



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

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To: **ALL MEMBERS OF THE COUNCIL**

**YOU ARE HEREBY SUMMONED to attend a Meeting of Woodley Town Council at the Oakwood Centre at 8:00pm on Tuesday 7 December 2021.**

Kevin Murray  
Deputy Town Clerk

*Before the start of the meeting Robin Cops, Vice-Chair of Arts4Wokingham, will give a short presentation about the charity.*

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#### **Town Forum**

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

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

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

1. **APOLOGIES**
2. **DECLARATIONS OF INTEREST**  
To receive any declarations of interest from Members.
3. **MINUTES OF THE COUNCIL MEETING HELD ON 28 SEPTEMBER 2021** Page 5  
To receive the Minutes of the Council Meeting held on 28 September 2021 and to approve their signing as a true and correct record.
4. **MEMBERSHIP OF STANDING COMMITTEES, WORKING PARTIES AND SUB COMMITTEES**  
To note the following changes to the membership of Standing Committees, Working Parties and Sub Committees are being implemented by the Conservative party:
  - a) **Strategy & Resources Committee**
    - Councillor Lewis to replace Councillor Gilder

**b) Risk Management Working Party**

- Councillor Horskins to be appointed to fill the vacant Conservative place

**c) Standing Orders and Financial Regulations Working Party**

- Councillor Bragg to be appointed to fill the vacant Conservative place

**d) 3G Pitch Steering Group**

- Councillor Bragg to be appointed to fill the vacant Conservative place

**e) Cycling in Woodley Working Party**

- Councillor Horskins to replace Councillor Swaddle

5. **COMMITTEE REPORTS**

To receive reports from the following:

5.1	Planning & Community Committee	5 October 2021	Page 17
5.2	Extraordinary Leisure Services Committee	7 October 2021	Page 47
5.3	Planning & Community Committee	2 November 2021	Page 49
5.4	Leisure Services Committee (The recommendation included in Minute No. 26 is due to be considered under agenda item 18)	16 November 2021	Page 55
5.5	Strategy & Resources Committee (See also <b>Appendix 5</b> in relation to Minute No. 27)	23 November 2021	Page 59 Page 75
5.6	Planning & Community Committee	30 November 2021	Page 155

6. **STANDING ORDERS AND FINANCIAL REGULATIONS WORKING PARTY MEMBERSHIP**

To note that the Liberal Democrat group have replaced Councillor Rowland with Councillor Heap on the Standing Orders and Financial Regulations Working Party.

7. **LEADER'S STATEMENT**

To receive a statement from the Leader of the Council.

8. **WOODLEY MEMORIAL RECREATION GROUND CHARITY**

To note that the Annual Return of the Woodley Memorial Recreation Ground charity was submitted on 30 November 2021.

9. **WOKINGHAM BOROUGH COUNCIL TOWN & PARISH CHARTER**

Wokingham Borough Council has issued an updated Charter between the Town and Parish Councils of Wokingham and Wokingham Borough Council. **(Appendix 9).**

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Members are asked to consider whether to sign up to the updated Charter.

10. **MEMBERS' ATTENDANCE DATA PUBLICATION**  
 To consider whether to publicise data in relation to the attendance of Members at Full Council and Committee meetings.
- Information is currently available in the public domain by way of comparing attendance records from minutes with Committee membership records, however this is not easy to collate. It is recommended that Members' attendance data, as set out in the example at **Appendix 10**, be publicised online on the Town Council website and updated following each meeting. Page 178
11. **HYBRID MEETING EQUIPMENT**  
 To consider **Report No. FC 2/21**. Page 182
12. **PERSONNEL MATTER**  
 To consider **Report No. FC 3/21**. Page 184
13. **NOTICE OF MOTION (MOTION NO. 70)**  
 To consider the following motion submitted by Councillor Doyle and received in accordance with Standing Order 12a:
- "In August 2014 government altered its rules concerning the recording of public meetings of Town and Parish Councils. These changes extended the rules that already applied to primary councils to Town and Parish councils in that the public or press were free to record and broadcast the proceedings as they took place.
- Standing Order 1. f. presently states "Photographing, recording, broadcasting or transmitting the proceedings of a meeting by any means is not permitted without the Council's prior (written) consent".
- This directly contradicts the rules established in August 2014 which do not require any prior permission.
- The Labour and Independent Group resolve that:
- The Standing Order 1. f. is corrected to meet the rules applying to the recording of proceedings as laid down in the 'Open and Accountable Local Government 2014 Guide'. (**Appendix 13**)" Page 186
14. **NOTICE OF MOTION (MOTION NO. 71)**  
 To consider the following motion submitted by Councillor Doyle and received in accordance with Standing Order 12a:
- "The Labour and Independent Group resolve that:
- All future public meetings of the council are recorded by the council using either electronic audio or filming equipment. These recordings will be available to all councillors and the public on request. This information will be posted on the council website alongside the written minutes.
- Two versions of the recorded meetings will be retained, one available to councillors and one available to the public. The difference will be that elements deemed confidential will be edited from the public version.
- The rules and guidance that apply to recording and broadcasting by the public or press will apply to the recording made and provided by the council."

15. **OUTSIDE BODIES**  
a) To note that Councillor Nagra has stepped down as the Town Council representative to the Wokingham Borough / Parish Working Group. Councillor McCann remains the appointed deputy.  
b) To appoint a Council representative to the Wokingham Borough / Parish Working Group.  
c) To receive any reports from Town Council representatives on outside bodies. ***(Appendix 15c)*** Page 219
16. **TOWN MAYOR'S ENGAGEMENTS**  
To note the engagements attended by Councillor Sartorel as Town Mayor and Councillor Gilder as Deputy Town Mayor since the last meeting. ***(Appendix 16)*** Page 226
17. **FUTURE AGENDA ITEMS**  
To consider any items for inclusion in future Council agendas.
18. **EXCLUSION OF PUBLIC AND PRESS**  
**To resolve that in line with Standing Order 1c), in view of the confidential nature of the business about to be transacted in relation to a contractual matter and a personnel matter, it is advisable in the public interest that the public and press are temporarily excluded and they are asked to withdraw for items 19 and 20 on the agenda.**
19. **WOODFORD PARK DESTINATION PLAY AREA**  
To consider **Report No. FC 4/21.** Page 227
20. **DELEGATED POWERS IN THE ABSENCE OF THE PROPER OFFICER**  
To consider **Report No. FC 5/21.** Page 253

**Minutes of a Meeting of the Town Council held at the Oakwood Centre on  
Tuesday 28 September 2021 at 8 pm**

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**Present:** *Councillors J. Sartorel (Chairman); J. Anderson; D. Bragg;  
A. Chadwick, J. Cheng; M. Doyle; M. Forrer; K. Gilder; A. Heap;  
R. Horskins; C. Jewell; V. Lewis; M. Nagra; B. Rowland;  
R. Skegg; D. Smith; B. Soane; A. Swaddle; P. Wicks*

**Officers present:** *K. Murray, Deputy Town Clerk; M. Filmore, 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 reported in **Appendix A**.*

34. **APOLOGIES FOR ABSENCE**

Apologies were received from Councillors N. Al-Sanjari, K. Baker, S. Brindley, M. Green and S. Rahmouni.

35. **DECLARATIONS OF INTEREST**

There were no declarations of interest made by Members.

36. **ACCEPTANCE OF OFFICE**

**RESOLVED:**

- ◆ To note that Councillor Vin Lewis has been duly elected to the Town Council and has signed the declaration of acceptance of office as required by law.

37. **COMPOSITION OF THE COUNCIL**

37.1 **RESOLVED:**

- ◆ To note that Councillors Al-Sanjari, Nagra and Doyle have formed a Labour and Independent Group.

37.2 **RESOLVED:**

- ◆ To note the current composition of the Council is as follows:  
17 Conservative Members, 5 Liberal Democrat Members, 3 Labour and Independent Members.

37.3 **RESOLVED:**

- ◆ To note the new composition of the Council reduces the Liberal Democrat allocation on the Planning & Community Committee from 3 to 2 places.

37.4 It was proposed by Councillor Jewell, seconded by Councillor Bragg, and:

**RESOLVED:**

- ◆ To reduce the number of places on the Planning & Community Committee from 12 to 9, with the proportional split being:
  - Conservative – 6 places (reduced from 8)
  - Liberal Democrat – 2 places (reduced from 3)
  - Labour and Independent – 1 place

Voting: For: 18 Against: 0 Abstentions: 0

Councillor Bragg confirmed that the two Conservative Members to withdraw from the Committee would be Councillors Baker and Gilder.

Councillor Jewell confirmed that the Liberal Democrat Member to withdraw from the Committee would be Councillor Heap, although Councillor Heap would be keen to continue attending meetings. The Chairman of the Committee, Councillor Wicks, confirmed he would be happy for Councillor Heap to attend and contribute to discussions, albeit he would not be able to vote on any formal decisions.

38. **MEMBERSHIP OF STANDING COMMITTEES**

**a) Leisure Services**

**RESOLVED:**

- ◆ To note that Councillors Horskins and Lewis have been appointed to the Leisure Services Committee in place of Councillors Baker and Soane.

**b) Planning & Community Committee**

**RESOLVED:**

- ◆ To note that Councillor Soane has been appointed to the Planning & Community Committee to fill the vacant Conservative place on the Committee.

39. **VICE CHAIRMAN OF LEISURE SERVICES COMMITTEE**

Standing Order 4(d) requires that members of the Leisure Services Committee appoint the Vice Chairmen of the standing committee.

It was proposed by Councillor Bragg, seconded by Councillor Swaddle, and

**RESOLVED:**

- ◆ To appoint Councillor Smith Vice Chairman of the Leisure Services Committee for the rest of the municipal year.

Voting: For: 5 Against: 0 Abstentions: 2

40. **MEMBERSHIP OF THE 3G PITCH STEERING GROUP**

**RESOLVED:**

- ◆ To note that Councillor Lewis has been appointed to the 3G Pitch Steering Group in place of Councillor Baker.

41. **MINUTES OF COUNCIL MEETING HELD ON 22 JUNE 2021**

The Town Mayor presented the minutes of the Council meeting held on 22 June 2021.

**RESOLVED:**

- ◆ To approve the minutes of the Council meeting held on 22 June 2021 and that they be signed by the Mayor as a correct record.

