



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

To: **ALL MEMBERS OF THE COUNCIL**

YOU ARE HEREBY SUMMONED to attend a Meeting of Woodley Town Council at 8:00pm on Tuesday 4 May 2021. This will be a virtual meeting, as authorised by the Coronavirus Act (2020), Section 78.

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

Deborah Mander
Town Clerk

Town Forum

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

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

A G E N D A

Following the death of the serving Mayor, Councillor Dave Mills, and the absence of the Deputy Mayor who has a prior work commitment that now clashes with the brought forward date of the Annual Meeting, the Council is required to appoint a Councillor to act as Chairman at the start of the meeting, in order to conduct the first item of business, the election of the Town Mayor.

The Town Clerk will ask for nominations for a Chairman to be appointed who, once appointed, will conduct the election of the Town Mayor for the 2021/22 municipal year.

1. **ELECTION OF TOWN MAYOR**

To elect a Town Mayor for the 2021/22 municipal year.

The Chairman will call for nominations for the office of Town Mayor for 2021/22.

The Chairman 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.

3. **APOLOGIES**

4. **DECLARATIONS OF INTEREST**

To receive any declarations of interest from Members.

5. **ELECTION OF DEPUTY TOWN MAYOR**

To elect a Deputy Town Mayor for the 2021/22 municipal year.

The Town Mayor will call for nominations for the office of Deputy Town Mayor for 2021/22.

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

6. **COMPOSITION OF THE COUNCIL**

To note the composition of the Council:

Conservative: 15 Liberal Democrat: 6 Labour: 2

7. **POLITICAL GROUP LEADERS**

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

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

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

8. **ELECTION OF THE LEADERSHIP OF THE COUNCIL**

8.1 To elect the Leader of the Council for the 2021/22 municipal year.

8.2 To elect the Deputy Leader of the Council for the 2021/22 municipal year.

9. **MEMBERSHIP OF STANDING COMMITTEES**

To appoint Members to serve on the standing committees in the 2021/22 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 9 (enclosed)***.

App. 9
Page 1

9.1 **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.

9.2 **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.

- 9.3 **Planning & Community Committee**
- a) To approve the number of seats on the Planning and Community Committee.
 - b) To appoint Members to serve on the Planning and Community Committee.

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

To appoint the Chairman and Vice Chairman of the standing committees for the 2021/22 municipal year.

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

10.1 **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).

10.2 **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).

10.3 **Planning & Community 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).

11. **MEMBERSHIP 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 9 (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 9 (enclosed)**. App. 9
Pages
2 - 3

Strategy & Resources Committee:

a) **Investments Working Party**

- 1) To approve the terms of reference of the working party. App. 9
- 2) To approve the number of places on the working party. Page 4
- 3) To appoint Members to the working party

b) **Risk Management Working Party**

- 1) To approve the terms of reference of the working party. App. 9
- 2) To approve the number of places on the working party. Page 5
- 3) To appoint Members to the working party.

c) **Catering Partnership**

- 1) To approve the terms of reference of the Partnership. App. 9
- 2) To approve the number of places on the Partnership. Page 6
- 3) To appoint Members to the Partnership.

- d) **Standing Orders & Financial Regulations Working Party**
 - 1) To approve the terms of reference of the working party. App. 9
 - 2) To approve the number of places on the working party. Page 7
 - 3) To appoint Members to the working party.

- e) **PR/Marketing Working Group**
 - 1) To approve the terms of reference of the working party. App. 9
 - 2) To approve the number of places on the working party. Page 8
 - 3) To appoint Members to the working party

- f) **Personnel Sub Committee**
 - 1) To approve the terms of reference of the sub committee. App. 9
 - 2) To approve the number of places on the sub committee. Page 9
 - 3) To appoint Members to the sub committee.

- g) **Climate Emergency Working Party**
 - 1) To approve the terms of reference of the working party. App. 9
 - 2) To approve the number of places on the working party. Page 10
 - 3) To appoint Members to the working party.

- h) **Town Electors' Task and Finish Working Party**
 - 1) To approve the terms of reference of the working party. App. 9
 - 2) To approve the number of places on the working party. Page 11
 - 3) To appoint Members to the working party.

Strategy and Resources Committee and Leisure Services Committee

- i) **Woodford Park Leisure Centre Regeneration Task & Finish Group**
 - 1) To approve the terms of reference of the task & finish group. App. 9
 - 2) To approve the number of places on the task & finish group. Page 12
 - 3) To appoint Members to the task & finish group.

Leisure Services Committee:

- j) **Community Youth Partnership**
 - 1) To approve the terms of reference of the Partnership. App. 9
 - 2) To approve the number of places on the Partnership. Page 13
 - 3) To appoint Members to the Partnership.
 - 4) To approve the appointment of voluntary sector representatives to the Partnership.

- k) **3G pitch Steering Group**
 - 1) To approve the terms of reference of the steering group. App. 9
 - 2) To approve the number of places on the steering group. Page 14
 - 3) To appoint Members to the steering group.

Planning and Community Committee:

- l) **Cycling in Woodley Working Party**
 - 1) To approve the terms of reference of the working party. App. 9
 - 2) To approve the number of places on the working party. Page 15
 - 3) To appoint Members to the working party.

Full Council:

m) **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 2021/22 municipal year.

App. 9
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12. **APPOINTMENT OF REPRESENTATIVES ON OUTSIDE BODIES**

To appoint the Council's representatives on outside bodies:

- 12.1 Berkshire Association of Local Councils (BALC) - 2 places
- 12.2 Wokingham District Association of Local Councils – 2 places - *No appointment to be made until future of association is determined*
- 12.3 ARC - 2 places
- 12.4 Campaign Against Waste - 1 place (plus 1 deputy)
- 12.5 Citizens Advice Wokingham - 1 place
- 12.6 Friends of Woodford Park Committee – 1 place
- 12.7 Highwood Management Conference - 2 places
- 12.8 Museum of Berkshire Aviation Trust - 1 place
- 12.9 Poor Land's Charity – 1 place to be appointed following the death of Councillor D. Mills
(There are 4 appointments to the charity – the term of office of Councillor B. Rowland ends in 2022; Councillor J. Cheng and Mrs S. Flower serve to 2024)
- 12.10 Readibus - 1 place
- 12.11 Sandford Farm (Loddon Park) Liaison Group – 1 Place
- 12.12 Sonning & District Welfare & Education Trust – 1 place
- 12.13 Wokingham Borough Council Climate Emergency Working Group – 1 place
- 12.14 Wokingham Borough/Parish Working Group – 1 place (plus 1 deputy)
- 12.15 Wokingham United Charities – 1 place
- 12.16 Woodley Bowling Club Management Committee – 1 place
- 12.17 Woodley and North Earley Community Forum – 2 places
- 12.18 Woodley Town Centre Management Initiative – 2 places
- 12.19 Woodley Volunteer Centre – 1 place

In addition the Council appoints representatives to the following (no appointments are required to be made for 2021/22):

Robert Palmer Almshouse Charity (1 place)
Councillor Sam Rahmouni serving to 2024

13. **CHEQUE SIGNATORIES**

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

*Serving councillors who are appointed signatories:
Councillors K. Baker and D. Bragg.*

14. **MINUTES OF THE COUNCIL MEETING HELD ON 9 FEBRUARY 2021** Page 9

To receive the Minutes of the Council Meeting held on 9 February 2021 and to approve their signing as a true and correct record.

15. **COMMITTEE REPORTS**

To receive reports from the following:

15.1	Planning & Community Committee	23 February 2021	Page 17
15.2	Extraordinary Strategy & Resources Committee	2 March 2021	Page 23
15.3	Planning & Community Committee	23 March 2021	Page 25
15.4	Leisure Services Committee	13 April 2021	Page 39
15.5	Planning & Community Committee	20 April 2021	Page 43
15.6	Strategy & Resources Committee	27 April 2021	Page 49

16. **LEADER'S STATEMENT**

To receive a statement from the Leader of the Council.

17. **TOWN ELECTORS' MEETING**

To approve the proposed format of the Town Electors' meeting, to be held virtually on 25 May 2021, as follows:

Mayor to open the Town Electors' meeting - will welcome residents and explain the format of the meeting. The strapline for the event will be "Town Electors - Your Town - Your Say"

The order of presentations will be as follows:

1. Citizens Advice Wokingham - Jake Morrison, Chief Executive
2. Readibus - Peter Absolon, General Manager
3. The Link Visiting Scheme and the Friendship Alliance - Marjie Walker and Jayne Streak
4. Woodley Foodbank and the Covid-19 Facebook Group - Richard Davies and a representative from the Covid-19 Facebook Group

The Communications Manager will provide a briefing document for all the speakers, giving the timings for their presentations and letting them know they can use Powerpoint, if they wish to. Presentations and Powerpoint (if to be used) should be provided to the Communications Manager by 14 May. A member of the Town Electors T & F Working Party will manage the timings of the presentations.

The Town Clerk will then provide a brief account of the Council's work over the past year and the arrangements that were put in place to be able to operate remotely - as well as other matters and some information about plans and projects for 2021/22.

The meeting will then invite residents to pose questions relating to the Town Council and the Town of Woodley. This will be facilitated by Cllr Anderson.

It was agreed that in publicising the meeting the Communications Manager would invite questions by email before the meeting. During the discussion on this it was agreed that any questions relating to Wokingham BC services would be replied to suggesting that they contact Wokingham Direct. Questions by email received before the meeting that relate to Town Council services would be responded to at the meeting. Cllr Anderson will also invite questions from the residents attending the meeting.

RECOMMENDATION:

- ◆ **That Members approve the above proposed arrangements for the Town Electors' meeting on 25 May 2021.**

18. **OUTSIDE BODIES**

To receive any reports from Town Council representatives on outside bodies.
(Appendix 18)

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19. **FUTURE AGENDA ITEMS**

To consider any items for inclusion in future Council agendas.

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**Minutes of a Meeting of the Town Council held remotely on
Tuesday 9 February 2021 at 8 pm**

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

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

Also present: 3 members of the public

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

57. **APOLOGIES FOR ABSENCE**

Apologies were received from Councillors N. Al-Sanjari and S. Rahmouni.

58. **DECLARATIONS OF INTEREST**

There were no declarations of interest made by Members.

59. **MINUTES OF COUNCIL MEETING HELD ON 8 DECEMBER 2020**

The Town Mayor presented the minutes of the Council meeting held on 8 December 2020.

RESOLVED:

- ◆ To approve the minutes of the Council meeting held on 8 December 2020 and that they be signed by the Mayor as a correct record.

Voting: For: 14 Against: 1 Abstentions: 2

60. **COMMITTEE REPORTS**

60.1 **Minutes of the Planning and Community Committee: 5 January 2021**

Councillor Wicks presented the minutes of the Planning and Community Committee meeting held on 5 January 2021.

RESOLVED:

- ◆ To receive the minutes of the Planning and Community Committee meeting held on 5 January 2021.

Voting: For: 16 Against: 0 Abstentions: 2

60.2 Minutes of the Leisure Services Committee: 12 January 2021

Councillor Bragg presented the minutes of the Leisure Services Committee meeting held on 12 January 2021.

RESOLVED:

- ◆ To receive the minutes of the Leisure Services Committee meeting held on 12 January 2021.

Voting: For: 14 Against: 0 Abstentions: 5

60.3 Minutes of the Strategy and Resources Committee: 19 January 2021

Councillor Baker presented the minutes of the Strategy and Resources Committee meeting held on 19 January 2021.

Minute No. 54: Risk Management Working Party

Councillor Baker presented the 2021/22 Risk Management Strategy and the Risk Register to Council.

RESOLVED:

- ◆ To adopt the Risk Management Strategy 2021/22.

Voting: For: 14 Against: 0 Abstentions: 5

- ◆ To receive the Risk Register.

Minute No. 55: Charges 2021/22

a) Oakwood Centre charges

RESOLVED:

- ◆ To approve the 2021/22 charges at the Oakwood Centre, as set out in the Proposed Charges 2021/22 Appendix.

Voting: For: 13 Against: 0 Abstentions: 5

b) Leisure Services charges 2021/22

RESOLVED:

- ◆ To approve the charges for Leisure Services for 2021/22, as set out in the Proposed Charges 2021/22 Appendix.

Voting: For: 13 Against: 0 Abstentions: 7

Minute No. 57: Budget Estimates 2021/22

c) Budget and precept 2021/22

Councillor Baker presented the 2021/22 budget and the recommended precept level for 2021/22 to the Council.

Councillor Baker said that the pandemic had caused huge financial stress to the Council as its income had been wiped out at a stroke, apart from that received from the precept. He said that the Council's officers had shown unbelievable diligence and determination to set a budget for the coming year. All households in Woodley had been consulted to find out how much precept increase they would be prepared to accept and Councillor Baker thought that the response rate of 1 in 5 had been exceptional. The comments received from respondents had been very useful. After taking into consideration the

consultation responses, a precept increase of 56p/month on a Band D property was being recommended to Council.

Councillor Jewell echoed Councillor Baker in thanking officers for the work they had done to find savings when setting the budget. She said it was a shame that Wokingham Borough Council had not supported Town and Parish Councils, and local residents, by passing on some of the funds they had received from the Government to alleviate the effects of the pandemic.

RESOLVED:

- ◆ To approve the budget for 2021/22, as presented in the Budget Appendix.

Voting: For: 14 Against: 0 Abstentions: 6

- ◆ To approve a precept level of £1,293,034 for the 2021/22 financial year, as set out in the Budget Appendix.

Voting: For: 13 Against: 0 Abstentions: 6

Minute No. 61: Community Infrastructure Levy (CIL)

c) CIL project proposals suggested by Wokingham Borough Council

Councillor Jewell noted that the suggested project to install improved signs and way finding for pedestrians and cyclists, to enable them to make full use of the infrastructure for cycling and walking, would be very useful and it would be a good thing if this could go ahead in Woodley.

Minute No. 64: Exclusion of public and press

In reply to a question, it was noted that the motion to exclude the public and press had been made in accordance with Standing Order 5b.

RESOLVED:

- ◆ To receive the minutes of the Strategy and Resources Committee meeting held on 19 January 2021.

Voting: For: 14 Against: 1 Abstentions: 4

60.4 Minutes of the Planning and Community Committee: 26 January 2021

Councillor Wicks presented the minutes of the Planning and Community Committee meeting held on 26 January 2021.

RESOLVED:

- ◆ To receive the minutes of the Planning and Community Committee meeting held on 26 January 2021.

Voting: For: 18 Against: 0 Abstentions: 2

61. LEADER'S STATEMENT

The Leader of the Council made the following statement:

As this is the final Full Council Meeting of the year, I thought I would look back at events during the previous 12 months, and firstly I would like to thank the Mayor for the way he has conducted the meetings under very stressful conditions. It has been a bit of a roller coaster year with the biggest impact being the pandemic which started in March. The Covid-19 virus hit the country hard and has severely impacted every aspect of all our lives. From financial stress, businesses collapsing,

job losses and severe health issues including untimely deaths this virus has hit in a way never experienced before since the war.

But when such horrendous things happen it brings out the best in people and our residents have been exemplary in this. For example, I manage a group of 200 volunteers who act as a single point of contact for every road in Woodley, all 314 of them. The FaceBook group "Woodley Volunteer for COVID-19" has a membership of over 1,400 every one either living in Woodley or has a connection with Woodley. One of the administrators for this group has, since March, collected nearly 80,000 items of food and toiletries for the Woodley Food Bank. These are just a few examples of our great caring community and you all probably know of many others.

On behalf of Woodley Town Council and all councillors I want to put on record our sincerest thanks to each and every one of them.

