



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

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 Councillor David Stares and former Councillor Denis Thair.

1. **APOLOGIES**

2. **DECLARATIONS OF INTEREST**

To receive any declarations of interest from Members.

3. **MINUTES OF COUNCIL MEETING HELD ON 1 OCTOBER 2019**

To approve the minutes of the Council Meeting held on 1 October 2019, and that they be signed by the Chairman.

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4. **COMMITTEE REPORTS**
To receive reports from the following:
- | | | | |
|-----|----------------------------------|------------------|---------|
| 4.1 | Planning and Community Committee | 8 October 2019 | Page 11 |
| 4.2 | Planning and Community Committee | 5 November 2019 | Page 18 |
| 4.3 | Leisure Services Committee | 19 November 2019 | Page 27 |
| 4.4 | Strategy and Resources Committee | 26 November 2019 | Page 33 |
| 4.5 | Planning and Community Committee | 3 December 2019 | Page 47 |
5. **LEADER'S STATEMENT**
To receive a statement from the Leader of the Council.
6. **COMMUNITY INFRASTRUCTURE LEVY ALLOCATION**
To consider **Report No. FC 6/19.** Page 53
7. **OUTSIDE BODIES**
- a) Following the death of Councillor David Stares, to appoint a representative to the Woodley Bowling Club Management Committee.
- b) Following the resignation of Mr Laurie Day, to appoint a representative to the Poor's Land charity, to serve until 2022.
- c) To appoint a representative to the newly formed Wokingham Borough Council Climate Emergency Working Group.
- d) To receive any reports from Town Council representatives on outside bodies. **(Appendix 7)** Page 54
8. **TOWN MAYOR'S ENGAGEMENTS**
To receive a report from Councillor Kay Gilder on her engagements as Town Mayor. **(Appendix 8)** Page 56
There have been no engagements for the Deputy Mayor since the last meeting.
9. **FUTURE AGENDA ITEMS**
To consider any items for inclusion in future Council agendas.
10. **EXCLUSION OF PUBLIC AND PRESS**
To resolve that, in view of the confidential nature of the business about to be transacted in relation to legal matters, it is advisable in the public interest that the public and press are temporarily excluded and they are asked to withdraw for item 11 on the agenda.
11. **WOODLEY AIRFIELD YOUTH AND COMMUNITY CENTRE AND MALONE PARK**
To consider **Report No. FC 7/19.** Page 57

**Minutes of a Meeting of the Town Council held at the Oakwood Centre on
Tuesday 1 October 2019 at 8 pm**

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

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

Also present: Helen Masey, HMR
Cllr Gregor Murray, Wokingham Borough Council
1 member of the public

Before the start of the meeting:

- Helen Masey, HMR, spoke about the Woodley Residents' Survey and answered questions from Councillors, as reported in **Appendix A**.
- Borough Councillor Gregor Murray, Wokingham Borough Council Executive Member for Climate Emergency, gave a presentation on the Borough Council's plans to set up a partnership and engage with town and parish councils, as reported in **Appendix B**.
- 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.

Before opening the meeting, the Town Mayor asked for a minute's silence in memory of PC Andrew Harper.

36. **APOLOGIES FOR ABSENCE**

Apologies were received from Councillors J. MacNaught, D. Stares and A. Swaddle.

37. **DECLARATIONS OF INTEREST**

There were no declarations of interest made by Members.

38. **MINUTES OF COUNCIL MEETING HELD ON 25 JUNE 2019**

The Town Mayor presented the minutes of the Council meeting held on 25 June 2019.

RESOLVED:

- ◆ To approve the minutes of the Council meeting held on 25 June 2019 and that they be signed by the Mayor as a correct record.

39. **COMMITTEE REPORTS**

39.1 **Minutes of the Planning and Community Committee: 16 July 2019**

Councillor Wicks presented the minutes of the Planning and Community Committee meeting held on 16 July 2019.

RESOLVED:

- ◆ To receive the minutes of the Planning and Community Committee meeting held on 16 July 2019.

39.2 **Minutes of the Planning and Community Committee: 13 August 2019**

Councillor Cheng presented the minutes of the Planning and Community Committee meeting held on 13 August 2019.

RESOLVED:

- ◆ To receive the minutes of the Planning and Community Committee meeting held on 13 August 2019

39.3 **Minutes of the Leisure Services Committee: 3 September 2019**

Councillor Gilder presented the minutes of the Leisure Services Committee meeting held on 3 September 2019.

In response to a question, the Deputy Town Clerk said that he would check the advice provided on the Council's website by the Allotment Tenants Association regarding the use of glyphosate.

[Town Clerk's note: The reference to glyphosate on the Council's website related to a cached document from some time ago which was no longer displayed on the website.]

RESOLVED:

- ◆ To receive the minutes of the Leisure Services Committee meeting held on 3 September 2019.

39.4 **Minutes of the Planning and Community Committee: 10 September 2019**

Councillor Cheng presented the minutes of the Planning and Community Committee meeting held on 10 September 2019.

In response to a question, it was agreed that the Committee Officer would circulate consultation documents to the committee as soon as they were received instead of circulating them with the agenda. It was also agreed that Councillors Baker and Jewell would meet to discuss an acceptable method for considering and responding to future consultations.

RESOLVED:

- ◆ To receive the minutes of the Planning and Community Committee meeting held on 10 September 2019

39.5 **Minutes of the Strategy and Resources Committee: 17 September 2019**

Councillor Brindley presented the minutes of the Strategy and Resources Committee meeting held on 17 September 2019.

Minute No. 19: Just Around the Corner Charity

In response to a question about how to alert the police to occurrences of drug dealing, Councillor Baker informed Members that this should be reported to the police by phoning 101 or by asking a Borough Councillor to report it to the police.

Minute No. 25: Malone Park

In response to a question, the Town Clerk informed Members that there was nothing further to report at present.

RESOLVED:

- ◆ To receive the minutes of the Strategy and Resources Committee meeting held on 17 September 2019.

40. **AUDIT 2018/19**

The Town Clerk presented the audited Annual Governance and Accountability Return for 2018/19.

RESOLVED:

- ◆ To receive the external auditor's opinion on the audit of the 2018/19 Annual Governance and Accountability Return.
- ◆ To adopt the audited Annual Governance and Accountability Return for 2018/19.
- ◆ To note that the Notice of Conclusion of Audit had been displayed on public noticeboards at the Oakwood Centre and on the Council's website from 17 September 2019.

41. **REQUEST FOR LEAVE OF ABSENCE**

RESOLVED:

- ◆ To grant Councillor Stares' request for leave of absence for six months due to poor health.

Councillor Jewell asked for the Liberal Democrat Group's good wishes to be passed on to Councillor Stares.

42. **COMMITTEE MEMBERSHIP**

Members noted that Councillor Stares had resigned from the Leisure Services Committee.

Having been duly nominated it was

RESOLVED:

- ◆ That Councillor Baker be appointed to the vacant place on the Leisure Services Committee.

43. **LEADER'S STATEMENT**

The Leader of the Council made the following statement:

"This is the first Full Council Meeting since the summer break, so welcome back. I hope you all had holidays which were relaxing and your batteries are now fully recharged.

As we move forward can I remind all councillors that as a Town Council we have limited resources and all activities need to be quite local and focussed to the town. We are not like the Borough Council who have a large staff who can 'service' numerous working parties and activities. So, can I ask all of you to be very mindful of this when you ask for additional working parties to be created. That is not to say that the issues prompting the request are not important, however in order to fulfil such a request would mean officers being diverted from existing work to take this on.

Today we have had a couple of external speakers, which I hope councillors have appreciated. One of which is a great precursor for a later motion on climate change. Please let the Town Clerk know if there are other individuals or organisations you would like to attend and present to the council.

I have consistently said the Conservative Group wants to work with the Opposition Group to try and leave the political bearpit to the Borough Council. I am very pleased and thankful that the two motions coming up have been the subject of cross-party agreement. As you will see I will be the seconder on both of these important motions.

Interestingly, they are almost exact replicas of motions which were presented at the Borough Council at a recent Full Council. At that meeting they were passed unanimously so I hope the same will occur here.

I am extremely proud that Woodley Town Council is the first of the three Town Councils to make statements on these two important topics. To the best of my knowledge neither Earley nor Wokingham Town Councils have taken such steps."

44. **BULMERSHE SULV JOINT WORKING PARTY**

RESOLVED:

- ◆ To note Report No. FC 5/19 of the Bulmershe SULV Joint Working Party meeting held on 3 July 2019.
- ◆ 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.

45. **NOTICE OF MOTION (MOTION NO. 65)**

The following motion was proposed by Councillor Jewell and seconded by Councillor Baker:

"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 Climate Change, 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."

Councillors Jewell, Baker, McCann, Wicks, Soane, Chadwick and Anderson spoke in favour of the motion.

Following a vote, it was

RESOLVED:

- ◆ That the motion be carried.

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

The following motion was proposed by Councillor Doyle and seconded by Councillor Baker:

“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.”

Councillors Doyle, Baker, Al-Sanjari and McCann spoke in favour of the motion.

Following a vote, it was

RESOLVED:

- ◆ That the motion be carried.

47. It was proposed by the Chairman and

RESOLVED:

- ◆ That as the business was unlikely to be completed by 10pm, the meeting continue until 10:30pm in order to complete the business set out in the agenda.

48. **OUTSIDE BODIES**

a) Members noted the following written reports, which had been included with the agenda:

- Campaign for Place report by Councillor Wicks
- Readibus report by Councillor MacNaught
- Poor’s Land Charity report by Councillor Cheng
- Robert Palmer Almshouses report by Councillor Rahmouni

A report on Citizens Advice Wokingham by Councillor Bragg was tabled at the meeting, as the AGM and visit by Her Royal Highness, The Princess Royal, Princess Anne, had occurred after the agenda was issued.

Councillor Wicks drew attention to the section in his report on the Campaign for Place that noted that Twyford had joined the Surfers Against Sewage initiative (SAS) and were targeting single use plastics. He suggested that this might be something that Woodley Town Council should get involved with and agreed to give information about the initiative to the Town Clerk.

Councillor Rowland stated that she did not think two of the reports submitted were of a high enough standard. In response, it was explained that very

often meetings of the bodies in question related to personal information that could not be reported.

Some Members requested information about the outside bodies that the Council was involved with. Councillor Baker replied that information about the outside bodies would be added to the website.

- b) Members noted that a copy of the Poor's Land Charity audited accounts and Annual Report for the year ending 31 December 2018 had been received.

49. **TOWN MAYOR'S ENGAGEMENTS**

- a) The Town Mayor began her report on the 12 engagements she had attended since the last meeting, which included being presented to Her Royal Highness, The Princess Royal, Princess Anne, at a reception to celebrate the work of Citizens Advice Wokingham, but was interrupted by Councillor Rowland who said this information had been provided in the agenda and did not have to be given verbally, due to the lateness of the hour.
- b) The Deputy Town Mayor reported on the 3 engagements he had attended since the last meeting.

Councillor Baker thanked the Communications Manager for organising the very successful community picnic to celebrate the centenary of the Memorial Ground and said he hoped that similar events would be held in the future.

50. **FUTURE AGENDA ITEMS**

There were no suggestions for future agenda items.

Meeting closed at 10:15 pm

Presentation by Helen Masey

The Town Mayor welcomed Helen Masey to the meeting to talk to Members about the Residents Survey and answer questions.

Helen Masey explained that the Woodley Residents Survey had been carried out every 1 or 2 years for the past 20 years. It usually consisted of a doorstep survey carried out in a random selection of roads, with no road being selected more than once in 5 years, and using a sample size that would give a statistically valid response. Sometimes the survey had been conducted online or on paper forms to be returned by post. The survey was completed by whoever answered the door and was willing to take the survey and questions such as the gender, ethnicity and marital status of respondents were not asked, in order to limit the length of time required to complete the survey. The surveyors were not Woodley residents and students were often used to carry out this work. The survey was carried out over a period of up to 3 weeks, houses were visited from Monday to Saturday, during the day-time and early evening, and surveyors would return to the selected houses up to 3 times if there was no answer.

