3AA
		<b>Proposal :</b>	Householder application for the proposed erection of conservatory following the removal of existing conservatory to rear of existing dwelling.
		<b>Observations :</b>	No objections.
<b>192113</b>	16/08/2019	Mrs Jackie Mansfield	21 Wallace Close Wallace Close Woodley RG5 3HW
		<b>Proposal :</b>	Householder application for proposed single storey side extension.
		<b>Observations :</b>	No objections.
<b>192151</b>	19/08/2019	Caroline & Emad Salib	8 Frampton Close Frampton Close Woodley RG5 3BS
		<b>Proposal :</b>	Householder application for proposed single storey rear and side extension with internal alterations and new roof layout.
		<b>Observations :</b>	No objections.
<b>192162</b>	22/08/2019	Mr Ballabani	93 Howth Drive Howth Drive Woodley RG5 3DJ
		<b>Proposal :</b>	Householder application for proposed single storey rear extension, conversion of workshop to habitable space, partial conversion of garage, single storey front extension to form porch and replacement of flat roof over garage plus internal alterations.
		<b>Observations :</b>	No objections.
<b>192221</b>	28/08/2019	Mr & Mrs Searles	35 Tiger Close Tiger Close Woodley RG5 4UY
		<b>Proposal :</b>	Householder application for proposed two storey side/rear extension, single storey front extension, internal alterations and partial garage conversion. (Part retrospective)
		<b>Observations :</b>	The Committee did not object to the proposal, but had some concerns about the size of the proposed extension and its impact on the neighbours.



**Minutes of a meeting of the Strategy & Resources Committee held at the Oakwood Centre on Tuesday 17 September 2019 at 8:00 pm**

---

**Present:** *Councillors S. Brindley (Chairman); J. Anderson; A. Chadwick; K. Gilder; T. McCann; B. Rowland; P. Wicks*

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

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

16. **APOLOGIES**  
Apologies for absence were received from Councillors K. Baker and J. Cheng.

17. **DECLARATIONS OF INTEREST**  
There were no declarations of interest made by Members.

18. **MINUTES OF THE MEETING HELD ON 4 JUNE 2019**

**RESOLVED:**

- ◆ That the minutes of the Strategy and Resources Committee meeting of 4 June 2019 be approved and signed by the Chairman as a correct record.

19. **JUST AROUND THE CORNER CHARITY (JAC)**  
The Chairman welcomed Sam Milligan, a director of JAC, to the meeting to answer Members' questions.

Sam Milligan was asked how young people had changed since JAC started their work in Woodley in the 1990s. He replied that the most noticeable difference was that the young people were congregating in smaller groups than in the past and were more likely to move around from area to area, rather than staying close to where they lived. Members asked about the problem of drug dealing, as many residents had complained that the police did not seem interested in trying to prevent this. Sam Milligan replied that JAC were aware of the problem and had discussed this with the police, but that the drug dealing operations were very sophisticated, often using large numbers of young people so that each of them only carried a small quantity of drugs and small amounts of money, making it very difficult for the police to make any arrests.

When asked whether young teenagers needed a place of safety within Woodley, Sam Milligan replied that the provision for young people in Woodley was better than most other places in Wokingham borough, with sports clubs, youth organisations and church-run youth clubs. This did not mean that the provision could not be improved, and that was the aim of the Community Youth Partnership. Sam Milligan said that over the years young people had become less inclined to join organised clubs and were more likely to meet up and wander around outside; this was the reason that JAC engaged in street work. In reply to a suggestion that young people could not be targeted by drug dealers if they had a safe place to go that was off the streets, Sam Milligan pointed out that clubs could only be

provided for a few hours each week and the aim was therefore to make the streets safe for young people and the whole community.

Members then asked the Town Clerk about the service level agreement that JAC had with the Town Council and asked whether JAC reported the number of young people from Woodley that they worked with. Sam Milligan informed Members that JAC provide a report at each meeting of the Leisure Services Committee and agreed to include in the reports the number of young people that JAC engaged with. When asked about the proportion of volunteers among the JAC workers, Sam Milligan replied that it was approximately 50%.

Sam Milligan was asked about problems with groups of young people that had been reported in specific areas of Woodley and was asked whether there was a problem with teenagers on mopeds. He replied that at some times in the past there had been problems caused by large numbers of teenagers on mopeds, but that currently very few young people were riding them.

As there were no more questions, the Chairman thanked Sam Milligan for coming to the meeting.

20. **FINANCE**

a) **Budgetary Control**

The Town Clerk presented Report No. SR 18/19.

**RESOLVED:**

- ◆ To note Report No. SR 18/19.

b) **Payments**

**RESOLVED:**

- ◆ To approve the following payments, listed in **Appendix A** (June), **Appendix B** (July) and **Appendix C** (August):

	Current account	Imprest account
June 2019	£248,637.14	£52,865.95
July 2019	£104,766.90	£49,595.96
August 2019	£115,655.70	£51,839.12

21. **OAKWOOD CENTRE UPDATE**

The Deputy Town Clerk presented Report No. SR 19/19. He informed Members that during the current temporary closure of Woodley Library, the library service had made various bookings in the Oakwood Centre to accommodate community services and provide a place for book returns. This was bringing more people into the Oakwood Centre and the café.

**RESOLVED:**

- ◆ To note Report No. SR 19/19.

22. **OAKWOOD CENTRE REPAIR WORKS**

The Deputy Town Clerk presented Report No. SR 20/19, which summarised the problems of water ingress into the Oakwood Centre, provided the results of the surveys carried out to determine the causes of the problems and outlined the proposed actions to repair the defects. Members were also informed of the cost of the surveys and the fees that would be charged for the project management of the repair work. The estimated costs of the repair

works had not yet been established, but would be reported to the Committee when they were available.

The Deputy Town Clerk informed Members that, in order to ensure that the work was carried out properly, it was proposed that RAM Building Consultancy be appointed to produce the tender documents, oversee the tender process, make recommendations on the appointment of a contractor and project manage the repair work. The importance of ensuring that the work was covered by a warranty was noted. Under regulation 13a(ii) of the Council's Financial Regulations, specialist services such as surveyor services do not require the Council to obtain comparison quotes.

**RESOLVED:**

- ◆ To note Report No. SR 20/19.
- ◆ That RAM Consultancy be appointed to progress the project to RIBA Stages 3 and 4 as detailed in the report.

23. **CATERING PARTNERSHIP**

The Deputy Town Clerk presented Reports No. SR 21/19 and SR 22/19 of the Catering Partnership meetings held on 27 June and 13 September 2019. Members noted that Brown Bag would be closing their café in Library Parade at the end of September and that this would enable Brown Bag to focus on the Oakwood Centre and look at revamping their operation.

**RESOLVED:**

- ◆ To note Report No. SR 21/19.
- ◆ To note Report No. SR 22/19.

24. **WOODLEY TOWN CENTRE MANAGEMENT INITIATIVE (WTCMI)**

Members discussed the issue of trying to increase the footfall at the northern end of the town centre and the Town Clerk agreed to ask the Town Centre Manager to consider this matter. In response to a question, the Town Clerk confirmed that officers were looking at the terms of a service level agreement relating to the WTCMI and hoped to report back to the next meeting.

**RESOLVED:**

- ◆ To note the report of the Woodley Town Centre Management Initiative Executive Sub Committee meeting held on 4 June 2019.
- ◆ To note the report of the Woodley Town Centre Management Initiative meeting held on 3 July 2019.

25. **MALONE PARK**

Members noted the correspondence received from Susan Parsonage, Chief Executive Officer, Wokingham Borough Council, and the Town Clerk informed Members that she had arranged to meet the Wokingham Borough Council Head of Strategic Assets later in the week to discuss the Town Council's request that ownership of the land at Malone Park be transferred to Woodley Town Council.

26. **PUBLIC SECTOR EQUALITY DUTY**

The Town Clerk presented the proposed Woodley Town Council Equality and Diversity Statement and Policy. In reply to a question from Councillor Doyle, the Town Clerk confirmed that the Committee's approval of this statement and policy would not affect the motion that Councillor Doyle had submitted to be discussed at the Council meeting on 1 October 2019.

Members discussed the provisions of the proposed statement and policy and the Town Clerk confirmed that they would be published on the Council's website and that staff and councillors would receive the necessary training.

**RESOLVED:**

- ◆ To adopt the proposed Woodley Town Council Equality and Diversity Statement and Policy with regard to the Public Sector Equality Duty, as attached at **Appendices D and E.**

27. **PROJECTS SCHEDULE 2019/20**

The Deputy Town Clerk presented the updated Projects Schedule 2019/20.

**RESOLVED:**

- ◆ To note the information contained in the updated Projects Schedule 2019/20.