At the same time as all these volunteers stepping forward there has been a huge number of key workers carrying out their normal work only this time under very difficult circumstances. We have the teachers who have been working throughout, initially just for key workers' children. Then there are the care workers with an incredibly difficult job looking after the most vulnerable in our community. We then have the NHS workers who have definitely been in the front-line right from the beginning and have experienced a tremendous amount of heartache as they have nursed their patients through their illnesses. We also need to remember those "hidden" key workers – the refuse workers, the delivery drivers, the shop workers in food shops – all playing their part in providing essential services.

Again, on behalf of Woodley Town Council and all councillors I want to put on record our sincerest thanks to each and every one of them.

Unfortunately, over the past 12 months, officers have also had to endure a degree of hostility during committee meetings from a couple of councillors, questioning many things. Nothing wrong with asking questions but the aggression has been unwarranted. I sincerely hope that this coming year every councillor treats officers with the respect they deserve."

62. **WOODLEY MEMORIAL RECREATION GROUND CHARITY**

RESOLVED:

- ◆ To note that the Annual Return of the Woodley Memorial Recreation Ground charity was submitted on 17 November 2020.

63. **MAINTENANCE DEPOT - ELECTRICITY INSTALLATION**

The Deputy Town Clerk presented Report No. FC 1/21. Members were informed that the electricity supply to the Maintenance Yard and footway lighting in that area of the park had been completely lost shortly before Christmas and investigations had established that an underground cable fault was the cause. As the supply cable from the leisure centre to the yard site runs underneath the 3G pitch, it would be difficult to locate and repair any break in the existing cable. It was therefore proposed to install a new supply cable from the substation in the park to the Maintenance Yard. The Deputy Town Clerk explained that supply, laying and connection of the cabling would be provided by Scottish and Southern Electricity Networks with excavation work and ducting installation carried out by the Council's Grounds Team.

In reply to a question, the Deputy Town Clerk stated that the Council did not have any plans showing the location of the existing cable and agreed that new "as-built"

plans would be maintained for any new utilities installed in the park. The Deputy Town Clerk informed Members that only one quote for the work had been obtained as there were very few companies that were able to undertake this work and the connections could only be carried out by the electrical authority. As it was proposed that the entire installation work be carried out by the electrical authority, the work would automatically be regulated and indemnified. The Deputy Town Clerk did not believe that there would be additional costs related to taking on a new electricity supply contract for the Maintenance Yard.

Members considered whether it would be appropriate to fund this work from the Council's CIL funds.

RESOLVED:

- ◆ To note Report No. FC 1/21.
- ◆ To allocate £25,000 of CIL funding to install a new electrical power supply to the Maintenance Yard as detailed in Report No. FC 1/21.

Voting: For: 20 Against: 0 Abstentions: 0

64. **CLIMATE EMERGENCY UPDATE**

Members noted the update to the Climate Emergency Action Plan, which had been included in the agenda.

In response to a question, the Deputy Town Clerk agreed to circulate to all Members the minutes of the Wokingham Borough Council Climate Emergency Working Party meeting that he and the Chairman of the Town Council's Climate Emergency Working Party had attended. A comment was made that these minutes should have been reported to the Town Council's Climate Emergency Working Party and it was noted that the Working Party had not met for some time.

65. **RESULTS OF PRECEPT CONSULTATION**

Members noted the report of the precept consultation, which had been included in the agenda. The report had been prepared by H M Research and had been circulated to Members in December, as soon as it was available.

When asked about the wording of the questions in the consultation, the Deputy Town Clerk informed Members that the wording of the questions had been devised by officers. He agreed to find out how much the preparation of the report had cost and to circulate this information to Members.

66. **TOWN ELECTORS' MEETING**

Members noted the information provided in the agenda stating that the government had issued regulations making amendments to The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales Regulations 2020) (the Primary Regulations). These amendments took effect from 1 August 2020 and meant that the requirement for Town and Parish Councils to hold an annual parish/town meeting in each year had been disapplied.

Members considered whether or not to hold the Town Electors' meeting scheduled for 2 March 2021, under the present circumstances.

RESOLVED:

- ◆ To cancel the Town Electors' meeting scheduled for 2 March 2021.

Voting: For: 21 Against: 0 Abstentions: 0

- ◆ To set up a small, cross-party, non-political working party to devise a new format for the Town Electors' meeting, with the aim of holding a Town Electors' meeting before 1 June 2021.

Voting: For: 20 Against: 0 Abstentions: 0

67. It was proposed by the Chairman and

RESOLVED:

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

68. **SPECIAL MOTION**

The following special motion had been submitted by Councillors Baker, Brindley, Bragg, Cheng and Wicks, and received in accordance with Standing Order 35b:

Explanation:

Following Cllr Nagra's question about whether any standing order existed to allow the Chairman to participate in a debate it transpires that not only is there no such standing order for the Chairman there is no such standing order for any other Councillor other than a proposer and seconder or a Councillor wishing to make a point of order or a personal explanation (see Standing Orders 14, 14. A and 14. B). There is an implied reference in Standing Order 14. A. f which says "a Councillor may not speak further....." which could be read that a Councillor can speak to a motion or an amendment, but it is not specific and could be disputed. Clearly this is a major oversight which has been overlooked for the last 40 years. This special motion formally documents the custom and practice that has been in place for approximately 40 years and removes that reliance on the implied meaning of 14. A. f without any change to 14. A. f.

Under a special motion as set out in Standing Order 35b it is proposed that the following change to Standing Orders be adopted by the Council:

The proposal is to add the following Standing Order as 14.b under 14. Rules of debate:

"Any Councillor, including both the Mayor and Chairman, can speak during the debate on a motion or amendment as long as they are members of the committee where the debate is taking place."

The motion was proposed by Councillor Baker and seconded by Councillor Brindley. Councillors Baker and Brindley spoke in support of the motion. Councillors McCann, Nagra and Doyle spoke against the motion. Councillor Skegg explained why he was undecided whether to support or oppose the motion.

Councillor McCann called for a recorded vote on this motion.

Following a vote, it was

RESOLVED:

- ◆ That the motion be carried.

Voting:

FOR	AGAINST	ABSTAINED
J. Anderson	M. Doyle	R. Skegg
K. Baker	A. Heap	
D. Bragg	C. Jewell	
S. Brindley	T. McCann	
A. Chadwick	M. Nagra	
J. Cheng	B. Rowland	
M. Forrer		
K. Gilder		
M. Green		
D. Mills		
J. Sartorel		
D. Smith		
B. Soane		
A. Swaddle		
P. Wicks		
For: 15	Against: 6	Abstentions: 1

69. **SPECIAL MOTION**

The following special motion had been submitted by Councillors Al-Sanjari, Nagra, Doyle, Jewell and Heap, and received in accordance with Standing Order 35b:

Under a special motion as set out in Standing Order 35b it is proposed that the following changes and amendments to the Standing Orders be adopted by the Council:

Standing Order 8 - Delegated Powers

To add the following:

“Standing Order 8d

All councillors who are not members of the Urgency Committee will receive the agenda and any accompanying papers relating to the meeting, before the meeting takes place.

Standing Order 8e

All councillors who are not members of the Urgency Committee shall be allowed to attend an Urgency Committee meeting as observers.

Standing Order 8f

Meetings of the Urgency Committee shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by resolution which shall give reasons for the public's exclusion.”

The motion was proposed by Councillor Nagra and seconded by Councillor Doyle. Councillors Nagra and McCann spoke in support of the motion.

Following a vote, it was

RESOLVED:

- ◆ That the motion be carried.

Voting: For: 20 Against: 0 Abstentions: 2

70. As the time had reached 10:30pm, the remainder of the business set out in the agenda was unable to be completed.

Meeting closed at 10:30 pm

**Minutes of a Meeting of the Planning and Community Committee held remotely
on Tuesday 23 February 2021 at 7:45 pm**

Present: *Councillors: P. Wicks (Chairman); K. Baker; D. Bragg; J. Cheng; K. Gilder;
C. Jewell; J. Sartorel*

Officers present: *L. Matthews, Committee Officer; M. Filmore, Committee Officer*

163. **APOLOGIES**

Apologies for absence were received from Councillors D. Mills, M. Nagra, S. Rahmouni and R. Skegg.

164. **DECLARATIONS OF INTEREST**

There were no declarations of interest made by Members.

165. **MINUTES OF THE PLANNING AND COMMUNITY COMMITTEE MEETING HELD ON
26 JANUARY 2021**

RESOLVED:

- ◆ That the minutes of the Planning and Community Committee meeting held on 26 January 2021 be approved and be signed by the Chairman as a true and accurate record.

166. **CURRENT PLANNING APPLICATIONS**

RESOLVED:

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

167. **PLANNING DECISIONS**

RESOLVED:

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

168. **PRIOR APPROVAL SUBMISSION**

RESOLVED:

- ◆ To note application 210141
Location: 93-107 Crockhamwell Road, Woodley, RG5 3JP.
Proposal: Prior approval submission for the construction of one additional storey to existing terraced building for 7 No. residential flats (3 No. 2 bedroom units and 4 No. 1 bedroom units).

169. **TREE PRESERVATION ORDERS**

RESOLVED:

- ◆ To note application 210280
Location: TPO 170/1980: 3 Mollison Close, Woodley.
Proposal: To selectively prune one Oak tree.

- ◆ To note application 210341
Location: TPO 614/1993: 15 Rivermead Road, Woodley.
Proposal: To selectively prune one Oak tree.
- ◆ To note application 210429
Location: TPO 170/1980, Area 4 and TPO 1611/2017, Area 1:
Land off Perimeter Road, Woodley.
Proposal: To selectively prune one Oak tree.
To clear one fallen tree.
To pollard one Willow.
- ◆ To note that Wokingham Borough Council had confirmed the following Tree Preservation Order:
TPO 1745/2020 - relating to a Birch tree and a Tulip tree on the rear boundary of 263 and 265 Loddon Bridge Road, Woodley.
- ◆ To note that Wokingham Borough Council had confirmed the following Tree Preservation Order:
TPO 1747/2020 - relating to trees on the rear boundary of 25 Tiggall Close, Earley.

170. **PRE-APPLICATION CONSULTATION:**
PROPOSED TELECOMMUNICATIONS INSTALLATION:
LAND NORTH EAST OF VAUXHALL DRIVE, WOODLEY

Members noted correspondence received from Waldon Telecom Ltd and considered the proposed installation of a new telecommunications mast, and associated equipment, on land to the north east of Vauxhall Drive, Woodley, RG5 4EJ, to replace the existing mast at Headley Road Industrial Estate, in conjunction with another site, as the site at Headley Road Industrial Estate was being lost from the network for reasons beyond the operator's control.

RESOLVED:

- ◆ To send a "no comment" response to the pre-application consultation on the proposed telecommunications installation on land to the north east of Vauxhall Drive, Woodley.

171. **FINCHAMPSTEAD NEIGHBOURHOOD PLAN CONSULTATION**

Members considered the draft Finchampstead Neighbourhood Plan.

RESOLVED:

- ◆ To send a "no comment" response to the consultation on the draft Finchampstead Neighbourhood Plan.

172. **GOVERNMENT CONSULTATION ON THE NATIONAL PLANNING POLICY FRAMEWORK AND NATIONAL MODEL DESIGN CODE**

Councillor Jewell had made notes on her suggestions for a response to the government consultation on the National Planning Policy Framework and National Model Design Code, and agreed to circulate these to the Committee for consideration at the next meeting, as a response to the consultation was not required until 27 March 2021.

RESOLVED:

- ◆ To defer this item to the next meeting of the Planning and Community Committee, to be held on 23 March 2021.

173. **WEBSITE UPDATE: WALKS AROUND WOODLEY**

Councillor Jewell presented her suggestions for improving the information provided on the Council's website regarding walks in and around Woodley. Councillor Jewell reported that the Loddon Valley Ramblers had offered to check and upgrade the information on the four

walks already detailed on the website and could also create some new walks, including walks that were accessible for wheelchairs.

Members discussed the resources necessary to implement the project and Councillor Jewell explained that she had spoken to the Deputy Town Clerk about the cost of making the necessary changes to the website and he had confirmed that this could be funded from the existing budget. A suggestion was made that the Loddon Valley Ramblers could apply for a Community Grant to cover any costs they would incur.

RESOLVED:

- ◆ That Councillor Jewell would ask the Loddon Valley Ramblers to check and upgrade the information on the four walks already detailed on the Council's website and to create some new walks in and around Woodley, including walks that were accessible for wheelchairs.

174. **PUBLICATIONS/INFORMATION**

RESOLVED:

- ◆ To note receipt of the following:
 - *Me2 Club Newsletter - January 2021*
 - *Berkshire Community Foundation Update - February 2021*

175. **FUTURE AGENDA ITEMS**

There were no suggestions for future agenda items.

176. **PUBLICITY/WEBSITE**

RESOLVED:

- ◆ To publicise the following:
 - A request for suggestions for walks in and around Woodley that could be added to the website, especially wheelchair-friendly walks.

177. **ENFORCEMENT ISSUES**

RESOLVED:

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

The meeting closed at 8:50 pm

Appendix A

23 February 2021

Woodley Town Council

Observations on the following Planning Applications

Application No. & Address	Proposal
203540 Sandford Mill, Sandford Lane, Woodley, RG5 4TB	Householder application for the proposed raised lawn to residential garden and new splayed close boarded fence and replacement gates. (Retrospective)
Observations: No objections.	
203631 Waingels College, Waingels Road, Woodley, RG5 4RF	Full planning application for the proposed change of use from ancillary store building to 2 No. residential apartments.
Observations: No objections.	
210011 57 Comet Way, Woodley, RG5 4NZ	Householder application for the proposed conversion of existing garage to habitable accommodation, with changes to fenestration and internal alterations. (Part retrospective)
Observations: No objections.	
210016 48 Wilmington Close, Woodley, RG5 4LR	Householder application for the proposed erection of a single storey rear extension, first floor side extension and part conversion of garage into habitable space with changes to fenestration.
Observations: No objections.	
210022 33 Cottessmore Road, Woodley, RG5 3NX	Revised/additional plans consultation: Householder application for the proposed erection of a first floor side extension and part two storey part single storey rear extension, plus conversion of the garage to habitable accommodation and changes to fenestration. The amended plans reduce the width of the first floor side extension in order to mitigate concerns related to overbearing and loss of light.
Observations: The Committee considered the revised plans for this application and recommended that the application be refused on the following grounds: <ul style="list-style-type: none"> • Insufficient parking provision. • Out of character with the street scene. • Terracing effect. • Overdevelopment of the site. 	

210086 23 Messenger Road, Woodley, RG5 4TR	Householder application for the proposed garage conversion to create habitable accommodation.
Observations: No objections.	
210132 15 Cornfield Road, Woodley, RG5 4QA	Householder application for the proposed erection of a single storey front extension, two storey side extension, following removal of existing single garage, plus a single storey rear extension.
Observations: No objections.	
210140 3 Copse Mead, Woodley, RG5 4RP	Householder application for the proposed erection of a part single storey part two storey front extension, including the erection of a front canopy roof, plus the insertion of 3 No. dormers to the front of the property, part single storey part two storey rear extension, part garage conversion to create habitable accommodation, plus changes to fenestration and the insertion of 5 No. rooflights.
Observations: No objections.	
210196 40 Telford Crescent, Woodley, RG5 4QT	Householder application for the proposed erection of a single storey side and rear extension following demolition of existing conservatory and shed, including raising of the existing garage roof, plus insertion of 2 No. sun tunnels, 1 No. rooflight and removal of existing chimney.
Observations: No objections.	
210236 10 Rosewood, Woodley, RG5 3QU	Householder application for the erection of a single storey side and rear extension. (Retrospective)
Observations: No objections.	
210243 40 Cypress Road, Woodley, RG5 4BD	Householder application for the proposed erection of a single storey front and side extension to existing dwelling.
Observations: No objections.	

