



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

To: **ALL MEMBERS OF THE COUNCIL**

NOTICE IS HEREBY GIVEN that the Annual Meeting of the Town Council will be held at the Oakwood Centre on Tuesday 14 May 2019 at 8 pm.

A handwritten signature in black ink that reads "Deborah Mander".

Deborah Mander
Town Clerk

Before the opening of the Town Forum the Town Mayor will present grant cheques to representatives of local community groups and other organisations.

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.

AGENDA

1. **ELECTION OF TOWN MAYOR**

To elect a Town Mayor for the 2019/20 municipal year.

The outgoing Mayor will address the Council.

The outgoing Mayor will then call for nominations for the office of Town Mayor for 2019/20.

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

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

The newly elected Town Mayor to receive the Chain of Office, take the chair and make the Declaration of Acceptance of Office.

The Town Mayor to address the Council.

The Town Mayor to present the Past Mayor's Badge to the outgoing Mayor.

3. **WOODLEY TOWN COUNCIL ELECTION 2019**

To note the Members elected to Woodley Town Council at the election held on 2 May 2019. *(Appendix 3)*

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4. **DECLARATIONS OF ACCEPTANCE OF OFFICE**

To receive a verbal report from the Town Clerk on the completion of the Declaration of Acceptance of Office by Members elected on 2 May 2019.

5. **APOLOGIES FOR ABSENCE**

6. **DECLARATIONS OF INTEREST**

To receive any declarations of interest.

7. **ELECTION OF DEPUTY TOWN MAYOR**

To elect a Deputy Town Mayor for the 2019/20 municipal year.

The Town Mayor will call for nominations for the office of Deputy Town Mayor for 2019/20.

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

The Town Mayor to present the Deputy Town Mayor with the Chain of Office.

8. **COMPOSITION OF THE COUNCIL**

To note the composition of the Council:

Conservative: 18 Liberal Democrat: 6 Labour: 1

9. **POLITICAL GROUP LEADERS**

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

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

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

10.1 To elect the Leader of the Council for the 2019/20 municipal year.

10.2 To elect the Deputy Leader of the Council for the 2019/20 municipal year.

11. **STANDING COMMITTEES**

To appoint Members to serve on the standing committees in the 2019/20 municipal year. The number of places on each committee and the division of these places between the political parties, in accordance with Standing Order 4 a) (iii), is shown in **Appendix 11**.

11.1 **Strategy & Resources Committee**

- a) To approve the number of seats on the Strategy and Resources Committee.
- b) To appoint Members to serve on the Strategy and Resources Committee.

11.2 **Leisure Services Committee**

- a) To approve the number of seats on the Leisure Services Committee.
- b) To appoint Members to serve on the Leisure Services Committee.

11.3 **Planning Committee**

- a) To approve the change of name of the committee to Planning and Community Committee to more accurately reflect the work of the committee.
- b) To approve the number of seats on the Planning Committee.
- c) To appoint Members to serve on the Planning Committee

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

To appoint the Chairman and Vice Chairman of the standing committees for the 2019/20 municipal year.

Under Standing Order 4 d) members of a standing committee appoint the Chairman and Vice Chairman of that committee.

12.1 **Strategy & Resources Committee**

- a) The Town Mayor will invite nominations for Chairman and ask the committee members to vote on the nomination(s).
- b) The Town Mayor will invite nominations for Vice Chairman and ask the committee members to vote on the nomination(s).

12.2 **Leisure Services Committee**

- a) The Town Mayor will invite nominations for Chairman and ask the committee members to vote on the nomination(s).
- b) The Town Mayor will invite nominations for Vice Chairman and ask the committee members to vote on the nomination(s).

12.3 **Planning Committee**

- a) The Town Mayor will invite nominations for Chairman and ask the committee members to vote on the nomination(s).
- b) The Town Mayor will invite nominations for Vice Chairman and ask the committee members to vote on the nomination(s).

13. **APPOINTMENT OF WORKING PARTIES AND SUB COMMITTEES**
Under Standing Order 4 e) members of the parent standing committee approve the numbers on and the appointment of members to the working parties.

All terms of reference are included in **Appendix 13 (enclosed)**.

The division of the places on each working party between the political parties, in accordance with Standing Order 4 f), is shown in **Appendix 11**.

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13.1 **Strategy & Resources Committee:**

- | | | |
|----|--|------------------|
| a) | Investments Working Party | App.13
Page 1 |
| | 1) To approve the terms of reference of the working party. | |
| | 2) To approve the number of places on the working party. | |
| | 3) To appoint Members to the working party | |
| b) | Risk Management Working Party | App.13
Page 2 |
| | 1) To approve the terms of reference of the working party. | |
| | 2) To approve the number of places on the working party. | |
| | 3) To appoint Members to the working party. | |
| c) | Catering Partnership | App.13
Page 3 |
| | 1) To approve the terms of reference of the working party. | |
| | 2) To approve the number of places on the working party. | |
| | 3) To appoint Members to the working party. | |
| d) | Standing Orders & Financial Regulations Working Party | App.13
Page 4 |
| | 1) To approve the terms of reference of the working party. | |
| | 2) To approve the number of places on the working party. | |
| | 3) To appoint Members to the working party. | |
| e) | PR/Marketing Working Group | App.13
Page 5 |
| | 1) To approve the terms of reference of the working party. | |
| | 2) To approve the number of places on the working party. | |
| | 3) To appoint Members to the working party | |
| f) | Personnel Sub Committee | App.13
Page 6 |
| | 1) To approve the terms of reference of the sub committee. | |
| | 2) To approve the number of places on the sub committee. | |
| | 3) To appoint Members to the sub committee. | |

13.2 **Strategy and Resources Committee and Leisure Services Committee**

- | | | |
|--|--|------------------|
| | Woodford Park Leisure Centre Regeneration Task & Finish Group | App.13
Page 7 |
| | 1) To approve the terms of reference of the task & finish group. | |
| | 2) To approve the number of places on the task & finish group. | |
| | 3) To appoint Members to the task & finish group. | |

13.3 **Leisure Services Committee:**

- | | | |
|----|---|------------------|
| a) | Community Youth Partnership | App.13
Page 8 |
| | 1) To approve the terms of reference of the working party. | |
| | 2) To approve the number of places on the working party. | |
| | 3) To appoint Members to the working party. | |
| | 4) To approve the appointment of voluntary sector representatives to the working party. | |

b) **3G pitch Steering Group**

- 1) To approve the terms of reference of the steering group.
- 2) To approve the number of places on the steering group.
- 3) To appoint Members to the steering group.

App.13

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13.4 **Bulmershe Site of Urban Landscape Value Joint Working Party:**

- 1) To note the terms of reference of the Bulmershe Site of Urban Landscape Value Joint Working Party.
- 2) To appoint two representatives and one named substitute to the joint working party for the 2019/20 municipal year.

App.13

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14. **APPOINTMENT OF REPRESENTATIVES ON OUTSIDE BODIES**

To appoint the Council's representatives on outside bodies:

- 14.1 Berkshire Association of Local Councils (BALC) - 2 places
- 14.2 Wokingham District Association of Local Councils – No appointment to be made until future of association is determined
- 14.3 ARC - 2 places
- 14.4 Campaign Against Waste - 1 place (plus 1 deputy)
- 14.5 Citizens Advice Wokingham - 1 place
- 14.6 Highwood Management Conference - 2 places
- 14.7 Museum of Berkshire Aviation Trust - 1 place
- 14.8 Readibus - 1 place
- 14.9 Road/Street Works Major Projects Meetings - 1 place (plus 1 deputy)
- 14.10 Sonning & District Welfare & Education Trust – 1 place
- 14.11 The Bulmershe School: Governor – 1 place
- 14.12 Wokingham Borough/Parish Working Group – 1 place (plus 1 deputy)
- 14.13 Woodley Airfield Centre Management Committee – 2 places
- 14.14 Woodley Bowling Club Management Committee – 1 place
- 14.15 Woodley and North Earley Community Forum
- 14.16 Woodley Town Centre Management Initiative – 2 places
- 14.17 Woodley Volunteer Centre – 1 place

In addition the Council appoints representatives to the following, no appointments are required to be made in 2019:

Poor's Land Charity (4 places)

Councillor J. Cheng and Mrs S. Flower serving to 2020

Councillor D. Mills and Mr. Laurie Day serving to 2022

Robert Palmer Almshouse Charity (1 place)

Councillor Sam Rahmouni serving to 2020

15. **CHEQUE SIGNATORIES**
To appoint signatories to sign cheques and transfers on behalf of the Council.

*Current councillors who were appointed signatories in 2018:
Councillors K. Baker, J. MacNaught, D. Mills and D. Stares.*
16. **MINUTES OF THE COUNCIL MEETING HELD ON 5 FEBRUARY 2019** Page 10
To receive the Minutes of the Council Meeting held on 5 February 2019 and to approve their signing as a true and correct record.
17. **COMMITTEE REPORTS**
To receive the minutes of the following meetings:
- | | | | |
|------|----------------------------------|------------------|---------|
| 17.1 | Planning Committee | 26 February 2019 | Page 17 |
| 17.2 | Planning Committee | 26 March 2019 | Page 24 |
| 17.3 | Leisure Services Committee | 9 April 2019 | Page 33 |
| 17.4 | Strategy and Resources Committee | 16 April 2019 | Page 37 |
| 17.5 | Planning Committee | 23 April 2019 | Page 57 |
18. **LEADER'S STATEMENT**
To receive a statement from the Leader of the Council.
19. **CAPITAL PROGRAMME** Page 65
To consider **Report No. FC 3/19**.
20. **RESIDENTS' SURVEY 2018**
To receive the Residents' Survey report (available separately).
21. **REPRESENTATIVES ON OUTSIDE BODIES** Page 68
To receive any reports from Town Council representatives on outside bodies.
(Appendix 21)
22. **TOWN MAYOR'S ENGAGEMENTS** Page 70
To note the engagements attended by Councillor Rahmouni as Town Mayor since the last meeting. **(Appendix 22)**

There have been no engagements for the Deputy Mayor since the last meeting.
23. **FUTURE AGENDA ITEMS**
To consider any items for inclusion in future Council agendas.

Members elected to Woodley Town Council at the election held on 2 May 2019

Bulmershe Ward

Nada Al-Sanjari
Mark Green
Sam Rahmouni
Alison Swaddle

Coronation Central Ward

Juliet Anderson
David Bragg

Coronation East Ward

Keith Baker
John MacNaught
David Stares

Loddon Airfield Ward

Anne Chadwick
Alexander Heap
Philip Wicks

Loddon South Ward

Majid Nagra
Janet Sartorel
Bill Soane

Loddon West Ward

Martin Doyle
Michael Forrer

South Lake North ward

Jenny Cheng
Tom McCann
Richard Skegg

South Lake South Ward

Kay Gilder
Carol Jewell
Beth Rowland

Warren Ward

Shadi Brindley
Dave Mills

Membership of Standing Committees

In accordance with Standing Order 4 a) (iii), the division of the number of places on each standing committee between the political parties is as follows:

1. **Strategy & Resources Committee**
Number of seats = 9
To be divided as follows:
Conservative: 7 Liberal Democrat: 2

2. **Leisure Services Committee**
Number of seats = 9
To be divided as follows:
Conservative: 7 Liberal Democrat: 2

3. **Planning Committee**
Number of seats = 12
To be divided as follows:
Conservative: 9 Liberal Democrat: 3

Membership of Working Parties and Sub-Committees

In accordance with Standing Order 4 f), the division of the number of places on each working party between the political parties is as follows:

1. **Investments Working Party**
Number of seats = 4
To be divided as follows:
Conservative: 3 Liberal Democrat: 1

2. **Risk Management Working Party**
Number of seats = 4
To be divided as follows:
Conservative: 3 Liberal Democrat: 1

3. **Catering Partnership**
Number of seats = 5
To be divided as follows:
Conservative: 4 Liberal Democrat: 1

4. **Standing Orders & Financial Regulations Working Party**
Number of seats = 4
To be divided as follows:
Conservative: 3 Liberal Democrat: 1

5. **PR/Marketing Working Group**

Number of seats = 4

To be divided as follows:

Conservative: 3 Liberal Democrat: 1

6. **Personnel Sub-Committee**

Number of seats = 4

To be divided as follows:

Conservative: 3 Liberal Democrat: 1

7. **Woodford Park Leisure Centre Regeneration Task & Finish Group**

Number of seats = 6

To be divided as follows:

Conservative: 5 Liberal Democrat: 1

8. **Community Youth Partnership**

Number of seats = 6

To be divided as follows:

Conservative: 4 Liberal Democrat: 1 Labour: 1

(This will require a suspension of Standing Order 4 f).)

9. **3G Pitch Steering Group**

Number of seats = 3

To be divided as follows:

Conservative: 2 Liberal Democrat: 1

10. **Bulmershe SULV Joint Working Party**

Number of seats = 2 plus 1 named substitute

To be divided as follows:

Conservative: 2

11. **Urgency Committee**

The Members of the Urgency Committee are set by Standing Orders.

**Minutes of a Meeting of the Town Council held at the Oakwood Centre on
Tuesday 5 February 2019 at 8 pm**

Present: Councillors S. Rahmouni (Chairman); K. Baker; T. Barker; D. Bragg;
A. Chadwick; R. Dolinski; D. Fradley; M. Green; R. Horskins;
J. MacNaught; D. Mills; D. Smith; J. Trick; M. Walker

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

Also present: Borough Councillor A. Loyes
2 members of the public

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

64. **APOLOGIES FOR ABSENCE**

Apologies were received from Councillors S. Brindley, J. Cheng, C. Dixon, M. Forrer, B. Franklin, K. Gilder, B. Soane, D. Stares and P. Wicks.

65. **DECLARATIONS OF INTEREST**

There were no declarations of interest made by Members.

66. **MINUTES OF COUNCIL MEETING HELD ON 11 DECEMBER 2018**

The Town Mayor presented the minutes of the Council meeting held on 11 December 2018.

RESOLVED:

- ◆ To approve the minutes of the Council meeting held on 11 December 2018 and that they be signed by the Mayor as a correct record.

67. **COMMITTEE REPORTS**

67.1 **Minutes of the Planning Committee: 8 January 2019**

Councillor Barker presented the minutes of the Planning Committee meeting held on 8 January 2019.

RESOLVED:

- ◆ To receive the minutes of the Planning Committee meeting held on 8 January 2019.