28. **WOODLEY TOWN COUNCIL WEBSITE STATISTICS**

Members noted the statistics for website views, searches and usage given in the agenda. In response to a comment by Councillor Doyle that the website was only visited by people wanting to book the Council's facilities, the Deputy Town Clerk said that development of the website was an ongoing process carried out by the PR/Marketing Working Group and that he would invite Councillor Doyle to the next meeting of the working group. The need to update the Town Centre website was noted and the Town Clerk reported that this was in hand.

29. **PUBLIC TOILET UPDATE**

The Town Clerk informed Members that since the town centre public toilet was opened to the public on 8 June 2019, takings of £115 had been received up to the end of August, representing an estimated 575 visits, although this was accepted to be an over-estimate as the unit did not give change if visitors did not have the exact money.

The Deputy Town Clerk confirmed that a problem with the tap and wash basin had been resolved.

30. **COMMUNITY INFRASTRUCTURE LEVY (CIL)**

- a) Members noted that the July Neighbourhood CIL Proportion (Transfer to Parish/Town Councils) Report identified potential CIL funds to the Town Council of £188,597.
- b) Members noted that the Council had been notified that CIL payment of £21,219 was due to be paid to the Town Council and that a further £26,474 due to the Town Council had been invoiced by the Borough Council but not yet received by them. Currently the Town Council was holding £26,584 of CIL funds in an earmarked reserve.
- c) Members considered a proposal from Wokingham Borough Council that £7,000 of CIL funds be allocated to take part in the Health Kiosk trial and had concerns that there was no infrastructure in place to refer people for further advice or investigations if the kiosk indicated that this was necessary. Members felt that there were better ways of monitoring public well-being and also noted that the £7,000 would only cover a trial period of six months.

**RESOLVED:**

- ◆ That the proposal from Wokingham Borough Council to allocate £7,000 of CIL funds to take part in the Health Kiosk trial be refused.

31. **WOKINGHAM TOWN AND PARISH CLERKS FORUM**  
The Town Clerk informed Members that Wokingham Town and Parish Clerks Forum was working with the Borough Council to look at ways of improving the partnership between town and parish councils and the Borough Council.

32. **BOROUGH/PARISH LIAISON FORUM**  
Members noted the minutes of the Borough/Parish Liaison Forum held on 1 July 2019. The minutes stated that the police "Book of Scams" would be circulated to town and parish councils and Members asked that this be chased up and, when received, be placed on the Council's website and advertised in the Herald.

33. It was proposed by the Chairman and

**RESOLVED:**

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

34. **FUTURE AGENDA ITEMS**  
An item about current play facilities in Woodley for disabled children was requested.

*[Town Clerk's note: This proposal has already been raised by the Leisure Services Committee, where this item will be discussed once information is provided.]*

35. **PUBLICITY AND WEBSITE**  
No additional items were put forward to be publicised or added to the website.

36. **EXCLUSION OF PUBLIC AND PRESS**

**RESOLVED:**

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

37. **ROOFING AT WOODFORD PARK LEISURE CENTRE**  
The Deputy Town Clerk presented Report No. SR 23/19.

**RESOLVED:**

- ◆ To note Report No. SR 23/19.

38. **WOODLEY AIRFIELD CENTRE**  
The Town Clerk presented Report No. SR 24/19 and informed Members that she had finally managed to arrange a meeting with the Wokingham Borough Council Head of Strategic Assets to discuss this matter. The meeting would take place later in the week.

**RESOLVED:**

- ◆ To note Report No. SR 24/19.
- ◆ That the Town Clerk would advise the Chairman and Vice-Chairman of the outcome of the meeting.

39. **CONVEYANCE RELATING TO LAND IN WOODLEY**

The Town Clerk presented Report No. SR 25/19.

**RESOLVED:**

- ◆ To note Report No. SR 25/19.
- ◆ That the Town Clerk be directed to discuss this matter further with the Council's solicitors and that a report be provided accordingly at the next meeting of the Committee.

The meeting closed at 10:30 pm

---

## Woodley Town Council 2019/2020

## Current Account

## List of Payments made between 01/06/2019 and 30/06/2019

<u>Date Paid</u>	<u>Payee Name</u>	<u>Amount Paid</u>	
14-Jun-19	A Better Drainflow Ltd	90.00	Clear drain blockage - WPLC
05-Jun-19	Advanced Maintenance UK Ltd	900.00	Remove tank & replace pipe
12-Jun-19	Alan Hadley Ltd	297.00	Refuse collection
14-Jun-19	Anchor Vans	11222.80	Purchase maintenance van (Cap prog)
05-Jun-19	BALC	3103.06	BALC subscription 2019/2020
07-Jun-19	Be Fuelcards Ltd	0.76	Admin charge
14-Jun-19	Be Fuelcards Ltd	49.68	Petrol - Depot
20-Jun-19	Bowak Ltd	317.46	Cleaning supplies
05-Jun-19	Brake Bros Foodservice Ltd	244.86	Vending supplies
12-Jun-19	Brake Bros Foodservice Ltd	350.33	Vending supplies
20-Jun-19	Brake Bros Foodservice Ltd	557.37	Vending supplies
05-Jun-19	Brown Bag Cafe Ltd	221.76	Catering services
10-Jun-19	BT Telephone Payment Centre	173.52	Phone
14-Jun-19	Castle Water	1868.27	Water rates
14-Jun-19	CDK Casting Ltd	96.60	Bronze plaque
03-Jun-19	CF Corporate Finance Ltd	166.32	WPLC Qtrly photocopier charge
03-Jun-19	Club Manager Ltd	80.40	Club Manager membership
24-Jun-19	Crown Gas & Power	559.39	Gas supply
24-Jun-19	Crown Gas & Power	546.19	Gas supply
24-Jun-19	Crown Gas & Power	131.10	Gas supply
24-Jun-19	Crown Gas & Power	117.53	Gas supply
14-Jun-19	DANFO UK Ltd	85200.00	New WTC public toilet
12-Jun-19	Dejac Associates Ltd	780.00	New email server - councillors
20-Jun-19	Dejac Associates Ltd	120.00	2 year certificate -email
20-Jun-19	EDF Energy 1 Ltd	23.74	Electrical supply
12-Jun-19	Epos Now Ltd D/D	30.00	EPOS till mthly charge
20-Jun-19	Ethos Communications Solutions Ltd	272.08	Qtrly photocopier charge & printing
20-Jun-19	Farol Ltd	89.73	Flymo blade/stripper head
12-Jun-19	Fencing Products Ltd	79.20	half round posts
20-Jun-19	Fenland Leisure Products Ltd	282.12	Play ground chains repair/belt seat
20-Jun-19	Fraser Office Supplies Ltd	706.94	Stationery supplies
11-Jun-19	Global 4 Communications	294.86	Phone
20-Jun-19	HMRC Cumbernauld	14115.65	PAYE & NI
20-Jun-19	IBS Office Solutions Ltd	707.75	Qtrly photocopier charge & printing
14-Jun-19	IMAGE BOX	108.00	Foamex sign boards-Lake project
03-Jun-19	InTouch	35.99	Website support
14-Jun-19	John Willis	125.00	Window cleaning
14-Jun-19	Just Tiles Ltd	92.16	Ultra leveling compound
14-Jun-19	Lantec Security Ltd	3657.20	Move fire alarm WPLC/lights OC
27-Jun-19	Les Mills Fitness UK Ltd	197.76	Coach
20-Jun-19	Lightatouch	208.33	Internal audit services
14-Jun-19	Lister Wilder Ltd	163.78	Hedge shears/chain lubricant
20-Jun-19	Lister Wilder Ltd	292.70	Votex blade set - Depot
04-Jun-19	Lloyds Bank D/D	43.14	Bank sevice charge
14-Jun-19	Lloyds Bank D/D	247.09	Monthly cardnet service charge
17-Jun-19	Mainstream Digital Ltd	1.00	Phone
17-Jun-19	Merchant Rentals Ltd	15.29	Monthly cardnet charge
17-Jun-19	Merchant Rentals Ltd	15.44	Monthly cardnet charge
20-Jun-19	Mrs K Vevers	650.00	Woodley Herald - delivery
05-Jun-19	Piercing Gance Ltd	116.70	Staff uniform-maintenace team
21-Jun-19	Pitney Bowes Ltd	150.00	Postage franking machine top up
14-Jun-19	Playsafety Ltd	577.20	Park inspections
12-Jun-19	Plusnet Plc	52.20	Phone