<p>210260 24 Lavenham Drive, Woodley, RG5 4PP</p>	<p>Householder application for the proposed erection of a part single storey, part two storey side/rear extension including extension to existing porch, plus the insertion of 3 No. rooflights and changes to fenestration, following demolition of existing garage, kitchen and garden room.</p>
<p>Observations: No objections.</p>	
<p>210392 16 Faringdon Road, Earley, RG6 1FP</p>	<p>Householder application for the proposed erection of a single storey side extension, the conversion of existing garage to create habitable accommodation, alterations to the driveway, plus changes to fenestration.</p>
<p>Observations: No objections.</p>	
<p>210399 7 Highcliffe Close, Woodley, RG5 4RE</p>	<p>Householder application for the proposed partial garage conversion to form habitable space and changes to fenestration on rear elevation.</p>
<p>Observations: No objections.</p>	
<p>210401 8 Butts Hill Road, Woodley, RG5 4NH</p>	<p>Householder application for the proposed erection of a front canopy following demolition of existing front canopy, the proposed erection of a part single storey, part two storey front/side/rear extension following demolition of existing outbuilding, plus the insertion of 3 No. rooflights and changes to fenestration.</p>
<p>Observations: No objections.</p>	
<p>210468 18 Wingate Road, Woodley, RG5 4JU</p>	<p>Householder application for the proposed erection of two storey side extension to create habitable accommodation following demolition of existing garage, associated roof alterations plus changes to fenestration.</p>
<p>Observations: No objections.</p>	

Minutes of an Extraordinary meeting of the Strategy & Resources Committee held remotely on Tuesday 2 March 2021 at 8:00 pm

- Present:** *Councillors K. Baker (Chairman); J. Anderson; S. Brindley; A. Chadwick; K. Gilder; T. McCann; M. Nagra; B. Rowland; P. Wicks*
- Officers present:** *D. Mander, Town Clerk; K. Murray, Deputy Town Clerk; M. Filmore, Committee Officer*
- Also present:** *1 member of the public*

67. **APOLOGIES**

There were no apologies for absence.

68. **DECLARATIONS OF INTEREST**

There were no declarations of interest made by Members.

69. **TOWN ELECTORS TASK AND FINISH WORKING PARTY**

At the Full Council meeting held on 9 February 2021 it resolved to set up a small, cross-party, non-political working party to devise a new format for the Town Electors' meeting, with the aim of holding a Town Electors' meeting before 1 June 2021 (minute number 66).

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

RESOLVED:

- ◆ To suspend Standing Order 4f.

Voting: For: 8 Against: 0 Abstention: 0

- ◆ To appoint members to the Town Electors' Working Party as follows:

2 Conservative, 1 Liberal Democrat, 1 Labour.

Voting: For: 8 Against: 0 Abstention: 0

Councillor Nagra declined a Labour group place on the cross party, non-political working group. Therefore the working party will be made up of 3 Councillors.

Councillor Nagra requested that the Chairman not seek to suspend Standing Order 4f in future in order to suspend proportionality rules. Councillor Baker confirmed he would not seek to suspend Standing Order 4f in future to allow Labour to form part of a cross-party, non-political working party.

70. Councillor Baker presented a proposal for the objectives of the Town Electors' Working Party, suggesting the aims should be:

1. To review the historical structure of the meeting
2. To explore alternative structures for any future meeting
3. To make a recommendation to its parent committee, the Strategy & Resources Committee

4. To complete the work in a timely fashion for the formal democratic process to be followed, i.e. for the Strategy & Resources Committee to make a recommendation to Full Council and then for Full Council to agree and the Town Clerk to implement

It was suggested the views of members of the public and local businesses should be sought, possibly by placing a request for comments on the Town Council website. In future, it was suggested opinion could be sought using the Residents' survey. The Chair recommended these points be taken forward for consideration by the working party.

RESOLVED:

- ◆ To accept the four objectives presented by Councillor Baker, along with the addition of seeking views from members of the public, as the terms of reference for the Town Elector's Working Party.

Voting: For: 9 Against: 0 Abstention: 0

- ◆ To appoint Councillors Anderson, Brindley, and Skegg to the Town Electors' Working Party.

71. **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 two agenda items.

Voting: For: 7 Against: 2 Abstention: 0

72. **WOODFORD PARK LEISURE CENTRE ROOF**

The Deputy Town Clerk presented Report No. SR 9/21.

RESOLVED:

- ◆ To note Report No. SR 9/21.
- ◆ To accept the Part 36 Offer as full and final settlement of the matter.

Voting: For: 8 Against: 0 Abstention: 0

The meeting closed at 8:53 pm

**Minutes of a Meeting of the Planning and Community Committee held remotely
on Tuesday 23 March 2021 at 7:45 pm**

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

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

Also present: 4 members of the public

Before opening the meeting, to mark the anniversary of the UK's first COVID-19 lockdown, the Chairman asked for a minute's silence in memory of all those who have sadly died from the disease during the pandemic.

178. **APOLOGIES**

Apologies for absence were received from Councillors K. Gilder, D. Mills, S. Rahmouni and J. Sartorel.

179. **DECLARATIONS OF INTEREST**

There were no declarations of interest made by Members.

180. **MINUTES OF THE PLANNING AND COMMUNITY COMMITTEE MEETING HELD ON
23 FEBRUARY 2021**

RESOLVED:

- ◆ That the minutes of the Planning and Community Committee meeting held on 23 February 2021 be approved and be 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**.
- ◆ To write to the planning authority to recommend the addition of Land at Lysander Close to the list of Local Green Spaces for inclusion in the new Local Plan.

The Committee thanked Councillor Hicks and Councillor Jewell for their preparatory work relating to the large number of applications received this month.

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. **PLANNING APPEALS**

RESOLVED:

- ◆ To note the following appeal decision:
Application: 201113

Location: 123 Loddon Bridge Road, Woodley, RG5 4AG
Proposal: Householder application for the proposed erection of boundary wall to front/side and new side access.
Details: Appeal against refusal of planning permission.
Decision: The appeal was dismissed.

184. **NEIGHBOUR CONSULTATION SCHEME**

RESOLVED:

- ◆ To note application 210559:
Location: 39 Western Avenue, Woodley, RG5 3BJ
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 5.97m, for which the maximum height would be 3.70m and the height of the eaves 2.91m.

185. **PRIOR APPROVAL SUBMISSION**

RESOLVED:

- ◆ To note application 210719:
Location: 61 - 63 Crockhamwell Road, Woodley
Proposal: Prior approval submission for proposed conversion of the first and second floors of the office building (Use Class E(i)) to 4 no. residential units (Use Class C3).

186. **TELECOMMUNICATIONS NOTIFICATION**

Members considered planning application 210668, relating to the prior approval submission for the installation of a 20m high telecommunications mast and ancillary equipment on land to the North East of Vauxhall Drive, namely Vauxhall Park.

Members noted there had been in excess of 200 responses to this planning application, the vast majority of which objected to the proposals. Three members of the public attended the virtual meeting to voice their objections. Members noted these objections related to the siting of the mast in Vauxhall park, and not the general need to erect a telecommunications mast in the area which they acknowledged to be a necessity to allow 5G rollout.

Members also noted the Town Council had previously responded to Wokingham Borough Council's draft Local Plan consultation recommending Vauxhall Park, amongst other green spaces, be designated as a Local Green Space in the Local Plan update (Planning and Community Meeting 14 July 2020 - minute 48).

Members agreed with the objections cited by residents, both at the meeting and in comments submitted to the planning authority, and fully supported the view locating the mast in Vauxhall Park was not appropriate.

RESOLVED:

- ◆ To write to the planning authority to recommend refusal of this planning application on the grounds that the proposal will:
 - Lead to the reduction of available green space for recreation and enjoyment;
 - Impact on local biodiversity and wildlife;
 - Compromise the safety of park users during construction;
 - Dominate the local skyline and nearby dwarf trees and houses;
 - Have a negative impact on a vital local amenity for residents;
 - Be contrary to the Town Council's recommendation to designate Vauxhall Park as a Local Green Space as part of Wokingham Borough Council's Local Plan Update.

187. **ADVERTISEMENT CONSENT NOTIFICATION**

RESOLVED:

- ◆ To note application 210471:
Location: The Waterside, Fairwater Drive, Woodley, RG5 3EZ
Proposal: Application for advertisement consent for 2no. externally illumined fascia signs, 3no. non illumined fascia signs, 1no. externally illuminated projecting sign, 2no. non illumined projecting sign, 9no. non illumined hoarding signs, 3no. internally illuminated New Gold Lanterns With New Wrought Iron Brackets, 1no. internally illuminated New Brass Lantern With New Wrought Iron Bracket, 10no. internally illuminated New 30w Led Floodlights, 2no. internally illuminated New 30w Led Floodlights.

188. **TREE PRESERVATION ORDERS**

a) Applications for works to trees

RESOLVED:

- ◆ To note application 210628
Location: TPO 0003/1951, W3: 69 Woodlands Avenue, Woodley, RG5 3HF.
Proposal: To fell to stump seven Beech trees.

189. **b) TPO Confirmations**

RESOLVED:

- ◆ To note that Wokingham Borough Council had confirmed the following Tree Preservation Order:

TPO 1752/2020 - Relating to trees on the land north west of Redwood Lake, Woodley, RG5. This TPO was confirmed without modifications.

190. **GOVERNMENT CONSULTATION ON THE NATIONAL PLANNING POLICY FRAMEWORK AND NATIONAL MODEL DESIGN CODE**

Members considered the Ministry of Housing, Communities and Local Government's consultation on draft revisions to the National Planning Policy Framework and the draft National Model Design Code.

RESOLVED:

- ◆ To respond to the consultation with the comments detailed in **Appendix B**.

191. **RUSCOMBE NEIGHBOURHOOD PLAN CONSULTATION**

Members considered the draft Ruscombe Neighbourhood Plan.

RESOLVED:

- ◆ To send a "no comment" response to the consultation on the draft Ruscombe Neighbourhood Plan.

192. **CENTRAL AND EASTERN BERKSHIRE AUTHORITIES – JOINT MINERALS AND WASTE PLAN**

RESOLVED:

- ◆ To note correspondence received from Hampshire Services regarding the Central and Eastern Berkshire Authorities Join Minerals and Waste Plan Regulation 22 Notice of Submission of Documents to the Secretary of State.

193. **WOKINGHAM BOROUGH COUNCIL ACTIVE TRAVEL FUND – YOUR VIEWS ON NEW CYCLING FACILITIES**

Members considered the consultation from Wokingham Borough Council regarding the Wokingham Borough Active Travel Fund.

RESOLVED:

- ◆ To respond to the consultation as follows:
 - To support the proposal to provide segregated cycle facilities between the junction of Woodlands Avenue/Lytham Road (Woodley) and the junction of Woodlands Avenue/Church Road (B3350);
 - To support the proposal to extend the scheme in line with Option 1 - to provide segregated cycle facilities on Church Road connecting with the junction at Anderson Avenue, then to provide segregated cycle facilities on Anderson Avenue connecting with the junction at Culver Lane for a connection with Reading via Palmer Park Avenue.

194. **WOKINGHAM BOROUGH COUNCIL – LOCAL CYCLING AND WALKING INFRASTRUCTURE PLAN**

Members considered the correspondence received from Wokingham Borough Council, seeking feedback in relation to the Local Cycling and Walking Infrastructure Plan.

RESOLVED:

- ◆ To circulate the correspondence to all Town Councillors and encourage individual feedback where it is deemed appropriate.
- ◆ To publicise the request for comments to residents using Woodley Town Council's website and social media.

195. **ANNUAL GRANTS 2021/22**

RESOLVED:

- ◆ To note the expressions of thanks received from:
 - ARC
 - The Link Visiting Scheme
 - Citizens Advice Bureau – Woodley
 - Readibus

196. **FUTURE AGENDA ITEMS**

RESOLVED:

- ◆ To request the attendance at a future Planning and Community Committee meeting from a representative of the planning authority, with the aim of receiving guidance on the prior approval application process relating to submissions by Telecommunications companies for the erection of masts within the area.

197. **PUBLICITY/WEBSITE**

RESOLVED:

- ◆ To publicise the request for comments to residents using Woodley Town Council's website and social media (as highlighted in minute 194 above).
- ◆ To publicise the decision of the Committee to object to planning application 210668 (as highlighted in minute 186 above).

198. **ENFORCEMENT ISSUES**

RESOLVED:

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

The meeting closed at 9:49 pm

23 March 2021

Woodley Town Council

Observations on the following Planning Applications

Application No. & Address	Proposal
203304 Land at Lysander Close, Woodley, RG5 4ND	Full application for the proposed erection of a two storey building to provide 6 no. flats (2 x 2 bed and 4 x 1 bed) with associated amenity space and parking, plus provision of public open space.
<p>Observations:</p> <p>The Committee noted the high number of comments received objecting to this proposal on the Wokingham Borough Council website.</p> <p>The Committee considered the proposal and recommended the application be refused on the following grounds:</p> <ul style="list-style-type: none"> - Loss of amenity/green open space. The loss of open/green space is against official guidelines as "Good quality greenspace has the potential to deliver substantial benefits for public health and for wider local priorities at a relatively low cost." (Improving access to greenspace: A new review for 2020. Public Health England, p. 11). The open space is used by both residents and workers for the nearby commercial/retail units. - Loss of mature trees and hedgerows Trees are an important part of an urban area's green infrastructure as well as contributing to carbon capture and providing a habitat for wildlife. Any loss would be contrary to Wokingham Borough's Climate Emergency Action Plan and would not be in line with the National Planning Policy Framework. - Contrary to original development plan No. 23971 The plan that assigned this area as public open space and, as such has been maintained by the local authority for over 30 years. The site is not within Wokingham Borough Council's identified Strategic Development Sites or allocated sites - Overlooking and loss of privacy There will be a loss of privacy for residents in Lysander Close (particularly No. 71) and Hartigan Place. This is exacerbated by the proposed balconies at first floor level. - Out of keeping with the design of houses in Lysander Close The proposed development protrudes to the rear of the line of houses in Lysander Close. The size of the 2-bed flats do not meet the nationally-described space standard of 50 sq m. <p>This Council urges Wokingham Borough Council to designate this area as a Local Green Space in accord with The National Planning Policy Framework's guidelines that support the designation of Local Green Space: "the designation of land as a Local Green Space through local and neighbourhood plans allows communities to identify and protect green areas of particular importance to them." (National Planning Policy Framework (2019), Ministry of Housing, Communities and Local Government, Paragraph 99, p. 29)</p>	

210311 51 Antrim Road, Woodley, RG5 3NT	Householder application for the proposed erection of a two storey rear and side extension to create habitable accommodation with the addition of two solar panels, following the demolition of existing garage, the erection of a single storey front extension to form a lobby, plus changes to fenestration.
Observations: The Committee had no objections to the application on the condition the proposed plans do not breach the 45-degree rule.	
210421 2 Penrose Avenue, Woodley, RG5 3PA	Application to vary condition 2 of planning consent 201384 for the proposed erection of 2 no. semi-detached dwellings (one 3 bed and one 2 bed) with associated parking and gardens, and extended parking area to the front of the existing dwelling. Condition 2 refers to approved details and the variation is to allow alterations to the proposed floor area of plot 1.
Observations: No objections.	
210433 5 South Lake Crescent, Woodley, RG5 3QW	Full application for the proposed erection of 1no. three bedroom dwelling.
Observations: The Committee had no objections to the application, subject to the Planning Officer being satisfied the proposed on-site parking provision does not impact negatively on the highway.	
210473 144 Fairwater Drive, Woodley, RG5 3JF	Householder application for the proposed erection of a part single part two storey side extension, extension of existing rear dormer plus changes to fenestration and internal alterations.
Observations: Decision made on 22 March 2021 (Approved)	
210483 40 Drovers Way, Woodley, RG5 3PN	Householder application for the proposed erection of a single storey side extension to existing dwelling following demolition of existing side extension.
Observations: No objections.	
210494 1 Fir Tree Road, Woodley, RG5 4FJ	Householder application for the proposed erection of two outbuildings to the rear of existing dwelling to form a garden room and jacuzzi room.
Observations: The Committee had no objections to the application subject to the condition that the view to the rear of the garden room, as seen from no.16, be ameliorated.	
210496 36 Vauxhall Drive, Woodley, RG5 4DU	Householder application for the erection of a single storey rear extension to dwelling, with the insertion of 1 no. rooflight.
Observations: No objections.	