In response to the observation that very few young people had completed the last survey, Helen Masey admitted that this was an ongoing problem as few young people were likely to answer the door and then complete the survey on the doorstep. She informed Members that on occasions in the past there had been specific questions for young people and respondents had been asked if children were available to answer these questions. Helen Masey suggested that she could investigate ways of reaching more young people. When asked whether it would be possible to weight the responses of young people to take account of the small sample size, Helen Masey agreed to look at this. Members pointed out the need for specific questions to be tailored towards young people, to determine the type of youth services that were required and ensure that they were targeted correctly.

In reply to a question about how the make-up of the population of Woodley could be determined if questions such as gender, ethnicity, sexual orientation etc were not asked in the survey, Helen Masey said that this information was usually found in the data obtained from the national census, and she agreed to see what information was available.

When asked who decided the core survey questions, the Town Clerk replied that a set of core questions were asked each time so that a picture of changes over time could be built up. The survey also usually addressed aspects of the Council's services.

A suggestion was made that questions about the services that were accessed by households would help to determine where there were areas of deprivation and child poverty. It was noted that in the past the Borough Council had collected this information and it was suggested that the Borough Council be contacted to see if they still performed this function.

The Mayor thanked Helen Masey for attending the meeting and answering Members' questions.

**Presentation by Councillor Gregor Murray, Wokingham Borough Council
Executive Member for Climate Emergency**

The Town Mayor welcomed Councillor Gregor Murray to the meeting.

Cllr Murray informed Members that Wokingham Borough Council had declared a climate emergency in July 2019 and had stated that they were no longer prepared to be net polluters and were aiming for the borough to be carbon neutral by 2030. This would require bold actions.

Cllr Murray outlined the actions proposed, and already in progress, by Wokingham Borough Council under the following headings:

1. Structure and Process
2. Carbon Footprint
3. Actions
4. Communications

Cllr Murray reported a wide range of aims and ideas that had been identified by the Borough Council and stressed that they wanted to engage with town and parish councils and residents to gather, and investigate, ideas from all quarters. Woodley Town Council, along with the two other town councils in the borough, would be represented on a cross party working group. A lengthy discussion followed on many of the initiatives that had already been suggested, and Members made suggestions of their own. The Borough Council planned to publish its Action Plan in January 2020.

The Town Mayor eventually drew the discussion to a close and thanked Gregor Murray for taking the time to attend the meeting and inform Members of the Borough Council's proposals.

Minutes of a Meeting of the Planning and Community Committee held at the Oakwood Centre on Tuesday 8 October 2019 at 7:45 pm

Present: *Councillors: J. Cheng (Chairman); K. Baker; D. Bragg; M. Doyle; M. Forrer; C. Jewell; J. MacNaught; D. Mills; M. Nagra*

Officer present: *L. Matthews, Committee Officer*

Also present: *11 members of public*

90. **APOLOGIES**

Apologies for absence were received from Councillors S. Rahmouni, R. Skegg and P. Wicks.

91. **DECLARATIONS OF INTEREST**

There were no declarations of interest made by Members.

92. **MINUTES OF THE PLANNING AND COMMUNITY COMMITTEE MEETING HELD ON 10 SEPTEMBER 2019**

RESOLVED:

- ◆ That the minutes of the Planning and Community Committee meeting held on 10 September 2019 be approved and signed by the Chairman as a true and accurate record.

93. **CURRENT PLANNING APPLICATIONS**

RESOLVED:

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

94. **PLANNING DECISIONS**

RESOLVED:

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

95. **PLANNING APPEALS**

RESOLVED:

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

Application: 191006
Location: 123 Loddon Bridge Road, Woodley, RG5 4AG.
Proposal: Householder application for the proposed erection of boundary wall to front/side and new side access.

- ◆ To note the following appeal decision:

Application: 190056
Location: 268 Kingfisher Drive, Woodley, RG5 3LH.

Proposal: Proposed two storey side extension with front and rear dormers, front porch plus internal alterations.
Details: Appeal against refusal of planning permission.
Decision: The appeal was dismissed.

- ◆ To note the following appeal decision:

Application: 182335
Location: 105 Colemans Moor Road, Woodley, RG5 4DA.
Proposal: Proposed demolition of existing bungalow and construction of 4 x 2 bed flats and 2 x 1 bed flats with 6 No. parking spaces and associated external works.
Details: Appeal against refusal of planning permission.
Decision: The appeal was allowed.

96. **STREET NAMING**

Members noted that notification had been received from Wokingham Borough Council that the new road to be constructed at the former Pitts Works site, 101 Colemans Moor Road, Woodley, would be named Loddon Gardens.

97. **COMMUNITY SPEEDWATCH UPDATE**

Councillor Baker reported that a meeting between members of the Woodley Speedwatch team and PC Radu, the Thames Valley Police (TVP) Neighbourhood Supervisor for Community Speedwatch, had taken place the previous week. The meeting had been very constructive and the issues regarding communication between the Town Council and TVP and the data required by TVP had been clarified. PC Radu had stressed that TVP would not sanction any data that had been obtained covertly. The aim of TVP was to reduce the speed at which vehicles were travelling, rather than to collect a large number of fines, and this could best be achieved by making the Speedwatch volunteers visible to motorists.

Councillor Baker informed Members that, now that contact had been established with TYP, the aim was to relaunch the Woodley Speedwatch scheme in the coming months.

98. **CYCLING IN WOODLEY WORKING PARTY**

a) After being duly nominated, it was

RESOLVED:

- ◆ To appoint Councillors MacNaught and Bragg to the Cycling in Woodley Working Party.

b) Councillor Jewell reported that the first meeting of the Cycling in Woodley Working Party would take place on Wednesday 23 October at 6:00pm.

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

At the Planning and Community Committee meeting held on 10 September 2019 (minute number 83), it was resolved that Members would send their comments on LTP3 and suggestions for LTP4 to Councillor Doyle to be combined with the draft responses tabled by Councillor Doyle at that meeting.

Members noted that the Committee had subsequently been unable to reach a consensus of opinion on responses to the questions posed by the LTP4 team. Therefore a "no comment" response had been submitted on behalf of the Town Council and all the individual responses sent to the Committee Officer by Members were forwarded to Wokingham Borough Council. A request had also been made for the LTP4 team to meet with the Committee and that meeting had taken place immediately prior to this evening's Committee meeting.

100. **APPLICATION FOR A MINOR VARIATION OF PREMISES LICENCE UNDER THE LICENSING ACT 2003: GOOD COMPANIONS, 149 LODDON BRIDGE ROAD**
Members noted correspondence received from Wokingham Borough Council regarding a minor variation of the premises licence for Good Companions, 149 Loddon Bridge Road, Woodley. The views of Members had been sought prior to the meeting as responses were required by 26 September 2019 and a “no comment” response was subsequently submitted.
101. **TRAINING ON PLANNING MATTERS**
Following a request for training on planning matters to be given to Committee members, Wokingham Borough Council had advised that training sessions for town and parish councillors would be held at Shute End later in the year. The Committee Officer informed Members that correspondence had been received from Wokingham Borough Council that day inviting the Town Council to send two councillors to a training session on 27 November 2019, at 6:00pm.
- RESOLVED:**
- ◆ That, as some members of the Committee were not present at the meeting, information about the training session on 27 November would be circulated to all Committee members and volunteers sought to attend.
102. **WOKINGHAM BOROUGH COUNCIL: HIGHWAY DESIGN GUIDE FOR DEVELOPERS IN WOKINGHAM**
Members noted correspondence from Wokingham Borough Council regarding the publication of the new Highway Design Guide.
103. **PUBLICATIONS/INFORMATION**
- RESOLVED:**
- ◆ To note receipt of the following:
 - *Connecting Communities in Berkshire E-Bulletin – September 2019*
 - *Woodley Town Centre Newsletter – October 2019*
104. **FUTURE AGENDA ITEMS**
There were no suggestions for future agenda items.
105. **PUBLICITY/WEBSITE**
There were no suggestions for items to be publicised.
106. **ENFORCEMENT ISSUES**
The Chairman informed the meeting of five ongoing enforcement matters and two enforcement investigation closure notices.

The meeting closed at 9:40 pm

Woodley Town Council

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Date :- 09/10/2019

Observations on the following Planning Applications

<u>Application No</u>	<u>Date Recd</u>	<u>Applicant Name</u>	<u>Location</u>
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Approved on the following applications;**192261**

25/09/2019

Hearten UK Ltd

25 Rivermead Road
Rivermead Road
Woodley
RG5 4DH

Proposal : Full application for the proposed change of use of the property from House in Multiple Occupation (HMO - Use Class C4) to residential institution (Use Class C2).

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

The Committee considered the application and did not object to the proposal, but had the following concerns:

- Parking provision.
- Adequate supervision must be provided for the residents, who will be vulnerable adults needing care and support.

192283

11/09/2019

Mr Hopkins

3 Triumph Close
Triumph Close
Woodley
RG5 4AQ

Proposal : Householder application for proposed erection of a single storey rear extension and first floor front dormer enlargement.

Observations : No objections.

192307

24/09/2019

T Donald & L Alder

10 Mollison Close
Mollison Close
Woodley
RG5 4XG

Proposal : Householder application for the erection of a proposed single storey rear extension to dwellinghouse.

Observations : No objections.

192347

16/09/2019

Mrs Twine

6 Duncan Road
Duncan Road
Woodley
RG5 4HR

Proposal : Householder application for the erection of a proposed single storey side extension to dwellinghouse.

Observations : No objections.

192356

16/09/2019

Mr Sabar

128 Reading Road
Reading Road
Woodley
RG5 3AD

Proposal : Householder application for the proposed erection of a single storey front extension to form a porch and a loft conversion with rear dormer, plus insertion of 2 No. rooflights to front elevation. (Retrospective)

Observations : The applicant was present at the meeting to answer the Committee's questions.

The Committee considered the application and agreed to make no comment on the proposal.

Date :- 09/10/2019

Observations on the following Planning Applications

<u>Application No</u>	<u>Date Recd</u>	<u>Applicant Name</u>	<u>Location</u>
192358	03/10/2019	Unknown	15 Triumph Close Triumph Close Woodley RG5 4AQ
Proposal : Householder application for the erection of a proposed sunroom to the side elevation following removal of existing conservatory.			
Observations : No objections.			
192374	19/09/2019	Mr Gilardoni	The Good Companions 149 Loddon Bridge Road Woodley RG5 4AG
Proposal : Full planning application for the proposed new disabled access ramp/handrails to front elevation, 3m high timber post with festoon light to rear garden plus 1m high pallisade fence to rear garden and children's play area.			
Observations : The Committee had no objections to the proposal, but asked that the light spill towards Letts Green from the festoon lights be restricted, so that the lights are not intrusive.			
192381	18/09/2019	Ms Lampey	19 Beechwood Avenue Beechwood Avenue Woodley RG5 3DE
Proposal : Householder application for the erection of proposed two storey side and single storey front and rear extensions.			
Observations : One letter of concern had been received for this application.			
The Committee considered the proposal and had no objections to the application.			
192395	18/09/2019	Mr Craker	Pitts Works Colemans Moor Road Woodley RG5 4DA
Proposal : Application to vary condition number 11 of planning consent 180988 for the proposed erection of 17 dwellings together with associated vehicular accesses, car parking and landscaping following demolition of the existing dwelling and outbuildings once associated with a former scrapyards use. Condition 11 refers to the provision of a Construction Environmental Management Plan.			
Observations : No objections.			
192405	25/09/2019	Mr & Mrs Taelman	130 Loddon Bridge Road Loddon Bridge Road Woodley RG5 4AW
Proposal : Householder application for the proposed two storey rear extension including insertion of 4 No. rooflights to rear, proposed lower ground extension to form basement, internal alterations and changes to fenestration to existing dwelling.			
Observations : No objections.			