18-Jun-19	Plusnet Plc	52.20	Phone
20-Jun-19	Prudential	7.24	AVC payment deducted from pay
26-Jun-19	Public Works Loan Board	10640.58	Public Works Loan
04-Jun-19	Rathbones Investment	80000.00	2019/2020 Investment
14-Jun-19	Rialtas Business Solutions Ltd	342.00	Bookings software support
14-Jun-19	Rigby Taylor	737.66	Lawn sand/Sulphur/Fineturf Bio
04-Jun-19	SGW Payroll Ltd	176.18	Payroll services
17-Jun-19	Siemens Financial Services	1100.80	Gym equip monthly rental
05-Jun-19	Spriggan Promotions Ltd	800.00	Centre Stage entertainment
14-Jun-19	SSE Southern Electric	1689.66	Electrical supply
28-Jun-19	SWALEC	14.70	Electrical supply
14-Jun-19	Technical Surfaces Ltd	840.00	3G service - AstroTech supply
20-Jun-19	The Berkshire Pension Fund	15712.06	Pension - employers and employees
12-Jun-19	The Big Display Co	337.93	Events medals with ribbons
05-Jun-19	The Interactive Health & Safety Co Ltd	120.00	Online training package
14-Jun-19	Token Security Solutions Ltd	24.00	Call out charge
20-Jun-19	Trade UK - Screwfix	266.33	Building supplies
20-Jun-19	Travis Perkins Trading Co	10.00	Building supplies
20-Jun-19	Tudor Environmental	1218.30	Pressure washer/welding rods
20-Jun-19	Unison Collection Ac	34.00	Union fees deducted from pay
18-Jun-19	Vodafone	295.05	Phone
03-Jun-19	Wokingham BC - Rates	2246.00	Rates - WPLC
03-Jun-19	Wokingham BC - Rates	358.00	Rates - Coro Hall
03-Jun-19	Wokingham BC - Rates	162.00	Rates - Chapel Hall
03-Jun-19	Wokingham BC - Rates	884.00	Rates - Oakwood
05-Jun-19	Woodley Newsagent Ltd	23.00	Newspapers
		248637.14	

## CLERKS IMPREST A/C

### List of Payments made between 01/06/2019 and 30/06/2019

<u>Date Paid</u>	<u>Payee Name</u>	<u>Amount Paid</u>	
03-Jun-19	(Personal Information)	50.00	Refund deposit
17-Jun-19	(Personal Information)	26.99	Gym membership charged twice
17-Jun-19	(Personal Information)	20.00	Refund WPLC party
17-Jun-19	(Personal Information)	50.00	Refund deposit
17-Jun-19	(Personal Information)	50.00	Refund deposit
17-Jun-19	(Personal Information)	76.00	Refund deposit
17-Jun-19	(Personal Information)	50.00	Refund deposit
18-Jun-19	(Personal Information)	133.18	World of Water-Lake project
24-Jun-19	(Personal Information)	50.00	Refund deposit
26-Jun-19	(Personal Information)	117.67	2x days holiday pay net
12-Jun-19	(Personal Information)	200.00	Refund deposit
06-Jun-19	Anglo Aquatic Plan	1453.56	Lake project plants
27-Jun-19	Birmingham Telecom	43.13	Panasonic KX-T7433 Headset
27-Jun-19	Carbonite	68.18	WTCMI backup-Carbonite
25-Jun-19	DVLA Vehicle Tax	260.00	MW65 EHN - Vehicle Tax
03-Jun-19	Hearing Dogs	50.40	Paid in error to WTC
26-Jun-19	Lloyds Bank	48956.96	Net payroll-June 2019
27-Jun-19	Lloyds Bank	1.87	Transaction fee-Carbonite
14-Jun-19	Lloyds Bank D/D	14.34	Bank service charges
03-Jun-19	McAfee.com	89.99	Annual subscription
17-Jun-19	MS Society Reading	362.50	Payment to Mayor's charity 2018-19
03-Jun-19	PETTY CASH A/C	107.27	Top up petty cash
26-Jun-19	PETTY CASH A/C	139.32	Top up petty cash
11-Jun-19	Plasticsheets	94.01	Clear Perspex sheets
17-Jun-19	Printed.com	90.58	WP Dog signs
25-Jun-19	Ryman.co.uk	310.00	Comb binding machine
		52865.95	



## Woodley Town Council 2019/2020

## Current Account

## List of Payments made between 01/07/2019 and 31/07/2019

<u>Date Paid</u>	<u>Payee Name</u>	<u>Amount Paid</u>	
05-Jul-19	Advanced Maintenance UK Ltd	220.20	Call out charge/repair
03-Jul-19	Alan Hadley Ltd	297.00	Refuse collection
12-Jul-19	Alan Hadley Ltd	297.00	Refuse collection
26-Jul-19	Alan Hadley Ltd	297.00	Refuse collection
19-Jul-19	All Glass Window Cleaning	60.00	Window cleaning
19-Jul-19	Allen's Design & Print Ltd	270.00	WTCMI-Market banners
03-Jul-19	AYS Cleaning Contractors Ltd	3515.82	Contract Cleaning
12-Jul-19	AYS Cleaning Contractors Ltd	30.38	Contract Cleaning
26-Jul-19	AYS Cleaning Contractors Ltd	2237.75	Contract Cleaning
12-Jul-19	Be Fuelcards Ltd	43.61	Petrol - depot
26-Jul-19	Be Fuelcards Ltd	15.83	Diesel - MW65 EHN
19-Jul-19	Berkshire Pension Fund	15767.85	Pension - employers and employees
19-Jul-19	Bowak Ltd	803.72	Cleaning supplies
03-Jul-19	Brake Bros Foodservice Ltd	428.64	Vending supplies
05-Jul-19	Brake Bros Foodservice Ltd	180.34	Vending supplies
26-Jul-19	Brake Bros Foodservice Ltd	646.76	Vending supplies
03-Jul-19	Brewers Decorator Centres	124.96	Building supplies
03-Jul-19	Brown Bag Cafe Ltd	1066.14	Catering services
12-Jul-19	Brown Bag Cafe Ltd	190.08	Catering services
26-Jul-19	Brown Bag Cafe Ltd	1039.80	Catering services
12-Jul-19	Castle Water	1412.51	Water rates
03-Jul-19	Churchill Contract Services Ltd	2484.90	Contract Cleaning
26-Jul-19	Churchill Contract Services Ltd	2484.90	Contract Cleaning
01-Jul-19	Club Manager Ltd	80.40	Club Manager membership
03-Jul-19	CoolerAid Ltd	212.08	Bottled water
26-Jul-19	CoolerAid Ltd	118.37	Bottled water
22-Jul-19	Crown Gas & Power	410.81	Gas supply
22-Jul-19	Crown Gas & Power	203.65	Gas supply
22-Jul-19	Crown Gas & Power	117.12	Gas supply
22-Jul-19	Crown Gas & Power	85.80	Gas supply
12-Jul-19	Derbyshire Services	57.83	Kids size litter pickers
05-Jul-19	Earth Anchors Ltd	214.74	Red Neatasac dog sacks
12-Jul-19	EDF Energy 1 Ltd	18.49	Electrical supply
16-Jul-19	Epos Now Ltd D/D	30.00	EPOS till mthly charge
19-Jul-19	Eventu	15.00	Attendance at meeting & advice
03-Jul-19	Farol Ltd	3576.00	Two wheeled drive tractor power unit
12-Jul-19	Farol Ltd	94.45	Strimmer cord/grease gun
05-Jul-19	Fencing Products Ltd	1294.92	WP Lake project - rails/posts
19-Jul-19	Fraser Office Supplies Ltd	279.31	Stationery supplies
09-Jul-19	Global 4 Communications	293.71	Phone
12-Jul-19	Greenspace Designs Ltd	1800.00	WP Lake project - Triangular dipping ponds
19-Jul-19	HMRC Cumbernauld	13761.72	PAYE & NI
01-Jul-19	InTouch	35.99	Website support
05-Jul-19	JMVA Ltd	43.75	Web support services
05-Jul-19	John Stacey - Sons Ltd	696.00	Refuse collection
12-Jul-19	John Stacey - Sons Ltd	720.00	Refuse collection
12-Jul-19	John Willis	125.00	Window cleaning
19-Jul-19	Just Around The Corner	6338.00	Grant
12-Jul-19	Kim Bedford	358.95	Councillor training
26-Jul-19	Kingfisher Direct Ltd	341.89	Dog bins
03-Jul-19	Lamps-Tubes Luminations Ltd	174.00	WTCMI-engineers lighting repairs
19-Jul-19	Laundry Depot	64.80	Laundry table cloths
29-Jul-19	Les Mills Fitness UK Ltd	197.76	Coach