210507 23 Stanton Close, Earley, RG6 7DX	ADJOINING PARISH CONSULTATION Householder application for the proposed erection of a part single part two storey side/rear extension with the insertion of 1 no. rooflight following demolition of existing garage, the erection of a single storey front extension to form a porch, plus changes to fenestration.
Observations: No comment	
210527 2 Oban Gardens, Woodley, RG5 3RG	Householder application for the proposed erection of a part single part two storey front/side extension following demolition of existing garage, the erection of a porch roof, the insertion of 3 no. rooflights plus changes to fenestration.
Observations: The Committee recommended that this application be refused on the following grounds: - The proposed extension is overbearing and will create a massing effect, particularly in relation to the bungalow located adjacent to the property.	
210556 126 Antrim Road, Woodley, RG5 3NY	Householder application for proposed erection of a single storey side extension including the insertion of 2no. roof lights.
Observations: No objections.	
210596 40 Nightingale Road, Woodley, RG5 3LU	Householder application for the erection of a single storey front extension to form a porch, a single storey rear extension to create habitable space with the insertion of 1 no. rooflight, the erection of an outbuilding to create a workshop, W.C. and utility room, following demolition of existing garage, plus changes to fenestration.
Observations: No objections.	
210607 12 South Lake Crescent, Woodley, RG5 3QW	Householder application for the proposed erection of a single storey rear extension with the insertion of 1 no. rooflight following demolition of existing conservatory, the erection of a first floor side extension to create habitable accommodation, associated roof alterations, alterations to porch canopy roof to form a hipped roof, plus changes to fenestration.
Observations: The Committee recommended that this application be refused on the following grounds: - The proposal provides insufficient on-site / off road parking provision	
210613 22 Rickman Close, Woodley, RG5 3LL	Householder application for proposed erection of a single storey rear extension including the insertion of 2no. rooflights and replacement of existing flat roof to a pitched roof at the front elevation.
Observations: No objections.	
210622 34 Fitzroy Crescent, Woodley, RG5 4EU	Householder application for the proposed erection of a single storey front extension to form porch with 2no.rooflights
Observations: No objections.	

<p>210624 22 Kingfisher Drive, Woodley, RG5 3LG</p>	<p>Householder application for the proposed erection of a single storey front extension, part single storey part two storey side extension, single storey rear extension including the insertion of 3no. roof lights, plus alterations to existing drive, following demolition of existing garage and conservatory.</p>
<p>Observations: The Committee recommended that this application be refused on the following grounds:</p> <ul style="list-style-type: none"> - The proposal provides insufficient on-site / off road parking provision - The proposal will have a cumulative negative impact on existing on-street parking 	
<p>210625 24 Sandford Drive, Woodley, RG5 4RR</p>	<p>Householder application for the proposed erection of first floor side extension with front dormer</p>
<p>Observations: No objections.</p>	
<p>210627 22 Duffield Road, Woodley, RG5 4RN</p>	<p>Householder application for the proposed part single storey, part two storey front and rear extensions to existing dwelling.</p>
<p>Observations: No objections.</p>	
<p>210628 69 Woodlands Avenue, Woodley, RG5 3HF</p>	<p><u>TPO Consultation (Requested exceptionally by WBC Tree Officer)</u> Application for works to protected tree(s) TPO 0003/1951, W3 T1 / T2 / T3 / T4 / T5 / T6 / T7 - Beech Trees – Fell to stumps</p>
<p>Observations: The Committee considered the proposal and believed there was no justification for the removal of these trees, so recommended the application be refused. However, the Committee acknowledged that TPO decisions were usually the remit of the Wokingham Borough Council Tree Officer and would accept their decision on the matter.</p>	
<p>210636 109 Butts Hill Road, Woodley, RG5 4NT</p>	<p>Householder application for proposed erection of a single storey side /rear extension including the insertion of 3no. roof lights.</p>
<p>Observations: No objections.</p>	
<p>210647 32 Walmer Road, Woodley, RG5 4PN</p>	<p>Householder application for the proposed two storey side/rear extension with 2no. rooflights following demolition of existing garage and conservatory to form habitable accommodation plus proposed front extension to form porch following changes to existing fenestration and internal alterations.</p>
<p>Observations: No objections.</p>	
<p>210660 76 Donaldson Way, Woodley, RG5 4XL</p>	<p>Householder application for the proposed erection of a two storey side extension and car port.</p>
<p>Observations: No objections.</p>	

210688 1 Copse Mead, Woodley, RG5 4RP	Householder application for the proposed erection of a single storey front extension, first floor front/ side extension with 2no. front dormers and 3no. roof lights, plus two storey rear extension, single storey rear extension and changes to fenestration.
Observations: No objections.	
210701 16 Uppingham Drive, Woodley, RG5 4TH	Full application for the proposed subdivision of the site and erection of a 3 no. bedroom detached dwelling with associated access and parking, following demolition of existing conservatory.
Observations: The Committee had no objections to this application on the condition that the proposal does not negatively impact the public footpath to the side of the property, ensuring it remains sufficiently clear and well lit.	
210712 194 Colemans Moor Road, Woodley, RG5 4DP	Householder application for proposed conversion of existing garage to create habitable accommodation, erection of a single storey rear extension including the insertion of 2no. roof lights, plus changes to fenestration.
Observations: No objections.	
210721 45 Hawker Way, Woodley, RG5 4PF	Householder application for proposed erection of a part first floor part two storey side extension, plus changes to fenestration.
Observations: No objections.	
210734 13 Renault Road, Woodley, RG5 4EY	Householder application for the proposed erection of a part single storey part two storey front, side and rear extension with 2no. roof lights, following demolition of existing garage, plus loft conversion to create habitable accommodation and changes to fenestration.
Observations: The Committee recommended that this application be refused on the following grounds: <ul style="list-style-type: none"> - The proposal is out of keeping with neighbouring properties - The proposal is put of character with the street scene 	
210737 33 Lismore Close, Woodley, RG5 3RT	Householder application for the proposed erection of a two storey side extension with the insertion of 2 no. rooflights following demolition of the existing garage and a single storey rear extension.
Observations: No objections.	
210745 19 Millbank Crescent, Woodley, RG5 4EP	Householder application for proposed erection of a single storey front extension to form a porch and a single storey rear extension including the insertion of 2no. roof lights following the demolition of existing conservatory.
Observations: No objections.	

210747 23 Elmwood Close, Woodley, RG5 3AL	Householder application for proposed conversion of garage and single storey rear extension to include 2No rooflights following demolition of the existing conservatory.
Observations: No objections.	
210766 37 Copse Mead, Woodley, RG5 4RP	Householder application for the proposed erection of a single storey rear extension to form an orangery with the insertion of 1 no. rooflight, following demolition of existing conservatory, plus changes to fenestration.
Observations: No objections.	
210810 12 Caldbeck Drive, Woodley, RG5 4LA	Householder application for the proposed two storey side/rear extension with 2no. rooflights following demolition of existing garage and conservatory to form habitable accommodation plus proposed front extension to form porch following changes to existing fenestration and internal alterations.
Observations: No objections.	
210811 20 Burgess Close, Woodley, RG5 3LJ	Householder application for the proposed single storey rear extension with 1no. rooflight to existing dwelling following demolition of existing conservatory and changes to fenestration
Observations: No objections.	
210813 245 Loddon Bridge Road, Woodley, RG5 4BL	Householder application for the proposed erection of a single storey front, side and rear extension and first floor side extension to existing dwelling with internal alterations and changes to fenestration
Observations: No objections.	
210842 39 School Drive, Woodley, RG5 3PZ	Householder application for the proposed erection of a single storey side extension.
Observations: No objections.	
210860 16 Duffield Road, Woodley, RG5 4RN	Householder application for proposed single storey rear extension to include 3No roof lights and changes to fenestration.
Observations: No objections.	
210878 20 Buckden Close, Woodley, RG5 4HB	Householder application for the proposed erection of a single storey rear extension with 1no. rooflight with changes to existing fenestration and internal alterations
Observations: No objections.	

210890 14 Tippings Lane, Woodley, RG5 4RX	Householder application for the proposed conversion of existing garage to create habitable accommodation, plus the erection of a single storey rear extension.
Observations: No objections.	
210904 39 Woodlands Avenue, Woodley, RG5 3HN	Householder application for proposed erection of a single storey rear extension to form a conservatory.
Observations: No objections.	

NATIONAL PLANNING POLICY FRAMEWORK CONSULTATION

At their meeting of 23 March 2021, Woodley Town Council's Planning and Community Committee considered the Ministry of Housing, Communities and Local Government's consultation on draft revisions to the National Planning Policy Framework and the draft National Model Design Code, and wished to submit the following comments:

- PAGE 27 ITEM 8.92 C)

"...enable and support healthy lifestyles, especially where this would address identified local health and well-being needs – for example through the provision of safe and accessible green infrastructure, sports facilities, local shops, access to healthier food, allotments and layouts that encourage walking and cycling."

COMMENT: After "cycling" add: "promoting and supporting active travel."

- PAGE 28 ITEM 8.98 B)

"...the loss resulting from the proposed development would be replaced by equivalent or better provision in terms of quantity and quality in a suitable location; or ..."

COMMENT: After "quantity and quality" add: "and environmental value"

- PAGE 29 ITEM 8.100

"The designation of land as Local Green Space through local and neighbourhood plans allows communities to identify and protect green areas of particular importance to them. Designating land as Local Green Space should be consistent with the local planning of sustainable development and complement investment in sufficient homes, jobs and other essential services. Local Green Spaces should only be designated when a plan is prepared or updated and be capable of enduring beyond the end of the plan period."

COMMENT: The opportunity to designate (and so protect) an LGS may be at risk because of the length of time between Local Plan revisions

- PAGE 30 ITEM 9.105 D)

"...provide for high quality, well-designed walking and cycling networks and with supporting facilities such as secure cycle parking (drawing on Local Cycling and Walking Infrastructure Plans);"

COMMENT: After "Infrastructure Plans)" add: "such as cycleways, secure cycle parking and clear signage."

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**Minutes of a meeting of the Leisure Services Committee held remotely
on Tuesday 13 April 2021 at 8:00 pm**

Present: *Councillors D. Bragg (Chairman); N. Al-Sanjari; K. Baker; M. Doyle;
A. Heap; D. Smith; B. Soane; A. Swaddle*

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

Also present: *2 members of the public*

Before opening the meeting, the Chairman asked attendees to observe a 2 minutes silence in memory of His Royal Highness The Prince Philip, Duke of Edinburgh, and the Town Mayor, Councillor Dave Mills.

46. **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillor Kay Gilder, Sam Milligan (Just Around the Corner charity), Ed Whitesmith (Leisure Services Manager).

47. **DECLARATIONS OF INTEREST**

Councillor D. Bragg - Disclosable pecuniary interest: Agenda item 6, 3G pitch – opening hours extension proposal, as he lives in the nearest residential street to the pitch.

48. **MINUTES OF THE MEETING HELD ON 12 JANUARY 2021**

RESOLVED:

- ◆ That the minutes of the Leisure Services Committee meeting of 12 January 2021 be approved and signed by the Chairman as a correct record.

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

Members received the report from Just Around the Corner.

Members were disappointed to note that anti-social behaviour is continuing to take place in the Garden of Remembrance, but acknowledged that the Police had been made aware and had been asked to patrol the area more regularly.

Councillor Heap enquired as to why there had been no meeting of the Community Youth Partnership (CYP) since January 2020. The Town Clerk confirmed that CYP members, along with Councillors Baker, Jewell and Al-Sanjari, had recently attended a meeting with Chris Moore of ACL Consultancy Solutions Ltd to discuss possible future strategies in relation to supporting young people in Woodley. These strategies, along with a new Service Level Agreement (SLA), are being written into a report to be presented at the next Strategy and Resources Committee meeting. The Town Clerk confirmed the Strategy and Resource Committee is the appropriate committee to receive this report as it relates to a new SLA. The Town Clerk clarified that the meeting was not an official meeting of the CYP, hence it had not been recorded in the Leisure Services agenda. The Town Clerk agreed to ensure meetings of the CYP were scheduled soon.

[Town Clerk's Note: Three meetings of the CYP were held during 2020 – 8 January 2020, 15 October 2020, 4 November 2020]

RESOLVED:

- ◆ To note the report received by Just Around the Corner charity.

50. **BUDGETARY CONTROL**

The Town Clerk presented Report No. LS 8/21. Actual expenditure came in at 94.7% of the revised budget, whilst income had been far better than predicted, coming in at 237.1% of the revised budget. This was as a result of the unexpected Winter lockdown, leading to additional income from the government's furlough scheme, as well as receipt of a Tier 4 Local Restriction Support Grant (LRSG) to the sum of £31,171, which related to premises which were legally required to close due to restrictions.

Members were also advised that the overall NET percentage figure of actual income versus expenditure, quoted at 132.1%, was an error and should have been reported as 52.3%.

RESOLVED:

- ◆ To note Report No. LS 8/21.

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

The Leisure Services Manager presented Report No. LS 9/21.

Members enquired as to when Parkrun would be returning. The Deputy Town Clerk confirmed the Council was looking forward to the return of Parkrun as soon as practical; Parkrun are currently undertaking risk assessments to enable their safe return. The Council is also liaising with organisers regarding temporary trenching work being carried out within Woodford Park to provide of a new power supply to the maintenance depot. This temporary work would cause a safety hazard to runners so organisers are being kept informed of the likely completion date.

Members were informed that the gazebo at Woodford Park Leisure Centre had been removed, with the area now being used to undertake fitness classes which would otherwise be unable to take place due to Covid-19 restrictions on indoor activities. In the long term the plan is to neaten the area and continue to use it for classes as they have proved popular.

At this point in the meeting Councillor Bragg temporarily withdrew from the discussion and vote on the proposal to extend the opening hours of the 3G pitch. Vice Chairman, Councillor B. Soane, took over as Chairman for the rest of item 6.

Members noted the proposal was to seek an extension to the opening hours of the 3G pitch from 9pm to 10pm, on Mondays to Thursdays, throughout the year. An extension to opening hours was not being proposed for Fridays, Saturdays or Sundays.

At the Leisure Services Committee meeting of 12 January 2021, the Chairman of Woodley United Football Club highlighted that the growth of youth football in Woodley had created high demand for training facilities across the town. The Council subsequently sought the views of users of the pitch to identify if there was demand for increased opening hours. Members noted the responses from both Woodley United and Woodley Wanderers, both of whom voiced their support for an extension as they believed there would be demand.

Members asked whether any complaints had been received about the opening hours of the pitch since its opening. The Deputy Town Clerk could only recall complaints from one resident in the first season of opening.

Members asked whether the views of local residents had been sought. The Deputy Town Clerk explained the intention was to seek the views of residents should the proposal be supported by the Committee. Members asked that this be by direct approach from the

Council, as opposed to part of the planning process, as the planning application may not be subject to full consultation.

Members recommended any proposal should consider mitigating against additional noise created by the extension of the opening hours which might affect nearby residences.