Voting: For: 17 Against: 0 Abstentions: 1

42. **COMMITTEE REPORTS**

42.1 **Minutes of the Extraordinary Strategy and Resources Committee: 3 August 2021**

Councillor Chadwick presented the minutes of the Extraordinary Strategy and Resources Committee meeting held on 3 August 2021.

**RESOLVED:**

- ◆ To receive the minutes of the Extraordinary Strategy and Resources Committee meeting held on 3 August 2021.

Voting: For: 11 Against: 0 Abstentions: 6

**42.2 Minutes of the Leisure Services Committee: 31 August 2021**

Councillor Bragg presented the minutes of the Leisure Services Committee meeting held on 31 August 2021.

The Deputy Town Clerk confirmed that neither an indicative cost for the replacement of electrical wiring, nor for the renewal or replacement of gym equipment at Woodford Park Leisure Centre had been received yet. Once received, a decision may need to be taken prior to the next scheduled Leisure Services Committee meeting.

In response to a query about the progress of the Town Centre Garden, the Deputy Town Clerk confirmed there was currently a capacity issue within the Grounds team but that a significant update should be available soon.

Members noted a concern with the lack of progress regarding an updated Community Youth Partnership (CYP) strategy. The Chairman of the Leisure Services Committee, Councillor Bragg, expressed the Committee's sincere thanks to Just Around the Corner (JAC) for continuing to provide a service to residents of Woodley without funding from the Town Council. The Deputy Town Clerk confirmed that a further meeting of the wider CYP group would take place shortly to review an updated draft strategy, with the final document due to be considered by the Leisure Services Committee, the Strategy and Resources Committee, and Full Council in the next round of meetings taking place in November and December 2021.

**RESOLVED:**

- ◆ To receive the minutes of the Leisure Services Committee meeting held on 31 August 2021.

Voting: For: 13 Against: 0 Abstentions: 4

**42.3 Minutes of the Strategy and Resources Committee: 14 September 2021**

Councillor Chadwick presented the minutes of the Strategy and Resources Committee meeting held on 14 September 2021.

Councillor Jewell raised a point of accuracy regarding minute 13, which stated:

"It was also noted that there was no community engagement included in the action plan"

Councillor Jewell highlighted that an action plan presented to the Strategy and Resources Committee on 15 September 2020 included details of community engagement. The Committee Officer commented that this minute recorded comments made in relation to an Action Plan update document provided with the agenda which did not mention of community engagement. It was agreed that the accuracy of this minute would be considered at the next meeting of the Strategy and Resources Committee.

Councillor Nagra requested for it to be minuted that at the meeting of the Strategy and Resources Committee he had advised everyone that the reason he chose to sit with members of the public was due to the behaviour of the Chairman at previous meetings.

**RESOLVED:**

- ◆ To receive the minutes of the Strategy and Resources Committee meeting held on 14 September 2021.

Voting: For: 11 Against: 0 Abstentions: 6

At this point Councillor Rowland apologised to all Members of the Council and to the public of Woodley for the language and behaviour of a Member who had attended the Strategy and Resources Committee meeting. She stated that it was not behaviour expected of an elected Member and that she distanced herself from the Member, who was not a member of the Committee, and their behaviour.

43. **AUDIT 2020/21**

The Deputy Town Clerk presented the audited Annual Governance and Accountability Return for 2020/21.

**RESOLVED:**

- ◆ To receive the external auditor's opinion on the audit of the 2020/21 Annual Governance and Accountability Return.

Voting: For: 16 Against: 0 Abstentions: 2

- ◆ To adopt the audited Annual Governance and Accountability Return for 2020/21.

Voting: For: 17 Against: 0 Abstentions: 0

- ◆ To note that the Notice of Conclusion of Audit had been displayed on public noticeboards at the Oakwood Centre and on the Council's website from 10 September 2021.

44. **LEADER'S STATEMENT**

No Leader's statement was provided at the meeting.

45. **CONTINUATION OF BRIEFING NOTES AND VIRTUAL BRIEFING MEETING**

Members discussed whether the Council should continue to be provided with briefing notes and run virtual briefing meetings in lieu of formal, in-person meetings where the relevant standing committee, sub committee or working party were not required to make any formal decision.

It was noted that virtual meetings had many benefits, including environmental benefits and convenience. However virtual briefing meetings had not been open to the public and this was noted as a significant concern. It was also noted that some Members had health concerns which made attending in person a risk.

Following a query the Deputy Town Clerk confirmed that Officers were reviewing potential technological solutions which may enable the Council to hold hybrid meetings. However, any Member not physically present would not be permitted to vote so this would need to be considered.



The Deputy Town Clerk also confirmed that the 6 month attendance rule would still need to be adhered to. Any decision to continue holding virtual briefing meetings may reduce the opportunity for Members to meet the attendance requirement.

Following a vote, it was:

**RESOLVED:**

- ◆ To cease providing briefing notes and holding virtual briefing meetings, and return to holding in-person meetings for all meetings.

Voting: For: 10 Against: 6 Abstentions: 2

46. **EARLEY STATION BRIDGE**

Members discussed the summary notes, provided by Councillor Wicks, following the meeting held by Wokingham Borough Council on 6 September 2021, and highlighted a number of concerns regarding the replacement of the bridge.

It was noted that the bridge is a significant thoroughfare for residents of Woodley; not only for those accessing Earley Station but also those who access bus routes to Reading. Alternative crossing points, such as the nearby subway, were deemed to have safety concerns. There were also concerns about the need for the bridge to provide DDA compliant access to Earley Station for disabled residents.

**RESOLVED:**

- ◆ To note the summary notes, provided by Councillor Wicks, following a meeting held by Wokingham Borough Council on 6 September 2021 regarding the replacement of the existing bridge from Kingfisher Drive, Woodley, to Earley Station.
- ◆ To include this matter as an item on the agenda for the next Planning and Community Committee meeting, due to be held on 5 October 2021.

47. **NOTICE OF MOTION (MOTION NO. 68)**

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

"The Town Council is requested to petition Wokingham Borough Council for further protection of Bulmershe Park as a local Town Green (Reference: The Commons Act 2006 and voluntary dedication of land as a town or village green, Defra March 2012). Significant adjoining unsympathetic development over the years has resulted in visual intrusion and damaged landscape adjoining Bulmershe Field. In the context of declared climate emergency and the run up to COP26, a programme of enhancement based upon a considered landscape strategy is now essential.

Woodley Town Council welcomed the re-designation of Bulmershe Field and Bulmershe Park as Local Green Space in the draft Borough Local Plan Update. The Field forms part of the wider SULV identified in the existing and emerging Local Plans for the area, where the landscape is not only to be protected from the impact of harmful development within and adjoining the land; but it is the Borough Council's intention to enhance *'this important area of informal open, green space, alongside recreational opportunities and valuable habitats.'* (Draft Plan para 10.57)

We are now seeking further protection through a strategy to adopt Bulmershe Park as a community asset in the form of a Town Green.

Our aim is to ensure the long-term protection of the Park; to maintain and improve it as a community asset; to create a wildlife corridor (that encompasses an

established bluebell wood, a community orchard and extends into Highwood); to introduce a policy for appropriate indigenous tree planting (as part of the Borough's plan to plant 250,00 trees) and proper long-term maintenance.

As owners of the land, WBC has the powers under section 15 (8) of the Commons Act 2006 to **voluntarily** dedicate the land as a Town Green by applying to have it included in the register of town or village greens. As such the area will continue to be used for recreational purposes (dog walking, picnicking, kite flying, informal fitness, playing games) and would have the statutory protection against damage, encroachment or inclosure\*.

Application is by Form CA9: [FORM CA9: Application for the registration of a town or village green \(publishing.service.gov.uk\)](https://publishing.service.gov.uk)

In taking this forward, 'Friends of Bulmershe Open Space' would be happy to work with the Borough and Town Councils and other interested organisations to produce an 'Open Space Strategy and Management Plan' and to ensure the implementation of the Borough's landscape enhancement policy TB22.

\* Town and village greens (T&VG) are protected by section 12 of the [Inclosure Act 1857](#) and section 29 of the [Commons Act 1876](#). Section 12 makes it a criminal offence to do anything which injures a green or interrupts its use as a place for exercise and recreation. Section 29 also makes it an offence to permanently encroach upon or enclose a green, or to build upon or disturb the soil of a green otherwise than with a view to its better enjoyment.

It is not possible to apply for consent under section 38 of the [Commons Act 2006](#) to carry out works on a T&VG unless it is subject to a scheme of management under the [Metropolitan Commons Act 1866](#) or [Commons Act 1899](#), or to a Provisional Order Confirmation under the [Commons Act 1876](#). Even where there is such a scheme or Act consent under section 38 does not authorise works which constitute an offence under sections 12 or 29."

Councillors Jewell, Smith, Rowland, Skegg and Heap spoke in favour of the motion. Councillors Wicks, Swaddle and Bragg spoke against the motion.

Following a vote, it was

**RESOLVED:**

- ◆ That the motion be carried.

Voting: For: 10 Against: 5 Abstentions: 2

Councillor Swaddle left the meeting.

48. **NOTICE OF MOTION (MOTION NO. 69)**

48.1 **RESOLVED:**

- ◆ To suspend Standing Orders 12 a) and 12 b) to allow consideration of this motion at this meeting despite it not being received by 12 midnight on the twelfth day before the day of the meeting.

Voting: For: 16 Against: 0 Abstentions: 0

48.2 The following motion was proposed by Councillor Bragg and seconded by Councillor Chadwick:

“Woodley Town Council notes the Public Notice in the Wokingham Paper published on Thursday 9th September page 31 relating to car park charges. This Traffic Regulation Order or TRO has item 2.e which says:

- e. in the car parks listed in Schedule 1 to this Notice, extend the existing daily:*
  - i. charging hours to 'at all times';*
  - ii. opening hours to Mondays-Sundays (including bank holidays)*

and covers all four Woodley Car Parks.

Such a Public Notice is a legal requirement for any changes in Car Park charges and provides a legal obligation to consult residents on the proposals.

This Council notes that whilst there is currently no charges beyond 6pm and none at all on Sundays this section of the TRO allows such an introduction in the future without any consultation as a TRO will not be needed anymore.