02-Jul-19	Lloyds Bank D/D	41.89	Bank sevice charge
12-Jul-19	Lloyds Bank D/D	206.54	Monthly cardnet service charge
26-Jul-19	Lyreco UK Ltd	338.71	Stationery supplies
12-Jul-19	Mainstream Digital Ltd	59.05	Phone
03-Jul-19	Maintel Europe Ltd	348.42	Annual phone support WPLC
03-Jul-19	McFarlane Telfer Ltd	846.00	Servicing catering equipment
12-Jul-19	McVeigh Parker & Co Ltd	255.36	WP Lake project - Galv welded mesh
15-Jul-19	Merchant Rentals Ltd	15.44	Monthly cardnet charge
15-Jul-19	Merchant Rentals Ltd	15.29	Monthly cardnet charge
12-Jul-19	PHS Group	118.21	Dust mats - qtrly rental
19-Jul-19	PHS Group	92.17	Dust mats - qtrly rental
12-Jul-19	Plusnet Plc	52.20	Phone
18-Jul-19	Plusnet Plc	52.20	Phone
19-Jul-19	Prudential	307.24	AVC payment deducted from pay
05-Jul-19	Reading Borough Council	3650.00	Half yearly allotmentsite lease rent
12-Jul-19	Rialtas Business Solutions Ltd	198.00	Allotments software annual support
05-Jul-19	Seton	396.94	spray cans for road marking
08-Jul-19	SGW Payroll Ltd	188.42	Payroll services
15-Jul-19	SGW Payroll Ltd	18.00	Payroll services
15-Jul-19	Siemens Financial Services	1100.80	Gym equip monthly rental
03-Jul-19	SSE Southern Electric	1138.53	Electrical supply
12-Jul-19	SSE Southern Electric	1410.01	Electrical supply
19-Jul-19	SSE Southern Electric	212.60	Electrical supply
12-Jul-19	Stackhouse Poland Ltd	524.16	New maintenace vehicle insurance
26-Jul-19	SWALEC	26.64	Electrical supply
03-Jul-19	T H White Ltd	4.00	Spark plug
26-Jul-19	Technical Surfaces Ltd	480.00	3G rubber infill bags
03-Jul-19	Thames Valley Water Services Ltd	336.00	Water safety checks
19-Jul-19	Thames Valley Water Services Ltd	204.00	Water safety checks
26-Jul-19	Thames Valley Water Services Ltd	414.00	Water safety checks
19-Jul-19	The Letterworks Ltd	767.00	July 2019- printing Woodley Herald
12-Jul-19	The Wokingham Paper Ltd	180.00	WTCMI-Adverts
03-Jul-19	Thomas Fattorini	5927.52	New Mayorial chain/case/velvet backing
19-Jul-19	Token Security Solutions Ltd	24.00	Call out charge
03-Jul-19	Trade UK - BandQ	230.65	Building supplies
19-Jul-19	Trade UK - BandQ	1039.74	Building supplies
03-Jul-19	Trade UK - Screwfix	1416.76	Building supplies
19-Jul-19	Trade UK - Screwfix	492.64	Building supplies
19-Jul-19	Unison Collection Ac	34.00	Union fees deducted from pay
03-Jul-19	Veolia ES - UK Ltd	699.11	Refuse collection
26-Jul-19	Veolia ES - UK Ltd	603.99	Refuse collection
18-Jul-19	Vodafone	287.74	Phone
03-Jul-19	Windowflowers Ltd	5713.20	WTCMI-Baskets & Plants
01-Jul-19	Wokingham BC - Rates	2246.00	Rates - WPLC
01-Jul-19	Wokingham BC - Rates	358.00	Rates - Coro Hall
01-Jul-19	Wokingham BC - Rates	162.00	Rates - Chapel Hall
01-Jul-19	Wokingham BC - Rates	884.00	Rates - Oakwood
03-Jul-19	Wokingham Pools & Spas	1764.00	Stregthen pool linings
26-Jul-19	Wokingham Pools & Spas	210.00	Chlorine tablets
23-Jul-19	Woodley Carnival	3000.00	Grant
		104766.90	

**CLERKS IMPREST A/C****List of Payments made between 01/07/2019 and 31/07/2019**

<u>Date Paid</u>	<u>Payee Name</u>	<u>Amount Paid</u>
01-Jul-19	(Personal Information)	90.00 Refund deposit
01-Jul-19	(Personal Information)	50.00 Refund deposit
08-Jul-19	(Personal Information)	200.00 Refund deposit
08-Jul-19	(Personal Information)	15.00 Refund deposit
15-Jul-19	(Personal Information)	50.00 Refund deposit
15-Jul-19	(Personal Information)	50.00 Refund deposit
15-Jul-19	(Personal Information)	50.00 Refund deposit
15-Jul-19	(Personal Information)	50.00 Refund deposit
15-Jul-19	(Personal Information)	50.00 Refund deposit
15-Jul-19	(Personal Information)	50.00 Refund deposit
19-Jul-19	(Personal Information)	50.00 Refund deposit
22-Jul-19	(Personal Information)	200.00 Refund deposit
22-Jul-19	(Personal Information)	50.00 Refund deposit
29-Jul-19	(Personal Information)	20.00 Refund deposit
29-Jul-19	(Personal Information)	50.00 Refund deposit
29-Jul-19	(Personal Information)	50.00 Refund deposit
08-Jul-19	Amazon.co.uk	71.50 Kraft 12oz Ripple cups
15-Jul-19	Berks Health NHS Trust	318.50 Refund invoice paid twice
29-Jul-19	ChemoGiftBags	100.00 Refund deposit
05-Jul-19	Currys Online	149.00 Fridge Freezer WPLC
10-Jul-19	DVLA Vehicle Tax	260.00 Vehicle Tax - KD51 WTW
03-Jul-19	Firstaid.co.uk	21.66 Hypa Cold Pack/Triangular band
24-Jul-19	Lloyds Bank	46778.59 July 2019 net payroll
12-Jul-19	Lloyds Bank D/D	14.59 Bank service charges
08-Jul-19	ME2 Club	50.00 Refund deposit
17-Jul-19	Solopress.com	34.70 Flyers & Leaflets
17-Jul-19	Solopress.com	217.92 2x Vinyl Banners-Picnic day
01-Jul-19	Tekkers Dynamo	14.50 Paid in error to WTC
08-Jul-19	Wickes Building	490.00 Tarmac/Ashphalt&Pothole repair
		49595.96

## Woodley Town Council

## Current Account

## List of Payments made between 01/08/2019 and 31/08/2019

Date Paid	Payee Name	Amount Paid	
09-Aug-19	Advanced Maintenance UK Ltd	576.00	Gas tightness test - WPLC
16-Aug-19	Advanced Maintenance UK Ltd	456.00	Pipe alteration - WPLC
02-Aug-19	Alan Hadley Ltd	297.00	Refuse collection
22-Aug-19	Alan Hadley Ltd	297.00	Refuse collection
02-Aug-19	Alan Harland	520.00	Assistance with year end accounts
22-Aug-19	ASAP Computer Services	7737.91	New computers/software WPLC
22-Aug-19	AYS Cleaning Contractors Ltd	2230.13	Contract Cleaning
02-Aug-19	Basil and Crew	425.00	WTC Community picnic
02-Aug-19	Be Fuelcards Ltd	141.98	Petrol/Diesel-depot/van
23-Aug-19	Be Fuelcards Ltd	47.23	Diesel
22-Aug-19	Bowak Ltd	243.17	Cleaning supplies
02-Aug-19	Bradleys Master Locksmiths	1317.60	Phoenix Firefox Safe-WTC
02-Aug-19	Brake Bros Foodservice Ltd	588.37	Vending supplies
09-Aug-19	Brake Bros Foodservice Ltd	320.75	Vending supplies
16-Aug-19	Brake Bros Foodservice Ltd	321.69	Vending supplies
22-Aug-19	Brake Bros Foodservice Ltd	640.68	Vending supplies
22-Aug-19	Brewers Decorator Centres	186.87	Building supplies
02-Aug-19	Brown Bag Cafe Ltd	520.32	Catering services
09-Aug-19	Brown Bag Cafe Ltd	149.36	Catering services
22-Aug-19	Brown Bag Cafe Ltd	1628.08	Catering services
22-Aug-19	Broxap Ltd	1197.60	Cast iron seats
23-Aug-19	BT Telephone Payment Centre	153.72	Phone
09-Aug-19	Castle Water	3144.79	Water rates
01-Aug-19	Club Manager Ltd	80.40	Club Manager membership
22-Aug-19	CoolerAid Ltd	315.65	Bottled water
22-Aug-19	Crown Gas & Power	339.47	Gas supply
22-Aug-19	Crown Gas & Power	201.75	Gas supply
22-Aug-19	Crown Gas & Power	105.07	Gas supply
22-Aug-19	Crown Gas & Power	56.11	Gas supply
16-Aug-19	DCK Accounting Solutions Ltd	468.00	Calculation of VAT partial exemption
09-Aug-19	Dejac Associates Ltd	234.00	Update software on WTC computers
16-Aug-19	Dejac Associates Ltd	823.20	Update software on WTC computers
09-Aug-19	EDF Energy 1 Ltd	14.47	Electrical supply
22-Aug-19	Energy Electrical Distributors Ltd	259.38	Electrical supplies
12-Aug-19	Epos Now Ltd D/D	30.00	EPOS till mthly charge
22-Aug-19	Evolution Water Services Ltd	300.00	Staff training-Legionella awareness
09-Aug-19	FMC Ltd	14488.24	WPLC office regeneration
22-Aug-19	Fraser Office Supplies Ltd	143.30	Stationery supplies
09-Aug-19	Global 4 Communications	297.90	Phone
02-Aug-19	Henley Theatre Services Ltd	3513.16	Electrical/Pat/weight testing OC theatre
22-Aug-19	HMRC Cumbernauld	14578.63	PAYE & NI
30-Aug-19	Information Commissioner's Off	35.00	Data protection fee
01-Aug-19	InTouch	35.99	Website support
16-Aug-19	JMVA Ltd	35.00	Website support
16-Aug-19	John Willis	125.00	Window cleaning
16-Aug-19	Katrina J Belton	110.00	Refund payment made twice in error
09-Aug-19	Kim Bedford	358.95	Councillor training
16-Aug-19	Lantec Security Ltd	1432.80	Fire Alarm theatre repair
22-Aug-19	Laundry Depot	99.80	Laundry table cloths
02-Aug-19	Leonard Tridgell Associates	720.00	Professional fees-public toilet
27-Aug-19	Les Mills Fitness UK Ltd	197.76	Coach
16-Aug-19	Lightatouch	50.00	Review financial regulations draft
09-Aug-19	Lister Wilder Ltd	91.19	Blades for Kubuta vehicle
22-Aug-19	Lister Wilder Ltd	35.62	Re-coil spring/windscreen cleaner depot
14-Aug-19	Lloyds Bank D/D	291.59	Monthly cardnet service charge