Members considered the proposal and:

RESOLVED:

- ◆ To note Report No. LS 9/21.
- ◆ To make an application to Wokingham Borough Council to vary planning permission in order to extend the permitted operating times of the 3G pitch from 9pm to 10pm from Monday to Thursday throughout the year.

Voting: For: 8 Against: 0 Abstention: 0

52. **PARKS AND BUILDINGS**

The Deputy Town Clerk presented Report No. LS 10/21.

It was highlighted that there had been a few concerning reports of anti-social behaviour in the Garden of Remembrance. Police had been advised, and residents had been asked to contact both the Council and Police if they spotted any unwanted activity. Members noted the Council had removed a bench which had been a hub for anti-social activities. The Deputy Town Clerk thanked members of the public reporting this issue. Members highlighted they may need to consider the location of the garden if serious incidents of anti-social behaviour continue.

Members acknowledged the excellent work undertaken by the Friends of Woodford Park; it was noted the flower beds were looking beautiful and were a credit to the park.

The Deputy Town Clerk advised that seven tenders had been received in relation to the provision of a new play area in Woodford Park. This had been shortlisted to three designs which had been circulated as part of the agenda. Members were encouraged to view the plans in more detail, either online or by contacting the Deputy Town Clerk to arrange to view the plans in person.

The Deputy Town Clerk advised Members he had already met with representatives from Addington School to review the accessibility and inclusivity of the proposals, which were a key part of the original tender document, and had received some very helpful and informative feedback from this session. Members requested that this feedback be circulated to them for reference.

The Deputy Town Clerk advised that a consultation would open shortly to seek the views of residents on the proposals. Specific users of the park, for example the Friends of Woodford Park, Rotary, Parkrun etc, would be contacted directly to seek their views. The consultation will cover a range of questions, including opinions on overall designs, individual equipment, and overall comments. Members suggested the views of the Police might also be sought with regards to, amongst other things, whether any particular designs or equipment are likely to attract anti-social behaviour. Members also requested consideration be made to setting up a display of the proposals in the town for residents to view in person, should this be possible in view of Covid-19 restrictions.

Members asked whether the plans included fencing around the park as it was not apparent in the proposals. The Deputy Town Clerk advised that they did not as the original tender did not request this; the cost of fencing is high. Members highlighted that fencing has the dual benefit of keeping children in and, for example, dogs out. The Deputy Town Clerk

acknowledged there were differing opinions on the benefits of enclosed and open play areas, and agreed that views on this should be sought during the consultation.

Members suggested consideration could also be made with regards to the provision of bike racks / push scooter parking.

Members asked whether maintenance costs had been taken into account during the shortlisting. The Deputy Town Clerk confirmed that the longevity and robustness of equipment had been taken into account. The Deputy Town Clerk also confirmed that no trees would be removed as part of any of the proposals.

Members requested that the Deputy Town Clerk provide a proposed timetable in relation to the project, and that this be provided as soon as possible.

Members enquired as to the progress with planting in the town centre garden area. The Deputy Town Clerk advised that the Council were waiting for tree works to be undertaken by Wokingham Borough Council before commencing; any new plants under the trees would be at risk of damage if planted before these works took place. Wokingham have advised the works should take place in early Summer.

Councillor Heap asked for an update on some trees which the Council were due to receive. The Deputy Town Clerk confirmed these had been received; some had been planted, whilst others were being cared for at the Depot whilst a suitable location was found. Councillor Heap enquired about an area of Rivermead Park where shrubs had been removed and asked if these were to be replaced, as well as the potential possibility for leaving margins of uncut grass in certain parks to encourage additional wildlife. The Deputy Town Clerk agreed to meet with any interested Members in person at Rivermead Park to consider suitable proposals.

RESOLVED:

- ◆ To note Report No. LS 10/21.

53.

FUTURE AGENDA ITEMS

There were no suggestions for future agenda items.

54.

PUBLICITY AND WEBSITE

RESOLVED:

- ◆ To publicise the following:
 - Wildlife in Woodley update
 - 3G Pitch Opening Hours Extension proposals

The meeting closed at 9:28 pm

**Minutes of a Meeting of the Planning and Community Committee held remotely
on Tuesday 20 April 2021 at 7:45 pm**

Present: *Councillors: P. Wicks (Chairman); K. Baker; D. Bragg; J. Cheng;
K. Gilder; C. Jewell; J. Sartorel; R. Skegg*

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

Also present: 0 members of the public

199. **APOLOGIES**

Apologies for absence were received from Councillors M. Nagra and S. Rahmouni.

200. **DECLARATIONS OF INTEREST**

There were no declarations of interest made by Members.

201. **MINUTES OF THE PLANNING AND COMMUNITY COMMITTEE MEETING HELD ON
23 MARCH 2021**

RESOLVED:

- ◆ That the minutes of the Planning and Community Committee meeting held on 23 March 2021 be approved and be signed by the Chairman as a true and accurate record.

202. **CURRENT PLANNING APPLICATIONS**

RESOLVED:

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

203. **PLANNING DECISIONS**

RESOLVED:

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

204. **TREE PRESERVATION ORDERS**

a) Applications for works to trees

RESOLVED:

- ◆ To note application 210982
Location: TPO170/1980, GROUP 5: 11 Lindberg Way, Woodley, RG5 4XE.
Proposal: T1, Oak – Remove three lateral limbs to the west (of a diameter less than 80mm) back to source. Reduce further selected elongated laterals to the west and south by 2-2.5m and selected extended lateral to the north by 1-1.5m. Removal or stabilisation of deadwood.

- ◆ To note application 211273
Location: TPO170/1980, AREA 3: 11 Anthian Close, Woodley, RG5 4XA.
Proposal: T1, Oak – Crown lift over the garden to approximately 6m by removing secondary growth only. Crown lift large limb that extends over footpath to approximately 5m from level of lawn by removing secondary growth only where possible and limb shown in photo.

205. **b) TPO Confirmations**

RESOLVED:

- ◆ To note that Wokingham Borough Council had confirmed the following Tree Preservation Order:

TPO 1783/2021 – Relating to trees on land west of Lysander Close, Woodley, RG5. This order was made in response to potential development on the site which suggested removal of trees at the location. These trees make an important contribution to the sylvan backdrop and verdant visual amenity of this suburban area. Public views of the trees can be obtained from Lysander Close, Hurricane Way and the public facilities of Loddon Vale Centre. Wokingham Borough Council will consider whether the Order should be confirmed, that is to say, whether it should take effect formally. Before this decision is made the people affected by the Order have a right to make objections or other representations. Full details were sent to members, via email, on 1 April 2021.

206. **BUDGETARY CONTROL**

RESOLVED:

- ◆ To note Report No. PC 3/21.

207. **WOKINGHAM BOROUGH COUNCIL – LOCAL GREEN SPACE NOMINATIONS**

Members considered the request from Wokingham Borough Council for comments regarding two areas of land, for which the Town Council is the land owner, which have been nominated for potential designation as a Local Green Space as part of the Borough's Local Plan update. These areas of land are:

- LGS109: Malone Park, Woodley
- LGS110: Woodford Park and the Memorial Recreation Ground (Coronation Fields) Haddon Drive, Woodley

Wokingham Borough Council also requested confirmation of the extent of each area that falls within the Town Council's ownership. The Town Clerk confirmed to Members that it would be possible to provide either the land registry title plan or deeds in relation to these areas, and would also seek to register outstanding areas that were owned by the Council but not registered.

RESOLVED:

- ◆ To respond to the request to confirm full support for the proposal
- ◆ To provide the relevant documents to evidence the extent of the land owned by the Town Council in relation to these areas

208. **VARIATION APPLICATION FOR GOODS VEHICLE OPERATORS LICENCE: UNIT C HEADLEY PARK, 8 HEADLEY PARK EAST**

Members noted that notification had been received from Wokingham Borough Council of the following application for a Goods Vehicle Operators Licence:

Operator: Travis Perkins Trading Company Ltd
Director(s): Martin Richard Meech, Alan Richard Williams, Benjamin John Todd
New Operating Centre: Unit C Headley Park, 8 Headley Park East, Woodley, RG5 4SW
New Authorisation: 8 vehicles

The views of Committee members had been sought prior to the meeting as any objections were required by 16 April 2020.

RESOLVED:

- ◆ To note that no objections to the application were raised by Committee members.

209. **PUBLICATIONS/INFORMATION**

RESOLVED:

- ◆ To note receipt of the following:
 - *Wokingham Borough Council Planning Policy newsletter – March 2021 Update*
 - *The Link Visiting Scheme newsletter – March 2021*
 - *Me2 newsletter – March 2021*
 - *Wokingham Borough Council Planning and Enforcement newsletter – Spring 2021*
 - *Action for All e-Bulletin – April 2021*

210. **FUTURE AGENDA ITEMS**

Members enquired as to whether Wokingham Borough Council had accepted an invite for one of their Planning Team to attend a future committee meeting to provide guidance on planning applications relating to the installation of telecommunications masts. The Committee Officer confirmed Wokingham Borough Council declined the invitation.

Clr Jewell provided an update on the Walks Around Woodley project previously discussed at the committee meeting held on 23 February 2021 (minute 173). Having identified suitable walking routes, Loddon Valley Ramblers have now produced a PDF document for each walk which highlights the route, transport links, and places to obtain drinks. These documents are suitable for placement on the website as well as publishing in hard copy. Three of the routes, which have been identified as wheelchair accessible, are due to be tested out shortly. Once finalised the details will then be ready to publish on the website and publicise more widely.

RESOLVED:

- ◆ Once finalised, to update website with the information and to publicise the details on all available platforms.

211. **PUBLICITY/WEBSITE**

There were no further suggestions for items to be publicised.

212. **ENFORCEMENT ISSUES**

RESOLVED:

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

The meeting closed at 8:36 pm

PLANNING APPLICATIONS

Application No. & Address	Proposal
210311 51 Antrim Road, Woodley, RG5 3NT	Householder application for the proposed erection of a two storey rear and side extension to create habitable accommodation with the addition of two solar panels, following the demolition of existing garage, the erection of a single storey front extension to form a lobby, plus changes to fenestration.
Observations: The Committee had no objections to the application on the condition the proposed plans do not breach the 45-degree rule.	
210883 21 and 23 Stanton Close, Earley, RG6 7DX	ADJOINING PARISH CONSULTATION Householder application for the proposed erection of a single storey front extension, a part single/part two storey sides/rear extension with the insertion of 1 no. rooflight, following demolition of existing outbuilding, the removal of 2 no. chimneys, and the conversion of existing loft to create habitable accommodation facilitated by the insertion of 2 no. roof dormers and alterations to existing roof height(200mm).
Observations: No comment.	
210902 2 Penrose Avenue, Woodley, RG5 3PA	Full planning application for the proposed erection of 1 no. detached dwelling with associated parking and garden to the side and extended parking area to the front of No. 2 Penrose Avenue.
Observations: No objections.	
210918 37 Stonehaven Drive, Woodley, RG5 4DE	Householder application for proposed conversion of existing garage to create habitable accommodation.
Observations: No objections.	
210933 8 Wilmington Close, Woodley, RG5 4LR	Householder application for the proposed erection of a single storey front extension to form porch, part single part two storey rear/side extension including insertion of 3No roof lights to the rear elevation. Loft conversion to create habitable accommodation including the erection of a flat roof dormer to the rear elevation and the insertion of 3No roof lights to the front elevation. Changes to fenestration.
Observations: The Committee considered this newly submitted application and felt the proposal, whilst altered, was not materially different to the original application made for this property (ref 203602). As such the Committee recommended the application be refused on the following grounds: <ul style="list-style-type: none"> - The proposal is out of keeping with the street scene. - Overdevelopment of the site, specifically the impact of the two storey extension on the neighbouring property at No. 10. 	

210942 98 Highgate Road, Woodley, RG5 3QR	Full application for the proposed subdivision of the site and erection of two storey side and single storey rear extensions to form a 3 no. bedroom dwelling with associated access, landscaping and parking, plus erection of single storey rear extension to the existing dwelling.
Observations: The Committee recommended that this application be refused on the following grounds: - Overdevelopment of the site - Insufficient on-site / off-road parking provision	
211036 25 Elm Drive, Woodley, RG5 4FD	Householder application for the proposed erection of a single storey rear extension with 2no. roof lights.
Observations: No objections.	
211038 17 Victor Way, Woodley, RG5 4UZ	Householder application for the proposed erection of a single storey rear extension to dwelling, with 2no. rooflights, plus conversion of existing garage to create habitable accommodation, single storey front to form porch and changes to fenestration.
Observations: No objections.	
211051 47 Howth Drive, Woodley, RG5 3EE	Householder application for proposed erection of a single storey front extension to form a porch, single storey side/ rear extension with the insertion of 2 no rooflights, following the demolition of existing garage.
Observations: No objections.	
211059 60 Haddon Drive, Woodley, RG5 4LT	Householder application for proposed erection of a first floor rear extension to existing dwelling.
Observations: No objections.	
211063 6 Coppice Road, Woodley, RG5 3QX	Householder application for the proposed erection of a part single part two storey front/side extension, following demolition of existing detached garage and porch, a single storey rear extension with the insertion of 3 no. rooflights, plus alterations to existing driveway including the dropping of kerb.
Observations: No objections.	
211146 117 Woodlands Avenue, Woodley, RG5 3HQ	Householder application for the proposed erection of a single storey front extension and a single storey rear extension with the insertion of 1 no. rooflight.
Observations: No objections.	

<p>211199 26 Hudson Road, Woodley, RG5 4EW</p>	<p>Householder application for the proposed erection of a first floor side extension including insertion of 4 no. roof lights.</p>
<p>Observations: The Committee had no objections to the application, subject to the Planning Officer being satisfied the proposal provides adequate on-site / off-road parking provision and does not impact negatively on the highway.</p>	
<p>211240 2 Lanark Close, Woodley, RG5 4DF</p>	<p>Householder application for the proposed part conversion of existing garage to create habitable accommodation.</p>
<p>Observations: No objections.</p>	

**Minutes of a meeting of the Strategy & Resources Committee held remotely
on Tuesday 27 April 2021 at 8:00 pm**

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

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

Also present: *Councillors M. Doyle; R. Skegg;
Chris Moore (ACL Consultancy Solutions Ltd);
1 member of the public*

Before opening the meeting, the Chairman asked attendees to observe a minute's silence in memory of Councillor Dave Mills.

73. **APOLOGIES**

Apologies for absence were received from Councillor M. Nagra.

74. **DECLARATIONS OF INTEREST**

Councillor B. Rowland – Prejudicial interest: Agenda item 10: Community Grants, as she is Chairman of Governors at South Lake Primary School.

Councillor Rowland took no part in the discussion or the decision regarding the community grant application from South Lake Primary School PTFA, discussed in agenda item 10.

75. **MINUTES OF THE MEETING HELD ON 19 JANUARY 2021**

RESOLVED:

- ◆ That the minutes of the Strategy and Resources Committee meeting of 19 January 2021 be approved and signed by the Chairman as a correct record.

76. **MINUTES OF THE EXTRAORDINARY MEETING HELD ON 2 MARCH 2021**

RESOLVED:

- ◆ That the minutes of the Extraordinary Strategy and Resources Committee meeting of 2 March 2021 be approved and signed by the Chairman as a correct record.

77. **FINANCE**

a) **Budgetary Control**

The Town Clerk presented Report No. SR 10/21. Actual expenditure came in at 97% of the revised budget figure; all costs were under budget with the exception of Democratic Costs, due to a handover period between the previous and new Committee Officers. In terms of income, the Council benefitted from receiving Furlough payments and a Tier 4 LRSO grant in respect of the buildings which had to close during the January to April 2021 lockdown period.