The Executive Member in charge of Highways has publicly confirmed that such an action is required in order to take action on anti-social behaviour in these car parks which is in direct contradiction with reasons for installing CCTV in the car parks. It has been publicly stated that the CCTV will, as one of their functions, monitor for anti-social behaviour and make such recordings available to the police as evidence for any police action. If CCTV can already help the police to take action on anti-social behaviour then why is there any need for item 2.e.

Woodley Town Council strongly objects to this part of the proposal for the following reasons:

- It is not needed for action to be taken on anti-social behaviour as the CCTV already provides that facility
- It removes the requirement to publicise any potential change to car park charges ahead of implementation
- It removes the legal need for any residents consultation in the future which is anti-democratic

If agreed then we will ask the Deputy Town Clerk to take the following actions:

- Submit the objections listed above to Traffic Management Team, Place & Growth, PO Box 153, Shute End, Berkshire. RG40 1WL by the 7th October
- Arrange for a corresponding press release to be created and issued to reflect our objection
- Arrange for suitable posts reflecting our objections to be posted on the four Woodley Facebook groups

I urge you to support this motion.”

Councillors Bragg, Gilder, Skegg, Doyle, and Smith spoke in favour of the motion.

The following amendment was proposed by Councillor Jewell and seconded by Councillor Nagra:

“Woodley Town Council notes the Public Notice in the Wokingham Paper published on Thursday 9th September page 31 relating to car park charges. This Traffic Regulation Order or TRO has item 2.e which says:

- e. in the car parks listed in Schedule 1 to this Notice, extend the existing daily:*

- i. charging hours to 'at all times';*
- ii. opening hours to Mondays-Sundays (including bank holidays)*

and covers all four Woodley Car Parks.

Such a Public Notice is a legal requirement for any changes in Car Park charges and provides a legal obligation to consult residents on the proposals.

This Council notes that whilst there is currently no charges beyond 6pm and none at all on Sundays this section of the TRO allows such an introduction in the future without any consultation as a TRO will not be needed anymore.

The Executive Member in charge of Highways has publicly confirmed that such an action is required in order to take action on anti-social behaviour in these car parks which is in direct contradiction with reasons for installing CCTV in the car parks. It has been publicly stated that the CCTV will, as one of their functions, monitor for anti-social behaviour and make such recordings available to the police as evidence for any police action. If CCTV can already help the police to take action on anti-social behaviour then why is there any need for item 2.e.

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- It removes the requirement to publicise any potential change to car park charges ahead of implementation
- It removes the legal need for any residents consultation in the future which is anti-democratic

If agreed then we will ask the Deputy Town Clerk to take the following actions:

- Submit the objections listed above to Traffic Management Team, Place & Growth, PO Box 153, Shute End, Berkshire. RG40 1WL by the 7th October
- Arrange for a corresponding press release to be created and agreed by all Group leaders and issued to reflect our objection
- Arrange for suitable posts as agreed by all Group leaders reflecting our objections to be posted on the four Woodley Facebook groups
- Encourage residents to make their objections known to the Traffic Management Team.

I urge you to support this motion.”

Following a vote, it was

**RESOLVED:**

- ◆ That the amendment be agreed.

Voting: For: 17 Against: 0 Abstentions: 0

48.3 A vote was then taken on the substantive motion.

**RESOLVED:**

- ◆ That the substantive motion, as follows, be agreed:

“Woodley Town Council notes the Public Notice in the Wokingham Paper published on Thursday 9th September page 31 relating to car park charges. This Traffic Regulation Order or TRO has item 2.e which says:

- e. *in the car parks listed in Schedule 1 to this Notice, extend the existing daily:*
  - i. *charging hours to 'at all times';*
  - ii. *opening hours to Mondays-Sundays (including bank holidays)*

and covers all four Woodley Car Parks.

Such a Public Notice is a legal requirement for any changes in Car Park charges and provides a legal obligation to consult residents on the proposals.

This Council notes that whilst there is currently no charges beyond 6pm and none at all on Sundays this section of the TRO allows such an introduction in the future without any consultation as a TRO will not be needed anymore.

The Executive Member in charge of Highways has publicly confirmed that such an action is required in order to take action on anti-social behaviour in these car parks which is in direct contradiction with reasons for installing CCTV in the car parks. It has been publicly stated that the CCTV will, as one of their functions, monitor for anti-social behaviour and make such recordings available to the police as evidence for any police action. If CCTV can already help the police to take action on anti-social behaviour then why is there any need for item 2.e.

Woodley Town Council strongly objects to this part of the proposal for the following reasons:

- It is not needed for action to be taken on anti-social behaviour as the CCTV already provides that facility
- It removes the requirement to publicise any potential change to car park charges ahead of implementation
- It removes the legal need for any residents consultation in the future which is anti-democratic

If agreed then we will ask the Deputy Town Clerk to take the following actions:

- Submit the objections listed above to Traffic Management Team, Place & Growth, PO Box 153, Shute End, Berkshire. RG40 1WL by the 7th October
- Arrange for a corresponding press release to be created and agreed by all Group leaders and issued to reflect our objection
- Arrange for suitable posts as agreed by all Group leaders reflecting our objections to be posted on the four Woodley Facebook groups
- Encourage residents to make their objections known to the Traffic Management Team.

I urge you to support this motion.”

Voting: For: 17 Against: 0 Abstentions: 0

#### 49. **OUTSIDE BODIES**

##### 49.1 **RESOLVED:**

- ◆ To note that both the Sandford Farm (Loddon Park) Liaison Group, and the Woodley and North Earley Community Forum had disbanded.

- 49.2 **RESOLVED:**  
◆ To note that Councillor Swaddle has stepped down as the Town Council representative to Readibus.

49.3 It was proposed by Councillor Jewell, seconded by Councillor Rowland, and

**RESOLVED:**

- ◆ To appoint Councillor Heap as the Town Council representative to Readibus for the rest of the municipal year.

Voting: For: 17 Against: 0 Abstentions: 0

49.4 It was proposed by Councillor Bragg, seconded by Councillor Wicks, and

**RESOLVED:**

- ◆ To appoint Councillor Gilder as the Town Council representative to the Poor's Land Charity, to serve until 2022.

Voting: For: 12 Against: 0 Abstentions: 4

49.5 It was proposed by Councillor Bragg, seconded by Councillor Wicks, and

**RESOLVED:**

- ◆ To appoint Councillor Gilder as the Town Council representative to the Woodley Bowling Club Management Committee for the rest of the municipal year.

Voting: For: 12 Against: 0 Abstentions: 4

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

- Citizen's Advice Bureau report by Councillor Bragg
- Poor's Land Charity report by Councillor Cheng
- Robert Palmer Almshouses report by Councillor Rahmouni

50. **TOWN MAYOR'S ENGAGEMENTS**

The Town Mayor and Deputy Town Mayor provided Members with details of the events they had attended since the last Full Council meeting

51. **FUTURE AGENDA ITEMS**

The following future agenda items were suggested:

- Full review of the Standing Orders
- Review of the Financial Regulations

Meeting closed at 9:59 pm

**TOWN FORUM**

**28 September 2021**

Three members of the public attended the Town Forum.

Mr Millard, a local resident, thanked the Council for allowing him to speak. He explained that he had been coming to meetings since 2014, and this was the first time he had spoken. Mr Millard stated, having witnessed meetings, he was very frustrated by the things he sees which need rectifying and are not.

Mr Millard asked for the Council to explain why a total of £5,670 had been spent on professional fees regarding a tender relating to Youth Provision. The Deputy Town Clerk advised that the Council had resolved to engage a specialist consultant to provide this service as there were no expertise in this area in house. He stated the level of input required demanded professional input.

Mr Millard exclaimed that the Council needed to get its act together and sort it out. Councillor Horskins asked whether a full written answer could be provided to Mr Millard from the Deputy Town Clerk to explain the spend on these fees in more detail, to which the Chairman agreed.

Councillor Nagra enquired as to why the Herald, the Woodley Town Council newsletter, is never sent to a Committee prior to publishing. The Chairman advised that Councillor Nagra should write to ask for this item to be added on the appropriate future agendas.

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**Minutes of a Meeting of the Planning and Community Committee held at the Oakwood Centre on Tuesday 5 October 2021 at 7:45 pm**

**Present:** *Councillors: P. Wicks (Chairman); D. Bragg; C. Jewell; M; Nagra; S. Rahmouni; J. Sartorel; R. Skegg*

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

**Also present:** *Cllr A. Heap  
1 member of the public*

1. **APOLOGIES**

Apologies for absence were received from Councillors J. Cheng and B. Soane.

2. **DECLARATIONS OF INTEREST**

There were no declarations of interest made by Members.

3. **MINUTES OF THE PLANNING AND COMMUNITY COMMITTEE MEETING HELD ON 20 APRIL 2021**

**RESOLVED:**

- ◆ That the minutes of the Planning and Community Committee meeting held on 20 April 2021 be approved and be signed by the Chairman as a true and accurate record.

4. **BRIEFING NOTE – 18 MAY 2021**

**RESOLVED:**

- ◆ To note the contents of the Briefing Note circulated in lieu of the cancelled Planning and Community Committee meeting scheduled for 18 May 2021.

5. **BRIEFING MEETING – 18 MAY 2021**

In relation to a briefing meeting of the Planning & Community Committee, held virtually on 18 May 2021, the Committee:

**RESOLVED:**

- ◆ To note that the Committee had considered the current planning applications and determined to forward comments to the planning authority as detailed in **Appendix A**.

6. **BRIEFING NOTE – 15 JUNE 2021**

**RESOLVED:**

- ◆ To note the contents of the Briefing Note circulated in lieu of the cancelled Planning and Community Committee meeting scheduled for 15 June 2021.

7. **BRIEFING MEETING – 15 JUNE 2021**

In relation to a briefing meeting of the Planning & Community Committee, held virtually on 15 June 2021, the Committee:

**RESOLVED:**

- ◆ To note that the Committee had considered the current planning applications and determined to forward comments to the planning authority as detailed in **Appendix B**.
- ◆ To note that the Committee had considered the application for an increase in vehicles and trailers for use at Lee Marley Brickwork Ltd and were concerned that the increase would negatively impact neighbouring properties, as well as cause disruption to traffic on the highway.

The Committee had noted the Traffic Commissioner's Guidance, specifically that Woodley Town Council are not a statutory objector and could only submit representations against the application if the Council owned or used land within the vicinity, which it does not.