22-Aug-19	Lyreco UK Ltd	23.98	Stationery supplies
14-Aug-19	Mainstream Digital Ltd	3.51	Phone
02-Aug-19	Margaret Macknelly Design	168.75	Herald design/Cllr graphics
15-Aug-19	Merchant Rentals Ltd	15.29	Monthly cardnet charge
15-Aug-19	Merchant Rentals Ltd	15.44	Monthly cardnet charge
16-Aug-19	Mrs S C Ellis	44.90	Assistance with GDPR process
16-Aug-19	National Association of Civic Office	95.00	Staff training
22-Aug-19	Office Furniture Online	1965.60	WPLC office furniture
02-Aug-19	Pest Control Wokingham	60.00	Removal of wasp nests
02-Aug-19	PHS Group	364.74	Qtrly dust mat charge OC/WPLC
12-Aug-19	Plusnet Plc	52.20	Phone
19-Aug-19	Plusnet Plc	52.20	Phone
22-Aug-19	Prudential	307.24	AVC payment deducted from pay
16-Aug-19	Reading Community Energy Soc Lt	1598.20	Solar panel - electrical supply WPLC
16-Aug-19	Roof Asset Management	6470.82	Oakwood ctre - site inspection/mtg valuations
02-Aug-19	Seton	1013.41	Line marking cans/signs
05-Aug-19	SGW Payroll Ltd	178.22	Payroll services
15-Aug-19	Siemens Financial Services	1100.80	Gym equip monthly rental
09-Aug-19	Sports & Fitness Flooring Ltd	10655.74	WPLC new flooring
02-Aug-19	SSE Southern Electric	824.10	Electrical supply
16-Aug-19	SSE Southern Electric	2595.74	Electrical supply
27-Aug-19	SWALEC	31.64	Electrical supply
02-Aug-19	Technical Surfaces Ltd	360.00	3G matchfit service
16-Aug-19	Thames Valley Water Services Ltd	954.00	Water safety checks
22-Aug-19	The Berkshire Pension Fund	16105.16	Pension - employers and employees
02-Aug-19	The Institute of Groundsmanship	150.00	Annual membership
22-Aug-19	Trade UK - BandQ	77.52	Building supplies
22-Aug-19	Trade UK - Screwfix	317.43	Building supplies
16-Aug-19	Tudor Environmental	342.00	Pressure washer/sharpen chipper blade
22-Aug-19	Unison Collection Ac	34.00	Union fees deducted from pay
22-Aug-19	Veolia ES - UK Ltd	694.93	Refuse collection
19-Aug-19	Vodafone	281.46	Phone
16-Aug-19	WFL UK Ltd	2043.00	Diesel - Depot
01-Aug-19	Wokingham BC - Rates	2246.00	Rates - WPLC
01-Aug-19	Wokingham BC - Rates	358.00	Rates - Coro Hall
01-Aug-19	Wokingham BC - Rates	162.00	Rates - Chapel Hall
01-Aug-19	Wokingham BC - Rates	884.00	Rates - Oakwood
		115655.70	

## CLERKS IMPREST A/C

### List of Payments made between 01/08/2019 and 31/08/2019

Date Paid	Payee Name	Amount Paid	
19-Aug-19	(Personal Information)	20.00	WPLC course refund
12-Aug-19	(Personal Information)	200.00	Refill darts for Nerf N-Strike
19-Aug-19	(Personal Information)	50.00	Refund deposit
19-Aug-19	(Personal Information)	50.00	Refund deposit
05-Aug-19	(Personal Information)	50.00	Refund deposit
06-Aug-19	247 Curtains.co.uk	207.00	Coro Hall-Ready made curtains
12-Aug-19	Amazon.co.uk	18.39	Refill darts for Nerf N-Strike
16-Aug-19	CPC.co.uk	49.98	WPLC TV booster
12-Aug-19	Dance Reality	100.00	Refund deposit
06-Aug-19	First Fence	655.44	fencing panels/coupling
28-Aug-19	Lloyds Bank	49180.97	Aug 19 payroll
09-Aug-19	Lloyds Bank D/D	14.12	Bank service charges
15-Aug-19	Poles Direct.com	155.15	Curtain poles - Coro Hall
08-Aug-19	Salt Supermarket	284.99	Hydrosoft salt tablets
02-Aug-19	Solopress	23.82	Postcards - Oakwood Ctre
05-Aug-19	St Johns Ambulance	324.00	Health & Safety training
06-Aug-19	Wickes Building	455.26	Coro Hall - building supplies
		51839.12	

**WOODLEY TOWN COUNCIL****EQUALITY AND DIVERSITY STATEMENT**

The aim of this policy is to explain the commitment of Woodley Town Council, its councillors and officers, to meet the Public Sector Equality Duty, in force from April 2011.

The Equality Duty applies to public bodies and others bodies carrying out public functions/services.

The Equality Duty supports good decision making and encourages public bodies to understand how different people will be affected by their activities so that policies and services are accessible to all and meet different people's needs. By understanding the effect of their activities on different people, and how inclusive public services can support and open up people's opportunities, public bodies are better placed to deliver policies and services that are efficient and effective. The Equality Duty helps public bodies to deliver the government's overall objectives for public services.

It is the Town Council's policy to provide representation, information, facilities, services and employment to all irrespective of:

- age
- disability
- gender reassignment
- pregnancy and maternity
- race - this includes ethnic or national origins, colour or nationality
- religion or belief - this includes lack of belief
- sex
- sexual orientation
- marriage and civil partnership

The Town Council is required to have due regard to the aims of the Act which are to:

- eliminate unlawful discrimination, harassment, victimisation and any other conduct prohibited by the Act;
- advance equality of opportunity between people who share a protected characteristic and people who do not share it; and
- foster good relations between people who share a protected characteristic and people who do not share it.

Woodley Town Council is opposed to all forms of unlawful and unfair discrimination and believes that supporting equality is important.

The Council aims to engender a culture where people's differences and values are respected and where dignity, equality and diversity are promoted. The Council will also aim to help individuals or groups to achieve their full potential in our community by removing barriers, bias or discrimination.

The Council's aim is to challenge discrimination and to provide equality and fairness to all in the community - it expects all councillors and employees to be aware of their duty under the Public Sector Equality Duty.

**Equality Commitments**

The Town Council will:

- Promote equality of opportunity for all persons.
- Ensure a positive and harmonious environment where all are treated with respect.
- Prevent unlawful direct discrimination, indirect discrimination, harassment and victimisation.
- Take lawful and positive action where appropriate.
- Fulfil the Council's legal obligations under equality legislation and associated codes of practice.

**WOODLEY TOWN COUNCIL****EQUALITY AND DIVERSITY POLICY**

As an employer, Woodley Town Council has a duty to encourage and promote equality in providing its services and in carrying out its public functions.