Prior to discussing this item, Councillor McCann sought clarification as to why Councillors were referred to as 'Panellists' in the Zoom meeting invite they received for this Committee meeting, and wished to receive confirmation that they were indeed elected members of the Council. The Deputy Town Clerk clarified that Zoom refers to participants in webinars as 'Panellists', and uses this terminology in the invites it creates.

Members enquired as to why the Town Council was eligible for a Tier 4 LRS grant during the most recent lockdown, but not in respect of previous lockdowns. The Town Clerk agreed to find the specific legislative detail regarding the provision of grants and provide this information to Committee members after the meeting.

RESOLVED:

- ◆ To note Report No. SR 10/21.

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 2021	£76,408.21	£48,622.14
February 2021	£75,728.11	£47,173.89
March 2021	£135,330.58	£51,905.66

Voting: For: 8 Against: 0 Abstentions: 0

c) **Internal audit**

The Town Clerk advised that the internal audit, which took place remotely, went well. Auditors were happy with the way the Council were working and had adapted to lockdown restrictions. They noted that extensive due diligence had been carried out by the Town Clerk which had provided the Council with sufficient information to consider the budget and Precept setting for 2021/22. The audit identified 16 areas of good practice, and had no formal nor informal recommendations.

Councillor Rowland congratulated the Town Clerk for receiving such a good report, highlighting that this is not easy when receiving a remote audit. However she was disappointed that the report indicated that the introduction of the Urgency Committee was a good idea, highlighting that she felt it had in fact kept most members and one party in the dark.

Councillor McCann made a series of enquires regarding VAT issues. The Town Clerk confirmed that VAT is reclaimed for both Town Council and Woodley Town Centre Management Initiative activities. The Council undertakes quarterly VAT returns; these work well and there is no demand to move to monthly returns. Further enquires were made as to which specific regulations allow the Town Council to reclaim VAT on money spent by another organisation, especially one which the Town Council awards grants to. The Town Clerk agreed to find out and provide this information to Committee members after the meeting.

RESOLVED:

- ◆ To receive the report of the Council's internal auditors for the period from September 2020 to February 2021.

78. **OAKWOOD CENTRE UPDATE**

The Deputy Town Clerk presented Report No. SR 11/21. The Oakwood Centre remains closed, including the Café. The Café are looking to re-open when lockdown restrictions ease to allow people to sit indoors, currently 17 May on the Government's roadmap. At this point the Centre will re-open for people more generally, for example to use the toilet facilities, and consideration will be taken to re-opening the Town Council reception and for staff to return to the office more regularly.

Vaccination clinics and blood donations have continued and have worked well, providing much needed income for the Council. From 12 April a number of regular hirers have returned, including the Czech school, Weight Watchers and toddler groups. Individual organisations are required to undertake and submit a risk assessment prior to bookings being confirmed to ensure relevant social distancing measures are being undertaken.

The Deputy Town Clerk confirmed that, whilst a maximum capacity has been identified for rooms and venues to provide for social distancing, capacity can vary depending on the activity being undertaken. Capacity information is not publicised widely, with tailored discussions taking place with individual hirers instead.

The Town Clerk confirmed that opening the building for vaccinations and blood donations did not impact the Tier 4 LRGS grant, awarded for the enforced closure of buildings during lockdown, as these activities were permitted exemptions. She also confirmed that Wokingham Borough Council pay £25 per hour for use of the venue for vaccinations. The Deputy Town Clerk confirmed that weekly discussions are taking place with the vaccinations team with regards to their ongoing use of the building.

RESOLVED:

- ◆ To note Report No. SR 2/21.

79. **TOWN ELECTORS WORKING PARTY**

Councillor Brindley reported on the meetings which had taken place. The group discussed the previous format of Town Electors' meetings which they felt were dry and unengaging. The group identified a number of ideas for improving the meeting and enticing greater participation, and developed a proposed new format which provided the Town Council and selected local organisations the opportunity to present on their achievements over the past year. Members of the public would be able to send in questions prior to the meeting and pose questions in person in an open format at the end of the meeting. A communications strategy has been prepared to promote the meeting which is proposed to take place virtually on 25 May 2021, should the new format be approved. Feedback will also be sought from members of the public to help shape future Town Electors' meetings.

Members of the working party noted that the group had been a joy to work on, with open participation and positive contributions from all Councillors and Officers in attendance. The Chairman thanked all members of the working party for their efforts.

The Town Clerk confirmed that Standing Orders do not cover the Town Electors' meeting.

RESOLVED:

- ◆ To note Report No. SR 12/21 – the minutes of the Town Electors' Task and Finish Working Party meeting held on 11 March 2021.
- ◆ To note Report No. SR 13/21 – the minutes of the Town Electors' Task and Finish Working Party meeting held on 18 March 2021.
- ◆ To note Report No. SR 14/21 – the minutes of the Town Electors' Task and Finish Working Party meeting held on 15 April 2021.

- ◆ To approve the draft Terms of References of the Town Electors' Task and Finish Working Party, attached at **Appendix D**.

Voting: For: 8 Against: 0 Abstentions: 0

80. **WOODLEY TOWN CENTRE MANAGEMENT INITIATIVE**

Members received the report of the Woodley Town Centre Management Initiative (WTCMI) Meeting held on 20 January 2021.

Councillor McCann made a series of enquiries in relation to the VAT affairs of the WTCMI, both prior to and following their incorporation into the Town Council, which the Town Clerk confirmed took place in April 2020. Members noted that the Town Clerk could not answer these queries at this time as she was not a VAT expert and would need to seek advice. The Chairman suggested the Town Clerk may need to engage a consultant to provide this advice, and proposed a vote to permit the Town Clerk to seek quotes for this if the information is not available free of charge.

RESOLVED:

- ◆ To note the report of the Woodley Town Centre Management Initiative Meeting held on 20 January 2021.
- ◆ To permit the Town Clerk to seek quotes for the engagements of a VAT expert to provide advice on the VAT affairs of the WTCMI, should this be required, and to provide these quotes to the Committee prior to the next meeting

Voting: For: 8 Against: 0 Abstentions: 0

During agenda item 10, it was noted that a seconder had not been received for this vote. The vote was returned to, Councillor Brindley seconded, and the result of the vote repeated.

The Chairman reminded Members that, where possible, queries that are going to be raised at Committee meetings can be submitted to the Town Clerk prior to the meeting in order to best enable answers to be provided.

81. **PROJECTS SCHEDULE 2020/21**

The Deputy Town Clerk presented the updated Projects Schedule 2020/21. Installation of a new electrical supply to the maintenance yard is close to completion; cabling and trenching works have been completed, and the contractor is returning to connect the supply by mid-May. A timeline is being created for the Woodford Park destination play area project and will be circulated to all councillors once finalised.

The Deputy Town Clerk advised that the planting of the Town Centre garden was on hold pending works to trees on the land; Wokingham Borough Council have advised they intend to undertake these works in early Summer.

It was highlighted that wooden planters in the Memorial Garden appeared to be rotten and were not looking good; the Deputy Town Clerk noted this and would look into it with the Ground Maintenance team.

RESOLVED:

- ◆ To note the information contained in the updated Projects Schedule 2020/21.

82. **COMMUNITY GRANTS**

The Committee Officer agreed to include details of previous grant awards provided to the organisations and individuals in future grant application reports.

Members considered the requests for grant funding, as set out in Report No. SR 15/21, in line with the community grants criteria and

RESOLVED:

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

First Days Children's Charity	£250	To fund the set up costs for a new school uniform 'hub' in Woodley.
Friends of Woodford Park	£250	To purchase plants for the annual planting of the beds in the Memorial Ground.
Me2 Club	£250	To recruit and screen 5 new volunteers who can be matched to children in Woodley requiring support.
Promise Inclusion Ltd	£250	To help towards the costs of running a Youth Group at Addington School for young people with learning disabilities / autism
Woodley Festival of Music & Arts	£250	To help towards the costs of running a virtual music and arts festival, providing young people in Woodley with the opportunity to perform and entertain.
<u>Individual</u> Holly Smith (Ballet)	£100	Towards the cost of new pointe and ballet shoes to ensure attendance at Tring Park School for the Performing Arts.

Voting: For: 8 Against: 0 Abstentions: 0

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

South Lake Primary School PTFAs	£250	To help towards the costs of purchasing new reading books for the school which reflect an improved level of diversity.
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Voting: For: 7 Against: 0 Abstentions: 0

As noted in minute number 74: Declarations of interest, Councillor Rowland did not take part in the discussion or vote on this application.

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

- Members noted that the February Neighbourhood CIL Proportion (Transfer to Parish/Town Councils) Report identified potential CIL funds to the Town Council of £61,576.
- Members noted that CIL payment of £55,143 received by Wokingham Borough Council was due to be paid to the Town Council in April 2021, giving a total of £290,156 of CIL payments made.

84. **DEVELOPING A YOUTH STRATEGY AND SERVICE LEVEL AGREEMENT TO SUPPORT YOUNG PEOPLE**

Chris Moore (ACL Consultancy Solutions Ltd) was welcomed to the meeting. He reported on a meeting which took place between himself, Members of the Town Council and the CYP, and summarised details of his proposal to develop a new youth strategy and revised SLA to shape the future of youth provision within Woodley, as set out in the agenda.

Members noted a key element of the proposal was consulting with young people to better understand what they want. Chris stated it was important to keep all options under consideration whilst developing a strategy; this includes existing suggestions from Members regarding the potential provision of a static or mobile youth centre or hub.

Members queried whether this proposal would lead to a reduction of grant funding to ARC. It was noted that whilst no long term guarantee could be made, there was no intention to reduce funding to ARC in the short term.

The Town Clerk confirmed that, due to the likely annual value of any SLA, there would be a legal requirement to go out to tender. Funding was confirmed as being available to employ ACL Consultancy Solutions Ltd to undertake this work; £3k pa is allocated within the Leisure Services budget to provide youth work, £27k pa has been budgeted for the provision of someone to provide this work which won't have been spent for April, May and potentially June, or money could be made available from reserves.

The Chairman acknowledged the hierarchy of decision making in relation to this work with the CYP reporting to Leisure Services, but felt this decision was important enough that it should be determined at Full Council.

RESOLVED:

- ◆ To note provision of the notes of the meeting of 18 March 2021 between Members of the Town Council and the Community Youth Partnership, facilitated by Chris Moore (ACL Consultancy Solutions Ltd).
- ◆ To approve the proposal to employ ACL Consultancy Solutions Ltd to work with the Council to develop a new youth strategy and revised SLA to shape future youth provision within Woodley, and to present the final proposed strategy and SLA to Full Council for approval.

Voting: For: 8 Against: 0 Abstentions: 0

85. **LOCAL AUTHORITY REMOTE MEETINGS: CALL FOR EVIDENCE**

Members noted the Government's call for evidence, seeking views on the use of virtual meetings during the Covid-19 pandemic, and

RESOLVED:

- ◆ To circulate the documentation to all Councillors, encouraging individuals to respond to the call for evidence.

86. **WOODFORD PARK LEISURE CENTRE ROOF - UPDATE**

The Deputy Town Clerk confirmed that acceptance of the Part 36 settlement offer had been communicated to B&S Roofing's solicitors. Further questions had been received from the solicitors which had been responded to, and the Council is now awaiting payment.

The Deputy Town Clerk also confirmed that the reason previous discussions regarding this matter had been deemed confidential at meetings was due to the fact that Members had not yet made a decision on the matter, and therefore to publicise their deliberations would not be appropriate as it had the potential to compromise the Town Council's position.

RESOLVED:

- ◆ To note the update provided in the agenda regarding the Part 36 settlement offer made by B&S roofing in relation to the Woodford Park Leisure Centre roof works.

85. **FUTURE AGENDA ITEMS**

Due to the lateness of the hour, the Chairman requested members forward any potential future agenda items directly to the Committee Officer.

86. **PUBLICITY AND WEBSITE**

Due to the lateness of the hour, the Chairman requested members forward any potential publicity and website items directly to the Committee Officer.

The meeting closed at 9:59 pm

Woodley Town Council

Current Account

List of Payments made between 01/01/2021 and 31/01/2021

Date Paid	Payee Name	Amount Paid	
14-Jan-21	(Personal Information)	240.00	Town Centre Managers cost
14-Jan-21	ACL Consultancy Solutions Ltd	2160.00	Consultancy advice - Youth Services
07-Jan-21	Advanced Maintenance UK Ltd	171.60	Call out - boiler WPLC
28-Jan-21	Advanced Maintenance UK Ltd	3816.00	WPLC - Boiler repairs
07-Jan-21	ASAP Computer Services	1902.00	Annual IT support WPLC
07-Jan-21	AYS Cleaning Contractors Ltd	39.93	Contract cleaning
21-Jan-21	AYS Cleaning Contractors Ltd	1450.07	Contract cleaning
28-Jan-21	AYS Cleaning Contractors Ltd	1858.58	Contract cleaning
04-Jan-21	Be Fuelcards Ltd	29.86	BP Unleaded - Depot
29-Jan-21	Be Fuelcards Ltd	35.28	BP unleaded-Depot
21-Jan-21	Bowak Ltd	47.21	Cleaning supplies
14-Jan-21	Brewers Decorator Centres	31.02	Building supplies
28-Jan-21	Castle Water	82.08	Water rates
28-Jan-21	Churchill Contract Services Ltd	1415.87	Contract cleaning
04-Jan-21	Club Manager Ltd	80.40	Monthly software fee
07-Jan-21	DCK Accounting Solutions Ltd	650.16	Budget setting support 20/21
14-Jan-21	DCK Accounting Solutions Ltd	468.00	VAT Partial Exemption calculation 19/20
25-Jan-21	Ecotricity	1113.35	Gas supply - WPLC
25-Jan-21	Ecotricity	1429.68	Gas supply - OC
25-Jan-21	Ecotricity	571.10	Gas supply - Chapel Hall
25-Jan-21	Ecotricity	298.54	Gas supply- Coro Hall
21-Jan-21	EDF Energy 1 Ltd	16.15	Electric supply
12-Jan-21	Epos Now Ltd D/D	30.00	WPLC-till support license fee
07-Jan-21	Fraser Office Supplies Ltd	20.23	Stationery supplies
11-Jan-21	Global 4 Communications	691.38	Phone & Mobiles
21-Jan-21	HMRC Cumbernauld	15177.88	Tax & NI Employer/employee
14-Jan-21	JMVA Ltd	249.40	Web site design & set up
14-Jan-21	Just Around The Corner	6338.00	Grant - Youth Services
27-Jan-21	Les Mills Fitness UK Ltd	101.84	Bodybalance - Coach WPLC
15-Jan-21	Lloyds Bank D/D	118.49	Monthly cardnet charge fee
28-Jan-21	Lyreco UK Ltd	93.59	Stationery supplies
14-Jan-21	Mainstream Digital Ltd	61.16	Phone - OC + Qtrly rental
15-Jan-21	Merchant Rentals Ltd	15.44	Cardnet mthly rental fee
15-Jan-21	Merchant Rentals Ltd	18.40	Cardnet mthly rental fee
08-Jan-21	PHS Group	2097.12	Annual washroom fees
28-Jan-21	PHS Group	383.76	Qtrly dust mat charge
12-Jan-21	Plusnet Plc	52.20	Phone - Oakwood Centre
18-Jan-21	Plusnet Plc	52.20	Phone - Woodford Park Leisure Centre
21-Jan-21	Prudential	307.24	AVC deducted from pay
14-Jan-21	Reading Borough Council	3650.00	Allotment site rental lease
06-Jan-21	SGW Payroll Ltd	145.58	Payroll services - Dec 2020
15-Jan-21	Siemens Financial Services	1100.80	Gym monthly rental fee
08-Jan-21	SSE Southern Electric	1597.13	Electric supply
14-Jan-21	SSE Southern Electric	1007.20	Electric supply
29-Jan-21	SWALEC	88.67	Electric supply - Public toilet
14-Jan-21	Thames Valley Water Services Ltd	210.00	Monthly water checks
21-Jan-21	The Berkshire Pension Fund	17162.27	Employer/employee pension
21-Jan-21	Trade UK - Screwfix	650.28	Building supplies
08-Jan-21	Travis Perkins Trading Co	54.11	Building supplies
21-Jan-21	Unison Collection Ac	22.50	Union fee deducted from pay
28-Jan-21	Veolia ES - UK Ltd	459.86	Refuse collection