67.2 **Minutes of the Leisure Services Committee: 15 January 2019**

Councillor Barker presented the minutes of the Leisure Services Committee meeting held on 15 January 2019.

RESOLVED:

- ◆ To receive the minutes of the Leisure Services Committee meeting held on 15 January 2019.

- 67.3 **Minutes of the Strategy and Resources Committee: 22 January 2019**
Councillor Baker presented the minutes of the Strategy and Resources Committee meeting held on 22 January 2019.

Minute No. 73: Charges 2019/20

a) Oakwood Centre charges

RESOLVED:

- ◆ To approve the 2019/20 charges at the Oakwood Centre, as set out in the Proposed Charges 2019/20 Appendix.

b) Leisure Services charges

In reply to a question, the Town Clerk informed Members that she was currently seeking comparison charges from other venues, as requested, and that this information would be circulated to Members when available.

RESOLVED:

- ◆ To approve the charges for Leisure Services in 2019/20, as set out in the Proposed Charges 2019/20 Appendix.

Minute No. 75: Budget Estimates 2019/20

d) Budget and precept 2019/20

Councillor Baker presented the 2019/20 budget and the recommended precept level for 2019/20 to the Council.

RESOLVED:

- ◆ To approve the budget for 2019/20, as presented in the Budget Appendix.
- ◆ To approve a precept level of £1,123,528 for the 2019/20 financial year, as set out in the Budget Appendix.

RESOLVED:

- ◆ To receive the minutes of the Strategy and Resources Committee meeting held on 22 January 2019.

67.4 **Minutes of the Planning Committee: 29 January 2019**

Councillor Barker presented the minutes of the Planning Committee meeting held on 29 January 2019.

RESOLVED:

- ◆ To receive the minutes of the Planning Committee meeting held on 29 January 2019.

68. **LEADER'S STATEMENT**

The Leader of the Council made the following statement:

"This is effectively the final Full Council Meeting of this group of Councillors as we head into Town Council elections in May of this year. I know several of you will be stepping down and as with any election some of you may not return.

So I want to take this opportunity to thank each and every one of you for the amazing commitment you have given to the residents of Woodley. Unlike the Borough, you get absolutely no remuneration for your work - you do it because you want to put something back into this wonderful town of ours.

For those who will not be here after May can I wish you good luck for the future in whatever you do.

For one Councillor, unfortunately, this has come sooner than they expected. Following a recent conviction J.J. Ellis has resigned from the council. Following legal advice, there does not have to be a by-election because the May elections are just over 2 months away.

As we reach the end of this 4-year cycle, I thought I would look back at some of the highlights that you, as councillors, have overseen.

- Following the freeze on the precept, voted on earlier, the Council Tax levels remain the lowest since 2007/08
- General reserves have been built up to over £400,000 whilst Earmarked reserves have been built up to £550,000
- We have spent in excess of £500,000 on capital projects in delivering great facilities like the 3G pitch, the new Gym, Centre Stage, new children's play area in the town centre and so on
- We will continue to spend on new capital projects, some of which are already underway, including the Lake renovation, new maintenance accommodation, new inclusive children's play area in Woodford Park and further developments at the Leisure Centre
- Constantly given nearly £75,000 in grants or service level agreements to organisations like JAC, Readibus, Keep Mobile, ARC, CAB and so on when other authorities have been cutting back their grants
- We have set up our own SpeedWatch operation to assist the police in controlling speeding on our roads
- We had one of the most successful events in the borough with over 2,000 residents attending the anniversary of the end of World War 1
- We continue to sponsor the fireworks at the Carnival

I think that is why Woodley is the premier town within Wokingham Borough and we must note that all these achievements have been made possible by the hard work of a wonderful team of Council officers.

And there is more to come.

In the 4 years we have been in place there has been an increase in the "buzz" about the town and residents appear to be very happy with what we have been doing."

69. **MALONE PARK**

The Town Clerk presented Report No. FC 1/19. She explained that at the Strategy and Resources Committee meeting held on 29 April 2008 (minute number 68) the Town Council had considered an offer from Wokingham Borough Council of a further 10 year lease of Malone Park and had agreed to request that the Borough Council consider transferring the land to the Town Council. Despite correspondence by letter and email, there had been no progress on this matter and the Town Council had continued to manage, maintain and add to the play equipment in the park.

At the Leisure Services Committee meeting on 15 January 2019 (minute number 44) Members had agreed to continue to seek the transfer of ownership of Malone Park from Wokingham Borough Council to the Town Council. As all matters relating to Council land and land acquisition required the approval of Council, Members were asked to consider this matter.

RESOLVED:

- ◆ To note Report No. FC 1/19.
- ◆ To confirm the proposal to seek the transfer of ownership of the land at Malone Park from Wokingham Borough Council to the Town Council.

70. **BULMERSHE SULV JOINT WORKING PARTY**

RESOLVED:

- ◆ To note Report No. FC 2/19 of the Bulmershe SULV Joint Working Party meeting held on 24 January 2019.

71. **WOKINGHAM BOROUGH PLAN**

Members noted correspondence received from Wokingham Borough Council requesting feedback on the issues outlined in the Wokingham Borough Engagement Summary and the Public Engagement Results Summary, which had been circulated with the agenda.

The Town Clerk tabled a proposed response indicating how the Town Council was helping to meet the identified challenges and agreed to add the Town Council's provision of a new public toilet in the town centre.

RESOLVED:

- ◆ To send a response to the request for feedback on the issues outlined in the Wokingham Borough Engagement Summary and the Public Engagement Results Summary, as attached at **Appendix A**.

72. **OUTSIDE BODIES**

Members noted the following written reports:

- Campaign for Place report from Councillor Walker, which had been included with the agenda.
- ARC report from Shelagh Flower, which had been tabled at the meeting.

Councillor Mills had attended the Borough/Parish Liaison meeting the previous evening and gave a verbal report on the meeting. The minutes of this meeting would be included in a future agenda, following receipt.

Councillor Dolinski informed Members of matters discussed at a recent meeting of the Sandford Farm and Loddon Park Liaison Group meeting, although this was not a group that had Town Council representation. Councillor Dolinski reported that Taylor Wimpey proposed to issue fines for construction vehicles driving above 10 miles per hour in the area while construction was underway and was seeking suggestions of charities to which any fines could be donated.

73. **TOWN MAYOR'S ENGAGEMENTS**

The Town Mayor reported on the two engagements he had attended since the last meeting. He noted that he had been unable to attend the Mayor of Earley's Christmas Reception due to ill health.

74. **FUTURE AGENDA ITEMS**

No suggestions were made for future agenda items.

The following two additional items were added after the agenda had been published.

75. **COUNCILLOR RESIGNATION**

Members noted that Councillor Ellis had resigned from the Council on 4 February 2019. The Council was not required to hold a by-election as the date of resignation was within 6 months of scheduled Town Council elections.

76. **BULMERSHE SULV JOINT WORKING PARTY**

Following the resignation of Councillor Ellis, Members considered appointing a replacement named substitute to the Bulmershe SULV Joint Working Party.

After being duly nominated it was

RESOLVED:

- ◆ To appoint Councillor Bragg as the named substitute to the Bulmershe SULV Joint Working Party.

Meeting closed at 8:50 pm

Wokingham Borough Council Plan

Submission to Wokingham Borough Council on work Woodley Town Council is undertaking in Woodley to tackle the identified challenges facing the Borough

Clean, green and enjoyable spaces

Woodley Town Council maintains and manages Woodford Park, Malone Park, Wheble Park, and other open spaces at Rivermead Road, Loddon Mead. Earley Town Council and Woodley Town Council jointly maintain and manage Bulmershe Park. The Town Council has improved play areas at some of these sites and makes weekly Health and Safety checks of play equipment.

In 2018 Woodford Park gained Green Flag status, the first park in the Borough to receive this award.

This year the council is investing around £150,000 to improve the lake in Woodford Park. The project includes desilting the lake, reforming the banks, creating a wildlife area, building a boardwalk with dipping platforms, relaying paths around the lake and improving the habitat and ecosystem of the lake.

Woodley and Earley Town Councils have established a Site of Urban Landscape Value (SULV) Joint Working Party to work together to ensure that the land providing a 'green lung' between Woodley and Earley is preserved as SULV land.

Woodley Town Council has improved its leisure facilities over the past three years by installing a new 3G pitch, refurbishing tennis courts and opening a new gym. The centre runs classes through the year and courses and activities for children in the holidays.

Health and wellbeing

Woodley Town Council:

- grant funds ARC's counselling services at the Oakwood Centre
- has a Service Level Agreement with ReadiBus to support residents' use of the service
- grant funds Keep Mobile to support residents' use of the service for day outings to help tackle loneliness
- has a Service Level Agreement with the Just Around the Corner (JAC) charity for outreach work with young people in Woodley to encourage and help them make positive choices.

Woodley Town Council has also established a Community Youth Partnership made up of town councillors and representatives working with young people in the voluntary sector. Last year the partnership held a conference on young people's health and wellbeing which was attended by parents and professionals working with young people.

The Partnership has also run further workshops for parents on dealing with anxiety in the family and from that is planning to launch a parents self help group shortly which will be facilitated by trained volunteers.

The Partnership is also currently exploring a possible art project at Loddon Mead and under the A3290 where we hope to attract young people to take part and to develop a Parkour area.

When the public toilets in Woodley town centre were demolished Woodley Town Council agreed to take part in the Local Loo scheme and will also shortly be installing a public toilet unit in the town centre, in response to public demand.

The Town Council (along with Wokingham BC) also supports the Woodley Adopt a Street Project (WASP) where residents volunteer to litter pick particular areas on a regular basis - we have around 190 volunteers, some of them children.

Community safety

Woodley Town Council has purchased equipment to monitor speeds on roads in Woodley over a period of time, as well as an automated camera that will be used by a team to record speeds and report any excessive speeding to the police who will follow this up.

JAC's work with young people has also played a part in addressing concerns residents may have about anti social behaviour in the town.

Sustainable towns and parishes

Woodley Town Council's waste contract at its sites includes recyclable bins.

The Town Council is working with Reading Community Energy Society to install solar panels on three of its buildings. The partnership includes no-cost installation of the panels and lower cost daytime electricity at a fixed rate for the 20 year contract. The Council will make savings every year as prices in the energy market rise, whilst also generating 'green energy'.

Services for adults

Woodley Town Council provides space for Optalis in offices at Woodford Park Leisure Centre and we hope to continue this arrangement into the future. Optalis clients benefit from a using their rooms in a community friendly building, within Woodford Park.

Economic prosperity

The Town Council is a founding member of the Woodley Town Centre Management Initiative which was established in 1995. The initiative is a partnership of traders along with the Borough and Town Councils. The Town Council makes an annual grant to the initiative, with the Borough Council providing funds via an SLA.

Since the inception of the WTCMI several income generating activities have been successful including the Saturday Market, the Farmers Market and business advertising in the centre. The annual Christmas Extravaganza is a very popular event.

Woodley Town Council
5 February 2019

**Minutes of a Meeting of the Planning Committee held at the Oakwood Centre
on Tuesday 26 February 2019 at 7:45 pm**

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

Officer present: *L. Matthews, Committee Officer*

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

178. **APOLOGIES**
Apologies for absence were received from Councillors B. Franklin and J. MacNaught.

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

180. **MINUTES OF THE PLANNING COMMITTEE MEETING HELD ON 29 JANUARY 2019**

RESOLVED:

- ◆ That the minutes of the Planning Committee meeting held on 29 January 2019 be approved and signed by the Chairman as a true and accurate record.

181. **CURRENT PLANNING APPLICATIONS**

RESOLVED:

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

182. **PLANNING DECISIONS**

RESOLVED:

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

183. **NEIGHBOUR CONSULTATION SCHEME**

RESOLVED:

- ◆ To note application 190313.
Location: 32 Armstrong Way, Woodley, RG5 4NW.
Proposal: Application for the prior approval of the erection of a single storey rear extension, which would extend beyond the rear wall of the original house by 4.8m, for which the maximum height would be 2.8m and the height of the eaves 2.4m.

184. **COMMUNITY SPEEDWATCH UPDATE**

The Chairman informed Members that the data logger was currently deployed in Woodlands Avenue opposite The Birches Care Home.

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

As agreed at the previous meeting (Planning Committee, 29 January 2019, minute number 171), Councillors Barker, Bragg and Walker had met to consider a response to the Homes for the Future consultation, which forms part of the Wokingham Borough Council Local Plan update, and the proposed response had been circulated to the Committee for confirmation.

Members noted the submitted response to the Wokingham Borough Council Homes for the Future consultation as provided in the agenda.

186. **ROYAL BERKSHIRE FIRE AUTHORITY BUDGET AND COUNCIL TAX
CONSULTATION 2019/20**

Correspondence had been received from the Royal Berkshire Fire Authority regarding proposed increases to the council tax in 2019/20 and subsequent years. Members had been notified of the proposals ahead of the meeting, and comments requested, as a response was required by 20 February 2019.

Members noted that a response had been sent to the Royal Berkshire Fire Authority Budget and Council Tax consultation 2019/20 stating that the Town Council had no objection to the proposed increase of £1.92 in the council tax for 2019/20, but felt that the proposed increase of up to £5 per year in subsequent years should be resisted, and suggested that the increase be raised by £1 each year until the cap of £5 increase per year was reached.

187. **WOKINGHAM HIGHWAYS ALLIANCE: CONTRACT LAUNCH**

Members noted that Wokingham Borough Council had awarded new highways term contracts to WSP and VolkerHighways, with effect from 1 April 2019.

RESOLVED:

- ◆ That the Town Council would not send any representatives to the contract launch event on 18 March 2018 as no Committee members were available to attend.

188. **FUTURE AGENDA ITEMS**

There were no suggestions for future agenda items.

189. **PUBLICITY/WEBSITE**

There were no suggestions for items to be publicised.