The Town Council recognises the importance of its employees in achieving the Council's aims and their role in providing quality services. We aim to create an environment where all people are able to give their best; free from discrimination, harassment, victimisation and bullying - where everyone feels valued and motivated and decisions are based on merit.

**OUR INTENT**

Woodley Town Council is committed to fairness and equality.

We will:

- Carry out employment practices, provide services and carry out public functions in a way that ensures that no employee, potential employee or service user is treated unfairly on the grounds of their sex, sexual orientation, marriage and civil partnership, race, colour, nationality, ethnic or national origin, religion or belief, age, disability, gender-reassignment, pregnancy and maternity or any other grounds which cannot be justified, either job related or in law.
- Promote equality of opportunity for service users, employees and potential employees.
- Work with our partners to tackle prejudice where it occurs and promote understanding between different groups.

The commitment of the Town Clerk and councillors as well as the cooperation of employees are vital to the success of equality strategies.

**SCOPE AND APPLICATION**

Members, employees and those acting on behalf of the Town Council, including other organisations and persons commissioned or contracted to deliver public functions, are responsible for implementing and supporting equality and diversity and have a duty to challenge all forms of discrimination, harassment and victimisation and promote equality of opportunity and good relations.

The policy is applicable to any employment matter in which equitable treatment of a current or potential employee may be an issue.

We acknowledge our responsibility to promote and encourage equality in the provision of services, employment practices and will include appropriate obligations in contracts with other organisations and persons commissioned or contracted to deliver services on the Town Council's behalf.

**EQUALITY AND DIVERSITY**

We recognise the obligation to provide equitable treatment to current and potential employees and the need to refrain from any discriminatory practice that may impair the Council's ability to make full use of skills and aptitudes of potential or existing employees.

When advertising jobs, writing job descriptions and person specifications, shortlisting and interviewing we will take care to ensure that unlawful discrimination does not occur and that

processes do not exclude members of a particular group that may face barriers in gaining employment.

Where possible and appropriate we will support people to access employment opportunities from under represented groups.

We aim to ensure equality and fairness in employment matters.

We have robust recruitment and selection practices in place.

All job applicants with a disability who meet all of the essential criteria for a job vacancy will be interviewed and considered on their abilities.

For employees who become disabled we will make every effort to enable them to continue to work for the council and will offer retraining where appropriate.

We will make reasonable adjustments for existing employees and those attending for interview where required.

## **TRAINING AND LEARNING**

We are committed to equality of opportunity in the provision of training opportunities. We wish to engender a working environment that is safe and supportive and where employees are able to learn and develop and work to the best of their abilities.

## **SERVICE DELIVERY AND CUSTOMER CARE**

The Council regularly seeks the views of residents on the quality of our services and their suggestions for improvements. We will seek to find out more on whether our services are meeting the needs of users and where possible and appropriate include actions to meet the needs of people who are under represented or disadvantaged because of particular equalities issues.

### **Partnership working**

We consult and work in partnership with several organisations and groups in the town and seek to promote equality and diversity.

### **Procurement**

In procuring contracts for works the Town Council aims to ensure that all businesses have fair access to opportunities to work with the Council. In the delivery of these contracts we will ensure that evaluation models, specifications, contract conditions, quality requirements and monitoring procedures fully address equalities issues. We aim to ensure compliance with equalities legislations and use positive action provisions in assessing the commitment of firms tendering to the aims and value of this policy.

### **Community engagement**

We aim to ensure that equality and diversity are part of community involvement and in doing so to try and meet the needs of different groups in an appropriate and sensitive manner. Involving local people and our partners is central to our work at the Town Council. Our policies will have a more lasting impact and services more responsive to local need if they are influenced by those they directly affect. We will continue to seek feedback and suggestions from the town's residents and our customers through the bi-annual residents survey and on specific service or provision projects as they occur.



## LEGISLATION

### Equality Act 2010

The Equality Act replaced existing anti-discrimination laws with a single act.

The main provisions of the Equality Act include:

- Protection against direct and indirect discrimination, harassment and victimisation in employment, services, public functions and premises
- Protection from discrimination by association and perception
- Enhanced protection for disabled people, their carers and families, including protection from discrimination arising out of disability and in recruitment procedures
- Extending protection from third party harassment to all equalities groups
- Allowing employers to take positive action in recruitment and promotion
- Requiring employers to report on gender pay gaps and making pay secrecy clauses unenforceable
- Require public bodies to take account of 'socio-economic disadvantage' when making strategic decisions
- Extending the existing race, gender and disability duties on public bodies to age, pregnancy and maternity, religion and belief, gender reassignment and sexual orientation requiring the Town Council to have due regard to the need to:
  - eliminate discrimination, harassment and victimisation and any other conduct prohibited by the Act
  - advance equality of opportunity between all persons
  - foster good relations between all persons

### Human Rights Act 1998 (implemented October 2000)

Rights include freedom of thought, conscience and religion, freedom of expression and the right to privacy and not to be discriminated against in respect of these rights and freedoms.

## TYPES OF DISCRIMINATION

Woodley Town Council will address any of the following:

Direct discrimination - applying a policy, criteria or practice which, although applied to everyone equally, treats a person unfavourably on the grounds of their sex, sexual orientation, marriage and civil partnership, race, colour, nationality, ethnic or national origin, religion or belief, age, disability and gender re-assignment and which cannot be shown to be justifiable.

Discrimination arising out of disability - treating a person less favourably because of something connected to their disability.

Combined discrimination - treating a person less favourably because of a combination of two equalities issues, for example race and sex.

Discrimination by association - treating a person less favourably because of their association with another, eg a disabled person.

Perceptive discrimination - treating a person less favourably because of particular perception, eg a person who is perceived to be gay.

Victimisation - a person being given less favourable treatment than another in the same circumstances because it is suspected or known that they have brought proceedings under legislation or given evidence or information relating to those proceedings or alleged that discrimination has occurred.

Harassment and bullying - unwanted conduct either intentional or unintentional, which violates a person's dignity or creates an intimidating, hostile, degrading, humiliating or offensive environment for another person. This includes harassment of a sexual nature or related to gender re-assignment. Harassment can be on any basis including sex, race, disability, age, sexual orientation, religion or belief and gender re-assignment - and extends to harassment by third parties and by association. Bullying is where someone uses their power or strength to undermine an employee or a groups of employees.

Vicarious liability - employers are liable for acts of unlawful discrimination by their employees, even if the employer did not approve or even know about the acts in question, unless they can prove they took such steps as were reasonably practical to prevent the discrimination.

Woodley Town Council is committed to promoting an environment where employees can work without fear of being intimidated, harassed, bullied or being subject to physical or verbal aggression.

## **WOODLEY TOWN COUNCIL'S RESPONSIBILITIES**

As an employer and service provider, the Town Council has a responsibility for ensuring equality of opportunity and is responsible for discrimination, harassment or victimisation by any employee, councillor or organisation delivering services on its behalf, whether or not it was done with the Town Council's approval.

The Town Council requires its employees and councillors, irrespective of their position on the Council to have responsibility in ensuring they read and understand policies and by being involved in their creation and implementation. Appropriate obligations will be included within any contracts with other organisations or persons commissioned or contracted to deliver services on behalf of the Town Council.

### Responsibilities:

Town Clerk - to assess employment practices in relation to this policy and advise on remedial action, where required and to coordinate the provision of advice, training and guidance to employees on equality and diversity in employment and delivering services.

Managers and supervisors must recognise their responsibility to adopt employment practices and provide services that are consistent with this policy and should promote an awareness of the principles involved to their colleagues.

Employees must cooperate with any measures to develop equality and diversity and refrain from any discriminatory actions or decisions as explained in this policy.

Councillors - Members must recognise their responsibility to meet the requirements of the Public Sector Equality Duty and the Human Rights Act. Equality and diversity training will be offered to all councillors.

## **WOODLEY TOWN COUNCIL'S COMMITMENTS**

- To ensure that the necessary resources are available to monitor equality and diversity.
- To ensure that employment practices and services are carried out in a way that ensures that no employee, potential employee or service user is treated unfavourably.
- To promote equality of opportunity.
- To promote good relations in the town.
- To ensure that all employees are aware of this policy.
- To provide guidance and training to all employees and councillors to ensure they understand their responsibilities under the law and this policy.
- To review policies and procedures and change them should they be found to be discriminatory.
- To monitor the existing workforce and job applicants.
- Publish relevant equalities information demonstrating the Town Council's progress in meeting on matters relating to the Equality Duty.
- Take disciplinary or any other appropriate action against any employee or councillor who breaches the Equality and Diversity policy.

In terms of service delivery:

- We will ensure that employees delivering services do not discriminate on any of the grounds set out in the Equality Duty.
- We will continue to assess and improve access to our facilities and services.
- We will review our services regularly, via the bi-annual residents survey and as a one-off exercise for specific projects, to make sure they meet the needs of everyone in the community.