04-Jan-21	Wokingham BC - Rates	2283.00	Rates-WPLC
04-Jan-21	Wokingham BC - Rates	364.00	Rates-Coro Hall
04-Jan-21	Wokingham BC - Rates	165.00	Rates-Chapel Hall
04-Jan-21	Wokingham BC - Rates	898.00	Rates-Oakwood
04-Jan-21	Wokingham BC - Rates	245.00	Rates-Toilet
28-Jan-21	Wokingham Borough Council	2589.60	Legal fees - Malone Park & Airfield Centre

76408.21

CLERKS IMPREST A/C

List of Payments made between 01/01/2021 and 31/01/2021

Date Paid	Payee Name	Amount Paid	
07-Jan-21	(Personal Information)	29.99	Smith & Locke Post box - WPLC
08-Jan-21	(Personal Information)	21.33	Brita Max 6x cartridges
12-Jan-21	(Personal Information)	67.96	Gym fee refund
12-Jan-21	(Personal Information)	56.25	WPLC hire refund
12-Jan-21	(Personal Information)	111.60	WTC refund cancelled activity
12-Jan-21	(Personal Information)	81.90	WTC refund cancelled activity
20-Jan-21	Adobe PS Creative	364.03	Annual charge - Photoshop WTC
26-Jan-21	Chemogift bags	250.00	Grant - Jan 2021
04-Jan-21	Indeed.com	50.91	Staff advert - recruitment
27-Jan-21	Lloyds Bank	46995.97	Net Jan 2021 - Payroll
08-Jan-21	Lloyds Bank D/D	13.50	10 Nov - 9 Dec 20 Bank charges
11-Jan-21	The Right Training Co	273.00	WTC refund cancelled activity
20-Jan-21	TVlicensing.co.uk	157.50	TV License - Oakwood Centre
11-Jan-21	Umbrella Equality Services	43.20	WTC refund cancelled activity
11-Jan-21	Yeldall Christian Centres	105.00	3G booking cancelled

48622.14

Woodley Town Council

Current Account

List of Payments made between 01/02/2021 and 28/02/2021

Date Paid	Payee Name	Amount Paid	
18-Feb-21	Advanced Maintenance UK Ltd	660.00	Repair - WPLC water calorifier
24-Feb-21	Advanced Maintenance UK Ltd	260.40	WP Flat-Call out & repair boiler
04-Feb-21	Alan Hadley Ltd	297.00	Refuse collection
24-Feb-21	AYS Cleaning Contractors Ltd	1463.03	Contract cleaning
12-Feb-21	Be Fuelcards Ltd	45.50	Unleaded fuel/Annual card fee
26-Feb-21	Be Fuelcards Ltd	32.94	BP Unleaded fuel-Depot
04-Feb-21	Blandy & Blandy LLP	900.00	Legal fees
24-Feb-21	BT Telephone Payment Centre	333.72	Broadband fees-Woodford Pk LC
04-Feb-21	Castle Water	1831.76	Water rates
11-Feb-21	CDK Casting Ltd	96.60	Bronze plaque
24-Feb-21	Churchill Contract Services Ltd	1415.87	Contract cleaning-Woodford PK LC
01-Feb-21	Club Manager Ltd	80.40	Monthly software fee
11-Feb-21	EDF Energy 1 Ltd	16.16	Electric supply-Clock Tower
11-Feb-21	Ellis Whittam Ltd	7282.80	Annual HR & H & S fees
11-Feb-21	Epos Now Ltd D/D	30.00	Monthly till support fee-WPLC
24-Feb-21	Fencing Products Ltd	81.12	Building supplies
08-Feb-21	Global 4 Communications	691.38	Phones & Mobiles
18-Feb-21	HMRC Cumbernauld	14625.81	Tax & NI Employer/employee
11-Feb-21	Lamps-Tubes Luminations Ltd	1011.00	Xmas 2020 lights installation
26-Feb-21	Les Mills Fitness UK Ltd	101.84	Coach-Body balance-WPLC
02-Feb-21	Lloyds Bank D/D	33.46	Bank charges-Current a/c
12-Feb-21	Lloyds Bank D/D	30.00	Cardnet service charges
05-Feb-21	Mailcoms Ltd D/D	83.94	Postage franking support
15-Feb-21	Mainstream Digital Ltd	0.80	Phone
15-Feb-21	Merchant Rentals Ltd	15.44	Monthly cardnet machine fees
15-Feb-21	Merchant Rentals Ltd	18.40	Monthly cardnet machine fees
11-Feb-21	(Personal Information)	400.00	Town Centre Managers cost
24-Feb-21	(Personal Information)	650.00	Leaflet delivery
12-Feb-21	Plusnet Plc	52.20	Phone-Woodley TC
18-Feb-21	Plusnet Plc	52.20	Phone-Woodford Pk LC
18-Feb-21	Prudential	307.24	AVC deducted from pay
11-Feb-21	R.E.S. Systems Ltd	1140.00	Fire alarm service fees
15-Feb-21	Rathbones Investment	2942.24	Rebate VAT 2020/2021
04-Feb-21	Reading Borough Council	170.03	Annual Wheble Park rent
04-Feb-21	Reading Community Energy Soc Ltd	281.32	Electric supply-Woodford PK LC
24-Feb-21	Rialtas Business Solutions Ltd	355.20	Annual Booking support fees
18-Feb-21	SGW Payroll Ltd	147.62	Monthly payroll-Jan21
26-Feb-21	SGW Payroll Ltd	149.66	Monthly payroll service fee
15-Feb-21	Siemens Financial Services	1100.80	Monthly Gym rental fees
16-Feb-21	Southern Electric Contracting Ltd	76.26	Repair lighting column-South Lake
16-Feb-21	Southern Electric Power Distribution	14518.14	Repair power supply to Depot
11-Feb-21	SSE Southern Electric	1475.85	Electric supply
16-Feb-21	SSE Southern Electric	147.29	Electric supply-Coro Hall
26-Feb-21	SWALEC	110.32	Electric supply- Public toilet
24-Feb-21	Technical Surfaces Ltd	360.00	3G Matchfit service
04-Feb-21	Thames Valley Water Services Ltd	204.00	Monthly water checks
18-Feb-21	The Berkshire Pension Fund	16889.67	Employer/employee pension
18-Feb-21	Trade UK - BandQ	485.64	Building supplies
18-Feb-21	Trade UK - Screwfix	580.03	Building supplies
18-Feb-21	Unison Collection Ac	22.50	Union fee deducted from pay
24-Feb-21	Veolia ES - UK Ltd	245.68	Refuse collection

11-Feb-21	West Berkshire Council	1370.00	WTCMI-Street trading permit
18-Feb-21	Wingfield Engineering Ltd	54.85	MOT KD51 WTW-Depot

75728.11

CLERKS IMPREST A/C

List of Payments made between 01/02/2021 and 28/02/2021

Date Paid	Payee Name	Amount Paid	
01-Feb-21	(Personal Information)	70.48	Allot keys cut/Ink cartridges
11-Feb-21	Amazon.co.uk	17.53	Wall calender-Depot
05-Feb-21	Czech School Berks	513.56	WTC refund cancelled activity
01-Feb-21	EE Top up	20.00	Top up WTC mobile phone
26-Feb-21	Fellowship Educational	520.00	WTC refund cancelled activity
24-Feb-21	Lloyds Bank	45922.96	Net February 21 payroll
12-Feb-21	Lloyds Bank D/D	13.50	Bank charges-Imprest a/c
03-Feb-21	PETTY CASH A/C	95.86	Top up petty cash
		47173.89	

Woodley Town Council

Current Account

List of Payments made between 01/03/2021 and 31/03/2021

Date Paid	Payee Name	Amount Paid	
04-Mar-21	(Personal Information)	400.00	Town Centre Managers cost
18-Mar-21	Advanced Maintenance UK Ltd	825.41	WPLC-call out/repair thermostat
25-Mar-21	AYS Cleaning Contractors Ltd	1486.79	Contract cleaning
05-Mar-21	Be Fuelcards Ltd	20.82	BP Unleaded fuel-Depot
12-Mar-21	Be Fuelcards Ltd	20.17	BP unleaded-Depot
25-Mar-21	Brewers Decorator Centres	186.19	Building supplies
25-Mar-21	Came & Company	32393.17	Insurance 2021/22
18-Mar-21	Castle Water	145.93	Water rates-Pitts Lane
04-Mar-21	CDK Casting Ltd	96.60	Bronze plaque
18-Mar-21	CDK Casting Ltd	96.60	Bronze plaque
01-Mar-21	CF Corporate Finance Ltd	214.32	Photocopier lease/annual s/fee
25-Mar-21	Churchill Contract Services Ltd	1415.87	Contract cleaning
01-Mar-21	Club Manager Ltd	80.40	Monthly gym software fee
04-Mar-21	Dejac Associates Ltd	972.00	Annual mail server fees
18-Mar-21	Dejac Associates Ltd	924.00	iMac/keyboard/mouse/MS office
08-Mar-21	Ecotricity	165.84	Gas supply-Coronation Hall
08-Mar-21	Ecotricity	1650.23	Gas supply-Oakwood
08-Mar-21	Ecotricity	82.80	Gas supply-Chapel Hall
15-Mar-21	Ecotricity	34.38	Gas supply-Chapel Hall
15-Mar-21	Ecotricity	21.27	Gas supply-Coronation Hall
15-Mar-21	Ecotricity	129.13	Gas supply-Woodford Park LC
15-Mar-21	Ecotricity	1394.72	Gas supply-Oakwood
18-Mar-21	EDF Energy 1 Ltd	14.96	Electric supply-Clock Tower
11-Mar-21	Epos Now Ltd D/D	30.00	License support-WPLC till
25-Mar-21	Ethos Communications Solutions Ltd	108.00	Qtrly photocopier rental fee-Woodford Park LC
04-Mar-21	Fencing Products Ltd	66.60	Building supplies
04-Mar-21	Fraser Office Supplies Ltd	7.92	Stationery supplies
09-Mar-21	Global 4 Communications	691.38	Phone & Mobiles
18-Mar-21	HMRC Cumbernauld	15403.80	Tax & NI Employer/employee
18-Mar-21	IBS Office Solutions Ltd	575.54	Printing/copier/Qtrly rental fee
04-Mar-21	iRecruit Partners Ltd	5481.18	Staff recruitment fees
30-Mar-21	Les Mills Fitness UK Ltd	101.84	Coach - bodybalance gym
31-Mar-21	Les Mills Fitness UK Ltd	101.84	Coach payment taken in error credit in April
25-Mar-21	Lightatouch	1300.00	Internal Audit
02-Mar-21	Lloyds Bank D/D	20.72	Bank service fees-Current
12-Mar-21	Lloyds Bank D/D	3.04	Cardnet service fee-Feb 21
30-Mar-21	Lloyds Bank D/D	26.92	Current bank charges
18-Mar-21	Lyreco UK Ltd	55.44	Stationery supplies
08-Mar-21	Mailcoms Ltd D/D	328.34	Annual franking support/servic
15-Mar-21	Mainstream Digital Ltd	3.22	Phone - Oakwood Centre
15-Mar-21	Merchant Rentals Ltd	15.44	Monthly cardnet rental fee
15-Mar-21	Merchant Rentals Ltd	18.40	Monthly cardnet rental fee
12-Mar-21	Plusnet Plc	52.20	Phone-Oakwood Centre
18-Mar-21	Plusnet Plc	52.20	Phone-Woodford Park LC
18-Mar-21	Prudential	307.24	AVC deducted from pay
01-Mar-21	Public Works Loan Board	5874.06	Public Works Loan Board
30-Mar-21	Public Works Loan Board	29093.75	Public Works Loan Board
31-Mar-21	Public Works Loan Board	40204.33	Public Works Loan Board
04-Mar-21	R.E.S. Systems Ltd	180.00	6 monthly service fire alarm
04-Mar-21	Rialtas Business Solutions Ltd	206.40	Annual allotment software fee
18-Mar-21	Rialtas Business Solutions Ltd	807.60	Annual Omega service support fee

04-Mar-21	Rigby Taylor	2288.56	Seed/fertilizer supplies
15-Mar-21	Siemens Financial Services	1100.80	Monthly gym equip rental fee
04-Mar-21	Spaldings Ltd	222.00	Falco secateurs-Depot
18-Mar-21	SSE Southern Electric	1196.17	Electric supply
04-Mar-21	Thames Valley Water Services Ltd	204.00	Monthly water checks
18-Mar-21	The Berkshire Pension Fund	17614.29	Employer/employee pension
18-Mar-21	Trade UK - BandQ	45.00	Building supplies
18-Mar-21	Trade UK - Screwfix	592.98	Building supplies
18-Mar-21	Unison Collection Ac	22.50	Union fee deducted from pay
04-Mar-21	Vaughtons	79.63	Black mitred ribbons
25-Mar-21	Veolia ES - UK Ltd	245.68	Refuse collection
04-Mar-21	WEL Medical Ltd	223.14	Disposable battery
31-Mar-21	Woodley Town Council (Came & Co)	-32393.17	Insurance to be paid in April
		135330.58	

CLERKS IMPREST A/C

List of Payments made between 01/03/2021 and 31/03/2021

Date Paid	Payee Name	Amount Paid	
22/03/2021	(Personal Information)	64.50	Timpson/Asda-Keys cut/Cable/
31/03/2021	(Personal Information)	92.00	WTC refund cancelled activity
19/03/2021	(Personal Information)	50.00	Refund deposit
22/03/2021	(Personal Information)	102.00	WPLC course refund
08/03/2021	(Personal Information)	120.00	WPLC course refund
19/03/2021	(Personal Information)	18.99	Gym paid in error refund
22/03/2021	Amazonmktplace	34.99	Electric warning tape-Depot
03/03/2021	AO Retail Ltd	339.00	Beko white cooker-WPLC flat
22/03/2021	Emiter Limited	297.60	Large3 phase electric meter box
19/03/2021	H Neale Business	75.50	Refund deposit
30/03/2021	Lakeside Hire	2676.00	200x Temporary fencing hire
24/03/2021	Lloyds Bank	47598.01	Payroll - March 2021
12/03/2021	Lloyds Bank D/D	13.70	Imprest bank charges
22/03/2021	Royal Berks NHS Foundation	30.00	WTCMI refund
26/03/2021	SWALEC	88.03	Electric supply-Toilet
22/03/2021	United Civil Supplies	305.34	Depot power supplies
		51905.66	

TOWN ELECTORS TASK AND FINISH WORKING PARTY

DRAFT TERMS OF REFERENCE

Parent Committee: Strategy & Resources Committee

Overall purpose

The task and finish working party's role is to review the arrangements that have been in place in holding the Town Electors meeting each year and to consider new arrangements going forward in order to attract more residents to attend the meeting.

Membership of the working party

There will be four places for members of Council appointed to the working party.

Meetings

The meetings of the working party shall take place in the run up to the 2021 Town Electors meeting (date yet to be confirmed)

Terms of operation

To review how the Town Electors has operated in past years.

To consider ideas/arrangements/alternative structures to attract more residents to attend the 2021 Town Electors meeting and future meetings.

To consider how, for future Town Electors meetings, residents could be involved in suggesting/identifying items of interest relating to the town which could be discussed at the meetings.