190. **EXCLUSION OF PUBLIC AND PRESS**

RESOLVED:

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

191. **ENFORCEMENT ISSUES**

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

The meeting closed at 9:00 pm

Woodley Town Council

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Date :- 27/02/2019

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;			
182616	12/02/2019	Mr Adam Whiting	24 Western Avenue Western Avenue Woodley RG5 3BH
Proposal : Householder application for the proposed erection of a brick built shed, summer house and garden wall following demolition of existing sheds to the rear of the property.			
Observations : No objections.			
190072	29/01/2019	Mr & Mrs H Gill	45 Loddon Bridge Road Loddon Bridge Road Woodley RG5 4AP
Proposal : Householder application for the proposed erection of first floor side extension to existing dwelling.			
Observations : No objections.			
190108	18/02/2019	Mr Andy Hopping	2 Rothwell Gardens Rothwell Gardens Woodley RG5 4TJ
Proposal : Householder application for the proposed erection of a part two storey rear and part single storey side and rear extensions to dwelling.			
Observations : One letter of concern had been received for this application.			
The Committee had no objections to the proposal, but asked that the neighbour's concerns about loss of privacy be taken into account.			
190144	25/01/2019	Mr & Mrs M Iqbal	8 Butts Hill Road Butts Hill Road Woodley RG5 4NH
Proposal : Householder application for the proposed creation of a new "in and out" driveway with new front entrance gates on brick piers and a new dropped kerb.			
Observations : No objections.			
190151	30/01/2019	Mr Richard Alexander	Woodley Library Headley Road Woodley RG5 4JA
Proposal : Full application for the replacement of entrance fenestration, including new access doors and associated external works.			
Observations : No objections.			

Date :- 27/02/2019

Observations on the following Planning Applications

<u>Application No</u>	<u>Date Recd</u>	<u>Applicant Name</u>	<u>Location</u>
190194	28/01/2019	Ms J Moulton	1 South Lake Crescent South Lake Crescent Woodley RG5 3QW
Proposal : Householder application for the proposed erection of a single storey front extension and single storey side extension with changes to fenestration following removal of cement side roof.			
Observations : No objections.			
190203	25/01/2019	Mr & Mrs Roberts	88 Haddon Drive Haddon Drive Woodley RG5 4LT
Proposal : Householder application for the proposed erection of a single storey side/rear extension, conversion of existing loft to create additional habitable accommodation with a rear facing dormer extension and installation of 2 No. roof lights.			
Observations : No objections.			
190213	05/02/2019	Mr Daniel Clifton	75 Arundel Road Arundel Road Woodley RG5 4JR
Proposal : Householder application for the proposed erection of two storey and single storey extension, conversion of garage into habitable accommodation and single storey front extension with open tiled canopy across, plus changes to side fenestration.			
Observations : No objections.			
190217	08/02/2019	Mr King	14 Rowan Drive Rowan Drive Woodley RG5 4LW
Proposal : Householder application for proposed erection of part two storey rear extension, part single storey rear extension following demolition of existing conservatory, reduction of existing double garage, plus internal alterations and changes to fenestration.			
Observations : No objections.			
190218	01/02/2019	Ms Victoria Edwards	4 Keats Close Keats Close Woodley RG5 3QF
Proposal : Householder application for proposed erection of a single storey rear extension following demolition of existing conservatory, and conversion of garage into habitable accommodation, including raising height of existing garage roof.			
Observations : One letter of concern had been received for this application.			
The Committee considered the proposal and had no objections to the application.			

Date :- 27/02/2019

Observations on the following Planning Applications

<u>Application No</u>	<u>Date Recd</u>	<u>Applicant Name</u>	<u>Location</u>
190298	04/02/2019	Mrs Safina Shahin	18 Gemini Road Gemini Road Woodley RG5 4TF
Proposal : Householder application for the proposed erection of single storey rear extension to existing dwelling, plus changes to fenestration.			
Observations : No objections.			
190344	19/02/2019	Mr Adam Gee	5 Wilmington Close Wilmington Close Woodley RG5 4LR
Proposal : Application to vary condition 2 of planning consent 181744 for the proposed erection of part single, part two storey side/rear extension to dwelling following the demolition of existing garage. Condition 2 relates to approved details to make changes to the roof.			
Observations : No objections.			
190350	20/02/2019	Mrs Hannan	40 Ravensbourne Drive Ravensbourne Drive Woodley RG5 4LJ
Proposal : Householder application for the erection of a glass canopy with clear laminated glass and aluminium powder coated posts and profiles to the rear of the property.			
Observations : No objections.			

Date :- 27/02/2019

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;**190037**

04/02/2019

Mr Craig Christian

64 Headley Road
Headley Road
Woodley
RG5 4JE

Proposal : Householder application for proposed erection of single storey rear extension and conversion of existing loft space to provide habitable accommodation plus erection of a side dormer extension and internal alterations.

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

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

- The drawings are inconsistent. The proposed elevations and the proposed first floor plan are conflicting.
- The proposed large flat roof dormer is out of character with the street scene.

The Committee noted that construction had already commenced without planning permission and planning permission had not been granted for the dormer that was now already in existence.

190254

08/02/2019

Mr T Miller

39 Selsdon Avenue
Selsdon Avenue
Woodley
RG5 4PQ

Proposal : Householder application for the proposed erection of a single storey side and single storey rear extension also raising the roof for a loft conversion including two dormers and three rooflights, following demolition of existing garage to create habitable accommodation.

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

- Overlooking of the neighbours to the side and the rear.
- Even though the dormers have been reduced in size from the previous proposal, they are still disproportionately large.

Date :- 27/02/2019

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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Concerns on the following applications;**190146**

28/01/2019

Mr E Holmes

4 Harris Close
Harris Close
Woodley
RG5 4XH

Proposal : Householder application for the proposed erection of a single storey rear extension and a two storey side extension and dormer to existing dwelling following the demolition of existing conservatory and garage to create habitable accommodation.

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

After listening to the residents' views, the Committee considered the application and had the following concerns:

- The proposed extension will change the street scene in this small spur off Harris Close.
- There is already very limited parking in this part of Harris Close and in order to compensate for the loss of parking spaces that would be caused by the proposed extension, the applicant seems to be proposing to pave over the front garden, which will alter the street scene even more.
- In order to maintain a reasonable gap between No.4 and No.5 Harris Close, any extension to No.4 should not extend closer than 1m from the shared boundary, and in order to achieve this the extension should be set back further from the front wall of No.4.

190352

19/02/2019

Unknown

Unit 5, E Reading Retail Centr
Shepherds Hill
Woodley
RG6 1FE

Proposal : Full application for the proposed change of use from retail to Sui Generis (Tanning Salon).

Observations : The Committee had no objections to this proposal, but had concerns about possible parking problems. If this became a successful business, parking could be required for up to 4 staff members and 13 customers.

**Minutes of a Meeting of the Planning Committee held at the Oakwood Centre
on Tuesday 26 March 2019 at 7:45 pm**

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

Officer present: *L. Matthews, Committee Officer*

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

192. **APOLOGIES**

Apologies for absence were received from Councillors B. Franklin and P. Wicks.

193. **DECLARATIONS OF INTEREST**

There were no declarations of interest made by Members.

194. **MINUTES OF THE PLANNING COMMITTEE MEETING HELD ON 26 FEBRUARY 2019**

RESOLVED:

- ◆ That the minutes of the Planning Committee meeting held on 26 February 2019 be approved and signed by the Chairman as a true and accurate record.

195. **CURRENT PLANNING APPLICATIONS**

RESOLVED:

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

196. **PLANNING DECISIONS**

RESOLVED:

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

197. **PLANNING APPEALS**

RESOLVED:

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

Application: 173614

Location: 21 Duffield Road, Woodley, RG5 4RL.

Proposal: Full application for the proposed erection of 6 No. two storey dwellings with associated parking and landscaping following the demolition of the existing property.

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

Application: 182041
 Location: 77 Campbell Road, Woodley, RG5 3NB.
 Proposal: Householder application for the erection of high timber fence above existing brick walls (total height of 2metres). (Retrospective)

- ◆ To note the following appeal decision:

Application: 180297
 Location: Land to the South of Sandford Farm Cottage, Perimeter Road, Woodley, RG5 4SU.
 Proposal: Full application for the proposed erection of 2 new dwellings, relocation of access, including enhancement of TPO and landscape proposals.
 Details: The appeal was made against a refusal of planning permission.
 Decision: The appeal was dismissed.

198. **COMMUNITY SPEEDWATCH UPDATE**

The Chairman informed Members that he had arranged for one of the Speedwatch volunteers to accompany him to learn how to set up the data logger the next time it was moved. The Sentinel camera would be deployed shortly in Tippings Lane and Reading Road.

The Chairman would draft a letter to be sent to the volunteers to update them on developments.

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

Members noted the report of the Woodley and North Earley Community Forum meeting held on 6 February 2019.

200. **PUBLICATIONS/INFORMATION**

RESOLVED:

- ◆ To note receipt of the following:
 - *Me2 Club Newsletter – February 2019*
 - *Connecting Communities in Berkshire E-Bulletin – March 2019*

201. **FUTURE AGENDA ITEMS**

There were no suggestions for future agenda items.

202. **PUBLICITY/WEBSITE**

There were no suggestions for items to be publicised.

203. **EXCLUSION OF PUBLIC AND PRESS**

RESOLVED:

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

204. **ENFORCEMENT ISSUES**

The Chairman informed Members of seven ongoing enforcement matters and eight enforcement investigation closure notifications.

The meeting closed at 9:05 pm

Woodley Town Council

Date :- 27/03/2019

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;			
190002	12/03/2019	Mr Robert Phillips	47 Enstone Road Enstone Road Woodley RG5 4QU
Proposal : Full application for the proposed change of use of existing highway/adopted grassed areas for the proposed construction of hard standing to provide parking spaces within the garden areas of properties 45, 47 & 49 Enstone Road and the provision of an access.			
Observations : Four of the applicants were present at the meeting.			
The Committee considered the application and had no objections to the proposal.			
190253	14/03/2019	Mr M Fisher	4 Master Close Master Close Woodley RG5 4UB
Proposal : Householder application for proposed erection of part first floor side extension, part single storey rear extension following demolition of existing conservatory.			
Observations : No objections.			
190324	06/03/2019	Mr Robert Tetlow	46 Duffield Road Duffield Road Woodley RG5 4RN
Proposal : Householder application for the proposed raising of the roof to double garage to include 2 dormers and 3 rooflights. Single storey infill from dwelling to garage to include 1 rooflight, also single storey extension to rear to include 1 rooflight, also changes to fenestration.			
Observations : No objections.			
190419	20/03/2019	Mr & Mrs Withey	7 Western Avenue Western Avenue Woodley RG5 3BJ
Proposal : Householder application for the proposed erection of single storey rear extension to form a conservatory.			
Observations : No objections.			
190439	04/03/2019	Mr & Mrs Kang	30 Munro Avenue Munro Avenue Woodley RG5 3QY
Proposal : Householder application for the proposed erection of a single storey rear extension and two storey rear/side extension to include chimney and changes to fenestration to dwelling.			
Observations : The applicant was present at the meeting.			
The Committee considered the application and had no objections to the proposal.			
If planning permission is granted, the Committee requested that a condition be included regarding permissible working hours to minimise the disruption caused to the neighbour sharing a driveway with this property.			

Date :- 27/03/2019

Observations on the following Planning Applications

<u>Application No</u>	<u>Date Recd</u>	<u>Applicant Name</u>	<u>Location</u>
190463	28/02/2019	Mr & Mrs Reed	38 Colemans Moor Lane Colemans Moor Lane Woodley RG5 4BT
Proposal : Householder application for the proposed erection of a single storey side and rear extension, including extension to front dormer.			
Observations : No objections.			
190470	08/03/2019	Mr & Mrs Smith	9 Rivermead Road Rivermead Road Woodley RG5 4DH
Proposal : Householder application for the proposed erection of single storey side extension to existing dwelling, garage conversion to create habitable accommodation, plus internal alterations and changes to fenestration.			
Observations : One letter of concern had been received for this application.			
The Committee had no objections to this application, but asked that the builder be made aware of the need to maintain access to the neighbouring properties.			
190487	20/03/2019	Mr & Mrs Gilham	7 Alderley Close Alderley Close Woodley RG5 4TG
Proposal : Householder application for the proposed erection of a first storey front and first storey side extension to dwelling.			
Observations : No objections.			
190515	08/03/2019	A Mattock	19 Leyburn Close Leyburn Close Woodley RG5 4PX
Proposal : Householder application for the proposed erection of single storey rear extension to existing dwelling, plus internal alterations.			
Observations : No objections.			
190530	14/03/2019	Mr M Joshi	24 Campbell Road Campbell Road Woodley RG5 3NA
Proposal : Householder application for the proposed erection of a second storey side and two storey rear extension, to include the conversion of the garage to create habitable accommodation, with changes to fenestration and internal alterations.			
Observations : Four residents were present at the meeting to voice concerns about this application.			
The Committee considered the application and had no objection to the proposal but asked that following concerns, raised by the residents, be taken into consideration:			
- Deliveries of construction materials should not be made during school drop-off and collection times as the presence of delivery vehicles will exacerbate the existing parking problems at these times and will increase the danger for children crossing the road.			
- Windows in the side elevation of the proposed extension should have frosted glass to prevent loss of privacy to the neighbours.			
- It is suggested that asbestos is present in the current structure and, if found, suitable			

Date :- 27/03/2019

Observations on the following Planning Applications

<u>Application No</u>	<u>Date Recd</u>	<u>Applicant Name</u>	<u>Location</u>
			precautions should be taken. - Concern that the proposed extension will be built over an existing manhole.
190555	13/03/2019	Mr Luke Shaw	49 Church Road Church Road Woodley RG5 4QG
		Proposal :	Householder application for the erection of a single storey rear extension, a new front porch, including changes to fenestration, and internal alterations.§
		Observations :	No objections.
190567	14/03/2019	Mr Mike Zmuda	32 Carrick Gardens Carrick Gardens Woodley RG5 3JD
		Proposal :	Householder application for the proposed two storey side extension to dwelling and single storey front extension to form porch.
		Observations :	No objections.
190574	14/03/2019	Wesley Lawrence	149 Nightingale Road Nightingale Road Woodley RG5 3LZ
		Proposal :	Householder application for the proposed single storey rear extension, first floor side extension over existing garage with front dormer extension plus single storey front extension to form porch and conversion of existing garage to create habitable accommodation.
		Observations :	No objections.
190596	11/03/2019	Mr G Sparks	130 Colemans Moor Road Colemans Moor Road Woodley RG5 4BX
		Proposal :	Householder application for the proposed erection of part single storey, part two storey side and rear extensions, front dormer extensions at front elevation, extension to existing rear dormer, replacement of entrance porch, plus changes to fenestration.
		Observations :	No objections.
190610	14/03/2019	Mr & Mrs Hadfield	71 Quentin Road Quentin Road Woodley RG5 3NE
		Proposal :	Householder application for the proposed conversion of garage to create habitable accommodation, and additionally first floor rear extension.
		Observations :	No objections.
190632	20/03/2019	Mr & Mrs Aylott	12 Crockhamwell Road Crockhamwell Road Woodley RG5 3LF
		Proposal :	Householder application for the proposed erection of single storey rear extension following the demolition of existing conservatory, plus internal alterations.