The Committee had determined to submit concerns to Wokingham Borough Council and recommended that they object to the application on the following grounds:

- Environmental – impact to neighbouring properties, caused by the increase in number of vehicles and trailers, leading to an increase in:
  - Noise
  - Fumes
  - Pollution
  - Vibration
- Non-Environmental – concerns regarding the safety of the entrance / exit arrangements from the site onto the public highway, either on Viscount Way or Headley Road East depending on access point, due to the increased number of vehicles, which would also cause a negative impact to traffic in this area.

8. **BRIEFING NOTE – 13 JULY 2021**

**RESOLVED:**

- ◆ To note the contents of the Briefing Note circulated in lieu of the cancelled Planning and Community Committee meeting scheduled for 13 July 2021.

9. **BRIEFING MEETING – 13 JULY 2021**

In relation to a briefing meeting of the Planning & Community Committee, held virtually on 13 July 2021, the Committee:

**RESOLVED:**

- ◆ To note that the Committee had considered the current planning applications and determined to forward comments to the planning authority as detailed in **Appendix C**.
- ◆ To note that the Committee had considered the South East Water Dry Weather Plan consultation and determined not to submit a response.

10. **BRIEFING NOTE – 10 AUGUST 2021**

**RESOLVED:**

- ◆ To note the contents of the Briefing Note circulated in lieu of the cancelled Planning and Community Committee meeting scheduled for 10 August 2021.

11. **BRIEFING MEETING – 10 AUGUST 2021**

In relation to a briefing meeting of the Planning & Community Committee, held virtually on 10 August 2021, the Committee:

**RESOLVED:**

- ◆ To note that the Committee had considered the current planning applications and determined to forward comments to the planning authority as detailed in **Appendix D**.
- ◆ To note that the Committee had determined to note the news release with regard to planning application 212404, submitted by Wokingham Borough Council for the development of up to 87 new homes at Winnersh Farm.
- ◆ To note that the Committee had considered Wokingham Borough Council's draft Statement of Licensing Policy Principles and determined not to submit a comment in response to the consultation.
- ◆ To note that the Committee had considered Wokingham Borough Council's Local Cycling and Walking Infrastructure Plan Consultation and determined to respond with the comments set out in **Appendix E**.

12. **BRIEFING NOTE – 7 SEPTEMBER 2021**

**RESOLVED:**

- ◆ To note the contents of the Briefing Note circulated in lieu of the cancelled Planning and Community Committee meeting scheduled for 7 September 2021.

13. **BRIEFING MEETING – 7 SEPTEMBER 2021**

In relation to a briefing meeting of the Planning & Community Committee, held virtually on 7 September 2021, the Committee:

**RESOLVED:**

- ◆ To note that the Committee had considered the current planning applications and determined to forward comments to the planning authority as detailed in **Appendix F**.
- ◆ To note that the Committee had considered the Local Bus Engagement communication from Wokingham Borough Council and had agreed that the Chairman would sound out a small group of Councillors, bus users and non-users, to gauge reviews and collate a response. It was also agreed that the Committee Officer would write to Wokingham Borough Council to understand if a response by the first week of October would still be considered.
- ◆ To note that the Committee had approved the template Goods Vehicle Operators Licence Neighbour Notification Letter circulated as part of the briefing note.
- ◆ To note that the Committee had recommended minor amendments to the draft letter to Lee Marley Brickwork Ltd circulated as part of the briefing note. It was agreed that the Committee Officer would make the amendments and send the letter.

14. **CURRENT PLANNING APPLICATIONS**

**RESOLVED:**

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

15. **PLANNING DECISIONS**

**RESOLVED:**

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

## 16. **PLANNING APPEALS**

### **RESOLVED:**

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

Application: 203540  
Location: Sandford Mill, Sandford Lane, Woodley, RG5 4TB.  
Proposal: Householder application for the proposed raised lawn to residential garden, new splayed close boarded fence, replacement gates and wooden shed. (part-retrospective)

- ◆ To note that the following appeal against the decision of Wokingham Borough Council to issue an enforcement notice has been lodged with the Secretary of State:

Application: 212790  
Location: Sandford Mill, Sandford Lane, Woodley, RG5 4TB  
Description: Alleged breach without planning permission. A) The formation of a hardstanding part of which is raised and retained by railway sleepers on the north, east and south sides. B) Erection of 2m high timber fencing and gates and associated barbed wire. Linked appeal 3277317/203540.

The appellant has appealed against the notice on the following grounds:

- That planning permission should be granted for what is alleged in the notice.
- That there has not been a breach of planning control (for example, because permission has already been granted, or it is permitted development).
- The steps required to comply with the requirements of the notice are excessive, and lesser steps would overcome the objections.
- The time to comply with the notice is too short.

## 17. **PRIOR APPROVAL SUBMISSION**

### **RESOLVED:**

- ◆ To note application 213068:

Location: 19 Roslyn Road, Woodley, RG5 3HP  
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 4m, for which the maximum height would be 3.71m and the height of the eaves 2.7m.

## 18. **TREE PRESERVATION ORDERS**

### **a) Applications for works to trees**

### **RESOLVED:**

- ◆ To note application 213013  
Location: TPO 3/1951 W3: Land to the rear of, 168 Nightingale Road, Woodley, RG5 3LZ.  
Proposal: G1, Goat Willow – cut back all over hanging branches to give 2 metre clearance.

19. **b) TPO Confirmations**

**RESOLVED:**

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

TPO 1783/20021 – Relating to land west of Lysander Close, Woodley, RG5

20. **LEE MARLEY BRICKWORK LTD - VARIATION APPLICATION FOR GOODS VEHICLE OPERATORS LICENCE – UPDATE**

**RESOLVED:**

- ◆ To note the communication from Lee Marley Brickwork Ltd received in response to the letter sent by the Planning and Community Committee in relation to the company's application for a variation to their GVOL.
- ◆ To send a letter of thanks to Lee Marley Brickwork Ltd for responding so promptly and fully to the Committee's correspondence.

21. **EARLEY STATION FOOTBRIDGE**

The Chairman informed the Committee that he had been invited by Wokingham Borough Council to a second meeting in relation to the replacement of Earley Station Footbridge. This meeting was due to take place at the beginning of November.

As yet there were no details as to how long the existing bridge would remain accessible. The Chairman stated that photographs provided at the first meeting with Wokingham Borough Council had shown concrete worn away to the reinforcements, and the metal reinforcements were significantly rusted. He confirmed that safety checks were now taking place more frequently.

Members were concerned about the disruption it would cause residents were the footbridge to be out of action for any period of time. It was also noted that the imminent need to replace the bridge hadn't yet been publicised by Wokingham Borough Council and members of the public may not be aware. The Chairman agreed to ask Wokingham Borough Council at the meeting in November what plans there were with regards to running a public consultation.

The Chairman asked Members to provide him with any additional feedback or queries they would like him to follow up on at the next meeting with Wokingham Borough Council, and the Chairman would feedback to the next appropriate Committee meeting.

22. **PUBLICATIONS/INFORMATION**

**RESOLVED:**

- ◆ To note receipt of the following:
  - Wokingham Borough Council Planning Policy newsletter – September 2021
  - Me2 newsletter – September 2021
  - Action for All e-Bulletin – April 2021

23. **FUTURE AGENDA ITEMS**

Councillor Jewell highlighted that since Woodley Town Council declared a Climate Emergency in October 2019, the Climate Emergency Working Party had only met once. In the absence of the Working Party, Councillor Jewell recommended that environmental considerations be more specifically addressed when considering future planning applications and issues. It was agreed that Councillor Jewell would provide the Committee with a short environmental check list to be considered by Members when reviewing planning applications.

There were no suggestions for specific future agenda items.

At this point Councillor Nagra left the meeting.

24. **PUBLICITY/WEBSITE**

There were no further suggestions for items to be publicised.

25. **ENFORCEMENT ISSUES**

**RESOLVED:**

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

The meeting closed at 8:52 pm

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**Observations on the following Planning Applications made at a Briefing Meeting of the Planning & Community Committee held virtually on 18 May 2021:**

<b>Application No. &amp; Address</b>	<b>Proposal</b>
<b>210933</b> 8 Wilmington Close, Woodley, RG5 4LR	REVISED APPLICATION (Previously considered at mtg on 20 April 2021) 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.  We have received revised/additional plans for the above application. The revised details show: Amended plans have been received in order to mitigate concerns originally relating to the proposal's impact on the character of the area and built form of the host dwelling.
<b>Observations:</b> The Committee once again considered this newly submitted application and felt the proposal was not materially different to the previous applications made for this property. As such the Committee recommended the application be refused on the same grounds as previously, which were: <ul style="list-style-type: none"> <li>- The proposal is out of keeping with the street scene.</li> <li>- Overdevelopment of the site, specifically the impact of the two storey extension on the neighbouring property at No. 10.</li> </ul>	
<b>211191</b> 5 Quentin Road, Woodley, RG5 3NF	Householder application for the proposed part conversion of existing garage to create habitable accommodation.
<b>Observations:</b> No objections	
<b>211262</b> 4 Warren Road, Woodley, RG5 3AP	Householder application for proposed erection of a single storey rear extension with 1 no. roof light following the demolition of existing conservatory and shed, erection of an outbuilding to the side /rear of the main dwelling, plus changes to fenestration.
<b>Observations:</b> No objections	
<b>211264</b> 50 Reading Road, Woodley, RG5 3DB	Application to vary condition 2 of planning consent 202837 for the proposed erection of a single storey rear extension including 1 no. rooflight, removal of existing balcony and replacement with juliet balcony, plus formation of a dropped kerb. Condition 2 refers to Approved details and the variation is to reinstate the existing balcony.
<b>Observations:</b> No objections	