Date :- 09/10/2019

Observations on the following Planning Applications

<u>Application No</u>	<u>Date Recd</u>	<u>Applicant Name</u>	<u>Location</u>
192424	18/09/2019	Mr Venkateshwar Reddy Patel	2 Hurricane Way Hurricane Way Woodley RG5 4UX

Proposal : Householder application for the erection of a proposed part side extension and a front porch extension.

Observations : No objections.

192507	26/09/2019	Mr & Mrs Humphreys	14 Stonehaven Drive Stonehaven Drive Woodley RG5 4DE
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Proposal : Householder application for the proposed first floor side extension plus internal alterations to ground floor side to existing dwelling.

Observations : No objections.

Date :- 09/10/2019

Observations on the following Planning Applications

<u>Application No</u>	<u>Date Recd</u>	<u>Applicant Name</u>	<u>Location</u>
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Refused on the following applications;**192351**

18/09/2019

Mr & Mrs Froud

7 Selsdon Avenue
Selsdon Avenue
Woodley
RG5 4PQ

Proposal : Householder application for the proposed erection of a single storey rear extension to dwellinghouse, part conversion of the existing garage to create habitable accommodation and conversion of loft space to create habitable accommodation including erection of side dormer and raising the roof by 600mm.

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

- Out of keeping with the street scene.
- Overbearing.
- Massing effect
- The side dormer is too large.

192408

18/09/2019

Ms Treverton

37 Crockhamwell Road
Crockhamwell Road
Woodley
RG5 3LE

Proposal : Householder application for the proposed single storey detached rear outbuilding and 1.8 metre fencing with 0.6m trellis to side of existing dwelling. (Part retrospective)

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

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

- The building and the high fencing are unsightly and oppressive for the neighbour at 11 Drovers Way.

Minutes of a Meeting of the Planning and Community Committee held at the Oakwood Centre on Tuesday 5 November 2019 at 7:45 pm

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

Officers present: *D. Mander, Town Clerk; K. Murray, Deputy Town Clerk*

Also present: *10 members of public*

107. **APOLOGIES**

Apologies for absence were received from Councillors M. Doyle, D. Mills and P. Wicks.

108. **DECLARATIONS OF INTEREST**

There were no declarations of interest made by Members.

109. **MINUTES OF THE PLANNING AND COMMUNITY COMMITTEE MEETING HELD ON 8 OCTOBER 2019**

RESOLVED:

- ◆ That the minutes of the Planning and Community Committee meeting held on 8 October 2019 be approved and signed by the Chairman as a true and accurate record.

110. **CURRENT PLANNING APPLICATIONS**

RESOLVED:

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

111. **PLANNING DECISIONS**

RESOLVED:

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

112. **PLANNING APPEALS**

RESOLVED:

- ◆ To note that the following appeal against refusal of planning permission had been lodged with the Planning Inspectorate:
Application: 191105
Location: 181 Headley Road East, Woodley, RG5 4JG.
Proposal: Full planning application for the proposed erection of one 2 bedroom detached dwelling with new associated driveway, private garden and bike storage.
- ◆ To note the following appeal decision:
Application: 191006
Location: 123 Loddon Bridge Road, Woodley, RG5 4AG.
Proposal: Proposed erection of boundary wall to front/side and new side access.
Details: Appeal against refusal of planning permission.
Decision: The appeal was dismissed.

113. **TREE PRESERVATION ORDERS**

RESOLVED:

- ◆ To note that Wokingham Borough Council had made the following Tree Preservation Order:
TPO 1696/2019 – relating to trees associated with Church Mews, Woodley.
This order took effect, on a provisional basis, on 22 October 2019 and would continue in force for 6 months or until the order was confirmed by Wokingham Borough Council.
- ◆ To note that Wokingham Borough Council had confirmed the following Tree Preservation Order:
TPO 1686/2018 – relating to an oak tree located on the rear boundary of 45 and 47 Knowle Road, Woodley, RG5 3QE.

114. **BUDGETARY CONTROL**

RESOLVED:

- ◆ To note Report No. PC 3/19.

115. **COMMUNITY SPEEDWATCH UPDATE**

There were no updates on matters relating to Community Speedwatch to report to the meeting.

116. **CYCLING IN WOODLEY WORKING PARTY**

Councillor Jewell presented Report No. PC 4/19 of the Cycling in Woodley Working Party meeting held on 23 October 2019.

Councillor Baker informed Members that he had volunteered to set up a Facebook group to provide a single point of contact where bicycles that had been lost, stolen or found in Woodley could be reported.

RESOLVED:

- ◆ To note Report No. PC 4/19.

117. **TRAINING FOR COUNCILLORS ON PLANNING MATTERS**

Members noted that Councillors Bragg, Doyle, MacNaught, Skegg and Wicks would be attending the training session on planning matters to be given by Wokingham Borough Council on 27 November 2019.

RESOLVED:

- ◆ That a report on the training session would be presented at the next meeting of the Committee.

118. **PROPOSED STOPPING-UP OF HIGHWAY AT 14 SOUTH LAKE CRESCENT**

Members considered the information provided in the agenda regarding the proposed stopping-up of the highway at 14 South Lake Crescent, Woodley, under the provisions of the Town and Country Planning Act 1990, Section 247, to enable development to take place, as permitted by planning approval 183380.

RESOLVED:

- ◆ Not to object to the proposal.

119. **WOKINGHAM BOROUGH COUNCIL: COUNTRYSIDE WATCH**

Members considered correspondence received from Wokingham Borough Council regarding a new Countryside Watch initiative aimed at reducing the impact of fly-tipping in the borough. Members gave the following examples of areas in Woodley where fly-tipping had occurred:

- The area around the bin at the footpath end of Nightingale Road
- Along the footpath at the end of Nightingale Road
- In the vicinity of Tesco Express in Hurricane Way
- Around the Highwood area
- Bideford Close – adjacent to 78-94 Hazel Drive

It was suggested that the fly-tipping problem was a result of the waste management policy, which charged members of the public for leaving certain types of waste at local authority tips.

RESOLVED:

- ◆ To email all Councillors asking for examples of areas where fly-tipping is occurring.
- ◆ To send the list of fly-tipping hot-spots to Wokingham Borough Council, as requested.
- ◆ To request further information about the Countryside Watch initiative and ideas for reducing fly-tipping.

120. **WOKINGHAM BOROUGH COUNCIL: VOLUNTARY SECTOR STRATEGY CONSULTATION**

Members noted correspondence from Wokingham Borough Council announcing the launch of a consultation that would inform the production of the Voluntary Sector Strategy.

RESOLVED:

- ◆ That the dates of the workshops being held to discuss aspects of the voluntary sector provision would be requested from Wokingham Borough Council and that Councillor Baker would attend one of the workshops, if possible.
- ◆ That Members send their comments and views on the voluntary sector provision to Councillor Baker.

121. **CENTRAL AND EASTERN BERKSHIRE AUTHORITIES: JOINT MINERALS AND WASTE PLAN: ADDITIONAL CALL FOR SITES (AUTUMN 2019)**

Members noted that an additional call for sites for the Central and Eastern Berkshire Authorities' Joint Minerals and Waste Plan was being undertaken.

122. **NHS PUBLIC ENGAGEMENT EVENT: DESIGN OUR NEIGHBOURHOODS**

Members noted that a public engagement event was being held on 13 November 2019 by members of the West Berkshire Health and Wellbeing Board, directors from Berkshire West Clinical Commissioning Group, clinical directors from the Primary Care Networks and leaders of the voluntary sector. An invitation to the event had been circulated to all Councillors.

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

Members noted the report of the Woodley and North Earley Community Forum meeting held on 23 October 2019.

124. **PUBLICATIONS/INFORMATION**

RESOLVED:

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

125. **FUTURE AGENDA ITEMS**

There were no suggestions for future agenda items.

126. **PUBLICITY/WEBSITE**

RESOLVED:

- ◆ To publicise the following:
 - The Wokingham Borough Council Countryside Watch initiative.

127. **ENFORCEMENT ISSUES**

The Chairman informed the meeting of one ongoing enforcement matters and three enforcement investigation closure notices.

The meeting closed at 9:05 pm

Woodley Town Council

Page 1

Date :- 07/11/2019

Observations on the following Planning Applications

<u>Application No</u>	<u>Date Recd</u>	<u>Applicant Name</u>	<u>Location</u>
Approved on the following applications;			
191823	14/10/2019	Mr J Wild	West Warren Warren Road Woodley RG5 3AR
Proposal : Householder application for the proposed erection of double garage including utility, log store and cycle shelter following the demolition of existing double garage.			
Observations : No objections.			
192538	07/10/2019	Mr Perfilyyev & Mrs Geldimyado	20 Clivedale Road Clivedale Road Woodley RG5 3RD
Proposal : Householder application for the proposed conversion of loft space to create habitable accommodation including rear dormer extension with insertion of 3 No. front roof lights; single storey front/side and stepped rear extension including the insertion of 4 No. flat roof lights following demolition of existing conservatory and rear extension.			
Observations : The Committee had no objections to the proposal, but asked that the views of the neighbours be taken into consideration.			
192586	10/10/2019	Mr J Marrotto	65 Norton Road Norton Road Woodley RG5 4AJ
Proposal : Two storey side extension.			
Observations : No objections.			
192648	12/10/2019	Mr M Bicknell	The Homestead Park Lane Charvil RG10 9TR
Proposal : ADJOINING PARISH CONSULTATION Full application for the proposed erection of 3 No. commercial buildings. (Retrospective)			
Observations : No objections.			
192657	14/10/2019	Mr & Mrs Xu	2 Mulberry Close Mulberry Close Woodley RG5 3LR
Proposal : Householder application for the proposed erection of a single storey side/rear extension to include the insertion of 2 No. rooflights following the removal of existing rear conservatory, garage conversion to include roof alteration (flat to pitched) to create habitable accommodation (games, shower and utility rooms), internal alterations and changes to fenestration to existing dwelling.			
Observations : No objections.			

Date :- 07/11/2019

Observations on the following Planning Applications

<u>Application No</u>	<u>Date Recd</u>	<u>Applicant Name</u>	<u>Location</u>
192696	15/10/2019	Mr S Hamblin	38 Wallace Close Wallace Close Woodley RG5 3HW
Proposal : Householder application for the proposed creation of a 3.4m wide dropped kerb and 2 No. hardstandings to the front of the property.			
Observations : No objections.			
192713	14/10/2019	Mr M Bicknell	The Homestead Park Lane Charvil RG10 9TR
Proposal : ADJOINING PARISH CONSULTATION Full application for the proposed erection of 1 No. commercial storage building (Use Class B8). (Retrospective)			
Observations : No objections.			
192726	17/10/2019	Mr & Mrs Poole	18 Rose Close Rose Close Woodley RG5 4UR
Proposal : Householder application for the proposed conversion of existing side garage to create habitable accommodation (family room) to existing dwelling.			
Observations : No objections.			
192859	29/10/2019	Mr & Mrs Lancaster	35 Comet Way Comet Way Woodley RG5 4NZ
Proposal : Householder application for proposed erection of a single storey side/rear extension including the insertion of 4 No. rooflights.			
Observations : No objections.			

Date :- 07/11/2019

Observations on the following Planning Applications

<u>Application No</u>	<u>Date Recd</u>	<u>Applicant Name</u>	<u>Location</u>
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Refused on the following applications;**192557**

08/10/2019

V Shehi

46 Woodlands Avenue
Woodlands Avenue
Woodley
RG5 3HJ

Proposal : Householder application for the proposed part single, part two storey rear/side extension to include conversion and extension of existing loft space to create habitable accommodation (3 No. bedrooms and bathroom) and the insertion of 4 No. dormers to side, insertion of pitched roof to front and changes to fenestration to existing bungalow.