Date :- 27/03/2019

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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Observations : No objections.

Date :- 27/03/2019

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;**190037**

21/03/2019

Mr Craig Christian

64 Headley Road
Headley Road
Woodley
RG5 4JE

Proposal : Householder application for proposed erection of single storey rear extension and conversion of existing loft space to provide habitable accommodation plus erection of a side dormer extension and internal alterations.

REVISED PLANS RECEIVED 21/03/2019:

Plan discrepancies relating to the dormer have been resolved.

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

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

- The drawings are inconsistent. The proposed elevations and the proposed first floor plan are conflicting.
- The proposed large flat roof dormer is out of character with the street scene.

The Committee noted that construction had already commenced without planning permission and planning permission had not been granted for the dormer that was now already in existence.

REVISED PLANS RECEIVED 21/03/2019:

Following receipt of revised plans the Committee considered this application again and noted that the inconsistencies on the original drawings had been corrected.

However, the Committee noted the following:

- A front porch has been built and this is not shown on the drawings,
- 2 velux windows have been inserted into the existing roof on the eastern elevation (facing No. 66) and these are not shown on the drawings.

The Committee still had concerns about the appearance of the large flat roof dormer and felt that it was out of character with the street scene.

190459

27/02/2019

Miss C Argave

17 Arundel Road
Arundel Road
Woodley
RG5 4JP

Proposal : Householder application for the proposed erection of a part two storey/part single storey side and rear extension. Loft conversion to include 7 roof lights and front dormer, following demolition of existing garage and conservatory to rear. Garage to be rebuilt.

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

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

- Visually unacceptable - the pair of semi-detached dwellings will become unbalanced and lop-sided.
- Out of character with the street scene.

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**Minutes of a meeting of the Leisure Services Committee held at the Oakwood Centre
on Tuesday 9 April 2019 at 8:00 pm**

Present: *Councillors B. Soane (Chairman); D. Bragg; K. Gilder; S. Rahmouni;
D. Stares*

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

Also present: *Councillor M. Forrer
2 members of the public*

51. **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors T. Barker and B. Franklin and from Sam Milligan, Just Around the Corner charity.

52. **DECLARATIONS OF INTEREST**

There were no declarations of interest made by Members.

53. **MINUTES OF THE MEETING HELD ON 15 JANUARY 2019**

RESOLVED:

- ◆ That the minutes of the Leisure Services Committee meeting of 15 January 2019 be approved and signed by the Chairman as a correct record.

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

Members noted the contents of the JAC report, which had been circulated after the agenda was issued. Councillor Gilder asked for the committee's thanks to be passed to Sam Milligan and his team for all the work they do for the benefit of Woodley residents, making Woodley a better place for everyone.

Under this item, the Town Clerk informed Members of the feedback she had received from a local resident regarding the art project at Loddon Mead. The resident thought the artwork was wonderful, but reported that a large amount of rubbish had been left behind. The Town Clerk had reported this to Wokingham Borough Council.

55. **BUDGETARY CONTROL**

The Town Clerk presented Report No. LS 8/19 and reported that costs were mostly lower than anticipated for this point in the year. She informed Members that Woodford Park Leisure Centre had already achieved its target income for the year, with one month remaining and the income received from football, and from Coronation Hall and Chapel Hall, was greater than anticipated. Members congratulated officers on this achievement.

RESOLVED:

- ◆ To note Report No. LS 8/19.

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

The Leisure Services Manager presented Report No. LS 9/19 and informed Members of upcoming events. The Woodley 10km and 2.5km races, organised by Barnes Fitness,

would take place the following Sunday (14 April) and Woodley Schools' Sports Week would be held during the week commencing 20 May.

The Leisure Services Manager reported that the Gym on the Park had had a strong financial year, with net income of £115,621, an increase of £39,727 on the previous financial year. Ways of increasing the capacity of the gym, by adding additional small pieces of equipment, were being investigated although there was limited space available.

Members were pleased to hear of the success of children's birthday parties at the leisure centre, with 202 birthday parties being held during the 2018/19 financial year - an increase of 47 on the previous year. The purchase of new multi-coloured tables and chairs for the parties had helped to improve the feedback scores relating to the condition of the Function Room. The Leisure Services Manager informed Members that the Function Room would be redecorated the following week using a lighter, more modern colour scheme, which would be more suitable for the exercise classes, sports groups and children's parties that now formed the majority of the bookings.

Members noted that the 3G pitch was starting to show the first signs of wear and tear and had received some damage, in the form of a small tear to the carpet, in an area of the pitch where there was very heavy use. In reply to a question the Leisure Services Manager said that this damage would not be covered by the warranty as it was not caused by a defect, however the maintenance contractor had indicated that he might be able to carry out the repair free of charge. During the discussion of the 3G pitch, Members asked when the next meeting with the FA would take place, as annual meetings had been required as part of the funding arrangements for the pitch. The Deputy Town Clerk confirmed that the Council had not been contacted by the FA for some time and agreed to follow this up.

The Leisure Services Manager informed Members that a provisional date of 27 May had been set for the opening of the padding pool, but that this would be dependent on ongoing maintenance work and the replacement of the pool liner, which would be carried out under warranty.

RESOLVED:

- ◆ To note Report No. LS 9/19.

57. **PARKS AND BUILDINGS**

The Deputy Town Clerk presented Report No. LS 10/19. He reported that contracted works had been carried out to the heating system, plumbing and drainage at Woodford Park Leisure Centre, including pressurisation of the water system to greatly improve water pressure, and improvements to the foul drainage to avoid blockages. Members were pleased to note that the installation of the solar panels on the sports hall roof was complete and the panels were now operational. Members also noted that, following the discovery of problems with the paddling pool liner that had been replaced the previous year, the liner was to be replaced again under warranty.

The Deputy Town Clerk informed Members that a new rose garden had been prepared in the Rotary garden as part of an initiative by the Rotary Club to provide members of the public with the opportunity to purchase and plant a rose in memory of a loved one.

Members received an update on the progress of the Woodford Park lake project and noted that the contracted work had been completed on schedule and within budget. The Grounds team had started the in-house work to replace areas of fencing around the eastern end of the lake. The re-laying of the pathways around the lake would be carried out later in the year when the bird-nesting season was over. Members noted that path repairs had been carried out in the Garden of Remembrance and hedging and planting installed to improve the entrance. This work had been undertaken by the Grounds team

and the Friends of Woodford Park. Members noted the minutes of the Friends of Woodford Park meeting held on 26 March 2019 and the Deputy Town Clerk informed Members that arrangements had been made to meet with some of the Friends in between the formal meetings.

The Chairman said that he had walked around Woodford Park before the meeting and it was looking very good. He congratulated the Grounds team on the work they had done in the park.

The Deputy Town Clerk reported that a review of the electrical capacity of the existing Grounds depot had shown that it would not be possible to run a supply from this to the proposed new workshop building. Officers were therefore looking at alternatives and seeking costings.

Members noted the update given in the agenda on matters at the allotments site and were interested to hear of the Launchpad project, which provided plot space for the charity to use for educational purposes in support of the homeless and to grow food for local food banks. Another initiative was the introduction of managed bumblebee hives at the site, along with wildflower planting to encourage the bees to flourish.

The Deputy Town Clerk informed Members of work to be carried out at the community halls. The removal of asbestos from the roof space at Coronation Hall had been rescheduled for August due to an increase in the required work, and water storage tanks were to be removed from both Coronation Hall and Chapel Hall to eliminate the risk of potential contamination with legionella

RESOLVED:

- ◆ To note Report No. LS 10/19.

58. **CHARGES INFORMATION**

Following the comments that had been made by the Strategy and Resources Committee when they considered the charges recommendations of the Leisure Services Committee (Strategy and Resources Committee, 22 January 2019, minute number 73b), Members considered how the information regarding proposed charges could be presented in future, to clarify how the decisions had been made.

RESOLVED:

- ◆ That in future officers would investigate competitors' prices as much as possible and would report their findings to the Committee.

59. **TOWN CENTRE PUBLIC TOILET UPDATE**

The Town Clerk informed Members that a technician had fitted the disabled handrail and the electricity meter that day, but needed to finalise the electrical connection and test the equipment. Thames Water had given a date at the end of April to make the water connection. When this had been completed, Danfo would need to spend half a day commissioning the unit and a date for this work was awaited.

60. **FUTURE AGENDA ITEMS**

Under this item, Members discussed the necessity of building the leisure centre as a business and agreed that options for regenerating the leisure centre should be considered. It was agreed that this topic should be discussed by the new Council after the elections in May.

61. **PUBLICITY AND WEBSITE**

RESOLVED:

- ◆ To publicise the following:
 - The opening of the new public toilet in the town centre – when the date is known.

Before the end of the meeting, the Chairman thanked all Members who had served on the Committee for their ideas and commitment over the past four years. He also thanked the officers for their hard work and said that a great deal had been achieved in four years.

The meeting closed at 8:55 pm

Minutes of a meeting of the Strategy & Resources Committee held at the Oakwood Centre on Tuesday 16 April 2019 at 8:00 pm

Present: *Councillors K. Baker (Chairman); S. Brindley; A. Chadwick; J. Cheng; K. Gilder; D. Mills; D. Stares; M. Walker*

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

Also present: *1 member of the public*

86. **APOLOGIES**

Apologies for absence were received from Councillor D. Smith.

87. **DECLARATIONS OF INTEREST**

There were no declarations of interest made by Members.

88. **MINUTES OF THE MEETING HELD ON 22 JANUARY 2019**

RESOLVED:

- ◆ That the minutes of the Strategy and Resources Committee meeting of 22 January 2019 be approved and signed by the Chairman as a correct record.

89. **FINANCE**

a) **Budgetary Control**

The Town Clerk presented Report No. SR 8/19 and noted that it seemed likely that the income from the Oakwood Centre would be below the revised estimate for the year, despite room bookings having been very busy.

RESOLVED:

- ◆ To note Report No. SR 8/19.

b) **Payments**

RESOLVED:

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

	Current account	Imprest account
January 2019	£73,124.84	£45,106.13
February 2019	£95,423.54	£48,937.00
March 2019	£207,586.84	£46,754.95

c) **Internal Audit**

Members noted the advice from the auditor stating that best practice requirements under Freedom of Information suggest that Town Council business should not be undertaken by councillors using personal email addresses. The Town Clerk agreed to send a copy of the relevant report to all councillors.

RESOLVED:

- ◆ To receive the interim audit report for the period from October 2018 to February 2019.

d) **Business continuity – transfer of funds to the clerk’s imprest account**

RESOLVED:

- ◆ To approve the transfer of £250,000 from the deposit account to the clerk’s imprest account with effect from 2 May 2019 as a contingency in order to meet contractual and other payment commitments in May and June 2019, as may be required under urgency powers delegated to the Town Clerk.

90. **OAKWOOD CENTRE UPDATE**

The Deputy Town Clerk presented Report No. SR 9/19 and reported that one regular hirer had been lost due to a cut in their funding by Wokingham Borough Council. Members were pleased to note the three new regular hirers and six new one-off hirers.

Members were informed of the maintenance that had been undertaken to the cold water system, the heating system and the alarms, and the redecoration that been carried out in the reception area. The Deputy Town Clerk also reported on the Afternoon Tea marketing event that had been held the previous Saturday. This had been a very popular event. Several of the people who attended had shown interest in the facilities on offer at the centre.

The Deputy Town Clerk informed Members that RAMS Consultancy had been instructed to progress the drawing up of a specification for the necessary works to the Oakwood Centre roof, windows and flooring, and would also manage the tendering, project monitoring and signing off of works when complete. Members would be advised of the dates for this work, when known, and would be notified of the arrangements to be made to minimise the impact on hirers and visitors. The Chairman asked for this information to be reported at the next meeting of the Committee.

Members also noted that JMVA had been commissioned to start work on the design for a new website for the Oakwood Centre and the web designer was working with the Communications Manager and Bookings Manager on this. The initial design would be presented to the PR/Marketing Working Group for comment.

RESOLVED:

- ◆ To note Report No. SR 9/19.

91. **CATERING PARTNERSHIP**

The Deputy Town Clerk presented Report No. SR 10/19 of the Catering Partnership meeting held on 8 March 2019 and informed Members that good feedback had been received for the Brown Bag catering for social functions held in the Oakwood Centre.

RESOLVED:

- ◆ To note Report No. SR 10/19.

92. **RISK MANAGEMENT WORKING PARTY**

Councillor Mills presented Report No. SR 11/19 of the Risk Management Working Party meeting held on 3 April 2019.

RESOLVED:

- ◆ To note Report No. SR 11/19.

- ◆ To recommend that Council adopt the 2019/20 Risk Management Strategy, attached at **Appendix D**.

- ◆ That the Risk Register be presented to Council.

93. **WOODFORD PARK LAKE PROJECT**

The Deputy Town Clerk presented Report No. SR 12/19 and informed Members that the contracted work in the lake, carried out by Ebsford Environmental and Greenspace, was complete. The work had been completed on schedule and £8,000 under budget. Members noted that, as anticipated, there had been some damage to the pathways around the lake caused by the heavy machinery required to carry out the work. The quote for the repair and re-laying of the paths had been higher than initially anticipated. The Deputy Town Clerk explained that some of this cost could be met from the underspend on the contracted works, but that in order to cover the full cost of the pathway repairs, the in-house work on fencing and landscaping and the cost of purchasing marginal water plants, it was proposed that £7,000 be allocated from the General Reserve to the lake project earmarked reserve. Members considered this proposal and

RESOLVED:

- ◆ To note Report No. SR 12/19.
- ◆ To allocate £7,000 from the General Reserve to the lake project earmarked reserve, to fund the increase in cost of repairing and re-laying the pathways around the lake.

Members thanked all involved in the lake project for all the work that had been done. The work had been very well received by local residents and Members had received many good comments about the project.