<b>211270</b> 12 Herald Way, Woodley, RG5 4PB	Householder application for the proposed garage conversion to create habitable accommodation.
<b>Observations:</b> No objections	
<b>211290</b> 83A Loddon Bridge Road, Woodley, RG5 4AR	Application to vary condition 2 of planning consent 170319 for the proposed erection of a single detached dwelling. Condition 2 refers to the approved documents and the variation is to allow the removal of a parking space on the boundary between nos. 83 and 83A Loddon Bridge Road and erection of a 1.2metre high timber fence. (Retrospective)
<b>Observations:</b> No objections	
<b>211337</b> 55 Norton Road, Woodley, RG5 4AJ	Householder application for the proposed erection of a single storey side extension, erection of a part single part two storey rear extension with 2 no. roof lights following demolition of existing garage and conservatory.
<b>Observations:</b> No objections, subject to the planning officer being satisfied the plans provide sufficient off-road parking provision.	
<b>211339</b> 3 Rushmere Cottages, Colemans Moor Road, Woodley, RG5 4BZ	Householder application for the proposed erection of a single storey side/ rear extension with 2 no. roof lights following demolition of existing rear extension, erection of a front porch.
<b>Observations:</b> No objections	
<b>211386</b> 98 Antrim Road, Woodley, RG5 3NY	Householder application for the proposed erection of a first floor rear extension and the proposed loft conversion to create habitable space, facilitated by the insertion of 1 no. rooflight and 1 no. Juliet balcony.
<b>Observations:</b> No objections	
<b>211398</b> Former Showcase Cinema Car Park/Park & Ride Site, Loddon Bridge and The Bader Way Interchange, Loddon Bridge, Winnersh, RG41 5HG	Full application for the proposed change of use of the former car park to the storage of materials, shoring and temporary works equipment and vehicles associated with civil engineering business (Use Class B8), including welfare unit, gates and fencing.
<b>Observations:</b> No objections	



<p><b>211414</b> 103 Haddon Drive, Woodley, RG5 4LY</p>	<p>Householder application for the proposed erection of a rear conservatory with 2 no. roof lights following the demolition of existing conservatory.</p>
<p><b>Observations:</b> No objections</p>	
<p><b>211419</b> 36 Loddon Bridge Road, Woodley, RG5 4AS</p>	<p>Application to vary condition 2 of planning consent 183253 for the proposed erection of part single, part first floor side and rear extensions plus two storey rear extension to dwelling. Condition 2 refers to the approved documents and the variation is to allow the first floor element of the rear extension to be extended to the same depth as the ground floor.</p>
<p><b>Observations:</b> The Committee had no objections to the application on the condition the proposed plans do not breach the 45-degree rule, and that the proposed obscure glazed window overlooking the neighbouring property has restricted opening.</p>	
<p><b>211425</b> Land rear of, 23 Stanton Close, Earley, RG6 7DX</p>	<p>ADJOINING PARISH CONSULTATION Full planning application for the proposed erection of 1no. two bedroom detached bungalow.</p>
<p><b>Observations:</b> No comment.</p>	
<p><b>211454</b> 41 South Lake Crescent, Woodley, RG5 3QJ</p>	<p>Householder application for the proposed erection of a part single part two storey side extension, erection of a two storey rear extension and associated rear roof alterations, erection of a single storey front extension to form porch, plus changes to fenestration.</p>
<p><b>Observations:</b> No objections</p>	
<p><b>211455</b> 71 Malone Road, Woodley, RG5 3NL</p>	<p>Householder application for the proposed erection of a single storey front extension, erection of a part single part two storey side extension following demolition of existing garage, erection of a single storey rear extension with 2 no. roof lights following demolition of existing conservatory.</p>
<p><b>Observations:</b> No objections, subject to the planning officer being satisfied that there is appropriate drainage to ensure no rain water run off negatively impacts on the neighbouring property's garage.</p>	
<p><b>211490</b> 41 Colemans Moor Road, Woodley, RG5 4DG</p>	<p>Householder application for the proposed installation of a side dormer window on the south-facing roof slope.</p>
<p><b>Observations:</b> No objections</p>	

<p><b>211494</b> Woodford Park Leisure Centre, Haddon Drive, Woodley, RG5 4LY</p>	<p><b>FOR REFERENCE ONLY – WTC IS THE APPLICANT</b> Application to vary condition 8 of planning consent F/2014/1912 for the Proposed construction of an external 3G Artificial Turf Pitch (ATP) with fencing, floodlighting and a storage container, surrounded by a bund to the south and west. In addition, proposed extension of existing car park over tennis courts to provide additional 59 parking spaces. Condition 8 refers to Hours of Use and the variation is to change the operating hours of the 3G pitch to: 8am - 10pm Mondays to Thursdays.</p>
<p><b>Observations:</b> None – The Town Council is the applicant.</p>	
<p><b>211498</b> 1 Copse Mead, Woodley, RG5 4RP</p>	<p>Householder application for the proposed single storey front extension, single storey rear extension, two storey rear extension to dwelling, erection of 2no. front dormer extensions and changes to fenestration.</p>
<p><b>Observations:</b> No objections</p>	
<p><b>211513</b> 7 Sunderland Close, Woodley, RG5 4XR</p>	<p>Householder application for the proposed erection of a part single storey, part two storey side/rear extension, including garage conversion to create habitable accommodation.</p>
<p><b>Observations:</b> No objections</p>	
<p><b>211577</b> 5 Stonehaven Drive, Woodley, RG5 4DE</p>	<p>Householder application for the proposed erection of a single storey side extension and the part-conversion of existing garage to create habitable space facilitated by changes to fenestration, the insertion of 1 no. rooflight, plus alterations to existing garage roof.</p>
<p><b>Observations:</b> No objections</p>	

**Observations on the following Planning Applications made at a Briefing Meeting of the Planning & Community Committee held virtually on 15 June 2021:**

<b>Application No. &amp; Address</b>	<b>Proposal</b>
<b>211455</b> 71 Malone Road, Woodley, RG5 3NL	Householder application for the proposed erection of a single storey front extension, erection of a part single part two storey side extension following demolition of existing garage, erection of a single storey rear extension with 2 no. roof lights following demolition of existing conservatory.  We have received revised/additional plans for the above application. The revised details show: Amendments have been made to the first floor side extension's roof form to mitigate concerns related to the impact of the proposals on the character of the area.
<b>Observations:</b> No objections	
<b>211528</b> 18 Coppice Road, Woodley, RG5 3QX	Householder application for the proposed erection of single storey front, side and rear extension with 2 no. rooflights following demolition of existing garage.
<b>Observations:</b> No objections	
<b>211529</b> 62 Reading Road, Woodley, RG5 3DB	Full application for the proposed subdivision of the site and erection of a detached 3 no. bedroom dwelling following demolition of existing detached garage, with associated parking.
<b>Observations:</b> The Committee considered the proposal and recommended that the application be refused on the following grounds: <ul style="list-style-type: none"> <li>- The proposal is out of character with the street scene.</li> <li>- The proposal is out of keeping with neighbouring properties.</li> </ul>	
<b>211538</b> 37 Malone Road, Woodley, RG5 3NL	Householder application for the proposed replacement of the existing garage with a two storey extension, erection of a single storey rear extension with 2no. rooflights, and pitched roof to front and erection of a front extension to form porch, plus the addition of 4no. solar panels with changes to fenestration and internal alterations
<b>Observations:</b> No objections	
<b>211542</b> 7 Beaver Way, Woodley, RG5 4UD	Householder application for the proposed erection of a first floor side extension.
<b>Observations:</b> No objections	

<b>211586</b> 17 Lindberg Way, Woodley, RG5 4XE	Householder application for the proposed part garage conversion to create habitable accommodation.
<b>Observations:</b> The Committee considered the proposal and recommended that the application be refused on the following grounds: - The application is supported by unclear drawings – the proposal shows stairs leading to a first floor area above the garage but no existing and proposed floor plans for this first floor area are provided.	
<b>211592</b> 183 Loddon Bridge Road, Woodley, RG5 4BP	Householder application for the proposed alterations to existing Garden Room roof, plus changes to fenestration.
<b>Observations:</b> No objections	
<b>211597</b> Woodley Library and former Swimming Pool, Headley Road, Woodley, RG5 4JA	Full application for the proposed installation of 100 no. roof and 100 no. floor mounted solar panels (200 in total) and 2 no. Air Source Heat Pumps, plus associated plant enclosure.
<b>Observations:</b> The Committee support this proposal, but recommended a condition be included to ensure delivery times to the site do not clash with school drop off / pick up times at Beechwood Primary School to avoid traffic disruption.	
<b>211683</b> 6 Malone Road, Woodley, RG5 3NP	Householder application for the proposed garage conversion to create habitable accommodation, erection of a single storey rear/ side extension with 2 no. roof lights.
<b>Observations:</b> No objections	
<b>211703</b> 21 Pitford Road, Woodley, RG5 4QF	Householder application for the proposed erection of a single storey rear extension with 1 no. roof light, erection of a two storey front extension replacing existing single storey front porch, plus changes to fenestration.
<b>Observations:</b> No objections	
<b>211714</b> 124 Loddon Bridge Road, Woodley, RG5 4AW	Householder application for the proposed single storey rear extension with one roof light.
<b>Observations:</b> No objections	
<b>211751</b> 17 Harris Close, Woodley, RG5 4XH	Householder application for the proposed erection of a single storey rear and side extension with flat roof and the insertion of 1no. roof light to proposed flat roof with faux pitched roof to front elevation of side extension.
<b>Observations:</b> No objections	

<b>211761</b> 84 Millbank Crescent, Woodley, RG5 4ER	Householder application for the proposed erection of single storey front extension, single storey side/rear extension, a side/front carport and the insertion of 5 no. rooflights following demolition of existing front porch, garage and carport.
<b>Observations:</b> No objections	
<b>211776</b> 3 Sopwith Close, Woodley, RG5 4PD	Householder application for the proposed erection of a first floor side/ rear extension, plus conversion of loft space to form habitable accommodation with 3 no. roof lights to the front elevation and 1 no. flat roof dormer to the rear elevation.
<b>Observations:</b> The Committee considered the proposal and recommended that the application be refused on the following grounds: <ul style="list-style-type: none"> <li>- Overdevelopment of the plot.</li> <li>- Insufficient on-site / off road parking provision</li> </ul>	
<b>211794</b> 65 Loddon Bridge Road, Woodley, RG5 4AR	Householder application for the proposed loft conversion to form additional habitable accommodation, erection of a part single part two storey rear extension following demolition of existing outbuilding, plus changes to fenestration.
<b>Observations:</b> No objections	
<b>211798</b> 60 Millbank Crescent, Woodley, RG5 4ER	Householder application for the proposed erection of a single storey side/ rear extension.
<b>Observations:</b> No objections	
<b>211837</b> 24 Roslyn Road, Woodley, RG5 3HS	Householder application for the proposed loft conversion to form additional habitable accommodation with 1 no. flat roof dormer with 1 no. roof light to the rear elevation and 2no. roof lights to the front elevation, plus erection of a single storey rear extension.
<b>Observations:</b> No objections	
<b>211842</b> 9 Linden Road, Woodley, RG5 3QT	Householder application for the proposed single storey side and rear extension with three roof lights to create disabled accommodation.
<b>Observations:</b> No objections	
<b>211857</b> 32 Ravensbourne Drive, Woodley, RG5 4LH	Householder application for the proposed erection of a single storey front extension and two storey side extension plus changes to fenestration following the demolition of the existing detached garage.
<b>Observations:</b> The Committee considered the proposal and recommended that the application be refused on the following grounds: <ul style="list-style-type: none"> <li>- Insufficient on site / off road parking provision – the proposal increases the property size but effectively reduces the existing parking provision by removing the garage.</li> </ul>	