## **MONITORING AND EVALUATION**

Where appropriate, we will include equalities information in reports to the Town Council and its committees and working parties, including equality objectives where relevant and progress on any objectives set.

September 2019

**THIS PAGE IS INTENTIONALLY  
LEFT BLANK**

## Section 1 – Annual Governance Statement 2018/19

We acknowledge as the members of:

## WOODLEY TOWN COUNCIL (Berkshire)

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2019, that:

	Agreed		'Yes' means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		has only done what it has the legal power to do and has complied with Proper Practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
	✓		
			has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.

\*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets should be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

25/06/2019

and recorded as minute reference:

29 c)

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

*D. Mills*

Clerk

*Deborah Mander*

Other information required by the Transparency Codes (not part of Annual Governance Statement)

Authority web address

www.woodley.gov.uk

## Section 2 – Accounting Statements 2018/19 for

### WOODLEY TOWN COUNCIL (Berkshire)

	Year ending		Notes and guidance
	31 March 2018 £	31 March 2019 £	
1. Balances brought forward	731,120	817,177	<i>Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.</i> Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	1,081,303	1,101,119	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	851,380	1,081,757	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	828,695	871,912	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
5. (-) Loan interest/capital repayments	171,070	170,061	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	846,861	980,799	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	817,177	977,281	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	972,732	1,103,582	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – <b>To agree with bank reconciliation.</b>
9. Total fixed assets plus long term investments and assets	8,688,427	8,865,010	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	2,627,156	2,815,914	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.  N.B. The figures in the accounting statements above do not include any Trust transactions.
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

I certify that for the year ended 31 March 2019 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

*Deborah Mander*

Date

20/06/2019

I confirm that these Accounting Statements were approved by this authority on this date:

25/06/2019

as recorded in minute reference:

29 d)

Signed by Chairman of the meeting where the Accounting Statements were approved

*[Signature]*

### Section 3 – External Auditor Report and Certificate 2018/19

In respect of

WOODLEY TOWN COUNCIL – BE0100

#### 1 Respective responsibilities of the body and the auditor

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2019; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work **does not** constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and **does not** provide the same level of assurance that such an audit would do.

#### 2 External auditor report 2018/19

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

None.

#### 3 External auditor certificate 2018/19

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2019.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

Date

14/09/2019

\* Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews for 2018/19 in Auditor Guidance Note AGN/02. The AGN is available from the NAO website ([www.nao.org.uk](http://www.nao.org.uk))

**Woodley Town Council**  
**Notice of conclusion of audit**  
**Annual Governance and Accountability Return for the year**  
**ended 31 March 2019**

Sections 20(2) and 25 of the Local Audit and Accountability Act 2014

Accounts and Audit Regulations 2015 (SI 2015/234)

The Audit of accounts for Woodley Town Council for the year ended 31 March 2019 has been completed and the accounts have been published.

The Annual Governance and Accountability Return is available for inspection by any local government elector of the area of Woodley Town Council on application to:

Deborah Mander, Town Clerk  
The Oakwood Centre  
Headley Road  
Woodley  
RG5 4JZ

Monday to Friday between 9am and 4 pm

Copies of the Annual Governance and Accountability Return will be provided to any person on payment of 60p for each copy.

Announcement made by: Deborah Mander, Town Clerk

Date of announcement: 17 September 2019



**Report of a Meeting of the Bulmershe Site of Urban Landscape Value Joint Working Party held at the Council offices, Earley on Wednesday 3 July 2019 at 3:00 pm**

---

**Present:** Woodley Town Councillors: *K. Baker; K. Gilder*  
Earley Town Councillors: *A. Bassett; S. Matthews*

**Also Present:** *L. Matthews, Committee Officer, Woodley Town Council*  
*J. Friend, Town Clerk, Earley Town Council*

1. **APPOINTMENT OF CHAIRMAN**

Councillor Gilder nominated Councillor Baker to chair the joint working party.  
Councillor Bassett nominated Councillor Matthews to chair the joint working party.

It was agreed that Councillors Baker and Matthews would take it in turns to chair alternate meetings of the working party and that Councillor Baker would chair this meeting.

2. **APOLOGIES FOR ABSENCE**

There were no apologies for absence.

3. **DECLARATIONS OF INTEREST**

There were no declarations of interest made by members of the working party.

4. **MINUTES OF THE MEETING HELD ON 24 JANUARY 2019**

The minutes of the SULV Joint Working Party meeting held on 24 January 2019 were noted and agreed.

5. **WORKING PARTY TERMS OF REFERENCE**

The terms of reference of the joint working party were reviewed and it was suggested that the final point listed under Terms of Operation – “To propose joint submissions regarding planning applications which have the potential to impact the Bulmershe SULV” – could lead to a potential contradiction if the Planning Committee of either Council did not agree with a recommendation from the joint working party. It was agreed by all present that this point should be removed from the Terms of Operation and that the joint working party would concentrate on influencing policy, such as the recent successful opposition to the proposed change of classification for part of the SULV in the Local Plan Update.

Following recent occurrences where only one of the Councils had been notified by Wokingham Borough Council of planning applications that could potentially affect the SULV, it was agreed that the following point be added to the Overall Purpose section of the Terms of Reference:

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

The revised Terms of Reference are attached at **Appendix A**.

6. **ADDINGTON SCHOOL EXPANSION AND PLANNING APPLICATION**

It was noted that the recent planning application for the erection of a new teaching block and extended car parking at Addington School had been approved by Wokingham Borough Council. The extension to the car park would encroach on the

SULV and Members stressed the importance of ensuring that the screening to the car park extension was installed as proposed.

7. **WOKINGHAM BOROUGH COUNCIL LOCAL PLAN UPDATE**

It was suggested that in order for the working party to be able to respond to any proposals that might affect the Bulmershe SULV in the Local Plan Update, it would be helpful to gather as much information as possible about the various parcels of land making up the SULV – for example, ownership, current land use, rights of way, covenants. Some members of Earley Town Council had done some work on this and it was agreed that officers from Woodley Town Council would investigate these matters.

8. **SULV STATUS**

At the previous meeting of the working party, it had been noted that the classification of "Site of Urban Landscape Value" was no longer used to provide protection for new areas of land, although it remained in use for previously categorised areas. The new classification used to provide protection for open areas was "Local Green Space" and it had been agreed at the previous meeting that working party members would investigate whether it would be advantageous to seek to change the classification of the Bulmershe SULV.

The Chairman informed the meeting that he had obtained a quote from John Spurling, JM Planning Consultants Limited, to investigate this matter and produce a report. The cost of this work would be £600 (capped) and the Chairman asked whether Earley Town Council would be willing to share this cost with Woodley Town Council. The Earley Town Clerk agreed to add this proposal to the agenda for consideration by the Earley Town Council Policy and Resources Committee on 17 July 2019.

9. **SULV JOINT WORKING GROUP FUTURE ROLE**

It was agreed that this matter had been discussed under agenda item 5 – see minute number 5.

Meeting closed at 4:00 pm

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

(Revised July 2019)

**Reporting arrangements**

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

**Overall purpose**

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

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

**Membership of the working party**

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

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

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

The quorum will be 3 voting members.

Officers from both councils will be in attendance at all meetings.

**Meetings**

Meetings will be arranged as necessary.