94. **COMMUNITY GRANTS**

Members considered the requests for grant funding, as set out in Report No. SR 13/19, in line with the community grants criteria, and

RESOLVED:

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

1 st Woodley Boys Brigade	£250	To purchase camping equipment, sports & games equipment, expedition equipment and storage solutions.
2 nd Woodley Scout Group	£250	To purchase camping equipment and activity equipment.
Emmanuel Church, Woodley	£250	Towards the cost of running a 48 hour "Fun Days" event for all residents of the Drovers Way/Southlake Crescent area.

Friends of Woodford Park	£250	To purchase spring flowering bulbs and to replace any plants in need.
Me2 Club	£250	Towards the cost of recruiting and screening 5 new volunteers within Woodley.
School Days Project	£250	Towards the cost of purchasing new uniform items that are not available through donations.
Woodley Festival of Music and Arts	£250	Towards the cost of providing the Festival of Music and Arts in 2019.
Woodley United FC	£250	Towards the cost of running a girls' academy to encourage increased girls' participation in football.
<u>Individual</u> Hannah Evans (Archery GB)	£100	Towards the cost of upgrading her equipment, required to remain competitive in higher level competitions.

95. **ANTI FRAUD AND CORRUPTION POLICY**

Members reviewed the Council's Anti Fraud and Corruption policy, as presented in the agenda.

RESOLVED:

- ◆ That no changes were required to the Council's Anti Fraud and Corruption policy.

96. **WOODLEY TOWN CENTRE MANAGEMENT INITIATIVE**

RESOLVED:

- ◆ To note the report of the Woodley Town Centre Management Initiative meeting held on 30 January 2019.

97. **PROJECTS SCHEDULE 2018/19**

The Deputy Town Clerk presented the updated Projects Schedule 2018/19. He informed Members that it had been intended that the electrical supply for the new maintenance workshop and welfare building would be taken from the existing building, but that the existing supply had been found to be inadequate for this purpose. Officers were therefore investigating alternatives. The Chairman suggested that the capacity of the electrical supply to the existing building should be checked to ensure that it was sufficient to meet future requirements and comply with possible future changes in regulations. In reply to a question, the Deputy Town Clerk confirmed that the possibility of installing solar panels on the roof of the new workshop building was being investigated.

With regard to the installation of solar panels on the roofs of the Council's buildings, the Chairman noted that RCES, who ran the scheme under which the panels were being installed and cheaper electricity supplied, were advertising for new investors and he asked the Deputy Town Clerk to find out whether this search had been successful.

RESOLVED:

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

98. **WOODLEY TOWN COUNCIL WEBSITE STATISTICS**

Members noted the statistics for website views, searches and usage given in the agenda.

The Deputy Town Clerk informed Members that the PR/Marketing Group would be looking at requirements for a new website for Woodford Park Leisure Centre.

99. **WOODLEY BEE ROADZZ PROJECT AND WOODLEY HISTORY PROJECT**

- a) Members considered a request from the Allotment Tenants Association for free use of Carnival and Maxwell Halls for an event on the protection of insects and wildlife and the use of pesticides and herbicides

RESOLVED:

- ◆ To grant free use of Carnival and Maxwell Halls to the Allotment Tenants Association for an event on the protection of insects and wildlife and the use of pesticides and herbicides.

- b) Members considered a request from the participants in the Woodley History Project for free use of a meeting room at the Oakwood Centre.

RESOLVED:

- ◆ To grant free use of a meeting room at the Oakwood Centre to the participants in the Woodley History Project.

100. **WOKINGHAM BOROUGH PLAN**

Members noted that a response had been received from Wokingham Borough Council thanking the Town Council for the information provided about the work the Town Council was doing, and had done, to tackle some of the challenges faced by the Borough. The Borough Council would be reviewing the information and looking to incorporate some headlines into the draft Council Plan, which would be circulated for review and feedback.

101. **PUBLIC TOILET UPDATE**

The Town Clerk reported that the electricity supply and meter had been installed to the new public toilet in the town centre and the water connection would be made by Thames Water at the end of April. Following the completion of this work, Danfo would need to spend half a day commissioning the unit.

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

- a) Members noted that the February Neighbourhood CIL Proportion (Transfer to Parish/Town Councils) Report identified potential CIL funds to the Town Council of £59,307.

- b) Members noted that the Council had been notified that CIL payment of £91,792 was due to the Town Council. £22,001.38 would be paid to the Town Council in April 2019 and would be allocated to the CIL earmarked reserve.

103. **BOROUGH/PARISH LIAISON FORUM**

Members noted the minutes of the Borough/Parish Liaison Forum held on 4 February 2019.

104. **FUTURE AGENDA ITEMS**

There were no suggestions for future agenda items.

105. **PUBLICITY AND WEBSITE**

RESOLVED:

- ◆ To publicise the following:
 - The connection of the new public toilet to the water supply, after the connection had been made.

The meeting closed at 9:45 pm

Woodley Town Council 2018/2019

Current Account

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

<u>Date Paid</u>	<u>Payee Name</u>	<u>Amount Paid</u>	
04-Jan-19	Advanced Main UK Ltd	2868.00	WPLC - gas works/new pipes
11-Jan-19	Advanced Maintenance UK Ltd	2491.20	Fixed wiring tests-WPLC/OC
18-Jan-19	Advanced Maintenance UK Ltd	168.00	Call out - heating service OC
11-Jan-19	Alan Hadley Ltd	286.80	Refuse collection
11-Jan-19	ASAP Computer Services	1902.00	IT support & maintenance - Annual
23-Jan-19	AYS Cleaning Contractors Ltd	1656.30	Contract Cleaning
18-Jan-19	BCM Group Plc	214.73	Stationery supplies
11-Jan-19	Be Fuelcards Ltd	21.94	Unleaded fuel - Depot
18-Jan-19	Be Fuelcards Ltd	84.46	Diesel/admin charge
18-Jan-19	Bowak Ltd	218.84	Cleaning supplies
11-Jan-19	Brake Bros Foodservice Ltd	442.13	Vending supplies
23-Jan-19	Brown Bag Cafe Ltd	1535.34	Catering services
04-Jan-19	CA Traffic Ltd	403.20	Speedwatch supplies
11-Jan-19	Castle Water	1563.67	Water rates
18-Jan-19	Castle Water	351.06	Water rates
23-Jan-19	Castle Water	747.27	Water rates
02-Jan-19	Club Manager Ltd	80.40	Club Manager membership
23-Jan-19	CoolerAid Ltd	66.36	Bottled water
21-Jan-19	Crown Gas & Power	228.86	Gas supply
21-Jan-19	Crown Gas & Power	265.75	Gas supply
21-Jan-19	Crown Gas & Power	887.40	Gas supply
21-Jan-19	Crown Gas & Power	1015.38	Gas supply
11-Jan-19	EDF Energy 1 Ltd	14.34	Electrical supply
04-Jan-19	Energy Elec Distribution	19.16	Electrical supplies
23-Jan-19	Envidia Ltd	75.00	Coach
10-Jan-19	Epos Now Ltd D/D	30.00	EPOS till mthly charge
04-Jan-19	Eurodec Ltd	41.60	Building supplies
11-Jan-19	Eurodec Ltd	15.84	Building supplies
04-Jan-19	Fiveways Systems Ltd	294.00	Call out - Air conditioning unit WPLC
18-Jan-19	Fraser Office Supplies Ltd	72.19	Stationery supplies
04-Jan-19	Frasers Office Supplies	171.29	Stationery supplies
10-Jan-19	Global 4 Communications	286.91	Phone
23-Jan-19	HMRC Cumbernauld	12752.74	PAYE & NI
04-Jan-19	Image Box Design	648.00	WPLC - Gym wall art
23-Jan-19	InTouch	35.99	Monthly website charge
18-Jan-19	John Willis	120.00	Window cleaning
11-Jan-19	Just Around The Corner	6187.00	Service Level Agreement payment
18-Jan-19	Lantec Security Ltd	126.00	Call out - Intruder alarm OC
18-Jan-19	Laundry Depot	37.50	Laundry - table cloths
28-Jan-19	Les Mills Fitness UK Ltd	197.76	Coach
02-Jan-19	Lloyds Bank D/D	28.32	Bank charges
15-Jan-19	Lloyds Bank D/D	268.10	Monthly cardnet service charge
29-Jan-19	Lloyds Bank D/D	40.62	Bank charges
14-Jan-19	Mainstream Digital Ltd	58.90	Phone
15-Jan-19	Merchant Rentals Ltd	30.58	Monthly cardnet machine charge
11-Jan-19	Newsquest Media Group Ltd	140.40	WTCMI advert - Reading paper
18-Jan-19	Opus Business Systems Ltd	1228.80	Phone
11-Jan-19	PHS Group	1661.92	Annual charge-low risk waste/sanitary disposal
03-Jan-19	Pitney Bowes Ltd	150.00	Postage topup

18-Jan-19	Pitney Bowes Ltd	150.00	Postage topup
14-Jan-19	Plusnet Plc	52.20	Phone
18-Jan-19	Plusnet Plc	52.20	Phone
04-Jan-19	PPL & PRS Ltd	762.19	Music licence
23-Jan-19	Prudential	7.24	AVC payment deducted from pay
11-Jan-19	Reading Borough Council	3650.00	Allotment - lease rent 6 months
18-Jan-19	Roof Asset Management	1810.80	Leak detection survey OC
04-Jan-19	Scottish and Southern	2042.28	Electrical supply
04-Jan-19	Seton	35.47	WPLC toilet signs
04-Jan-19	SGW Payroll Ltd	172.10	Payroll services
15-Jan-19	Siemens Financial Services	1100.80	Gym equip monthly rental
18-Jan-19	SSE Southern Electric	1904.14	Electrical supply
04-Jan-19	Technical Surfaces	480.00	Matchfit service 3G pitch
23-Jan-19	The Berkshire Pension Fund	13705.47	Pension - employers and employees
11-Jan-19	The Wokingham Paper Ltd	120.00	WTCMI advert - Wokingham paper
18-Jan-19	Trade UK - Screwfix	332.78	Building supplies
04-Jan-19	Travis Perkins	163.58	Building supplies
23-Jan-19	Unison Collection Ac	34.00	Union fees deducted from pay
18-Jan-19	Vodafone	288.74	Phone
23-Jan-19	WhiteKnights	460.80	WP flat agent's renewal fee
02-Jan-19	Wokingham BC - Rates	2196.00	Rates - WPLC
02-Jan-19	Wokingham BC - Rates	350.00	Rates - Coronation Hall
02-Jan-19	Wokingham BC - Rates	158.00	Rates - Chapel Hall
02-Jan-19	Wokingham BC - Rates	864.00	Rates - Oakwood
		73124.84	

Clerk's Imprest Account

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

<u>Date Paid</u>	<u>Payee Name</u>	<u>Amount Paid</u>	
14-Jan-19	(Personal Information)	50.00	Refund deposit
14-Jan-19	(Personal Information)	50.00	Refund deposit
21-Jan-19	Adobe PS Creative	364.03	Creavtive cloud - photoshop
03-Jan-19	Amazon Mktp	93.95	Jumbo toilet dispenser WPLC
07-Jan-19	Amazon Mktp	13.96	Wall mounted hand sanitizer
21-Jan-19	Amazon Mktp	18.95	Paper cup lids - WPLC
22-Jan-19	Amazon Mktp	16.56	Tate & Lyle sugar sachets
31-Jan-19	Amazon Mktp	40.19	Nerf bullets/green netting
31-Jan-19	Amazon Mktp	26.97	Nerf blue netting
07-Jan-19	Berks Muslim Arab	50.00	Refund deposit
28-Jan-19	Churches Together	50.00	Refund deposit
07-Jan-19	Facebook	17.00	Marketing post - WPLC
24-Jan-19	Hotel on booking.com	97.41	Booking for staff accommodation - training
23-Jan-19	Lloyds Bank	43559.90	Net January 19 payroll
11-Jan-19	Lloyds Bank D/D	11.16	Bank charges
29-Jan-19	PETTY CASH A/C	167.09	Top up petty cash
14-Jan-19	Reading Parkside	182.00	Refund deposit
30-Jan-19	Salts Direct	296.96	Hydrosoft tablets/cleaner
		45106.13	

Woodley Town Council 2018/2019

Current Account

List of Payments made between 01/02/2019 and 28/02/2019

<u>Date Paid</u>	<u>Payee Name</u>	<u>Amount Paid</u>	
22-Feb-19	Advanced Maintenance UK Ltd	168.00	Call out - Oakwood Centre
22-Feb-19	Advanced Maintenance UK Ltd	2074.82	Thames Water prohibition notice work
01-Feb-19	Alan Hadley Ltd	286.80	Refuse collection
08-Feb-19	Alan Hadley Ltd	286.80	Refuse collection
01-Feb-19	Allen's Design & Print Ltd	456.00	WTCMI - Banner
22-Feb-19	Allen's Design & Print Ltd	1755.00	Calender of events 2019/bookmarks WTCMI
22-Feb-19	ATCM	354.00	Annual membership ATCM
01-Feb-19	AV Asbestos Ltd	144.00	Safety check - Coronation Hall
01-Feb-19	AYS Cleaning Contractors Ltd	125.54	Contract Cleaning
22-Feb-19	AYS Cleaning Contractors Ltd	1601.70	Contract Cleaning
08-Feb-19	Be Fuelcards Ltd	31.68	Petrol - Depot
22-Feb-19	Berkshire Tree Care	2520.00	Tree works
22-Feb-19	Bourne Amenity Ltd	1722.86	Lake project - top soil
22-Feb-19	Bowak Ltd	372.18	Cleaning supplies
01-Feb-19	Brake Bros Foodservice Ltd	272.63	Vending supplies
08-Feb-19	Brake Bros Foodservice Ltd	100.87	Vending supplies
15-Feb-19	Brake Bros Foodservice Ltd	193.23	Vending supplies
22-Feb-19	Brake Bros Foodservice Ltd	150.37	Vending supplies
22-Feb-19	Brown Bag Cafe Ltd	793.62	Catering services
25-Feb-19	BT Telephone Payment Centre	153.72	Phone
01-Feb-19	Castle Water	1536.78	Water rates
22-Feb-19	Castle Water	2143.05	Water rates
28-Feb-19	Castle Water	381.46	Water rates
01-Feb-19	Club Manager Ltd	80.40	Club Manager membership
22-Feb-19	CoolerAid Ltd	37.92	Bottled water
28-Feb-19	CoolerAid Ltd	123.24	Bottled water
22-Feb-19	Create Architects Ltd	1416.00	Plans - Workshop
21-Feb-19	Crown Gas & Power	242.64	Gas supply
21-Feb-19	Crown Gas & Power	299.50	Gas supply
21-Feb-19	Crown Gas & Power	1152.22	Gas supply
21-Feb-19	Crown Gas & Power	1186.40	Gas supply
08-Feb-19	EDF Energy 1 Ltd	27.51	Electrical supply
08-Feb-19	Ellis Whittam Ltd	6496.50	HR and H & S support
22-Feb-19	Energy Electrical Distributors Ltd	45.32	Electrical supplies
22-Feb-19	Envidia Ltd	25.00	Coach
13-Feb-19	Epos Now Ltd D/D	30.00	EPOS till mthly charge
01-Feb-19	Eurodec Ltd	122.84	Building supplies
22-Feb-19	Evolution Water Services Ltd	600.00	Staff training
01-Feb-19	Fencing Products Ltd	10.80	Line wire
15-Feb-19	Fencing Products Ltd	108.24	Gravel boards
15-Feb-19	Fiddes & Son Ltd - Bowcom	31.10	Pitch marking supplies
22-Feb-19	Fraser Office Supplies Ltd	366.00	Stationery supplies
11-Feb-19	Global 4 Communications	294.43	Phone
22-Feb-19	HMRC Cumbernauld	13290.56	PAYE & NI employers & employees
22-Feb-19	John Willis	120.00	Window cleaning
01-Feb-19	Lamps-Tubes Luminations Ltd	1070.26	Xmas lighting 2018
28-Feb-19	Landshape Ltd	8352.00	Lake project - design work
22-Feb-19	Laundry Depot	112.50	Laundry table cloths
27-Feb-19	Les Mills Fitness UK Ltd	197.76	Coach
14-Feb-19	Lloyds Bank D/D	282.36	Monthly cardnet service charge