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

- The proposed extension is very large.
- Overlooking of neighbouring gardens due to the very large floor to ceiling window to the first floor of the rear elevation.
- The large flat roof dormers are overbearing and, as a whole, not subservient to the existing building.
- Changing the front elevation hipped roof to a gable end is out of character with the majority of the street scene.
- The windowless dormer is visually unacceptable.

If planning permission is granted, the Committee requested that there be a condition that the property cannot be used as a house of multiple occupation.

192571

10/10/2019

Mr G Bertram

29 Duncan Road
Duncan Road
Woodley
RG5 4HR

Proposal : Full application for the proposed sub-division to form 2 No. two-bedroom dwellings with parking and amenity space.

Observations : Seven residents were present at the meeting to voice concerns about this application and two letters of concern had been received.

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

- This application is in contravention of Condition 8 of planning permission 191050, which states that the side extension must only be used as ancillary accommodation to the main dwelling and must not be used as a separate dwelling.
- A separate dwelling is not acceptable in this location in the interests of the amenities and highway safety. Relevant policies: Core Strategy Policies CP1, CP3, CP4 and Managing Development Delivery Local Plan Policies CC01, CC07, TB07, TB08.
- A separate dwelling would result in additional parking requirements and would exacerbate the current parking problems in the cul de sac.

192825

28/10/2019

Unknown

Edgefield
Western Avenue
Woodley
RG5 3BH

Proposal : Full planning application for the change of use of residential swimming pool to a mixed use of residential swimming pool and use for the provision of baby and toddler swimming classes. (Retrospective)

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

Date :- 07/11/2019

Observations on the following Planning Applications

<u>Application No</u>	<u>Date Recd</u>	<u>Applicant Name</u>	<u>Location</u>
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The Committee considered the proposal and recommended that the application be refused on the following grounds:

- The running of such a business is inappropriate in this residential area.
 - Detrimental impact on the flow of traffic on the highway due to parking requirements generated by the business.
 - Unneighbourly.
-

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**Minutes of a meeting of the Leisure Services Committee held at the Oakwood Centre
on Tuesday 19 November 2019 at 8:00 pm**

- Present:** *Councillors K. Gilder (Chairman); K. Baker; D. Bragg; A. Heap;
S. Rahmouni; R. Skegg; B. Soane; A. Swaddle*
- Officers present:** *D. Mander, Town Clerk; K. Murray, Deputy Town Clerk;
E. Whitesmith, Leisure Services Manager; L. Matthews, Committee Officer*
- Also present:** *Sam Milligan, Just Around the Corner charity
3 members of the public*

Before opening the meeting, Councillor Gilder called for a minute's silence in memory of Councillor David Stares.

23. **APPOINTMENT OF CHAIRMAN OF THE LEISURE SERVICES COMMITTEE**
Following the death of Councillor David Stares, it was proposed by Councillor Baker, seconded by Councillor Gilder and
- RESOLVED:**
- ◆ To appoint Councillor Bragg Chairman of the Leisure Services Committee for the remainder of the municipal year.
24. **APOLOGIES FOR ABSENCE**
Apologies for absence were received from Councillor M. Green.
25. **DECLARATIONS OF INTEREST**
There were no declarations of interest made by Members.
26. **APPOINTMENT OF VICE-CHAIRMAN OF THE LEISURE SERVICES COMMITTEE**
Councillor Gilder remained as Vice Chairman of the Leisure Services Committee.
27. **WORKING PARTY MEMBERSHIP**
Following the death of Councillor David Stares, the following appointments were made to the vacant positions on working parties:
- a) **Community Youth Partnership**
- RESOLVED:**
- ◆ To appoint Councillor Rahmouni to the Community Youth Partnership for the remainder of the municipal year.
- b) **Woodford Park Leisure Centre Regeneration Task and Finish Group**
- RESOLVED:**
- ◆ To appoint Councillor Swaddle to the Woodford Park Leisure Centre Regeneration Task and Finish Group for the remainder of the municipal year.

c) **3G Pitch Steering Group**

RESOLVED:

- ◆ To appoint Councillor Baker to the 3G Pitch Steering Group for the remainder of the municipal year.

28. **MINUTES OF THE MEETING HELD ON 3 SEPTEMBER 2019**

RESOLVED:

- ◆ That the minutes of the Leisure Services Committee meeting of 3 September 2019 be approved and signed by the Chairman as a correct record.

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

Sam Milligan, Just Around the Corner charity (JAC), was welcomed to the meeting and presented the JAC report. The monthly number of contacts made by the detached youth team during the previous six months were provided in the report and Sam Milligan pointed out that recently the numbers had been very variable. He informed Members that in recent months the skate park in Woodford Park had been the most popular area for young people to congregate, but that the numbers had reduced over the past two weeks and the town centre was starting to get busier, with afternoons being busier than evenings. The detached youth team would be varying the times that they go out over the coming weeks in order to determine the best times to make the most contacts.

Members questioned Sam Milligan about some of the specific cases mentioned in the JAC report and Sam Milligan reported that the greatest concern being reported by agencies across the borough was the level of high anxiety, often leading to depression, in many young people. During the discussion of this issue, Sam Milligan informed Members that there seemed to be many reasons for the levels of high anxiety, including high expectations from teachers, parents and young people themselves for high educational achievements. The problem of anxiety often showed more readily in girls because boys often reacted to anxiety by misbehaving, which masked the underlying problem.

30. **COMMUNITY YOUTH PARTNERSHIP**

Sam Milligan presented Report No. LS 19/19 of the Community Youth Partnership meeting held on 19 November 2019.

Members noted that the Partnership had discussed the way forward with regard to establishing more parents' self help groups for dealing with anxiety in young people and it had been agreed that three Woodley schools would be approached to help with setting-up further groups. Members were also informed that, during a discussion on youth provision in Woodley, it had been suggested that a survey of young people be undertaken to determine what youth activities they would like to be available in Woodley.

Sam Milligan updated Members on the Loddon Mead Project, reporting that the Art and Parkour event would now take place early in the New Year and that the Art Departments at Waingels College and The Bulmershe School would be invited to participate.

RESOLVED:

- ◆ To note Report No. LS 19/19.

The Chairman thanked Sam Milligan for coming to the meeting.

31. **BUDGETARY CONTROL**

The Town Clerk presented Report No. LS 20/19 and noted that the income received from all income streams, except the public toilet, was ahead of what would be expected at this point in the year. In particular, the income from Woodford Park Leisure Centre was already at 76% of the budgeted income for the whole year, as a result of the Leisure Services Manager and his team developing the centre into such a popular venue.

RESOLVED:

- ◆ To note Report No. LS 20/19.

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

The Leisure Services Manager presented Report No. LS 21/19 and informed Members of the plans for a Christmas Charity Open Day at Woodford Park Leisure Centre on 23 December during which the centre's facilities would be open to all for no charge other than a minimum donation of £1.00. There would also be a cake and biscuit sale and all proceeds would go to the Mayor's charity, Prostate Cancer UK.

Members were informed that a complaint had been received from a resident whose son was now too old to take advantage of the £2 turn-up rate for the 3G pitch, which was available to under 16s. The Leisure Services Manager asked Members to consider extending the age limit to include those aged 16 and explained the reasons for reducing the age limit from 18 at the start of 2019, which included bullying of younger children by the older users and abuse of staff. After a lengthy discussion, it was agreed that the age limit for this offer should be raised to 18 and under and that this arrangement would be reviewed by the Committee at the meeting in April 2020.

The Leisure Services Manager reported on the completion of refurbishment work to the leisure centre reception, the employment of two new part-time receptionists, repairs to the dividing curtains and goals on the 3G pitch, and the purchase of new badminton nets and new attachments for one of the machines in the gym. Members were also pleased to note that a new Thursday morning walking netball session would be starting in January 2020.

RESOLVED:

- ◆ To note Report No. LS 21/19.
- ◆ To change the age limit on the £2 turn-up rate for off peak use of the 3G pitch to 18s and under.
- ◆ To review the age limit on the £2 turn-up rate for off peak use of the 3G pitch in April 2020.

33. **PARKS AND BUILDINGS**

The Deputy Town Clerk presented Report No. LS 22/19 and updated Members on matters relating to Woodford Park. He informed Members that two memorial seats had been installed near the Garden of Remembrance and that there had been several enquiries about memorial trees. Members were also informed that knee rail fencing had been installed to the area in front of the pre-school building and that officers were investigating the possibility of installing ground reinforcement mesh to areas of the Memorial Ground where high footfall and vehicles entering the park often caused damage to the grass.

The Deputy Town Clerk reported that there had been an increase in the amount of bagged domestic waste and domestic green waste being deposited in the litter bins around the park and informed Members of the measures being taken to attempt to identify the culprits.

Members were pleased to note that officers would be meeting with landscape architects and play companies over the coming weeks to develop a design brief for the Woodford

Park Play Area project, which would focus on inclusivity and natural play. In reply to a question the Deputy Town Clerk said that it was hoped that the design brief would be reported at the next meeting of the Committee.

The Deputy Town Clerk informed Members that Woodford Park would be included in the full judging round for Green Flag status in 2020, involving the submission of a revised management plan and a full visit from the judging team.

Members noted the minutes of the Friends of Woodford Park Liaison Meeting held on 17 September 2019 and the Friends of Woodford Park meeting held on 29 October 2019, both of which had been included in the agenda. When questioned about the removal of tree stumps around the perimeter of the lake, the Deputy Town Clerk replied that there had been a lot of problems with rapid growth from the tree stumps in the spring and the decision had therefore been taken to remove the stumps and replace them with wild flowers. He agreed that it was better for the encouragement of wildlife to leave stumps in position and assured Members that this was done whenever possible. Members considered the request from the Friends of Woodford Park that a representative from the Council be appointed to the Friends of Woodford Park committee.

The Deputy Town Clerk reported on matters relating to the allotments, including the problems that had been caused by bonfires, particularly through the summer months, when there had been several instances of fires getting out of control. Members considered a proposed change to the allotment tenancy agreement that would only permit bonfires from 1 October to 30 April and only after 4pm. Under the terms of the Allotment Act 1950, one year's notice was required for changes to be made to the tenancy agreement, however it was proposed that the changes with regard to bonfires would be made from January 2020 on the basis of safety concerns, and it was believed that most allotment holders would abide by this even though the appropriate notice would not have been provided for it to be legally enforceable until January 2021.

Members were pleased to note the draft beekeepers agreement for the allotment site, which had been produced with advice from members of the Reading Bee Keepers Association. It was anticipated that the beekeeping initiative would start with one or two keepers managing two hives each, and prospective beekeepers would be required to hold a suitable qualification and be a member of the Bee Keepers Association. Members suggested that school children might be able to visit the allotments on field trips to observe the beekeeping.

The Deputy Town Clerk reported that the damaged fencing at Rivermead Open Space, along the boundary with properties in Colemansmoor Road, had been replaced with a new 6' chain link fence and said that the possibility of installing netting to a higher level, to keep balls out of residents' gardens, was being investigated. He confirmed that the bushes and small trees that had needed to be removed would be replaced. In reply to a question about hedgehog tunnels, the Deputy Town Clerk said that this would be investigated and if it was too late to install them in this location, they could perhaps be installed in another area.

Members noted the information on the Council's wildlife and environmental initiatives, which had been provided in the agenda, and suggested that this could be displayed on the Council's website to show the actions that were being taken to increase wildlife. The need to provide information boards to explain why logs etc. were not being cleared away was stressed.

RESOLVED:

- ◆ To note Report No. LS 22/19.
- ◆ That the following clause be added to the allotment tenancy agreement;
"That bonfires are permitted after 4pm between 1 October to 30 April only. No bonfires are permitted outside these times."

◆ To make the following recommendation to Council:
That a representative be appointed to the Friends of Woodford Park committee.