**Terms of operation**

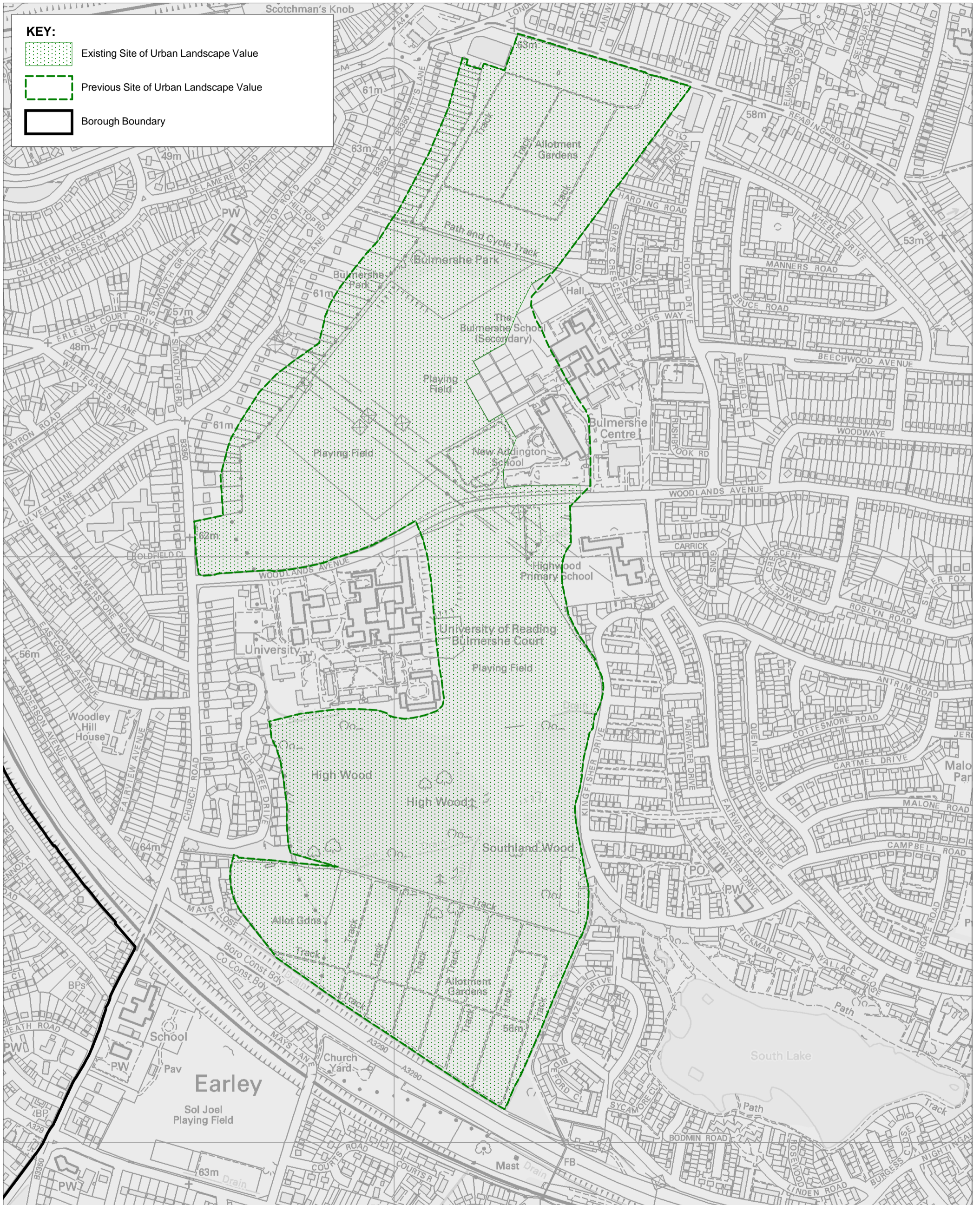
To define and maintain a joint statement on reasons for the Bulmershe SULV to exist.

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

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

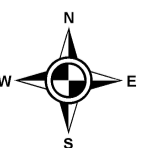
# LANDSCAPE DESIGNATIONS

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



© Crown Copyright and database rights 2012 Ordnance Survey 100019592

For reference purposes only. No further copies may be made.



Scale 1:6,000 at A3

**REPORTS FROM OUTSIDE BODIES**

**Campaign For Place**

**Meeting at Smallmead Waste Centre Reading (RE3) – 26 July 2019**

The following notes were taken at the meeting:

The main focus was to review current waste streams within the area (Reading, Wokingham, Bracknell Forest) in particular food waste.

Occupiers of flats have so far been excluded from many waste recovery schemes due to the problem with introducing collective waste systems. Trials are being set up from September to see how flat occupiers can join the schemes.

Approximately 18 tonnes of food waste per day is being collected. 1460 tonnes collected in 16 weeks

The plastic bags holding the waste are removed by machine as the waste is handled.

The current small plastic food bags will not be delivered next financial year they will be made available for collection by customers who can use their own bag or no bags and place waste directly in to their plastic bins.

Some "compostable bags" take longer to break down than other plastics.

The saving by collecting food waste is £100 per tonne.

Noticed that the quantity is reducing slightly possibly as households realise how much they are throwing away.

The collection vehicles have a third compartment for collecting food waste

The current recycling target of 26% has been achieved 6% food, 7% wood, but ultimately by 2020 the target is 50%

Waste to landfill has dropped from 48% to 12% with processes in place to reduce it to 1.2% shortly.

All plastic is recycled at Jayplus in Leicester and there has been a 60% improvement in recovery. None is sent overseas. Most plastic is turned into granules for resale back to the plastics manufacturers.

There is a view that waste amounts should be calculated on carbon reduction and not tonnage and Reading University are working with RE3 to work on a new carbon matrix.

Sue Ryder has recycled 45 tonnes that generated £18,000 for the charity from goods left at the recycling centres for items that can be recycled. This is done in conjunction with "Precycle".

Recent waste has included 4000 bicycles! – many of which have found new homes.

Fabrics account for 7% of the waste. Much goes to charity which is outside of these figures.

The grass cutting contract has been given to Tivoli and no reductions have been made.

28 fly-tipping enforcement notices were issued, orange stickers being applied when issues are identified.

The Customer Delivery Centre should be contacted to report any action required. Both WDC and RE3 have on-line contact facilities.

There were suggestions that more bottle banks are required, 3 bottle bank containers take up 1 car parking space.

Twyford have joined SAS (Surfers Against Sewage) and are targeting single use plastics. (Perhaps Woodley should consider this). This is targeting drinking cups, straws, etc. and encouraging refill stations for water.

One event was to remove plastic packaging on purchase and return to the supermarket.

WASP – Managed by Shelagh Flower. There are 220 members but it is unclear who is active. Google maps are used to identify the adopted roads but as members/helpers may leave the scheme without notice it is unclear how many roads are managed and the frequency. Some small children help out and are provided with hi-viz clothes paid for out of Woodley Town Council support (community grant).

Street Cleaning from 1/4/2020 is to be managed by VOLKA Highways who are taking over the contract from OCS.

All WBC Contracts will be run from Toutley Depot.

Cllr Philip Wicks  
6 September 2019

### **ReadiBus**

Service delivery grew by 3.6% in 2018-19 compared to the previous year - an increase of 333 journeys in the year to 9,633. Service delivery in the first quarter of this year to 30th June 2019 is at broadly the same level.

Talks have been given recently at The Birches, Magnolia Court and Fosters. The talks were well received and there was a good level interest at each place. Two new residents at The Birches have registered their interest as new users but have not yet taken the step of making their first journey. There have been further enquiries from both The Birches and Magnolia Court. A gentleman from Fosters has started using Readibus following the talk there.

Readibus are liaising with enquirers and with the managers at each establishment to provide encouragement and to ensure that anyone who wants it has the necessary information.

There is a bus regularly at The Birches on Fridays as there is an Age UK lunch club hosted there on Fridays, so people there may regularly see buses coming and going, which might help with increasing familiarity with the availability of the service.

A talk will be given to the Woodley Over-50s Club in October.

Cllr John MacNaught  
5 July 2019

### **Poor's Land Charity**

The defibrillator was installed outside the committee room but was found not to shut properly. A replacement was sent so the original one was offered to Earley Day Centre. A demonstration took place in August and it was well attended by residents and trustees alike.

In August Abdul Lloyes replaced Bill Soane as the representative from Wokingham Borough Council.

A new resident moved into flat 3 on 1<sup>st</sup> September.

The cedar tree at Cedar Place was pruned in August and a wasps nest in the tree was removed.

Improvements and repairs were carried out as usual.

Relief in Need payments were made as usual.

Cllr Jenny Cheng  
21 September 2019

### **Robert Palmer Almshouses**

We welcomed Jackie Jeffery as the new committee member, she was nominated by Charvil PC. She took over from Mr Gary Brookes as from 23rd April 2019. The residents are all ok, however we had to inform them through the welfare officer, that we cannot look after people who are unable to look after themselves. We arranged for all residents to have a health, safety and fire drill, which went well. We had to employ a new gardener due to the retirement of the previous gardener.

Cllr Sam Rahmouni  
23 September 2019

**Town Mayor's Engagements – 26 June 2019 to 1 October 2019**

July	4	The Bulmershe School – Presentation of First Aid certificates
	4	Addington School Prom concert
	5	Jewell Tones Concert
	17	Home-Start Wokingham District AGM
August	11	Community Fun Day to celebrate the centenary of the Memorial Ground
September	4	Involve Community Services 40 <sup>th</sup> year anniversary celebration
	4	Reception hosted by the High Sheriff of Berkshire
	11	Wokingham Volunteer Centre AGM
	24	Thames and Chilterns in Bloom Awards Ceremony
	27	Reception to celebrate the work of Citizens Advice Wokingham, in the presence of HRH The Princess Royal, Princess Anne
	27	Citizens Advice Wokingham AGM
October	1	Official opening of the Woodley Office of A. B. Walker, The Funeral People

**Deputy Town Mayor's Engagements**

June	27	Fundraising sale for Me2 Club
	28	Schools' Coding Challenge Day at The Bulmershe School
July	14	Fun Day at Aisha Masjid and Islamic Centre