14-Feb-19	Mainstream Digital Ltd	1.63	Phone
15-Feb-19	Merchant Rentals Ltd	30.58	Monthly cardnet charge
08-Feb-19	Mrs K Vevers	650.00	Woodley Herald delivery
01-Feb-19	PHS Group	346.66	Qtrly dust mat charge
27-Feb-19	Pitney Bowes Ltd	150.00	Postage topup
12-Feb-19	Plusnet Plc	52.20	Phone
18-Feb-19	Plusnet Plc	52.20	Phone
22-Feb-19	Prudential	7.24	AVC payment deducted from pay
28-Feb-19	Public Works Loan Board	5874.06	Public Works Loans Payments
08-Feb-19	QTD Ltd	244.64	Millboard decking
22-Feb-19	Richard Wheeler Signs Ltd	7166.74	WWI panels
28-Feb-19	Riddwood Consulting Engineers Ltr	660.00	Structural/Civil engineering WP
08-Feb-19	Seton	222.40	Fire assembly signs/road paint
28-Feb-19	Seton	195.50	Fire buckets/vehicle extinguishers
04-Feb-19	SGW Payroll Ltd	168.02	Payroll services
15-Feb-19	Siemens Financial Services	1100.80	Gym equip monthly rental
01-Feb-19	SSE Southern Electric	1819.12	Electrical supply
15-Feb-19	SSE Southern Electric	2065.07	Electrical supply
28-Feb-19	SSE Southern Electric	2234.04	Electrical supply
15-Feb-19	Technical Surfaces Ltd	360.00	3G pitch service
22-Feb-19	The Berkshire Pension Fund	13807.15	Pension - employers and employees
15-Feb-19	The Local Word Ltd	394.80	Advertising OC
15-Feb-19	Token Security Solutions Ltd	660.00	Annual contract - key holding
22-Feb-19	Trade UK - BandQ	394.37	Building supplies
01-Feb-19	Trade UK - Screwfix	822.29	Building supplies
22-Feb-19	Trade UK - Screwfix	383.99	Building supplies
22-Feb-19	Unison Collection Ac	34.00	Union fees deducted from pay
08-Feb-19	Veolia ES - UK Ltd	585.92	Refuse collection
22-Feb-19	Veolia ES - UK Ltd	676.79	Refuse collection
18-Feb-19	Vodafone	290.77	Phone
01-Feb-19	Wingfield Engineering Ltd	225.95	MOT/service truck

95423.54

Clerk's imprest account

List of Payments made between 01/02/2019 and 28/02/2019

<u>Date Paid</u>	<u>Payee Name</u>	<u>Amount Paid</u>	
06-Feb-19	(Personal Information)	4.88	Refund allotment rent
04-Feb-19	(Personal Information)	50.00	Refund deposit
04-Feb-19	(Personal Information)	15.00	Refund deposit
04-Feb-19	(Personal Information)	45.00	Refund deposit
11-Feb-19	(Personal Information)	200.00	Refund deposit
04-Feb-19	(Personal Information)	50.00	Refund deposit
04-Feb-19	(Personal Information)	154.40	Refund deposit
11-Feb-19	(Personal Information)	100.00	Refund deposit
25-Feb-19	(Personal Information)	200.00	Refund deposit
04-Feb-19	(Personal Information)	50.00	Refund deposit
18-Feb-19	(Personal Information)	50.00	Refund deposit
11-Feb-19	(Personal Information)	12.00	Refund WPLC room hire
18-Feb-19	(Personal Information)	50.00	Refund deposit
11-Feb-19	(Personal Information)	50.00	Refund deposit
04-Feb-19	(Personal Information)	50.00	Refund deposit
18-Feb-19	Amazon Mktp UK	56.80	Wings Over Woodley book
18-Feb-19	Amazon Mktp UK	30.71	Mop & Broom holder
20-Feb-19	Amazon Mktp UK	53.96	Soft bullets quick reload-Nerf

08-Feb-19	Argos Retail Group	150.00	10x Nerf Modulus guns
20-Feb-19	Argos Retail Group	120.00	8x Nerfs Modulus guns
11-Feb-19	Baby Sensory	49.35	Refund deposit
26-Feb-19	BACS B/L Pymnt Page 3987	72.00	Cardnet service fee
18-Feb-19	Cianna's Smile	95.00	Refund deposit
08-Feb-19	Facebook Ads	13.00	WPLC Facebook ad
27-Feb-19	Lloyds Bank	46304.45	Net February 2019 payroll
08-Feb-19	Lloyds Bank D/D	11.51	Bank service charges
20-Feb-19	Loos for dos	775.80	8 bay contemporary WC trailer
08-Feb-19	Rainbow Safety Store	8.64	Automatic door sign
12-Feb-19	TV Licensing	150.50	TV Licence Fee OC
		48973.00	

Woodley Town Council 2018/2019

Current Account

List of Payments made between 01/03/2019 and 31/03/2019

<u>Date Paid</u>	<u>Payee Name</u>	<u>Amount</u> <u>Paid</u>
29-Mar-19	A Better Drainflow Ltd	780.00 Drain works - WPLC
08-Mar-19	Advanced Maintenance UK Ltd	661.20 New pump - WPLC flat
22-Mar-19	Advanced Maintenance UK Ltd	144.00 Call out - WPLC flat
29-Mar-19	Advanced Maintenance UK Ltd	3258.35 WPLC heating system repairs
08-Mar-19	Alan Hadley Ltd	286.80 Refuse collection
29-Mar-19	Alan Hadley Ltd	286.80 Refuse collection
22-Mar-19	Angel Springs Ltd	29.04 Environmental charge
08-Mar-19	AYS Cleaning Contractors Ltd	29.54 Contract Cleaning
22-Mar-19	AYS Cleaning Contractors Ltd	1656.30 Contract Cleaning
29-Mar-19	AYS Cleaning Contractors Ltd	27.33 Contract Cleaning
15-Mar-19	Badgemaster Ltd	14.23 Staff badges
22-Mar-19	BCM Group Plc	238.02 Stationery supplies
08-Mar-19	Be Fuelcards Ltd	1.52 Admin charge
15-Mar-19	Be Fuelcards Ltd	46.03 Diesel
29-Mar-19	Be Fuelcards Ltd	32.22 Petrol - Depot
22-Mar-19	Bowak Ltd	350.61 Cleaning supplies
08-Mar-19	Brake Bros Foodservice Ltd	196.14 Vending supplies
15-Mar-19	Brake Bros Foodservice Ltd	189.51 Vending supplies
29-Mar-19	Brake Bros Foodservice Ltd	670.29 Vending supplies
22-Mar-19	Brown Bag Cafe Ltd	283.52 Catering services
11-Mar-19	BT Telephone Payment Centre	173.52 Phone
22-Mar-19	Castle Water	713.00 Water rates
15-Mar-19	CDK Casting Ltd	96.60 Bronze Plaque
22-Mar-19	CDK Casting Ltd	96.60 Bronze Plaque
01-Mar-19	CF Corporate Finance Ltd	214.32 Qtrly Photocopier charge
22-Mar-19	Chiltern Training Ltd	270.00 Staff training
22-Mar-19	Clear Drains UK Ltd	2827.20 Drain works - WPLC
01-Mar-19	Club Manager Ltd	80.40 Club Manager membership
08-Mar-19	CoolerAid Ltd	60.00 Bottled water
22-Mar-19	CoolerAid Ltd	142.20 Bottled water
22-Mar-19	Create Hope	300.00 Self-help group meeting support
21-Mar-19	Crown Gas & Power	863.67 Gas supply
21-Mar-19	Crown Gas & Power	917.94 Gas supply
21-Mar-19	Crown Gas & Power	210.46 Gas supply
21-Mar-19	Crown Gas & Power	249.20 Gas supply
08-Mar-19	Dejac Associates Ltd	384.00 IT support
08-Mar-19	Ebsford Environmental Ltd	107614.80 Woodford Park Lake Project
08-Mar-19	EDF Energy 1 Ltd	12.80 Electrical supply
15-Mar-19	Energy Electrical Distributors Ltd	39.11 Electrical supplies
12-Mar-19	Epos Now Ltd D/D	30.00 EPOS till mthly charge
08-Mar-19	Eurodec Ltd	80.16 Building supplies
15-Mar-19	Eurodec Ltd	36.13 Building supplies
22-Mar-19	Eurodec Ltd	252.66 Building supplies
29-Mar-19	Eventu	15.00 Call out - Theatre
22-Mar-19	Evolution Water Services Ltd	300.00 Staff training
22-Mar-19	Fencing Products Ltd	91.80 Stake pegs - Depot
22-Mar-19	Fraser Office Supplies Ltd	193.98 Stationery supplies
11-Mar-19	Global 4 Communications	299.83 Phone
22-Mar-19	HMRC Cumbernauld	13081.18 PAYE & NI employers and employees

01-Mar-19	InTouch	71.98	Website support
27-Mar-19	Les Mills Fitness UK Ltd	197.76	Coach
29-Mar-19	Lightatouch	1041.66	Internal audit
05-Mar-19	Lloyds Bank D/D	36.62	Bank sevice charge
14-Mar-19	Lloyds Bank D/D	253.75	Monthly cardnet service charge
15-Mar-19	Lyreco UK Ltd	159.23	Stationery supplies
01-Mar-19	Mailcoms Ltd D/D	306.86	Postage
13-Mar-19	Mainstream Digital Ltd	0.82	Phone
29-Mar-19	Margaret Macknelly Design	360.00	Design - newsletter
08-Mar-19	McFarlane Telfer Ltd	742.57	Call out - dishwasher repair
15-Mar-19	Merchant Rentals Ltd	15.44	Monthly cardnet charge
15-Mar-19	Merchant Rentals Ltd	15.29	Monthly cardnet charge
15-Mar-19	MKR Electrical Services Ltd	227.86	Electrical supplies
29-Mar-19	MKR Electrical Services Ltd	641.12	Electrical supplies
15-Mar-19	Office Furniture Online	165.60	Chairs - WPLC
22-Mar-19	Office Reality Ltd	676.92	Marketing - leaflets
15-Mar-19	Piercing Glance Ltd	533.40	Staff uniform OC/workshop
08-Mar-19	Pitney Bowes Ltd	150.00	Postage topup
12-Mar-19	Plusnet Plc	52.20	Phone
18-Mar-19	Plusnet Plc	52.20	Phone
22-Mar-19	Prudential	7.24	AVC payment deducted from pay
25-Mar-19	Public Works Loan Board	1528.16	Public Works Loan Payment
08-Mar-19	Rathbones	2696.80	VAT reclaimed to Rathbones
14-Mar-19	SGW Payroll Ltd	174.14	Payroll services
29-Mar-19	SHL Group Ltd	525.60	Recruitment assessment tests
15-Mar-19	Siemens Financial Services	1100.80	Gym equip monthly rental
08-Mar-19	Sportsmark Group Ltd	1956.00	Bowling Green Gulley Matting
15-Mar-19	SSE Southern Electric	1576.47	Electrical supply
29-Mar-19	SSE Southern Electric	1691.04	Electrical supply
15-Mar-19	Stackhouse Poland Ltd	34149.22	Insurance cover 2019/20
29-Mar-19	Technical Surfaces Ltd	840.00	3G pitch servicing
22-Mar-19	Thames Valley Water Services Ltd	774.00	Water sample tests
22-Mar-19	The Berkshire Pension Fund	13741.13	Pension - employers and employees
22-Mar-19	The Letterworks Ltd	752.00	Printing newsletter
22-Mar-19	Trade UK - BandQ	30.50	Building supplies
22-Mar-19	Trade UK - Screwfix	197.79	Building supplies
22-Mar-19	Travis Perkins Trading Co	47.36	Building supplies
22-Mar-19	Unison Collection Ac	34.00	Union fees deducted from pay
22-Mar-19	Veolia ES - UK Ltd	616.17	Refuse collection
18-Mar-19	Vodafone	293.72	Phone
15-Mar-19	Winnersh Plant Hire Ltd	300.00	Hire digger - Depot
29-Mar-19	Wyevale Garden Centres Ltd	25.41	Gardening supplies

207586.84

Clerk's imprest account

List of Payments made between 01/03/2019 and 31/03/2019

<u>Date Paid</u>	<u>Payee Name</u>	<u>Amount</u>	<u>Paid</u>
11-Mar-19	(Personal Information)	50.00	Refund deposit
04-Mar-19	(Personal Information)	50.00	Refund deposit
18-Mar-19	(Personal Information)	45.00	Refund deposit
25-Mar-19	(Personal Information)	50.00	Refund deposit
11-Mar-19	(Personal Information)	20.00	Refund deposit
04-Mar-19	(Personal Information)	50.00	Refund deposit

04-Mar-19	(Personal Information)	124.95	Gym not used refund
18-Mar-19	(Personal Information)	48.00	Refund deposit
25-Mar-19	(Personal Information)	64.35	Refund deposit
04-Mar-19	(Personal Information)	50.00	Refund deposit
11-Mar-19	(Personal Information)	47.00	Refund deposit
25-Mar-19	Amazon UK	96.90	6 x Yoga matters sticky mats
04-Mar-19	Argos Retail	29.99	Kickmaster 6ft Fibreglass goal
26-Mar-19	Awards of Distinction Ltd	122.40	3 x JG Ice Block/engraving
29-Mar-19	B.A.P.S Swaminra	77.00	Refund credit
28-Mar-19	BACS B/L	57.60	Domain name renewal
13-Mar-19	Globe Ladders Ltd	74.00	Speedwatch - ladder
27-Mar-19	Lloyds Bank	45193.49	Net March 2019 payroll
15-Mar-19	Lloyds Bank D/D	11.50	Bank service charges
22-Mar-19	Marygreen Manor Hotel	65.00	Staff accomodation - training
26-Mar-19	PETTY CASH A/C	135.03	Top up petty cash
05-Mar-19	Shutterstock Netherlands BV	34.80	Images for leaflet - Lake Project
18-Mar-19	The Greek Orthodox	44.00	Refund deposit
14-Mar-19	Tooltime.co.uk	25.98	Distance measure wheel Speedwatch
29-Mar-19	Waitrose	184.96	Wine for Civic Awards
28-Mar-19	Winnersh Garden Centre	3.00	Flowers for Civic Awards

46754.95

Risk Management Strategy

Risk is the threat that an event or action will adversely affect an organisation's ability to achieve its objectives and to successfully execute its strategies. Risk management is the process by which risks are identified, evaluated and controlled. Risk management is an essential feature of good governance. An organisation that manages risk well is more likely to achieve its objectives.