34. **ACCESSIBLE PLAY EQUIPMENT IN WOODLEY**

Members noted that an assessment of the Council's play areas was being carried out and would be reported to the next meeting of the Committee. This would include a breakdown of condition, age and accessibility, and recommendations to form the basis for a longer-term replacement/upgrade programme. The Deputy Town Clerk informed Members that the Maintenance Team Manager was a ROSPA qualified Play Equipment Inspector.

35. **FUTURE AGENDA ITEMS**

There were no suggestions for future agenda items

36. **PUBLICITY AND WEBSITE**

RESOLVED:

- ◆ To publicise the following:
 - The Christmas Charity Open Day at Woodford Park Leisure Centre.
 - The change to the age limit for the £2 turn-up rate for the 3G pitch.
 - The bee-keeping initiative at the allotments.
 - The proposal to limit bonfires at the allotments.
 - The initiative to encourage wildlife.

Councillor Baker asked that items be publicised on all the Woodley Facebook pages, not just the Town Council website and Facebook pages.

At this point in the meeting, before the exclusion of public and press, Councillor Soane thanked all the Council's staff for the successful Remembrance event on 11 November, which he thought had been very well organised. Councillor Soane also thanked the Friends of Woodford Park for their work in the park, which was looking very good.

37. **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.

38. **UPDATE ON PROPERTY MATTERS**

The Town Clerk gave a verbal update on property matters and informed Members that these would be reported to Full Council for approval.

The meeting closed at 9:50 pm

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Minutes of a meeting of the Strategy & Resources Committee held at the Oakwood Centre on Tuesday 26 November 2019 at 8:00 pm

Present: *Councillors K. Baker (Chairman); J. Anderson; A. Chadwick; K. Gilder; P. Wicks*

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

Also present: *1 member of the public*

40. **APOLOGIES**

Apologies for absence were received from Councillors S. Brindley, J. Cheng and B. Rowland.

41. **DECLARATIONS OF INTEREST**

Councillor Chadwick	Agenda item 8: Community Grants	Prejudicial – Councillor Chadwick is a member of the Wokingham District Veteran Tree Association
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Councillor Chadwick left the room and was not present for the discussion or decision on agenda item 8: Community Grants

Councillor Baker	Agenda item 10a: Woodley Town Centre Management Initiative: Financial arrangements	Prejudicial – Councillor Baker is a committee member of the Woodley Town Centre Management Initiative
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Councillor Baker left the room and was not present for the discussion or decision on agenda item 10a: Woodley Town Centre Management Initiative: Financial arrangements

42. **MINUTES OF THE MEETING HELD ON 17 SEPTEMBER 2019**

RESOLVED:

- ◆ That the minutes of the Strategy and Resources Committee meeting of 17 September 2019 be approved and signed by the Chairman as a correct record.

43. **FINANCE**

a) **Budgetary Control**

The Town Clerk presented Report No. SR 26/19 and informed Members that the loan relating to Bulmershe Leisure Centre had now been fully repaid. The Chairman asked whether a summary of the Council's outstanding loans could be provided periodically and the Town Clerk agreed to provide this information annually.

RESOLVED:

- ◆ To note Report No. SR 26/19.

b) **Payments**

RESOLVED:

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

	Current account	Imprest account
September 2019	£181,162.96	£49,792.13
October 2019	£148,891.05	£50,322.41

c) **Internal audit**

RESOLVED:

- ◆ To receive the report of the Council's internal auditors for the period from April to September 2019

44. **OAKWOOD CENTRE UPDATE**

The Deputy Town Clerk presented Report No. SR 27/19. He informed Members that the installation of solar panels on the Oakwood Centre roof would be carried out in the week commencing 2 December and the work was expected to be completed within one week. The installation would maintain access to all roof areas and would not interfere with the planned roof repairs. Members noted that RAM Building Consultancy had been commissioned to provide a specification for the roof repairs and that this would be presented to the Committee when it was available.

The Deputy Town Clerk reported that he was looking at ways of reporting the amount of carbon saving that would be achieved by the solar panels and was also investigating the potential for making further savings. The Chairman requested that an item on climate change be included in future agendas and that a regular update on carbon savings be reported to the Committee. The Deputy Town Clerk said that he was also looking at ways of making residents aware of the steps they could take to make carbon savings and it was agreed that there should be a communication plan in place to pass on information about climate change and carbon saving. Councillor Wicks stressed the importance of also encouraging residents to reduce the use of single use plastic and suggested that the Council sign up to the Surfers for Sewage initiative and advertise this to residents.

Members noted the work that had been carried out in the theatre by the Maintenance Team and discussed the need to make further improvements, such as upgrading the sound box and reupholstering the seating, to ensure that the facilities were of a high enough standard to attract hirers. The Deputy Town Clerk reported that, following discussions with a hirer who had complained about the poor state of the stage floor, the Maintenance Team would in future repaint the floor before the vinyl flooring was re-laid for the next hirer. Members suggested that hirers of the theatre could be contacted and asked for suggestions of improvements that could be made to the theatre. It was also suggested that potential hirers who did not proceed with a booking could be asked what improvements would make them consider booking in the future. The Deputy Town Clerk reported that upgrading the equipment would enable the Council to market the theatre for more business and conference use.

RESOLVED:

- ◆ To note Report No. SR 27/19.

45. **CATERING PARTNERSHIP**
The Deputy Town Clerk presented Report No. SR 28/19 of the Catering Partnership meeting held on 15 November 2019.

RESOLVED:

- ◆ To note Report No. SR 28/19.

46. **INVESTMENTS WORKING PARTY**
The Town Clerk presented Report No. SR 29/19 of the Investments Working Party meeting held on 14 November 2019.

RESOLVED:

- ◆ To note Report No. SR 29/18.
- ◆ That the level of annual contributions to the fund in 2020/21, 2021/22 and 2022/23 be set at £80,000.

RECOMMENDED:

- ◆ That the Draft Treasury Management Strategy 2020/21, as presented, be adopted.

47. **COMMUNITY GRANTS**
Members considered the requests for grant funding, as set out in Report No. SR 30/19, in line with the community grants criteria. The total amount of grant applications received exceeded the available budget by £700. After lengthy consideration, it was agreed grants would be given to all applicants, but that some would be given a reduced amount, and that £450 would be transferred from the Youth Budget to enable the individual grants to young people to be paid in full. It was suggested that the criteria for awarding grants to community groups and organisations be reviewed at the next meeting of the Committee.

RESOLVED:

- ◆ To transfer £450 from the Youth Budget to the Community Grants budget to enable the individual grants to young people to be paid in full.
- ◆ That, under Section 137 of the Local Government Act 1972, the following grants be awarded:

Berkshire Multiple Sclerosis Therapy Centre	£250	Towards the cost of providing a range of treatments and therapies.
Kick Twist Cheerleading	£200	Towards the cost of extra safety mats.
The Link Visiting Scheme	£250	Towards the transport costs of visiting Woodley members in their homes and running community activities.
Ward and Wickham Ensemble	£200	Towards the cost of providing free weekly performing arts classes for Woodley children.
Wokingham District Veteran Tree Association	£100	Towards the cost of replacing IT and audio visual equipment.

Wokingham Job Support Centre	£200	Towards the cost of providing internet access, training and support for job seekers.
Wokingham Volunteer Centre	£250	Towards the cost of providing the Green'n'Tidy gardening service and finding volunteers for many charities within Woodley.
Woodley Adopt A Street Project (WASP)	£200	To purchase additional equipment for the volunteers to use.
Woodley Photographic Club	£200	Towards the cost of a new, larger projector screen.
<u>Individuals</u>		
William Cowen (Gymnastics: GB Tumbling squad)	£100	Towards the costs of GB kit and travelling and accommodation for the World Championships in Tokyo.
Chelsea Allong (Kick Twist Cheerleading)	£100	Towards the cost of travelling and accommodation for the European Cheerleading Championships in Paris.
Amber Burman (Kick Twist Cheerleading)	£100	Towards the cost of travelling and accommodation for the European Cheerleading Championships in Paris.
Ellena Burman (Kick Twist Cheerleading)	£100	Towards the cost of travelling and accommodation for the European Cheerleading Championships in Paris.
Summer Close (Kick Twist Cheerleading)	£100	Towards the cost of travelling and accommodation for the European Cheerleading Championships in Paris.

48.

ALLOTMENT RENT REVIEW

The Deputy Town Clerk presented Report No. SR 31/19, setting out the proposed allotment charges from January 2021.

RESOLVED:

- ◆ To note Report No. SR 31/19.
- ◆ To increase the allotment plot charges from January 2021 by 2.4% in line with the Retail Price Index figure in September 2019.
- ◆ That the following charges be made for allotment plots at the Reading Road site in 2021:

Poles		Rent	Water	Total		Rent	Water	Total
10	Woodley Resident	£47.60	£4	£51.60	Woodley Resident – State pensioner	£35.70	£4	£39.70
	Non Woodley	£71.40	£4	£75.40	Non Woodley – State pensioner	£53.60	£4	£57.60
5	Woodley Resident	£23.80	£2	£25.80	Woodley Resident – State pensioner	£17.85	£2	£19.85
	Non Woodley	£35.70	£2	£37.70	Non Woodley – State pensioner	£26.80	£2	£28.80

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

The Chairman left the room for part a) of this item, as he had declared a prejudicial interest. As the Vice Chairman of the Committee was not present, Councillor Gilder took the chair.

a) **Financial arrangements**

The Town Clerk presented Report No. SR 32/19.

RESOLVED:

- ◆ To note Report No. SR 32/19.
- ◆ That the Town Council undertake all financial operations relating to the Woodley Town Centre Management Initiative's financial activities as part of the Town Council's financial arrangements with effect from 1 April 2020, subject to the agreement of the WTCMI Management Committee.

At this point, the Chairman returned to the meeting and resumed the chair.

b) **RESOLVED:**

- ◆ To note the report of the Woodley Town Centre Management Initiative meeting held on 9 October 2019.

50. **PROJECTS SCHEDULE 2019/20**

The Deputy Town Clerk presented the updated Projects Schedule 2019/20 and informed Members that the equality and environmental impacts of each project had been added to the schedule.

Members noted that the seating around the trees in the town centre was due to be replaced by Wokingham Borough Council in March 2020. As part of this project, the problem of raised paving slabs caused by the tree roots would be addressed and Members stressed the importance of completing this project without delay as there had been many reports of people falling over due to the uneven paving slabs.

RESOLVED:

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

51. **COUNCIL MEETING DATES 2020/21**

RECOMMENDED:

- ◆ That the schedule of meetings for the 2020/21 municipal year, as attached at **Appendix C**, be approved.

52. **WOODLEY TOWN COUNCIL WEBSITE STATISTICS**
Members noted the statistics for website views, searches and usage given in the agenda.
53. **COMMUNITY INFRASTRUCTURE LEVY (CIL)**
a) Members noted that the September Neighbourhood CIL Proportion (Transfer to Parish/Town Councils) Report identified potential CIL funds to the Town Council of £52,706.
b) Members noted that CIL payment of £21,219 had been paid to the Town Council in October 2019 and that a further £143,818 due to the Town Council had been invoiced by the Borough Council but not yet received by them.
54. **BOROUGH/PARISH LIAISON FORUM**
Members noted the minutes of the Borough/Parish Liaison Forum held on 30 September 2019.
55. **FUTURE AGENDA ITEMS**
There were no suggestions for future agenda items.
56. **PUBLICITY AND WEBSITE**
No additional items were put forward to be publicised or added to the website.
57. **EXCLUSION OF PUBLIC AND PRESS**
RESOLVED:
◆ That in view of the confidential nature of the business about to be transacted in relation to personal information, it was advisable in the public interest that the public and press were temporarily excluded and asked to withdraw for the following agenda items.
58. **PERSONNEL SUB COMMITTEE**
The Town Clerk presented Report No. SR 33/19.
RESOLVED:
◆ To note Report No. SR 33/19.
◆ To approve the proposed establishment of a new permanent Assistant Administrative Officer post on the recommended scale of the local government pay scales with effect from 10 December 2019.
◆ To appoint the current Administrative Apprentice to the Assistant Administrative Officer post with effect from 10 December 2019 and to approve the job description for this post.
◆ To increase the hours worked by the Communications Manager from 18 to 30 hours a week, with effect from 1 December 2019.