<p><b>211870</b> 92 Loddon Bridge Road, Woodley, RG5 4AN</p>	<p>Full application for the proposed subdivision of the site and erection of a 3 no. bedroom dwelling with associated parking and shared access, following demolition of existing rear outbuilding.</p>
<p><b>Observations:</b> The Committee considered the proposal and had no specific objections, but were concerned that the proposed shared access point between this and the neighbouring property may be insufficient to allow suitable / safe access to both properties.</p>	
<p><b>211897</b> 6 Kingfisher Drive, Woodley, RG5 3LG</p>	<p>Householder application for the proposed erection of a single storey front extension and a part single part two storey rear extension with the insertion of 2 no. rooflights, following demolition of existing conservatory, plus changes to fenestration.</p>
<p><b>Observations:</b> No objections</p>	
<p><b>211911</b> 194 Colemans Moor Road, Woodley, RG5 4DP</p>	<p>Householder application for the proposed erection of a two storey side extension following demolition of existing conservatory and single storey front extension.</p>
<p><b>Observations:</b> No objections</p>	

**Observations on the following Planning Applications made at a Briefing Meeting of the Planning & Community Committee held virtually on 13 July 2021:**

<b>Application No. &amp; Address</b>	<b>Proposal</b>
<b>211429</b> 7 Arundel Road, Woodley, RG5 4JP	Householder application for the proposed erection of a single storey rear extension with 2no. roof lights and changes to fenestration.
<b>Observations:</b> No objections	
<b>211586</b> 17 Lindberg Way, Woodley, RG5 4XE	<i>AMENDED PLANS - PREVIOUSLY CONSIDERED AT MEETING ON 15 JUNE 2021</i> Householder application for the proposed part garage conversion to create habitable accommodation. We have received revised/additional plans for the above application. The revised details show: Amended plans have been recieved which omit the proposed staircase from the proposals.
<b>Observations:</b> No objections	
<b>211661</b> 24 Manners Road, Woodley, RG5 3EA	Householder application for the proposed erection of a single storey rear extension (part retrospective).
<b>Observations:</b> No objections	
<b>211837</b> 24 Roslyn Road, Woodley, RG5 3HS	<i>AMENDED PLANS - PREVIOUSLY CONSIDERED AT MEETING ON 15 JUNE 2021</i> Householder application for the proposed loft conversion to form additional habitable accommodation with 1 no. flat roof dormer with 1 no. roof light to the rear elevation and 2no. roof lights to the front elevation, plus erection of a single storey rear extension. We have received revised/additional plans for the above application. The revised details show: Amended plans have been recieved which reduce the depth of the single storey rear extension to 4 metres in order to mitigate the case officer's overbearing concerns.
<b>Observations:</b> No objections	
<b>211881</b> 202 Kingfisher Drive, Woodley, RG5 3LQ	Householder application for the proposed erection of a two storey front extension, erection of a single storey rear extension with 2 no. roof lights, plus changes to fenestration.
<b>Observations:</b> The Committee considered the proposal and recommended that the application be refused on the grounds that the front two storey extension would be: <ul style="list-style-type: none"> <li>- out of character with the street scene; and</li> <li>- out of keeping with neighbouring properties.</li> </ul>	

<p><b>211942</b> 4 Harrier Close, Woodley, RG5 4PE</p>	<p>Householder application for the proposed erection of a single storey front extension to form porch, erection of a single storey rear extension with 1 no. roof light, conversion of the existing garage to create habitable accommodation, erection of a chimney stack to the right side elevation, plus changes to fenestration.</p>
<p><b>Observations:</b> No objections</p>	
<p><b>211957</b> 2 Tiverton Close, Woodley, RG5 3BE</p>	<p>Householder application for the proposed erection of a part single part two storey rear extension, with the insertion of 1 no. rooflight plus a single storey side extension to form a garage following demolition of existing detached garage.</p>
<p><b>Observations:</b> No objections</p>	
<p><b>211973</b> 21 Glendevon Road, Woodley, RG5 4PJ</p>	<p>Householder application for the proposed erection of a single storey rear extension with 2 no. roof lights, erection of a part single part two storey side extension, plus erection of a single storey front extension to form porch.</p>
<p><b>Observations:</b> No objections</p>	
<p><b>211985</b> Land South West Of Lakeside, Waingels Road, Charvil, RG10 0UA</p>	<p><i>ADJOINING PARISH CONSULTATION</i> Full application for the proposed erection of 1no. 5 bedroom detached dwelling</p>
<p><b>Observations:</b> No comments</p>	
<p><b>212092</b> 2 Penrose Avenue, Woodley, RG5 3PA</p>	<p>Application to vary condition 2,5 and 6 of planning consent 210421 for the 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. Condition 2 refers to Approved details, condition 5 refers to Landscaping and tree planting and condition 6 refers to the protection of trees and the variation is to allow for a minor material amendment comprising the addition of a bay window to the front elevation on the ground floor.</p>
<p><b>Observations:</b> The Committee support this proposal but noted a concern regarding the height of the boundary hedge alongside the footpath, which they wish remains sufficient to obscure the view from walkers.</p>	
<p><b>212115</b> 21 Farriers Close, Woodley, RG5 3DD</p>	<p>Householder application for the proposed erection of single storey rear extension, following demolition of existing conservatory.</p>
<p><b>Observations:</b> No objections</p>	



<b>212147</b> 104 Antrim Road, Woodley, RG5 3NY	Householder application for the proposed conversion of existing garage to create habitable accommodation and changes to fenestration.
<b>Observations:</b> No objections	
<b>212176</b> 291 Loddon Bridge Road, Woodley, RG5 4BE	Householder application for the proposed erection of a single storey rear extension with 2 no. roof lights following demolition of existing conservatory, part conversion of garage to create additional habitable accommodation with 1 no. roof light, plus insertion of 1 no. Juliet balcony to the rear elevation.
<b>Observations:</b> No objections	
<b>212177</b> 5 Triumph Close, Woodley, RG5 4AQ	Householder application for the proposed erection of a two storey rear extension, plus changes to fenestration.
<b>Observations:</b> The Committee considered the proposal and recommended that the application be refused on the following grounds: - Insufficient on-site / off-road parking provision.	
<b>212229</b> 16 Fawcett Crescent, Woodley, RG5 3HU	Householder application for the proposed single storey side and rear extension following the demolition of existing garage.
<b>Observations:</b> No objections	
<b>212263</b> 25 Warren Road, Woodley, RG5 3AR	Householder application for the proposed erection of a front extension to create a porch, following removal of canopy roof, erection of single storey side extension to form a garage, demolition of existing garage, erection of part single, part two storey rear extension following the demolition of existing conservatory, insertion of 7 no. rooflights, plus changes to fenestration and associated roof alterations.
<b>Observations:</b> No objections	
<b>212267</b> 82 Nightingale Road, Woodley, RG5 3LY	Householder application for proposed single storey front and rear extension and changes to fenestration, following demolition of existing conservatory.
<b>Observations:</b> No objections	
<b>212299</b> 98 Vauxhall Drive, Woodley, RG5 4EH	Householder application for the proposed erection of a detached single storey outbuilding.
<b>Observations:</b> The Committee considered the proposal and recommended that the application be refused on the grounds that, at 3.62 metres tall, the proposed building would be overbearing on neighbouring properties and their gardens and would impact the street scene.	

**Observations on the following Planning Applications made at a Briefing Meeting of the Planning & Community Committee held virtually on 10 August 2021:**

<b>Application No. &amp; Address</b>	<b>Proposal</b>
<b>212037</b> Land To North Of Waingels Road, Waingels College, Woodley, RG5 4RF	Full application for the proposed installation of a wastewater pumping station and associated vehicular access.
<b>Observations:</b> The Planning & Community Committee considered this application and supported the proposals, however they noted there are a small number of parking spaces on the North bound side of Waingels Road which appear to be at the entrance to the proposed site and wished to highlight that these spaces should included / replaced as part of the alterations.	
<b>212165</b> Flat, Rivermead Primary School, Loddon Bridge Road, Woodley, RG5 4BS	Full application for the proposed change of use from dwellinghouse (Use class C3) to form part of the existing State Funded School (Use class F1). The dwelling will become office use and staff rest room no external changes.
<b>Observations:</b> No objections.	
<b>212194</b> 59, Unit 3, Crockhamwell Road, Woodley, RG5 3JP	Full application for the proposed changes to fenestration.
<b>Observations:</b> No objections.	
<b>212260</b> 26 Beaver Way, Woodley, RG5 4UD	Householder application for proposed first floor side extension
<b>Observations:</b> No objections.	
<b>212309</b> 29 Redwood Avenue, Woodley, RG5 4DS	Householder application for the proposed single storey rear and side extension following demolition of existing conservatory and part demolition and conversion of garage into habitable space with the addition of 3no. roof lanterns.
<b>Observations:</b> The Planning & Community Committee considered this application and had no objections, but did note a concern about removing the existing parking provision to the side of the house and replacing with hard standing for three vehicles at the front of the house, which is not in keeping with other properties in the street and so could set a precedent.	