The effective management and mitigation of risk is a key issue for the success of any organisation or activity and it is important to understand the risks inherent in any decision. A structured approach to risk management can achieve this by enabling the decision to be made within a framework of better information about the potential outcome of a particular course of action. The Town Council has adopted a structured approach to risk management.

This strategy is intended as guidance to the Council and its management team and will be made available to all staff.

Aims and benefits

The aim of this strategy is to develop an awareness of the benefits of risk management within the Council. It also encourages everyone involved to adopt an open and structured approach to risk management. The Council intends that effective risk management will help to deliver -

- Increased certainty and fewer surprises.
- Better management of threats to cost, time and performance.
- Better grasping of opportunities to improve services.
- More effective management of change.
- Better management at all levels through improved decision making.
- Clear ownership and accountability for risk and its management.
- Better value for money for the council taxpayer.

Process

The overall process for the management of risk is set out at **Appendix 1**.

Ownership

The Risk Strategy is owned by the Council and implemented through the offices of the Town Clerk.

Assessment of risk

Each risk will be assessed in terms of its probability of occurrence and the potential impact on the Council. The following are the criteria by which each risk will be assessed:

Probability of Occurrence:

Category	Probability	Possible Indicators
Almost Certain (4)	>90% ¹	Frequent occurrence
Likely (3)	>60%	Regular occurrence
Possible (2)	>10%	Occasional occurrence
Unlikely (1)	<10%	Has never occurred

¹Any risk assessed as greater than 90% is almost certain to happen and should be addressed.

Evaluation of Impact:

Impact on Performance	Risk Threat
Major (4)	Financial Impact >£25,000 Fatality / disabling injuries to public or staff / Adverse national media attention / external intervention / total service disruption / extensive legal action against the Council
Serious (3)	Financial Impact >£15,000 Adverse local media attention / extensive public complaints / adverse comments by regulators or auditors / significant service disruption / failure to deliver projects or targets / service disruptions / injuries to public or staff / legal action against the Council
Significant (2)	Financial Impact >£5,000 Adverse service user complaints / service disruption / minor injuries and near misses to staff and public
Minor (1)	Financial impact less than £5,000 / isolated complaints / minor service disruption

Priority Ranking:

The ranking of an individual risk is calculated by multiplying its probability by its impact.

Risk Matrix:

The risk, using the above impact and likelihood ratings, can then be plotted onto the risk matrix and its classification identified:

	4	4	8	12	16
	3	3	6	9	12
	2	2	4	6	8
	1	1	2	3	4
Probability					
	1	2	3	4	
					Impact

Red = High Risk, Yellow = Medium Risk, Green = Low Risk

Roles and responsibilities

Risk management is only considered to be truly embedded when it functions as part of the Council's day to day operations. In order for this to be achieved it is vital that clarity exists to determine the various roles and responsibilities of individuals involved throughout the Council in the risk management process.

To ensure that this level of clarity exists, the Council has established a structure that shows how Members, Officers, Committees, Working Parties and individuals contribute to the overall risk management process.

Organisational Structure and Summary of Key Roles

Council	<ul style="list-style-type: none"> • Monitor risk management activity (via Strategy and Resources Committee) • Adopts the Annual Risk Management Strategy • Certification of the Council's Annual Statement on Internal Control
Strategy and Resources Committee	<ul style="list-style-type: none"> • Considers risk management policy and strategy and related documents and recommends adoption of the strategy to Full Council • Approve content of risk registers and proposed risk mitigation plans and monitor implementation from reports from the Risk Management Working Party
Risk Management Working Party	<ul style="list-style-type: none"> • General oversight of the Council's risk management process • Receive regular reports to review/scrutinise/challenge current and proposed risk management procedures and processes • To recommend any amendments to the risk management framework, strategy and process • Identify, analyse and prioritise risks • Determine responsibilities and actions to control risks • Monitor progress on managing risks against action plans/projects • Review implementation of the risk management framework, strategy and process
Town Clerk	<ul style="list-style-type: none"> • Report to Members on the framework, strategy and process • Provide advice and support on risk management matters • Maintain the risk management policy, strategy and framework through review with management team (at regular team meetings and individually) • Identify, analyse and prioritise risks • Determine risk management action plans and delegate responsibility for control • Monitor progress on the management of risks
Staff and other stakeholders	<ul style="list-style-type: none"> • Maintain awareness of risks, their impact and costs and feed these into the formal risk management process • Control risks in their every day work • Monitor progress in managing job related risks

Risk registers

The Council will maintain computer based Strategic and Operational Risk Registers.

RISK MANAGEMENT PROCESS

Identifying risks

Risks and opportunities may be identified at any stage and should be included in the Risk Register. In order to capture as many of the risks and opportunities facing an activity or project methods used for identification could include:

- Brainstorming sessions with individuals, committees or panels and various levels of management.
- Checklists.
- Questionnaires.
- Learning from other projects, councils and auditors.

As risks are identified they will be recorded in the Risk Register. Each risk must be described in terms of the source of the risk, the consequences if it happens and the effect it would have on the Council’s activities or project as the case may be.

Risk ownership

Once a risk has been identified, it will be given an owner who is the person best able to manage the risk. The owner will be responsible for all aspects relating to the management of the risk or opportunity.

Risk evaluation

Each risk will be evaluated in accordance with the evaluation process set out in this strategy. This information will be entered in the Risk Register and will enable prioritisation of the risks within a certain area.

Risk planning

Once each risk has been identified and evaluated actions for dealing with it will be developed. These are known as risk responses and fall into one of four areas:

Terminate:	An action that allows the risk to be avoided.
Treat/Monitor:	An action that will reduce the impact and/or the probability of a risk.
Transfer:	Is there a stakeholder or another organisation better able to manage the risk?
Bear/Tolerate:	Accept the consequences if the risk occurs.

The Risk Register will identify the option selected to deal with each risk together with any actions that might be required.

Once the risk responses have been developed the risk owner must then decide which option to adopt. In reaching decisions as to which response should be used, a cost/benefit comparison should be made. For mitigation activities attracting significant cost (> £5,000) results will need to be recorded. It may be that external help is required to help decide the appropriate course of action, in which case the risk owner should record the date by which a decision must be made and the potential consequences if the decision is not taken by that date.

Following the decision to adopt a particular risk response, the owner must ensure that:

- The secondary risks associated with implementing the risk response are assessed and recorded.
- Where one exists the project plan is updated to include the activities associated with the risk response.
- Entries are made in the fields on the risk register detailing the predicted probability and impact evaluation, once the response activities are completed.
- A fallback/contingency plan is developed to address the consequences of the risk happening despite the response activities.

Risk owners must monitor the progress and success of their chosen response to risk on a regular basis. They should review all their risks and provide an evaluation of probability and impact on a regular basis.

Review

The highest priority risks are to be reviewed by the Risk Management Working Party. Risk monitoring will be reported to the Strategy and Resources Committee at the next meeting following the monitoring process.

The effectiveness of the process will be reviewed in April every year by the Risk Management Working Party and the Strategy and Resources Committee.

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**Minutes of a Meeting of the Planning Committee held at the Oakwood Centre
on Tuesday 23 April 2019 at 7:45 pm**

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

Officer present: *L. Matthews, Committee Officer*

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

205. **APOLOGIES**

Apologies for absence were received from Councillors B. Franklin and S. Rahmouni.

206. **DECLARATIONS OF INTEREST**

There were no declarations of interest made by Members.

207. **MINUTES OF THE PLANNING COMMITTEE MEETING HELD ON 26 MARCH 2019**

RESOLVED:

- ◆ That the minutes of the Planning Committee meeting held on 26 March 2019 be approved and signed by the Chairman as a true and accurate record.

208. **CURRENT PLANNING APPLICATIONS**

RESOLVED:

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

209. **PLANNING DECISIONS**

RESOLVED:

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

210. **PLANNING APPEALS**

RESOLVED:

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

Application: 173614

Location: 21 Duffield Road, Woodley, RG5 4RL.

Proposal: Full application for the proposed erection of 6 No. two storey dwellings with associated parking and landscaping following the demolition of the existing property.

The following notifications were received after the agenda had been issued:

RESOLVED:

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

Application: 182335
Location: 105 Colemans Moor Road, Woodley, RG5 4DA.
Proposal: Full planning application for the proposed erection of 4 No. 2 bed flats and 2 No. 1 bed flats with 6 No. parking spaces and associated external works following demolition of existing bungalow.

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

Application: 183082
Location: 57a Colemans Moor Lane, Woodley, RG5 4BT.
Proposal: Householder application for the proposed erection of a detached garage.

211. **COMMUNITY SPEEDWATCH UPDATE**

The Chairman informed Members that he had been working with one of the Speedwatch volunteers, showing him how to set up the data logger, extract the data and carry out the analysis. It was hoped that this volunteer would be able to train other volunteers in the use of the equipment.

The Chairman reported the results that had been obtained from positioning the data logger in Mohawk Way and two locations in Reading Road, and informed Members that councillors would be using the Sentinel camera over the next few weeks and would be refining the instruction manual for the camera prior to its use by volunteers.

212. **WOKINGHAM BOROUGH COUNCIL: LANDSCAPE CHARACTER ASSESSMENT UPDATE CONSULTATION**

In support of the Local Plan Update, Wokingham Borough Council commissioned Land Use Consultants to produce an update of its Landscape Character Assessment. The Borough Council had requested comments on this document by 23 April 2019, before the Town Council's Planning Committee meeting. The document was therefore circulated to the Committee ahead of the meeting and comments requested. A "no comment" response was subsequently sent to Wokingham Borough Council.

213. **WOKINGHAM BOROUGH COUNCIL: PUBLIC RIGHTS OF WAY IMPROVEMENT PLAN CONSULTATION**

Members considered the consultation document for the first stage of Wokingham Borough Council's update to their Public Rights of Way Improvement Plan.

RESOLVED:

- ◆ To respond to the consultation stating that the Council was not aware of any additional needs required to the public rights of way within Woodley and had no comment to make in response to the other questions raised in the consultation.

214. **WOKINGHAM BOROUGH COUNCIL: DRAFT LOCAL VALIDATION LIST CONSULTATION**

Members considered the Wokingham Borough Council draft Local Validation List.

RESOLVED:

- ◆ To respond to the consultation requesting that drawings should be of a suitable quality to allow them to be viewed electronically and projected on to a screen for consideration during Committee meetings.

215. **READING BOROUGH COUNCIL: STATEMENT OF COMMUNITY INVOLVEMENT CONSULTATION**

Members noted that Reading Borough Council had published a discussion paper on its Statement of Community Involvement, for consultation.

216. **PUBLICATIONS/INFORMATION**

RESOLVED:

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

217. **FUTURE AGENDA ITEMS**

There were no suggestions for future agenda items.

218. **PUBLICITY/WEBSITE**

RESOLVED:

- ◆ To provide the following information on the website:
 - A page giving information on Woodley Speedwatch.

219. **EXCLUSION OF PUBLIC AND PRESS**

RESOLVED:

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

220. **ENFORCEMENT ISSUES**

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

Before the end of the meeting Councillor Baker, the Leader of the Council, thanked Councillor Barker for chairing the Planning Committee for the past four years and for tackling the many changes that the Committee had had to deal with during that time – taking on additional responsibilities from the former Community Services Committee and meeting the challenge of viewing all planning applications electronically instead of working with paper plans. On behalf of the whole council, Councillor Baker thanked Councillor Barker for all the work he had undertaken during his time on the Town Council.

Councillor Barker thanked all members of the Planning Committee for making it possible to meet the challenges of the past few years and said that Planning Committee meetings were now very different from the way they had been three years ago. Councillor Barker thanked the Committee Officer for the support she had given to the Planning Committee.