The meeting closed at 9:55 pm

Woodley Town Council

CURRENT ACCOUNT

Payments made between 01/09/2019 and 30/09/2019

Date	Total Amount	
04-Sep-19	1275.60	WP flat new cylinder
06-Sep-19	3111.60	Water softener repair OC
19-Sep-19	2110.80	New pressurisation unit OC
06-Sep-19	297.00	Refuse collection
12-Sep-19	297.00	Refuse collection
27-Sep-19	2700.00	WTCMI advertising
04-Sep-19	360.00	Annual membership
27-Sep-19	2230.13	Contract Cleaning
04-Sep-19	271.55	Staff/Cllr badges
19-Sep-19	265.69	Cleaning supplies
04-Sep-19	307.42	Vending supplies
06-Sep-19	501.03	Vending supplies
12-Sep-19	230.09	Vending supplies
19-Sep-19	183.47	Vending supplies
27-Sep-19	832.21	Vending supplies
27-Sep-19	1093.68	Building supplies
27-Sep-19	293.84	Catering services
04-Sep-19	2484.90	Contract Cleaning
27-Sep-19	2484.90	Contract Cleaning
04-Sep-19	330.00	Circus skills workshop - picnic Aug 19
27-Sep-19	231.80	Bottled water
12-Sep-19	348.00	Annual firewall renewal
12-Sep-19	14.47	Electrical supply
19-Sep-19	145.72	Photo copier printing
06-Sep-19	61.92	Building supplies
19-Sep-19	136.73	Building supplies
04-Sep-19	90.00	Coach
06-Sep-19	1519.70	Supply end panels Arun bus shelter
20-Sep-19	14054.28	PAYE & NI-employers & employees
06-Sep-19	60.00	Jingle dancers - picnic Aug 18
12-Sep-19	125.00	Window cleaning
06-Sep-19	1822.08	Chairs Coronation/Chapel hall
12-Sep-19	77.46	Staff uniform OC
06-Sep-19	720.00	Inspection xmas lights
12-Sep-19	240.00	Install banner WTCMI
12-Sep-19	8580.00	Removal of asbestos Coronation hall
27-Sep-19	199.82	Repair dishwasher OC
12-Sep-19	5464.88	Electrical repairs Coronation hall
04-Sep-19	180.00	Distribution of Herald newsletter
12-Sep-19	9204.00	New ceiling Coronation hall
12-Sep-19	60.00	Wasp nests treatment
19-Sep-19	2880.00	External Audit fees
27-Sep-19	405.65	Music License
20-Sep-19	307.24	AVC - payment deducted from pay
19-Sep-19	588.00	Surveyor attendance OC
06-Sep-19	122.82	Bags/gloves/glasses depot
12-Sep-19	3111.30	Electrical supply
27-Sep-19	1901.20	Electrical supply
19-Sep-19	42.00	Water safety checks
27-Sep-19	282.00	Water safety checks
20-Sep-19	15906.78	Pension - employers and employees

19-Sep-19 Trade UK - BandQ	322.00 Building supplies
19-Sep-19 Trade UK - Screwfix	842.90 Building supplies
12-Sep-19 Travis Perkins Trading Co	53.76 Building supplies
20-Sep-19 Unison Collection Ac	34.00 Union fees - deducted from pay
27-Sep-19 Veolia ES - UK Ltd	648.81 Refuse collection
19-Sep-19 Winnersh Plant Hire Ltd	572.50 Rental of digger/trailer
06-Sep-19 Be Fuelcards Ltd	30.35 Unleaded fuel-Depot
02-Sep-19 CF Corporate Finance Ltd	166.32 WPLC copier lease rental
02-Sep-19 Club Manager Ltd	80.40 Clubmanager monthly fee - gym
24-Sep-19 Crown Gas & Power	92.55 Gas supply
24-Sep-19 Crown Gas & Power	201.05 Gas supply
24-Sep-19 Crown Gas & Power	219.66 Gas supply
24-Sep-19 Crown Gas & Power	56.60 Gas supply
12-Sep-19 Epos Now Ltd D/D	30.00 EPOS monthly till charge
10-Sep-19 Global 4 Communications	298.92 WTC/WPLC/OC-Phone
02-Sep-19 InTouch	35.99 Web site monthly charge
27-Sep-19 Les Mills Fitness UK Ltd	197.76 Coach-WPLC
04-Sep-19 Lloyds Bank D/D	42.80 Bank charges
13-Sep-19 Lloyds Bank D/D	208.53 Cardnet service charges
16-Sep-19 Mainstream Digital Ltd	0.50 Phone - O/C
16-Sep-19 Merchant Rentals Ltd	15.44 O/C Cardnet machine rental
16-Sep-19 Merchant Rentals Ltd	15.29 WPLC Cardnet machine
12-Sep-19 Plusnet Plc	52.20 Phone
18-Sep-19 Plusnet Plc	52.20 Phone-WPLC
02-Sep-19 Public Works Loan Board	5874.06 PWLB-Capital/Interest
25-Sep-19 Public Works Loan Board	1528.16 PWLB-Capital/Interest
30-Sep-19 Public Works Loan Board	73170.77 PWLB-Capital/Interest
09-Sep-19 SGW Payroll Ltd	172.10 Aug 2019 payroll services
16-Sep-19 Siemens Financial Services	1100.80 Gym equipment rental
27-Sep-19 SWALEC	31.87 New public toilet electricity
02-Sep-19 TV Licensing	154.50 WPLC TV license
18-Sep-19 Vodafone	282.54 Phone
02-Sep-19 Wokingham BC - Rates	2246.00 Rates-WPLC
02-Sep-19 Wokingham BC - Rates	884.00 Rates-Oakwood Centre
02-Sep-19 Wokingham BC - Rates	358.00 Rates-Coronation Hall
02-Sep-19 Wokingham BC - Rates	162.00 Rates-Chapel Hall
02-Sep-19 Wokingham BC - Rates	383.87 Rates-Public Toilet
	181162.96

CLERKS IMPREST A/C

Payments made between 01/09/2019 and 30/09/2019

09-Sep-19 (Personal Information)	15.00 Refund deposit
16-Sep-19 (Personal Information)	100.00 Refund deposit
09-Sep-19 (Personal Information)	50.00 Refund deposit
16-Sep-19 (Personal Information)	50.40 Yoga cancelled - refund
02-Sep-19 (Personal Information)	30.00 Cancelled WPLC course
23-Sep-19 (Personal Information)	45.00 Refund deposit
16-Sep-19 (Personal Information)	15.00 Refund deposit
16-Sep-19 Amazon Mkt Place	53.73 Desk organiser/clock/clipboard
09-Sep-19 Amazon.co.uk	29.99 Black safety shoes-OC
20-Sep-19 Amazon.co.uk	10.95 Headset training adapter twin
12-Sep-19 Cupsdirect	52.62 Clear plastic cups
09-Sep-19 Curry Online	520.00 Swan tall fridge - WPLC
18-Sep-19 Home Shop Catalogue Ltd	554.68 Automatic Water Softener
25-Sep-19 Lloyds Bank	47185.01 Net payroll-Sept 19
13-Sep-19 Lloyds Bank D/D	14.36 Bank charges

10-Sep-19 MeshDirect	347.98 6ft Fence kit chain link -Rivermead
12-Sep-19 PETTY CASH A/C	103.18 Top up - petty cash
18-Sep-19 PETTY CASH A/C	158.68 Top up - petty cash
13-Sep-19 Solopress	70.80 4x Gloss posters OC
02-Sep-19 Somerville Glass & W	60.00 Clears safety glass
25-Sep-19 Stagedepot.co.uk	62.40 15 Amp black plastic plugs
19-Sep-19 Wickes Building	262.35 Heavy duty tarpaulin/ties
	49792.13

Woodley Town Council

CURRENT ACCOUNT

Payments made between 01/10/2019 and 31/10/2019

Date	Total Amount	
11-Oct-19	960.00	A Star Signs Ltd WPLC signage/installation
04-Oct-19	4020.00	Advanced Maintenance UK Ltd New Combi boiler Coronation Hall
04-Oct-19	82.20	AGA Print Ltd Signage boards - WTCMI
11-Oct-19	297.00	Alan Hadley Ltd Refuse collection
18-Oct-19	138.00	ASAP Computer Services Annual antivirus software
18-Oct-19	50.30	AYS Cleaning Contractors Ltd Contract cleaning
18-Oct-19	2230.13	AYS Cleaning Contractors Ltd Contract cleaning
04-Oct-19	134.71	Be Fuelcards Ltd Diesel/unleaded petrol
11-Oct-19	26.62	Be Fuelcards Ltd Unleaded fuel-depot
18-Oct-19	437.40	Bowak Ltd Cleaning supplies
11-Oct-19	291.03	Brake Bros Foodservice Ltd Vending supplies
18-Oct-19	436.27	Brake Bros Foodservice Ltd Vending supplies
18-Oct-19	162.31	Brake Bros Foodservice Ltd Vending supplies
18-Oct-19	134.58	Brewers Decorator Centres Building supplies
18-Oct-19	2336.36	Brown Bag Cafe Ltd Catering services
11-Oct-19	3272.98	Castle Water Water rates
11-Oct-19	96.60	CDK Casting Ltd Bronze plaque
18-Oct-19	599.40	Central Sports UK Ltd Badminton shuttle cocks
18-Oct-19	2484.90	Churchill Contract Services Ltd Contract cleaning
18-Oct-19	240.00	Clifton Ingram LLP Legal services
01-Oct-19	80.40	Club Manager Ltd Club manager membership
18-Oct-19	187.42	CoolerAid Ltd Bottled water
23-Oct-19	466.56	Crown Gas & Power Gas supply-OC
23-Oct-19	195.99	Crown Gas & Power Gas supply-WPLC
23-Oct-19	99.02	Crown Gas & Power Gas supply-Chapel hall
23-Oct-19	66.42	Crown Gas & Power Gas supply-Coronation Hall
11-Oct-19	240.00	Dejac Associates Ltd Software/installation
11-Oct-19	200.00	Dudley College of Technology Staff training
11-Oct-19	11.85	EDF Energy 1 Ltd Electrical supply
10-Oct-19	30.00	Epos Now Ltd D/D EPOS till monthly charge
11-Oct-19	729.48	Fencing Products Ltd Building supplies
18-Oct-19	161.78	Fencing Products Ltd Building supplies
18-Oct-19	253.20	Fenland Leisure Products Ltd Zip line & springs - play equipment
18-Oct-19	337.75	Fiddes & Son Ltd - Bowcom Building supplies
18-Oct-19	18.85	Fraser Office Supplies Ltd Stationery supplies
18-Oct-19	46.80	Furniture@work Ltd Oak framed noticeboard WPLC
09-Oct-19	294.46	Global 4 Communications Phone WPLC/OC
18-Oct-19	250.09	Hampshire Flag WTC flag design
18-Oct-19	14343.98	HMRC Cumbernauld PAYE & NI Employers and employees
16-Oct-19	6388.14	HMRC VAT 2nd Qtr VAT return
04-Oct-19	96.00	IMAGE BOX WPLC reception vinyl
18-Oct-19	96.00	IMAGE BOX WPLC reception vinyl
01-Oct-19	35.99	InTouch Website fee
18-Oct-19	120.00	John Willis Window cleaning
11-Oct-19	6338.00	Just Around The Corner Grant
18-Oct-19	600.00	Keep Mobile Grant
18-Oct-19	3174.00	Lamps-Tubes Luminations Ltd Repairs to lights in town centre WTCMI
18-Oct-19	29.90	Laundry Depot Laundry table cloths
28-Oct-19	197.76	Les Mills Fitness UK Ltd Coach-Body Balance
01-Oct-19	40.70	Lloyds Bank D/D Bank charges 10/8 to 9/9
14-Oct-19	372.36	Lloyds Bank D/D Cardnet Machine-service