<b>212364</b> 15 Catalina Close, Woodley, RG5 4UG	Householder application for the proposed erection of a single storey, ground floor rear extension to create habitable space, following removal of existing porch roof, plus insertion of 2 no. rooflights.
<b>Observations:</b> No objections.	
<b>212372</b> 60 & 62 Millbank Crescent, Woodley, RG5 4ER	Full application for the proposed internal alterations to sub divide existing dwelling to create 2no. dwellings, the erection of cycle and bin stores, following demolition of existing detached garage.
<b>Observations:</b> The Committee considered the proposal and recommended that the application be refused on the following grounds: <ul style="list-style-type: none"> <li>- Out of character with the street scene</li> <li>- Out of keeping with neighbouring properties</li> <li>- Could cause a terracing effect</li> <li>- Insufficient on-site / off-road parking provision</li> <li>- Cumulative impact on the highway</li> </ul>	
<b>212373</b> 194 Colemans Moor Road, Woodley, RG5 4DP	Householder application for the proposed erection of a single storey front, side and rear extension with 2 no. roof lights to the rear elevation following the demolition of existing conservatory.
<b>Observations:</b> No objections.	
<b>212377</b> 12 South Lake Crescent, Woodley, RG5 3QW	Application to vary condition 2 of planning consent 210607 for the 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. Condition 2 refers to approved details and the variation is to extend the width of the side extension by 500mm.
<b>Observations:</b> No objections.	
<b>212394</b> 61 Welford Road, Woodley, RG5 4QS	Householder application for the proposed erection of a single storey rear extension with 4 no. roof lights following demolition of existing conservatory.
<b>Observations:</b> No objections.	
<b>212477</b> 1 Copse Mead, Woodley, RG5 4RP	Application to vary condition 2 of planning consent 211498 for the proposed single storey front extension, single storey rear extension, two storey rear extension to dwelling, erection of 2no. front dormer extensions and changes to fenestration. Condition 2 refers to the approved documents and the variation is to allow an enlargement of the rear extension by 1 metre.
<b>Observations:</b> No objections.	

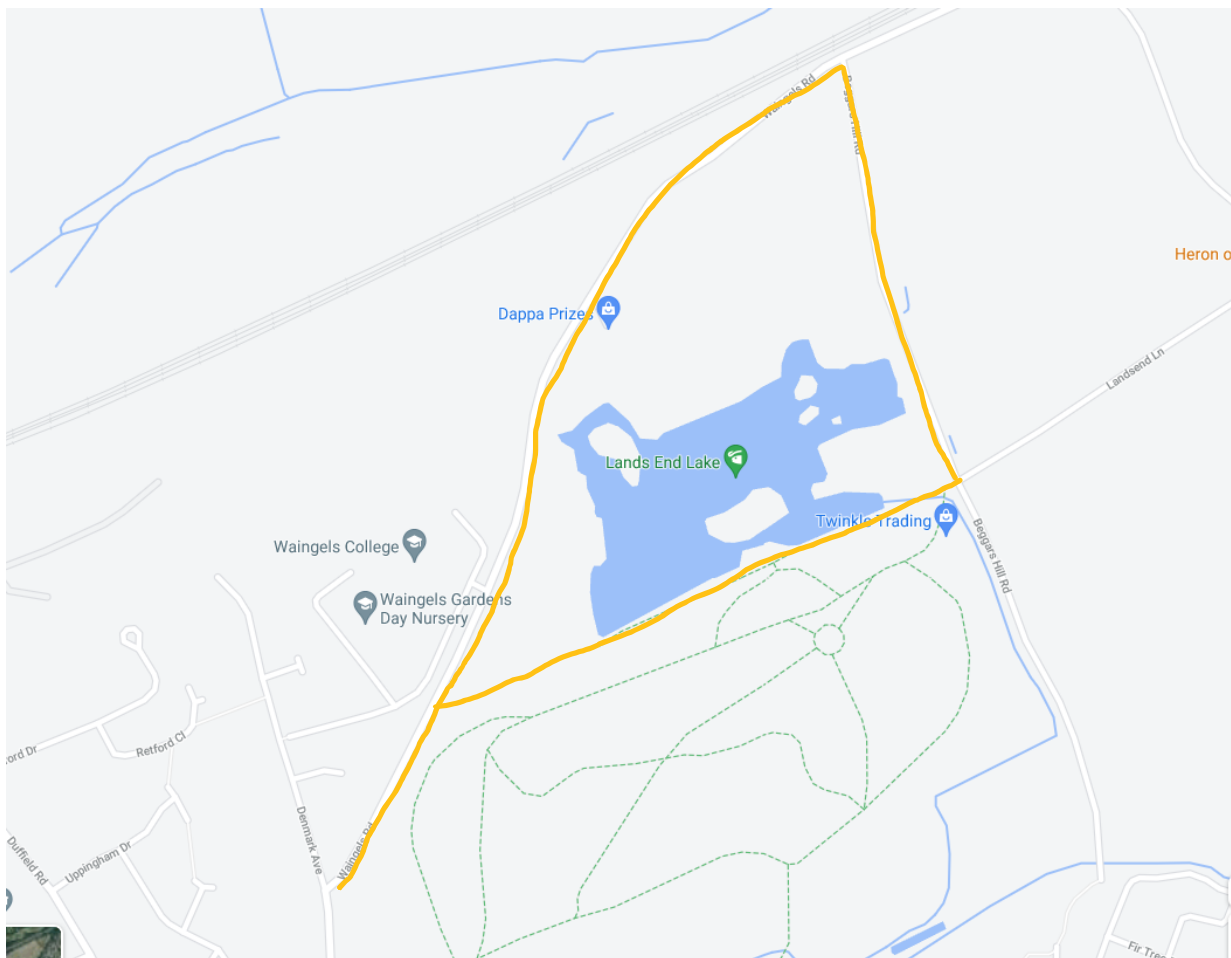
<b>212523</b> 1 Cope Mead, Woodley, RG5 4RP	Householder application for proposed erection of first-floor side extension with 4 no. roof lights, single storey front porch extension and changes to fenestration.
<b>Observations:</b> No objections.	
<b>212563</b> 5 Mollison Close, Woodley, RG5 4XG	Householder application for the proposed erection of a single storey rear extension with 1 no. roof light, part conversion of the existing garage to create additional habitable accommodation, plus changes to fenestration.
<b>Observations:</b> No objections.	
<b>212577</b> 72 Nightingale Road, Woodley, RG5 3LU	Householder application for the proposed conversion of existing garage to create habitable space, facilitated by changes to fenestration.
<b>Observations:</b> No objections.	
<b>212610</b> 62 Woodwaye, Woodley, RG5 3HB	Householder application for the proposed erection of a single storey front extension to form bay window, erection of a single storey rear extension to form orangery with 1 no. roof light, conversion of existing loft space to create additional habitable accommodation, erection of a flat roof dormer on both of the side elevations with 2 no. roof lights on the right side dormer, re-roofing and rear extension to the existing garage with 4 no. roof lights, plus changes to fenestration.
<b>Observations:</b> The Committee considered the proposal and recommended that the application be refused on the following grounds: <ul style="list-style-type: none"> <li>- Overbearing (massing) to neighbouring properties</li> <li>- Out of keeping with neighbouring properties</li> </ul>	
<b>212615</b> 5 Perth Close, Woodley, RG5 4TU	Householder application for the proposed erection of a single storey rear extension with 2 no. roof lights following demolition of existing conservatory, part conversion of existing garage to provide habitable space and changes to fenestration.
<b>Observations:</b> No objections.	
<b>212620</b> 104 Millbank Crescent, Woodley, RG5 4ER	Householder application for the proposed erection of a single storey rear extension with 1 no. roof light, erection of a single storey front extension to form porch following demolition of existing front porch.
<b>Observations:</b> No objections.	

<b>212639</b> 27 Ravensbourne Drive, Woodley, RG5 4LH	Householder application for the proposed erection of a single storey side and rear extensions with roof lights, relocation of front door and relocation of rear existing garage as new storage.
<b>Observations:</b> The Planning & Community Committee considered this application and had no objections. However they were concerned about the clarity and accuracy of the submitted plans. They noted comments from a neighbour regarding a linked garage however the plans only appear to show a separate garage to the rear of this property. There is what appear to be an interconnected structure to the front of the property which from the street view appears to be a garage, however this structure is not clearly shown in the plans.	

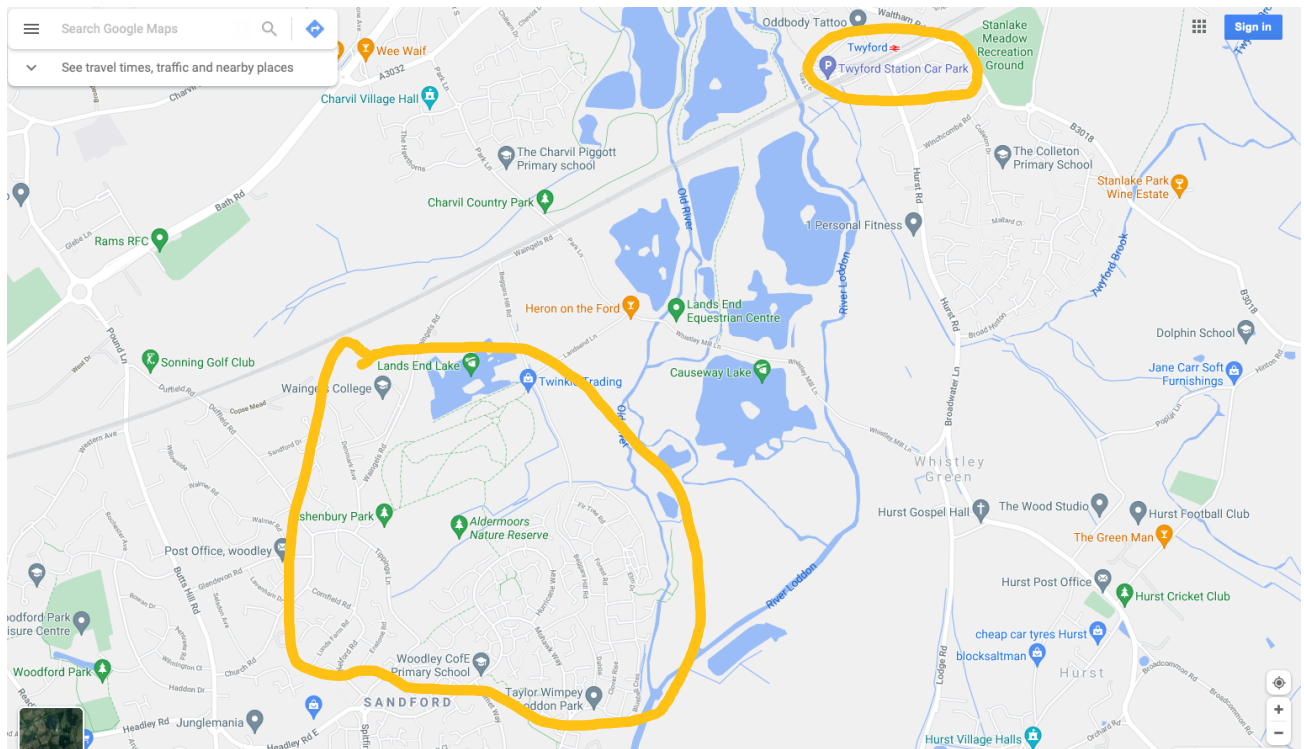
**Woodley Town Council’s Response to Wokingham Borough Council’s Cycling and Walking Infrastructure Plan – August 2021**