To make recommendations to the Strategy and Resources Committee at its meeting on 27 April 2021 and to present a final proposal to Full Council on 11 May 2021 on proposals for the 2021 Town Electors meeting and future Town Electors meetings.

REPORTS FROM OUTSIDE BODIES

Sonning & District Welfare & Educational Trust (April 2021)

The Trust met via zoom on 17 March 2021. Donations to support local people continue to be made; in the last 12 months nearly £3K has been paid out to local residents (9 recipients) who were either referred to the Trust through local organisations or who applied directly. The next meeting is scheduled for September (tbc), which will hopefully be an in-person meeting, should Covid rules permit this.

Cllr Darren Smith, April 2021

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Annual Meeting of the Council

4 May 2021

Appendix 9

Division of Places

for Standing Committees, Working Parties and Sub Committees

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Terms of Reference

for Working Parties and Sub Committees

Membership of Standing Committees – Division of Places

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:

Committee	Total No. of Seats	Conservative	Liberal Democrat	Labour
Strategy and Resources	9	6	2	1
Leisure Services	9	6	2	1
Planning and Community	12	8	3	1

Membership of Working Parties and Sub Committees – Division of Places

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:

Committee	No. of Seats	Conservative	Liberal Democrat	Labour
Strategy and Resources Committee				
Investments Working Party	4	3	1	0
Risk Management Working Party	4	3	1	0
Catering Partnership	4	3	1	0
Standing Orders & Financial Regulations Working Party	4	3	1	0
PR / Marketing Working Party	4	3	1	0
Personnel Sub Committee	4	3	1	0
Climate Emergency Working Party	3	2	1	0
Town Electors' Task and Finish Working Party	4 *	2	1	1
* This will require a suspension of Standing Order 4 f).				
Strategy and Resources & Leisure Services Committee				
Woodford Park Leisure Centre Regeneration Task & Finish Group	6	4	1	1
Leisure Services				
Community Youth Partnership	4	3	1	0
3G Pitch Steering Group	3	2	1	0
Planning and Community Committee				
Cycling in Woodley Working Party	6	4	1	1

Committee	No. of Seats	Conservative	Liberal Democrat	Labour
Full Council				
Bulmershe SULV Joint Working Party	2 (plus named substitute)	2	0	0
Urgency Committee	The Members of the Urgency Committee are set by Standing Orders.			

Investments Working Party - Terms of Reference

Parent Committee: Strategy and Resources Committee

Overall purpose

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

Membership of the working party

There shall be at least four members of Council appointed to the working party. Officers will be in attendance at all meetings.

Meetings

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

Terms of operation

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

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

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

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

Risk Management Working Party - Terms of Reference

Parent Committee: Strategy and Resources Committee

Overall purpose

To review and monitor the risk management strategy and process and make any recommendations to the Strategy and Resources Committee on these matters.

Membership of the working party

There shall be at least three members of Council appointed to the working party. Officers will attend the meetings of the working party, as appropriate.

Meetings

Meetings of the working party will take place at least four times a year. Additional meetings may be organised, as appropriate and necessary.

Terms of operation

To have general oversight of the Council's risk management process.

To 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 to the Strategy and Resources Committee.

To identify, analyse and prioritise risks.

To determine responsibilities and actions to control risks.

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

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

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

The Catering Partnership – Terms of Reference

Parent Committee: Strategy and Resources Committee

Overall purpose

The aim of the Partnership is to support the catering working partnership through monthly management meetings and information exchange, and to provide longer term data and plans to the Strategy and Resources Committee. The role of the Panel is definitively one of support and monitoring (ie it will not seek to involve itself in or control specific operational issues).

Membership of the panel and meetings

The Partnership will meet every two months and will comprise at least one of the two original directors/principals from Brown Bag, WTC managers, Brown Bag Managers and **five Members of Woodley Town Council**.

Meetings

The meetings are intended to be highly operational meetings and must include operational staff.

Each month, trading figures will be prepared by representatives from Brown Bag and provided to the partnership meetings and Strategy and Resources Committee.

The inaugural meeting(s) of the Partnership should include priority agenda items as follows

- Directions from the Partnership
- Bar management, licensees and associated matters
- Policies and Procedures not yet in place but required (listed, prioritised and allocated as tasks, as appropriate) including training and development, volunteering, grievance and disciplinary
- How Brown Bag and WTC will work together and separately to promote and market the Catering operation overall, and outlining fair and reasonable approaches to resourcing this
- An approach to creating a clearer identity for the café
- Workflows (including invoicing, management accounting, bookings and the functioning of the partnership)
- A volunteering strategy and plan
- A comprehensive quality framework (including compliance specifications in the Contract – such as the Health and Safety File, performance indicators, customer feedback from all areas of the catering operation, reporting)
- Financial projections for the coming year (including staffing structure and equipment)
- Plans and developments for the coming year and beyond
- Contingency/ risk plans for the priority activities

Standing Orders and Financial Regulations Working Party - Terms of Reference

Parent Committee: Strategy and Resources Committee

Overall purpose

The working party's purpose is to review the Council's standing orders, the powers and duties of the committees and the financial regulations, in line with legislation and any other relevant matters, and to recommend any changes to these documents to the Strategy and Resources Committee.

Final approval of these documents is required by Council.

Membership of the working party

The working party will be made up of four members of Council.

The Town Clerk will attend meetings of the working party.

Meetings

Meetings of the working party will take place as necessary to meet the overall purpose.

Terms of operation

To provide reports of meetings to the Strategy and Resources Committee.

To make recommendations to the Strategy and Resources Committee (final approval required by Council) on amendments to the Council's Standing Orders, the committees' powers and duties and the financial regulations, as appropriate.

The order of priority for the work of the working party shall be:

1. Standing orders and the powers and duties of standing committees.
2. Financial regulations.

PR/Marketing Working Group - Terms of Reference

Parent Committee: Strategy and Resources Committee

Overall purpose

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

Membership of the working group

There shall be at least four members of Council appointed to the working party. Officers will be in attendance at all meetings, including the PR/Marketing Coordinator, the Town Clerk and/or Deputy Town Clerk.

Meetings

Meetings of the working group shall take place at least quarterly.

Terms of operation

To receive and consider proposals relating to the Council's PR and marketing strategies and programmes.

To receive advice from the PR/Marketing Coordinator on the Council's marketing and PR activities and future proposals.

To generate and initiate marketing proposals and new opportunities to promote the Council's business and activities.

To review and make recommendations to the Strategy and Resources Committee or Council on PR and marketing activities/strategies, as appropriate.

To support and be involved with arrangements for community activities eg Woodley Carnival, WW1 commemoration, Centre Stage events.

To consider any other matters relating to the Council's marketing and PR activities and make recommendations to the Strategy and Resources Committee for decision.

Personnel Sub Committee - Terms of Reference

Parent Committee: Strategy and Resources Committee

Overall purpose

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

Membership of the working party

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

Meetings

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

Terms of operation

To receive reports and advice from officers on matters relating to the staff establishment, job descriptions, pay scales, personnel policies, training and other terms and conditions where appropriate and in line with Standing Order 33 b) which states:

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

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

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

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

The panels for any appointments to be made by councillors, as set out in Standing Order 33 c)*, will be formed from the membership of the Personnel Sub Committee and the Strategy and Resources Committee, where practicable. (The appointment of the Town Clerk to be made by Full Council)

* the following management posts Deputy Town Clerk, Committee Officer, Leisure Services Manager, Grounds Maintenance Manager).

Climate Emergency Working Party – Terms of Reference

Parent Committee: Strategy and Resources Committee

Overall purpose

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

Membership of the working party

There shall be at least three members of Council appointed to the working party. Officers will attend the meetings of the working party, as appropriate.

Meetings

Meetings of the working party will take place as appropriate and necessary.

Terms of operation

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

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

To publish and publicise the Climate Emergency Action Plan.

To identify opportunities for the Council to reduce its carbon footprint.

To identify and encourage wider community involvement.

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

To monitor progress on actions.

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

Town Electors Task and Finish Working Party - Terms of Reference

Parent Committee: Strategy & Resources Committee

Overall purpose

The task and finish working party's role is to review the arrangements that have been in place in holding the Town Electors meeting each year and to consider new arrangements going forward in order to attract more residents to attend the meeting.

Membership of the working party

There will be four places for members of Council appointed to the working party.

Meetings

The meetings of the working party shall take place in the run up to the 2021 Town Electors meeting (date yet to be confirmed)

Terms of operation

To review how the Town Electors has operated in past years.

To consider ideas/arrangements/alternative structures to attract more residents to attend the 2021 Town Electors meeting and future meetings.

To consider how, for future Town Electors meetings, residents could be involved in suggesting/identifying items of interest relating to the town which could be discussed at the meetings.

To make recommendations to the Strategy and Resources Committee at its meeting on 27 April 2021 and to present a final proposal to Full Council on 4 May 2021 on proposals for the 2021 Town Electors meeting and future Town Electors meetings.

Woodford Park Leisure Centre Regeneration Task and Finish Group - Terms of Reference

Parent Committee: Strategy and Resources Committee

Purpose

To discuss and explore a range of matters relating to the regeneration of Woodford Park Leisure Centre including:

- Potential new activities, their costs and their potential to raise additional income
- The potential for partnership working with Bulmershe Gym Club and Badminton England at the centre
- A review of existing facilities at the centre

Membership

Three Members from the Strategy and Resources Committee

Three Members from the Leisure Services Committee

Meetings

Meetings will take place over the municipal year and their timing will be arranged, as far as possible, to allow reporting to the Leisure Services and the Strategy and Resources Committees.

Reporting

The group will report and make any recommendations to the Strategy and Resources Committee. Minutes of the meetings will be provided to both the Leisure Services and the Strategy and Resources Committees.

Community Youth Partnership - Terms of Reference

Parent Committee: Leisure Services Committee

Overall purpose

The partnership's purposes are:

- to provide an opportunity for the exchange of information on youth services and activities in the town
- engender good working relationships between providers of youth services and activities in the town
- to enable and/or be involved in joint projects and plans to improve services and support to Woodley's young people
- to consider and make recommendations on applications to the Town Council's youth project fund

Membership of the working party

There shall be at least five members of Council and up to ten representatives of voluntary sector organisations working with young people appointed to the working party.

Chairmanship of the partnership will be held by a voluntary sector representative. The Vice Chairman will be held by a town councillor. Agendas for meetings of the partnership will be set jointly by the Chairman and Vice Chairman.

Officers will be in attendance at all meetings.

Representatives from other organisations working with or providing services and activities for young people in Woodley and other interested parties, as agreed by the working party, will be invited to each meeting of the working party.

Meetings

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

Terms of operation

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

3G Pitch Steering Group -Terms of Reference

Parent Committee: Leisure Services Committee

Overall Purpose

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

Membership of the steering group

There shall be at least 3 Councillors from Woodley Town Council appointed to the steering group. It is also a requirement of the Football Foundation that the membership include one representative of the Berks and Bucks FA, one representative from the Reading Community Trust and one representative from each of the partner clubs.

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

Officers will be in attendance at all meetings.

The Leisure Services Committee may co-opt additional members from specialist areas as deemed necessary.

Meetings

The steering group shall meet three times each year – around the beginning, middle and end of the football season.

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

Terms of Operation

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

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

To report the minutes of each meeting to the Leisure Services Committee and the Football Foundation.

To ensure that the 3G AGP remains on the FA register and is maintained in accordance with the Football Foundation Guidelines.

To ensure that the required annual monitoring and evaluation questionnaires are completed and returned to the Football Foundation.

Cycling in Woodley Working Party - Terms of Reference

Parent Committee: Planning and Community Committee

Overall purpose

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

Membership of the working party

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

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

Meetings

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

Terms of operation

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

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

Reporting arrangements

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

Overall purpose

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

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

Membership of the working party

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

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

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

The quorum will be 3 voting members.

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

Meetings

Meetings will be arranged as necessary.

Terms of operation

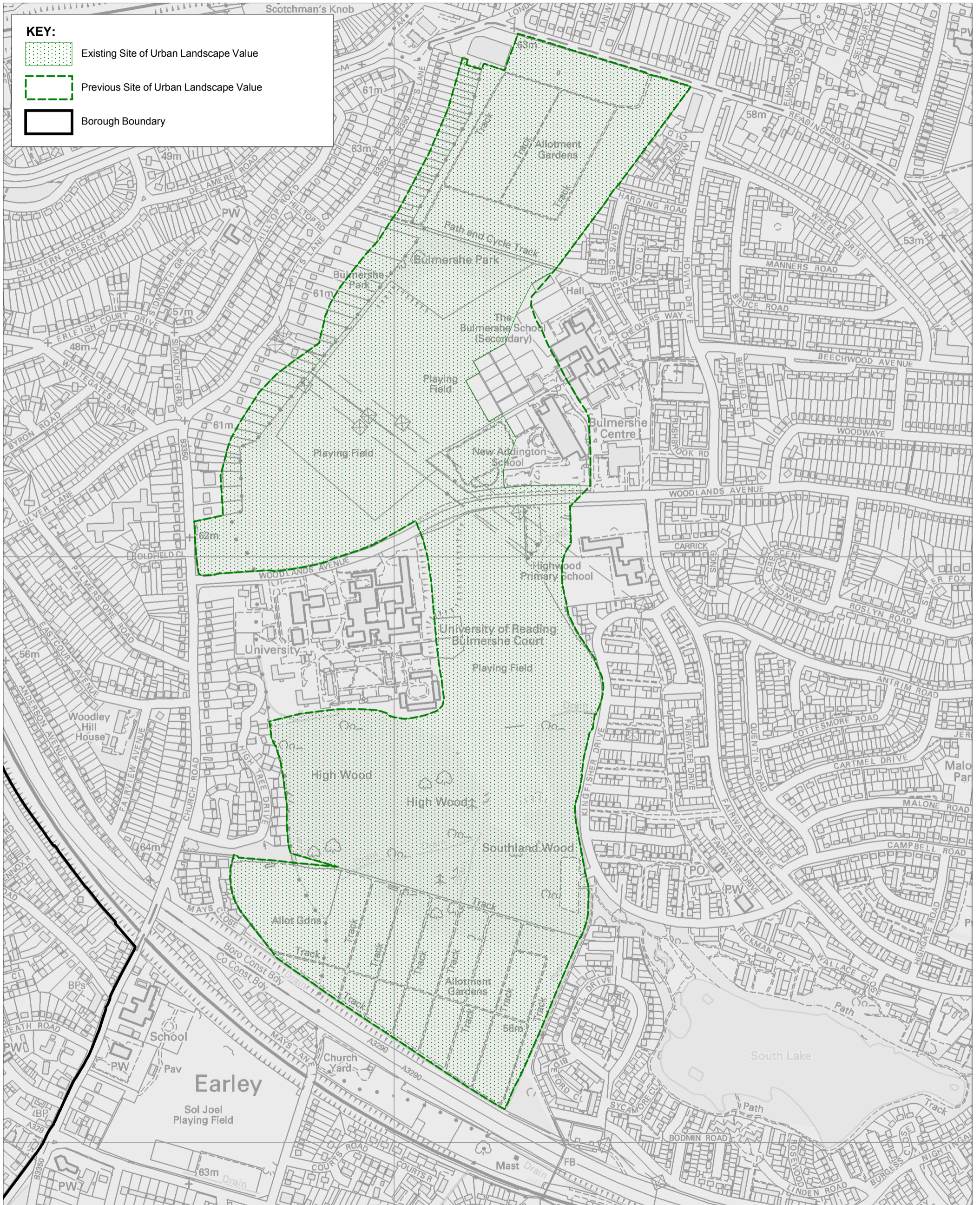
To define and maintain a joint statement on reasons for the Bulmershe SULV to exist.

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

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

LANDSCAPE DESIGNATIONS

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



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