29-Oct-19 Lloyds Bank D/D	40.40 Bank service charges
18-Oct-19 Lyreco UK Ltd	314.07 Stationery supplies
14-Oct-19 Mainstream Digital Ltd	61.56 Qtrly rental/phone
15-Oct-19 Merchant Rentals Ltd	15.44 Cardnet machine rental
15-Oct-19 Merchant Rentals Ltd	15.29 Cardnet machine rental
18-Oct-19 MKR Electrical Services Ltd	447.46 Electrical supplies
18-Oct-19 Mrs K Vevers	585.00 Delivery of Herald newsletter
09-Oct-19 Pitney Bowes Ltd	150.00 Postage topup
14-Oct-19 Plusnet Plc	52.20 Phone - OC
18-Oct-19 Plusnet Plc	52.20 Phone - WPLC
18-Oct-19 Power P & F Ltd	3708.00 Replacement - power pack Auto roller
18-Oct-19 Pro-Tar Surfacing Ltd	36931.68 Repair & overlay pathway lake project
18-Oct-19 Prudential	307.24 AVC payment deducted from pay
01-Oct-19 Public Works Loan Board	6676.72 Loan repayment
18-Oct-19 Readibus	9380.50 Grant
04-Oct-19 Richard Wheeler Signs Ltd	69.64 Public toilet - Graphics panel
18-Oct-19 Rigby Taylor	694.30 Gardening supplies/seeds
11-Oct-19 Round & About Publications Ltd	571.20 WTCMI-full page advert
18-Oct-19 Scott & Sons	100.00 Hire digger-allotments
07-Oct-19 SGW Payroll Ltd	178.22 Payroll services
15-Oct-19 Siemens Financial Services	1100.80 Gym equipment rental
18-Oct-19 Spaldings Ltd	201.72 Decorating supplies
18-Oct-19 SSE Southern Electric	2076.93 Electrical supply
18-Oct-19 St John Ambulance	324.00 First Aid course
28-Oct-19 SWALEC	30.59 Electric supply
11-Oct-19 Technical Surfaces Ltd	360.00 MatchFit 3G pitch service
18-Oct-19 Technical Surfaces Ltd	480.00 3G pitch rubber infill
11-Oct-19 Thames Valley Water Services Ltd	288.00 Water safety checks
18-Oct-19 The Berkshire Pension Fund	16059.59 Pension - employers and employees
18-Oct-19 Token Security Solutions Ltd	278.40 Staffing support OC
18-Oct-19 Trade UK - Screwfix	918.56 Building supplies
18-Oct-19 Trade UK - Screwfix	207.19 Building supplies
11-Oct-19 Travis Perkins Trading Co	232.74 Building supplies
18-Oct-19 Travis Perkins Trading Co	15.02 Building supplies
18-Oct-19 Unison Collection Ac	34.00 Union fees deducted from pay
18-Oct-19 Vail Williams LLP	1320.00 Professional fees
18-Oct-19 Veolia ES - UK Ltd	579.99 Refuse collection
18-Oct-19 Vodafone	281.46 Phone
18-Oct-19 Windowflowers Ltd	1368.00 WTCMI planters
18-Oct-19 Windowflowers Ltd	540.00 Winter planting - WTCMI
01-Oct-19 Wokingham BC - Rates	2246.00 Rates-WPLC
01-Oct-19 Wokingham BC - Rates	162.00 Rates-Chapel Hall
01-Oct-19 Wokingham BC - Rates	884.00 Rates-Oakwood Centre
01-Oct-19 Wokingham BC - Rates	386.00 Rates-Public toilet
01-Oct-19 Wokingham BC - Rates	358.00 Rates-Coronation Hall
18-Oct-19 Wokingham-Citizens Advice	3310.00 Grant
11-Oct-19 Wyevale Garden Centres Ltd	112.00 Gardening supplies
11-Oct-19 Zapkam Ltd	451.25 Staff uniform
	148891.05

CLERKS IMPREST A/C

Payments made between 01/10/2019 and 31/10/2019

07-Oct-19 (Personal Information)	200.00 Refund deposit
21-Oct-19 (Personal Information)	50.00 Refund deposit
02-Oct-19 (Personal Information)	50.00 Refund deposit
21-Oct-19 (Personal Information)	24.99 Refund gym membership

02-Oct-19 (Personal Information)	89.00 Damaged jacket refunded
21-Oct-19 (Personal Information)	50.00 Refund deposit
21-Oct-19 (Personal Information)	50.00 Refund deposit
07-Oct-19 (Personal Information)	50.00 Refund deposit
21-Oct-19 (Personal Information)	50.00 Refund deposit
16-Oct-19 247Curtains.co.uk	223.00 New curtains - Coronation Hall
30-Oct-19 AAT-Org.uk	99.00 Annual membership
04-Oct-19 Amazon.co.uk	152.69 2 x Microwaves WPLC
16-Oct-19 Amazon.co.uk	30.92 20m Ethernet Cable
25-Oct-19 Argos Retail Group	399.99 Hitachi 55 in Smart TV Oakwood Centre
18-Oct-19 Eurooffice.co.uk	23.44 Footrest tilting
01-Oct-19 Kaspersky.uk	54.99 Internet security software
23-Oct-19 Lloyds Bank	46609.32 Net Oct 2019 payroll
11-Oct-19 Lloyds Bank D/D	13.66 10 Aug-9 Sept 19 bank charges
17-Oct-19 Poles Direct.com	282.68 New-Curtain poles
09-Oct-19 Solopress	232.82 Signage boards
09-Oct-19 Solopress	81.22 Flyers & leaflets
14-Oct-19 Solopress	137.77 Flyers & leaflets
17-Oct-19 Solopress	81.22 Flyers & leaflets
29-Oct-19 Starmaker Theatre	760.10 Credit note/refund dep-Starmaker
30-Oct-19 Viking.uk	525.60 Tall Tambou capboards x2
	50322.41

SCHEDULE OF MEETINGS - 2020/21

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

PLANNING & COMMUNITY	LEISURE SERVICES	STRATEGY & RESOURCES	FULL COUNCIL
<u>2020</u> 19 May 16 June	<u>2020</u> 2 June	<u>2020</u> 9 June	<u>2020</u> Annual Meeting: 12 May 23 June
14 July 11 August (SH) 8 September	1 September	15 September	29 September
6 October 3 November 1 December	17 November	24 November	8 December
<u>2021</u> 5 January 26 January	<u>2021</u> 12 January	<u>2021</u> 19 January	<u>2021</u> 9 February
23 February 23 March 20 April	13 April (SH)	27 April	Town Electors: 2 March Annual Meeting: 11 May

(SH = School Holidays)

SCHOOL TERM DATES

2020 Monday 20 April to Tuesday 21 July
Tuesday 1 September to Friday 18 December
(NOTE: Training days - to be agreed)

Half Term: 25 May - 29 May
Half Term: 26 October - 30 October

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

2021 Monday 4 January to Thursday 1 April
Monday 19 April to Wednesday 21 July
(NOTE: Training days - to be agreed)

Half Term: 15 - 19 February
Half Term: 31 May - 4 June

Good Friday: 2 April 2021
No WBC Elections in 2021

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Minutes of a Meeting of the Planning and Community Committee held at the Oakwood Centre on Tuesday 3 December 2019 at 7:45 pm

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

Officers present: *L. Matthews, Committee Officer*

Also present: *7 members of public*

128. **APOLOGIES**

Apologies for absence were received from Councillors D. Mills and M. Nagra.

129. **DECLARATIONS OF INTEREST**

Councillor R. Skegg – Personal interest: Agenda item 4, planning application 192981: 101 Howth Drive, as the resident living next to this property, and who was present at the meeting to voice concerns, is a friend.

Councillor Skegg left the room and was not present for the discussion or decision for this application.

130. **MINUTES OF THE PLANNING AND COMMUNITY COMMITTEE MEETING HELD ON 5 NOVEMBER 2019**

RESOLVED:

- ◆ That the minutes of the Planning and Community Committee meeting held on 5 November 2019 be approved and signed by the Chairman as a true and accurate record.

131. **CURRENT PLANNING APPLICATIONS**

RESOLVED:

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

132. **PLANNING DECISIONS**

RESOLVED:

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

133. **NEIGHBOUR CONSULTATION SCHEME**

RESOLVED:

- ◆ To note application 192889
 - Location: 15 Manners Road, Woodley, RG5 3EA.
 - 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 4.5m, for which the maximum height would be 3.6m and the height of the eaves 2.8m.

134. **HIGHWAYS**
Members noted the correspondence received from Wokingham Borough Council regarding the postponement of the planned micro asphalt surface treatment works scheduled for roads in Woodley, Wokingham and Earley.
135. **COMMUNITY SPEEDWATCH UPDATE**
There were no updates on matters relating to Community Speedwatch to report to the meeting.
136. **CYCLING IN WOODLEY WORKING PARTY**
Councillor Jewell informed Members that the next meeting of the Cycling in Woodley Working Party would be held on 5 December 2019.
137. **TRAINING FOR COUNCILLORS ON PLANNING MATTERS**
Members noted that Councillors Bragg, Doyle, Skegg and Wicks had attended the training session on planning matters given by Wokingham Borough Council on 27 November 2019. Councillor MacNaught had been unable to attend due to illness. Councillor Bragg reported that all had enjoyed the presentation and had found it very informative; however, it was felt that more could have been gained from the session if printed copies of the PowerPoint presentation had been available. The Committee Officer informed Members that a copy of the PowerPoint presentation had been emailed to the Town Clerk following the training session and she agreed to circulate this to all members of the Committee. The Committee Officer also agreed to send feedback to Wokingham Borough Council stating that printed handouts would have been useful during the training session and that a focus on smaller planning applications, rather than large developments, would also be useful for town and parish councillors.
138. **WOKINGHAM BOROUGH COUNCIL: COUNTRYSIDE WATCH**
Members noted that, following the last meeting, an email had been sent to all Councillors requesting examples of areas where fly-tipping was occurring in Woodley. The full list of fly-tipping hotspots was then sent to Wokingham Borough Council, as had been requested.
- The full list of fly-tipping hotspots suggested by Members was as follows:
- The area around the bin at the footpath end of Nightingale Road
 - Along the footpath at the end of Nightingale Road
 - In the vicinity of Tesco Express in Hurricane Way
 - Around the Highwood area
 - Bideford Close – adjacent to 78-94 Hazel Drive
 - The car park next to the Southlake supermarket
 - The entrance near to the children’s play area off Kingfisher Drive
 - The garage area off Rickman Close
- The Communications Manager had publicised the Countryside Watch initiative on social media and members of the public were notifying officers of additional fly-tipping hotspots, which would be forwarded to Wokingham Borough Council. Councillor MacNaught asked for the car parking area in Lytham Road, behind Dominos Pizza, to be added to the list.
139. **APPLICATION TO RENEW STREET TRADING CONSENT**
The following application to renew Street Trading Consent had been notified to Committee members ahead of the meeting, and comments requested, as a response was required by the Environmental Health & Licensing Service by 18 November 2019.

Application No: ST26
 Applicant: Mr Jan Ratip – Mo’s Kebabs
 Trading Site: Woodlands Avenue, Woodley (opposite university site)

Trading Times: Sunday to Thursday: 0700 to 0100 hours
Friday and Saturday: 0700 to 0300 hours)
(One hour shutdown at 3pm to prepare for evening food)

RESOLVED:

- ◆ To note that a response had subsequently been sent to the West Berkshire and Wokingham Environmental Health and Licensing Service stating that the Town Council had no objections to the renewal of the Street Trading Consent.