The meeting closed at 9:15 pm

Woodley Town Council

Page 1

Date :- 24/04/2019

Observations on the following Planning Applications

<u>Application No</u>	<u>DateRecd</u>	<u>Applicant Name</u>	<u>Location</u>
Approved on the following applications;			
190147	11/04/2019	Mr P Burroughs	87 Beechwood Avenue Beechwood Avenue Woodley RG5 3DF
Proposal : Householder application for the proposed erection of a replacement garage, following demolition of existing garage, and erection of a new front garden wall and entrance gates.			
Observations : No objections.			
190636	06/04/2019	Mr Joel Hauxwell	8 Keswick Gardens Keswick Gardens Woodley RG5 3QB
Proposal : Householder application for the proposed erection of a detached outbuilding in rear garden.			
Observations : No objections.			
190664	22/03/2019	Mr F Lambden	148 Loddon Bridge Road Loddon Bridge Road Woodley RG5 4AB
Proposal : Householder application for the proposed erection of a garden annex.			
Observations : No objections.			
190668	25/03/2019	Mr D Busby	21 Denmark Avenue Denmark Avenue Woodley RG5 4RS
Proposal : Householder application for the proposed erection of a two storey rear and side extension and single storey rear extension with 4 velux windows, with internal alterations and changes to fenestrations.			
Observations : One resident was present at the meeting to voice concerns. The applicant and the builder were also present at the meeting.			
The Committee was pleased to see that the plans had been changed from those submitted with the previous application for this property, and the Committee's previous concerns had been addressed. The Committee therefore had no objections to this proposal.			
190674	27/03/2019	Unknown	The Homestead Park Lane Charvil RG10 9TR
Proposal : ADJOINING PARISH CONSULTATION			
Full planning application for the erection of 3 No. commercial buildings for storage. (Retrospective)			
Observations : No objections.			

Date :- 24/04/2019

Observations on the following Planning Applications

<u>Application No</u>	<u>DateRecd</u>	<u>Applicant Name</u>	<u>Location</u>
190690	22/03/2019	Mr & Mrs Clark	25 Telford Crescent Telford Crescent Woodley RG5 4QT
Proposal : Householder application for the proposed garage conversion to create habitable accommodation, plus changes to fenestration and internal alterations.			
Observations : No objections.			
190703	22/03/2019	Mr & Mrs Hooks	78 Beechwood Avenue Beechwood Avenue Woodley RG5 3DG
Proposal : Householder application for the proposed erection of single storey front extension to form a porch. (Retrospective)			
Observations : No objections.			
190749	28/03/2019	Mr A Duckett	1 Walmer Road Walmer Road Woodley RG5 4PN
Proposal : Householder application for a front ground floor extension of existing WC room under existing entrance canopy.			
Observations : No objections.			
190751	01/04/2019	Miss Barrett & Mr Hales	31 Wallace Close Wallace Close Woodley RG5 3HW
Proposal : Householder application for the proposed erection of single storey side extension to form 'annex' ancillary to 31 Wallace Close.			
Observations : No objections.			
190755	04/04/2019	Mr A Rinaldi	Courtyard Offices, Sandford Fa Mohawk Way Woodley RG5 4TE
Proposal : Application for removal or variation of a condition following grant of planning permission 182788, Condition 1 plans.			
Observations : No objections.			
190836	12/04/2019	Mr R Lovejoy	268 Kingfisher Drve Kingfisher Drive Woodley RG5 3LH
Proposal : Householder application for proposed erection of two storey side extension to existing dwelling with front and rear dormers, single storey front extension to form porch, plus internal alterations.			
Observations : No objections.			

Date :- 24/04/2019

Observations on the following Planning Applications

<u>Application No</u>	<u>DateRecd</u>	<u>Applicant Name</u>	<u>Location</u>
190881	04/04/2019	Unknown	Addington School Woodlands Avenue Woodley RG5 5EU

Proposal : Full planning application for the erection of a new teaching block, extended car parking and the reconfiguration of the existing MUGAs and sensory garden.

Observations : Councillor Baker was present at the meeting and spoke in support of the application, as a local councillor and a governor of Addington School.

The Committee considered the proposal and were pleased to see plans for the expansion of Addington School to enable the school to cater for more local children; however the Committee also wanted to continue to protect the Site of Urban Landscape Value (SULV) between Woodley and Earley. The Committee felt that the main threat to the SULV came from the proposed car park extension, but that this would be well screened and the impact would be very small.

Following lengthy discussion, on balance the Committee did not object to the application.

Date :- 24/04/2019

Observations on the following Planning Applications

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

Refused on the following applications;**190457**

01/04/2019

Mr A Whiting

24 Western Avenue
Western Avenue
Woodley
RG5 3BH

Proposal : Householder application for the proposed loft conversion to create habitable accommodation, with side facing dormer and 2 velux roof lights.

Observations : After consideration of the proposal, the Committee recommended that this application be refused on the following grounds:

- Out of keeping with the original house.
- Out of character with the street scene.
- The top of the proposed flat roof side dormer is at ridge level of the existing roof.

190670

22/03/2019

Unknown

Loddon Vale House
Hurricane Way
Woodley
RG5 4UX

Proposal : Full planning application for the proposed erection of a two storey extension to the east wing of existing building to provide 2 No. residential flats.

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

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

Date :- 24/04/2019

Observations on the following Planning Applications

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

Concerns on the following applications;**190288**

22/03/2019

Mrs E Hamilton

6 Eastwood Road
Eastwood Road
Woodley
RG5 3PY

Proposal : Householder application for the proposed single storey rear extension to dwelling plus conversion of loft space to create habitable accommodation with rear dormer extension.

Observations : Following consideration of this application, the Committee had the following concerns:

- The proposed flat roof dormer to the rear is not subservient to the original dwelling.
- The top of the proposed rear dormer appears to be level with, or very nearly level with, the ridge of the existing roof.

CAPITAL PROGRAMME 2019/20

REPORT OF THE DEPUTY TOWN CLERK

Purpose of Report

To provide Members with information on capital projects/works and to recommend projects for inclusion in the 2019/20 capital programme.

Background

Each year the Council approves a programme of capital projects to be funded from the Capital Programme fund. The 2019/20 budget includes an allocation of £45,000. Projects are generally completed within the funding year although some may run into a subsequent financial year, with the balance of allocated funding carried forward.

Projects Status

The status and expenditure of projects in the 2018/19 Capital Programme are shown in **Appendix A**.

The Capital Programme fund is showing a balance of £30,840 taking into account all expenditure in 2018/19 as at 31 March 2019. An allocation of £45,000 for the 2019/20 fund gives a total project fund of £75,840.

Proposed project items for the 2019/20 programme total an estimated £61,200 leaving an estimated carry forward into 2020/21 of £14,640.

Proposed items for inclusion in the 2019/20 capital programme and an explanation for their inclusion are provided in **Appendix B**.

Recommendations:

- ◆ **That Members note the information contained in the report.**

- ◆ **That Members approve the 2019/20 Capital Programme as set out in Appendix B.**

CAPITAL PROJECTS	Allocation	Expenditure	Status	Comment	Works Required
Signs	1,000	488		Annual allocation	
Seats	1,000	1,140		Annual allocation	
Litter bins	300	708		Annual allocation	
Dog bins	200	213		Annual allocation	
Pathway repairs	5,000	3,680		Annual allocation	
Toilets refurbishment - Oakwood Centre	5,000	0	Carried forward		Replace cubicles, panels, redecorate, tiling, hand dryers - Gents toilets
Bowls Green Fencing	3,200	2,707	COMPLETE	Works completed and invoiced in 2018/19	Removal of trees where roots have damaged the path and are beginning to damage the green and irrigation system (funded from tree budget). Replace railings with steel weldmesh fencing to match east boundary installed last year. Inc gates and concrete path.
WPLC ladies toilets refurb	3,000	0	COMPLETE		Funded from Earmarked Reserve. Convert store room into 5 cubicle toilets/sinks, flooring, decoration, dryers.
WPLC CCTV	2,000	1,955	COMPLETE	Works completed and invoiced in 2018/19	Extend CCTV to cover car park area
WPLC Sports Hall Floor - sanding & remarking	8,200	0	Carried forward	Work to be scheduled for 2019/20	Sand and re-mark sports hall floor. Existing floor installed in 2017 and showing significant signs of wear.
Green Flag Award	7,000	5,659	COMPLETE	Works completed and invoiced in 2018/19	
Street Lighting Columns	8,000	7,086	COMPLETE	Works completed and invoiced in 2018/19	
Bowls Green gulley matting	2,000	1,630	COMPLETE		Replace current rubber pellets which require annual removal sifting and cleaning.
Chapel Hall - replace guttering	3,500	3,315	COMPLETE	Works completed and invoiced in 2018/19	Old guttering leaking in many places. Beyond repair.
Flail mower attachment	4,500	4,907	COMPLETE		
Fine turf mower - bowls green	5,000	4,366	COMPLETE		
Side panels - bus shelter, Beechwood Avenue	1,500	0			
Relocate Christmas tree - town centre	2,000	332	COMPLETE		Install ground socket for installation of tree in North end of precinct.
Playground equipment fund allocation	5,000	5,000	Sinking fund		
Buildings & Facilities Fund allocation	10,000	10,000	Sinking fund		
Sub total	77,400	53,186			

FUNDED BY	
Carry forward balance from 2017/18	36,931
2018/19 budget allocation	45,000
Insurance payment in respect of written off vehicle	2,095
Total funds available 2018/19	84,026
Capital Programme Balance	30,840

CAPITAL PROGRAMME 2019/20 (PROPOSED)

APPENDIX B

CAPITAL PROJECTS	Allocation	Status	Comment	Works Required
Signs	1,000		Annual allocation	
Seats	1,200		Annual allocation	
Litter bins	400		Annual allocation	
Dog bins	400		Annual allocation	
Pathway repairs	5,000		Annual allocation	
WPLC Sports Hall Floor - sanding & remarking	8,700	Carried forward		Sand and re-mark sports hall floor. Existing floor installed in 2007 and showing significant signs of wear.
Side panels - bus shelter, Beechwood Avenue	1,500	Carried forward		
Ground reinforcement - Memorial Ground	1,500			To reinforce grass under the informal path/desire line across Memorial Ground
Knee rail fencing - approach to WPLC	1,000			Knee rail fencing - car park area near pre-school building
Lighting column - Coronation Hall	2,500			To improve lighting along footpath in this area
Signage - front of Oakwood Centre	3,000			Replace Oakwood Centre sign to match new brand. Theatre sign and signage on park side of building
Rotovator	3,000			For preparation of beds around the park
Hydraulic conversion kit - cricket roller	3,000			This will keep the existing cricket roller going for several years into the future
Paddling Pool Cover	2,000			To protect pool liner during winter and enable pool to be brought back into service more quickly in the summer season.
Maintenance vehicle	8,000			Previous vehicle written off. Transit size vehicle would be more fit for purpose. £2k insurance from old vehicle. Used vehicle price approx £10k
Resurface Oakwood Centre forecourt	4,000			Re-lay tarmac//stonechip dressing to forecourt of Oakwood Centre. Existing surface is 15 years old and is debonding from the tarmac sub-base
Playground equipment fund allocation	5,000	Sinking fund		
Buildings & Facilities Fund allocation	10,000	Sinking fund		
Sub total	61,200			

FUNDED BY	
Carry forward balance from 2017/18	30,840
2018/19 budget allocation	45,000
Total funds available 2019/20	75,840
Capital Programme Balance	14,640

SINKING FUNDS		Allocation	Total in fund
Buildings & Facilities fund	29,491	10000	39491
Playground Equipment fund	12,662	5000	17662

REPORTS FROM OUTSIDE BODIES

Citizens Advice Wokingham

It is now almost six months since the arrival of Jake Morrison at the CAB Wokingham to takeover as CEO from the now retired John Ferguson. Since then there have been significant changes made in the organisation both to structure and new developments although initial resistance to change is now subsiding as people see the results attained.

Firstly February saw the annual audit by the Citizens Advice Bureau Council where an outstanding score of 5 was received over all nine leadership areas. The Bureau was also re-awarded the Advice Quality Standards Mark and also the Debt Supervision and Telephone Advice Quality Standards Marks. As a direct result of this audit Wokingham have been invited, along with some others, to prepare a short video within the organisation, to be showcased at the forthcoming 80th Anniversary of Citizens Advice.

As from the beginning of April the Woodley Office is open on a Tuesday between 9.30am and 2.30pm for enquiries solely around Universal Credit. This will be known as **Help to Claim Outreach Project**. This I think you will all agree is a great leap forward for our residents experiencing problems in this area.

New funding has also been secured from WBC for the **Council Tax Outreach Project**. Working closely with WBC to support clients in Council Tax arrears, particularly those with the highest debts. Both WBC Council staff and CAB advisors will be attendance. This represents the biggest debt issue within the area and will make a big difference for those affected. At the moment, this will be on a drop-in basis at Shute End offices, likely on a monthly basis. The first session ran on 30TH April and the next will be on Tuesday 4th June between 4.30pm and 6.30pm

With the aid of Wokingham United Charities funding has been secured to also operate a **Community Outreach Project** for those in need but unable to currently access CAB services and will be based in Finchampstead one day a week.

Wokingham CAB also ran their first fundraising event of the year on 16th April, a Quiz Night and raised just over £400.

Since 1st February this year they have been operating the **ASK** routine enquiry question on gender violence and abuse. In the first month 13 clients were asked the question and 4 of the 13 disclosed abuse. Of these 2 felt they were in an emergency situation. This is another very valuable service looking to safeguard persons in potential danger. I think you will all agree that as a result of these changes we will be able to access and help a large number of residents who perhaps have not been able to secure help to deal with their most pressing problems and I ask for the Councils approval of this report.

Cllr David Bragg
6 May 2019

Poor's Land Charity

In the past year the Poor's Land Charity has put together a Disaster Recovery Plan.

We have appointed another company to attend to our plumbing problems and we have a service agreement with them.

Other repairs are dealt with when they occur.

We have had very few requests for Relief in Need.

We had a cream tea in the summer and a fish and chips lunch recently, both for residents.

One resident has moved out, but we expect to put in a new kitchen before finding a new occupant.

Cllr Jenny Cheng
7 May 2019

Town Mayor's Engagements – 6 February 2019 to 14 May 2019

February	13	Woodley Schools' Bake-Off Challenge at The Bulmershe School
	19	Official launch of the Bike Hut in Woodford Park
March	16	No5 Young People performing arts concert at The Bulmershe School
	21	Planting of a Service Tree in Woodford Park with members of Christ Church
	23	Presentation of medals and awards at Woodley Festival of Music & Arts
	29	Civic Reception and Citizens' Awards Evening
April	12	Woodley & Earley Arts Group Spring Exhibition
	14	Woodley 10km race – Starting of the race and presentation of prizes
May	5	Flag away the Classic Car Tour from Woodford Park
	10	Reading Invitation Challenge Junior Cup Final: Woodley United FC Saturday Men's Royals v Westwood United FC Reserves