140. **PROPOSED UPGRADE OF THE EXISTING BASE STATION AT THE BULMERSHE SCHOOL**

Members noted correspondence that had been received from GallifordTry Planning Consultants regarding the proposed upgrade of the existing base station at The Bulmershe School. This consultation had been notified to Committee members ahead of the meeting, and comments requested, as a response was required by GallifordTry by 20 November 2019.

RESOLVED:

- ◆ To note that a response had subsequently been sent to GallifordTry stating that the Town Council had no objections to the proposed upgrade of the existing base station at The Bulmershe School.

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

Members noted the report of the Woodley and North Earley Community Forum meeting held on 20 November 2019.

142. **PUBLICATIONS/INFORMATION**

RESOLVED:

- ◆ To note receipt of the following:
 - *Connecting Communities in Berkshire E-Bulletin – November 2019*
 - *Involve Newsletter – 15 November 2019*
 - *Involve Newsletter – 29 November 2019*
 - *Swan Lifeline Newsletter – Autumn 2019*
 - *Me2 Club Newsletter – November 2019*

143. **FUTURE AGENDA ITEMS**

There were no suggestions for future agenda items.

144. **PUBLICITY/WEBSITE**

There were no suggestions for items to be publicised.

145. **ENFORCEMENT ISSUES**

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

The meeting closed at 9:05 pm

Woodley Town Council

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Date :- 04/12/2019

Observations on the following Planning Applications

<u>Application No</u>	<u>Date Recd</u>	<u>Applicant Name</u>	<u>Location</u>
Approved on the following applications;			
191890	22/11/2019	Mr Steve Feasey	26 Western Avenue Western Avenue Woodley RG5 3BH
Proposal : Householder application for the proposed loft conversion to create habitable accommodation including erection of 1 No. dormer to side, insertion of 2 No. rooflights, following the demolition of existing chimney stack to existing dwelling, plus changes to fenestration.			
Observations : The Committee had no objections to the proposal, but had some concerns about possible overlooking of the neighbouring property.			
192826	05/11/2019	C/o Agent	Headley Road East Headley Road East Woodley RG5 4SN
Proposal : Full application for the demolition of existing buildings (retrospectively) and redevelopment of the site to form 5 industrial units for uses within Use Classes B1 (b and c), B2 and B8 with ancillary B1a; and erection of a building to be used as a builders' merchant (Sui Generis) for the display, sale, storage of building, timber and plumbing supplies, plant and tool hire including outside display and storage racks, with associated access, car parking and landscaping.			
Observations : No objections.			
192943	14/11/2019	Mrs Lisa Anthony	86 Bruce Road Bruce Road Woodley RG5 3DZ
Proposal : Householder application for the proposed erection of a single storey rear extension plus internal alterations, following the demolition of existing conservatory and rear extension.			
Observations : No objections.			
192981	18/11/2019	Khan	101 Howth Drive Howth Drive Woodley RG5 3DJ
Proposal : Householder application for proposed erection of a single storey rear extension to existing dwelling, plus new paving to front elevation.			
Observations : One resident was present at the meeting to voice concerns and one letter of concern had been received. The neighbour did not object to the proposal, but was concerned about the possible effect on his conservatory. The Committee advised that this was not a planning matter, but should be the subject of a party wall agreement.			
The Committee considered the proposal and had no objections to the application.			
193018	22/11/2019	Ms Lauri	69 Colemans Moor Road Colemans Moor Road Woodley RG5 4DG
Proposal : Householder application for the proposed erection of an ancillary single storey timber residential outbuilding following demolition of existing outbuildings.			

Date :- 04/12/2019

Observations on the following Planning Applications

<u>Application No</u>	<u>Date Recd</u>	<u>Applicant Name</u>	<u>Location</u>
Observations : The Committee had no objections to the proposal, but requested that there be a condition imposed stating that the proposed annex shall not be occupied at any time other than for purposes ancillary to the residential use of the main dwelling.			
193085	26/11/2019	Mr & Mrs King	3 Portrush Close Portrush Close Woodley RG5 3PB
Proposal : Householder applicatin for the proposed erection of first floor side extension above existing garage, to add pitched roof to existing garage and porch. Also erection of single storey rear extension with 3 No. rooflights. Also changes to fenestration.			
Observations : No objections.			
193139	28/11/2019	Mr R Ford	60 Headley Road Headley Road Woodley RG5 4JE
Proposal : Full application for the proposed subdivision of part of a ground floor unit relating to the existing commercial building and change of use to provide accommodation for a dog grooming service (Use Class Sui Generis).			
Observations : No objections.			

Date :- 04/12/2019

Observations on the following Planning Applications

<u>Application No</u>	<u>Date Recd</u>	<u>Applicant Name</u>	<u>Location</u>
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Refused on the following applications;**192820**

05/11/2019

Mr Nick Mustoe

57 Beechwood Avenue
Beechwood Avenue
Woodley
RG5 3DF

Proposal : Householder application for the erection of single storey front extension and a single storey rear/side extension including changes to fenestration following demolition of the existing garage and erection of a wooden cycle store to rear.

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

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

- Overdevelopment of the site, as the proposed extension nearly doubles the area of the existing dwelling.
- Massing effect.
- Unneighbourly.
- Out of character with the street scene.

If the planning authority is minded to approve this application, the Committee asked that the permitted development rights for the loft be removed.

193025

14/11/2019

Mr & Mrs Collett

21 Anthian Close
Anthian Close
Woodley
RG5 4XA

Proposal : Householder application for the proposed first floor side extension and garage conversion, internal alterations and changes to fenestration.

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

- Loss of amenity space.
- Loss of green space by creating hardstanding.
- Visual impact.

Woodley Town Council

COMMUNITY INFRASTRUCTURE LEVY ALLOCATION

REPORT OF THE DEPUTY TOWN CLERK

Purpose of Report

To request that Members allocate £22,000 from the available CIL funds of £47,804 to fund the capital projects detailed in the report.

Background

Community Infrastructure Levy (CIL) funding of £47,804 from developments in Woodley is available for spending on capital projects. Two projects that would be suitable for allocation of CIL funds are the regeneration of Woodford Park Lake and the refurbishment of the Alan Cornish Theatre in the Oakwood Centre.

Woodford Park Lake

The regeneration of Woodford Park Lake was carried out in early 2019 with a combination of contracted and in-house works. The project reserve at the beginning of the financial year was £47,589 with an allocation of £7,000 made to the project reserve in July 2019 - to cover the cost of pathway resurfacing around the perimeter of the lake. Adjustments to the final project costs including planting, dipping pond construction and additional path edgings leaves a funding shortfall of £4,933. It is proposed that £4,933 be allocated to the project reserve from the available CIL funds. There is no further funding requirement for this project.

Alan Cornish Theatre

The theatre is popular, well used and showing signs of wear and tear, in addition to some of the necessary technology having become out of date or obsolete since its installation in 2004. The audience seating upholstery is in poor condition and completely worn through on many seats, with the cushioned filling exposed. It is proposed that £5,500 be allocated from the available CIL funds to reupholster the seating. Seating would be taken off-site and re-installed within one week. Periods in the new year have been identified for this work to be carried out without impact on hirers.

The audio/visual equipment in the theatre is dated with connectivity that is now obsolete, including hard-wired VGA cabling which is no longer compatible with even basic laptop computers. The sound system is also in need of upgrading in terms of capacity and sound quality. This is limiting for existing hirers and also limits the appeal to prospective hirers – particularly business users who would require higher quality projection, connectivity and sound. It is proposed that £12,000 be allocated to the project from the available CIL funds to fund the replacement and installation of a high power projector, powered wide aspect screen, cabling, wireless connectivity, sound desk and auditorium speakers. This investment will enable a re-focussing of the marketing effort on the theatre for business and conference use, in addition to theatrical and music hire.

The allocations detailed in the report would leave a balance of £25,371 of currently available CIL funds. A further £143,818 of CIL funding is due to the Town Council and has been invoiced by the Borough Council, but not yet received. It is unlikely that there will be any significant CIL funding received beyond this due to the limited building development potential in Woodley.

Recommendations:

- ◆ **That Members note the information contained in the report.**
- ◆ **That Members consider the allocation of £22,433 from the CIL funds available to fund the capital expenditure identified in the report.**

REPORTS FROM OUTSIDE BODIES

Campaign For Place

24 October July 2019 at Severn Trent Compost and Anaerobic Digester Plant - Wallingford (RE3)

This was a visit with a brief Q&A Session to view the process currently taking food waste and converting into electricity and fertiliser.

The site is one of 8 owned/managed by Severn Trent who purchased this site from Agrivent.

The tour of the establishment included the vehicle reception area where the initial deposits of food waste are collected, followed by an external tour, unfortunately in the rain.

The following notes were taken during the visit:

Wokingham is one of several local governments who have already signed contracts with the site which includes Windsor, parts of Oxfordshire, and Wycombe. Reading, & Bracknell Forest have yet to come on-board.

The reception area requires footwear and vehicle tyres to be disinfected on exit, the area air is controlled with extract being through a bio-filter to minimise odour release.

Food waste is taken into a large receptacle on receipt where an Archimedes screw helps remove the outer packaging and separates it, the food waste being pulverised. The unwanted waste packaging is assembled for collection and reclamation by others. The removed packaging is squeezed to remove all moisture.

Waste that can be used as fertiliser is sent to one of their pasteuriser tanks for pasteurising at 70°C.

Important to note that "compostable bags" take longer to break down than other plastics and are not easily removed in the initial process and it is recommended they are not used. Use bread bags, cereal box inners, or plastic bags in preference. Bags do NOT have to be used.

Noted that if users do not use bags within their food recycling box, the amount of food recovered drops considerably.

Current food waste level is 50,000 tonnes per annum.

The process from collection to completion is between 80 and 90 days

There are large mounds of coffee husks and grindings which are used to supplement the food waste. The digesters must be fed every 4 hours of the 24/7 process.

Two thirds of the income from the site comes from the resale of electricity to the National Grid. Currently enough to fuel 4800 homes 24/7.

The saving for the Council by collecting food waste was targeted at £100 per tonne, and currently this is being met.

The waste in the digesters is deemed a "soup" and ends up as a thick liquid (mud lookalike) used as a fertiliser which can be sprayed onto land to help crops and reduces the need for fossil-fuel based fertilisers.

Each soup tank produces gas which is used to fuel the gas fired CHP electricity generators and the resulting heat is used for the site and the pasteurisation process. (CHP – Combined heat and power.)

There is approximately 8 hours of gas stored on site to fuel the generators.

Figures show 100 kg of waste managed by the site results in a saving of 0.5 tonnes of CO2 to the carbon footprint.

(N.B. report in Sweden identifies 1.5 tonnes of food waste creates 2.5 tonnes of CO2 and other gas emissions)

With 2023 being the target for all local authorities to establish food waste recycling projects it is unclear how this can be achieved as currently there are not enough sites of this type to meet the demand and with commercial businesses such as cafes, restaurants, food production facilities, coming on stream at some stage, demand will greatly outstrip availability.

There is estimated to be 10 million tonnes of food waste produced annually overall with 7 million to households (2015 figures)

Cllr Philip Wicks

Town Mayor's Engagements – 2 October 2019 to 10 December 2019

October	8	Ceremonial Service for the Crown Court opening
	12	2 nd Woodley Scout Group: Cubs' Scrapheap Challenge
	20	SingIN Concert at The Bulmershe School
	22	Funeral of Councillor David Stares
	31	"Mostly G&S" 10 th Anniversary Gala Concert
November	10	Remembrance Service at St John's Church
	11	Remembrance Gathering at Woodley War Memorial
	14	Involve Community Services AGM
	22	Wokingham Borough Sports Council Sports Awards 2019
	23	Woodley Christmas Lights Switch-On
December	1	Opening of Woodley Christmas Extravaganza
	3	Mayor of Earley's Christmas Reception
	8	Wokingham Borough Schools' Carol Concert