In response to the consultation, Woodley Town Council would like to make the following comments:

- 1) It is integral that the planned cycling and walking infrastructure routes, set out in the plan, marry up with Reading Borough Council’s cycling and walking infrastructure plans. We recommended that future plans reflect how the two schemes interlink.
- 2) There is a need for extensive improvements to existing highway surfaces in order to make cycling safer for residents.
- 3) There is a need for improved provision of accessible, safe parking facilities for bicycles.
- 4) We would like to see a cycling route included in the network infrastructure plan linking Loddon Park / the Airfield with Waingels College. Our recommended route would travel along Beggars Hill Road, and either via Waingels Road or the path running to the South of Lands End Lake, as indicated on the below map  
(NOTE: this path is included as a secondary route on the draft walking infrastructure plan map, but not included in the draft cycling infrastructure plan map).



- 5) We would like to see a cycling route included in the network infrastructure plan which connects North Woodley (Loddon Park / the Airfield) and Twyford Station; the two areas are highlighted on the below map.



- 6) The Council also wishes to state that we fully support the comments made by residents of Woodley in response to the initial consultation.

Woodley Town Council

**Observations on the following Planning Applications made at a Briefing Meeting of the Planning & Community Committee held virtually on 7 September 2021:**

<b>Application No. &amp; Address</b>	<b>Proposal</b>
<b>211870</b> 92 Loddon Bridge Road, Woodley, RG5 4AN	Full application for the proposed subdivision of the site and erection of a 3 no. bedroom dwelling with associated parking and shared access, following demolition of existing rear outbuilding. We have received revised/additional plans for the above application. The revised details show: Revised siting of proposed dwelling set in from boundary.
<b>Observations:</b> The Committee considered the revised proposal and had no specific objections, but once again were concerned that the proposed shared access point between this and the neighbouring property may be insufficient to allow suitable / safe access to both properties.	
<b>212534</b> 73 Woodwaye, Woodley, RG5 3HB	Householder application for the proposed erection of a boundary fence following the removal of existing hedge and wall.
<b>Observations:</b> The Committee considered the proposal and recommended that the application be refused because the fencing is out of keeping with neighbouring properties.	
<b>212667</b> 43 Crockhamwell Road, Woodley, RG5 3JZ	Full application for the proposed change of use of part of existing ground floor office (Use Class E(i)) to form 1 no. one bedroom apartment (Use Class C3), plus erection of a part single storey part two storey side/rear extension to form 2 no. one bedroom apartments following demolition of existing detached double garage, with associated parking and amenity space.
<b>Observations:</b> The Planning & Community Committee considered this application and had no objections, but did note a concern about overlooking neighbours at 41B Crockhamwell Road.	
<b>212699</b> 10 St Johns Close, Woodley, RG5 4RD	Householder application for the proposed erection of a single storey rear extension with 3 no. roof lights following demolition of existing conservatory, plus insertion of 1 no. roof light to the rear elevation.
<b>Observations:</b> No objections.	
<b>212705</b> 15 Harris Close, Woodley, RG5 4XH	Householder application for the proposed erection of a part single storey, part two storey side extension, first floor side/rear extension, plus changes to fenestration.
<b>Observations:</b> The Committee considered the proposal and recommended that the application be refused due to insufficient on-site / off road parking. The plans show space for 3 cars but this is believed to be optimistic.	
<b>212831</b> 1 Gemini Road, Woodley, RG5 4TF	Householder application for the proposed erection of a single storey rear extension with 1 roof light and changes to fenestration.
<b>Observations:</b> No objections.	



<b>212848</b> 3 Rowan Drive, Woodley, RG5 4LN	Householder application for the proposed conversion of existing garage to create additional habitable accommodation with the insertion of 1 no. roof light.
<b>Observations:</b> No objections.	
<b>212897</b> 8 Sycamore Close, Woodley, RG5 3RY	Householder application for the proposed erection of a single storey side/ rear extension with 6 no. roof lights following removal of existing car port, conversion of existing garage to storage space.
<b>Observations:</b> No objections.	
<b>212903</b> Sandford Farm, Perimeter Road, Woodley, RG5 4TE	Householder application for the proposed creation of a new access and siting of a shipping container for domestic storage.
<b>Observations:</b> The Committee considered the proposal and supported the application on the proviso that the shipping container is ancillary to the domestic use of the property, and is not used for commercial purposes.	
<b>212943</b> 90 Butts Hill Road, Woodley, RG5 4NR	Householder application for the proposed erection of a single storey rear extension with 1 no. roof light following demolition of existing conservatory and removal of rear chimney, erection of a two storey side extension following demolition of existing detached garage, erection of a pitched roof dormer to the rear elevation.
<b>Observations:</b> No objections.	
<b>212957</b> 33 Western Avenue, Woodley, RG5 3BJ	Householder application for the proposed erection of a part single, part two storey side/rear extension, a single storey rear extension and demolition of existing garage.
<b>Observations:</b> The Committee considered the proposal and recommended that the application be refused due to overbearing (massing) to neighbouring property at 35 Western Avenue.	
<b>212961</b> 25 Messenger Road, Woodley, RG5 4TR	Householder application for the proposed erection of a single storey rear extension with 1 no. roof light.
<b>Observations:</b> No objections.	

Woodley Town Council

**Observations on the following Planning Applications made at the Planning & Community Committee meeting held on 5 October 2021**

<b>Application No. &amp; Address</b>	<b>Proposal</b>
<b>212904</b> 40 Cypress Road, Woodley, RG5 4BD	Full planning application for the proposed change of use of amenity land to residential curtilage, erection of a side/rear 2 meter high garden wall with installation of 2 no. gates, following demolition of existing garden wall.
<p><b>Observations:</b> The Planning &amp; Community Committee considered the proposal and recommended that the application be refused on the following grounds:</p> <ul style="list-style-type: none"> <li>- Out of character with the street scene</li> <li>- The proposal takes amenity land which should be preserved</li> <li>- The height and position of the proposed wall could cause issues with respect to the sight line of traffic</li> </ul>	
<b>212937</b> 14 Kittiwake Close, Woodley, RG5 4UF	Householder application for the proposed erection of a single storey side/rear extension with one roof light following demolition of single storey side of dwelling including utility room, part conversion of existing garage to provide habitable space and changes to fenestration.
<p><b>Observations:</b> No objections.</p>	
<b>212947</b> 29 Cypress Road, Woodley, RG5 4BD	Householder application for the proposed erection of a first floor side extension.
<p><b>Observations:</b> No objections.</p>	
<b>212963</b> 5 Sycamore Close, Woodley, RG5 3RY	Householder application for the proposed erection of a single storey front extension to form porch (part retrospective).
<p><b>Observations:</b> The Planning &amp; Community Committee considered the proposal and recommended that the application be refused on the following grounds:</p> <ul style="list-style-type: none"> <li>- Out of character with the street scene</li> <li>- Out of keeping with neighbouring properties</li> </ul>	
<b>212982</b> 98 Highgate Road, Woodley, RG5 3QR	Full application for the proposed subdivision of the site and erection of a two storey side and single storey front extension to form a 2 no. bedroom dwelling with associated access, landscaping and parking, plus erection of single storey rear extension to the existing dwelling.
<p><b>Observations:</b> The Planning &amp; Community Committee considered the proposal and recommended that the application be refused on the following grounds:</p> <ul style="list-style-type: none"> <li>- Overdevelopment of the site</li> <li>- Insufficient on-site / off-road parking provision</li> </ul>	

<b>212983</b> 75 Ravensbourne Drive, Woodley, RG5 4LJ	Householder application for the proposed erection of a single storey front extension, erection of a single storey rear extension, garage conversion to habitable space and changes to fenestration.
<b>Observations:</b> No objections.	
<b>212996</b> 20 Oak Drive, Woodley, RG5 4BA	Householder application for the proposed erection of a single storey rear extension with 1 no. roof light, following demolition of existing conservatory.
<b>Observations:</b> No objections.	
<b>213012</b> Highwood Bungalow, Fairwater Drive, Woodley, RG5 3JE	Full application for the proposed installation of 1 no. Air Source Heat Pump to the side elevation and 44 no. PV Panels on the roof.
<b>Observations:</b> No objections.	
<b>213034</b> 47 Hawker Way, Woodley, RG5 4PF	Householder application for the proposed erection of a first floor side extension, erection of a single storey rear extension with 2 no. roof lights.
<b>Observations:</b> No objections.	
<b>213047</b> 62 Reading Road, Woodley, RG5 3DB	Application to vary condition 2 of planning consent 211529 for the proposed subdivision of the site and erection of a detached 3 no. bedroom dwelling following demolition of existing detached garage, with associated parking. Condition 2 refers to the approved details and the variation is to allow the use of a turntable for cars, to increase the depth of the development by 2m, plus the addition of 2 no. windows to the ground floor and 1 no. roof light.
<b>Observations:</b> No objections.	
<b>213058</b> 28 Pitford Road, Woodley, RG5 4QF	Householder application for the proposed erection of a two storey front extension.
<b>Observations:</b> The Planning & Community Committee considered the proposal and were concerned about the impact on the street scene. The Committee specifically noted WBC's Design Guide, which states: <i>"Two storey side extensions to end-of-terrace properties should seamlessly continue the design and proportions of the terrace or be clearly subservient, for instance by a set-back from the frontage, lower height and / or significantly narrower bay width and proportions."</i> The Committee wished to highlight this and ensure it was taken into account when a decision was being considered.	
<b>213092</b> 4 Alderley Close, Woodley, RG5 4TG	Householder application for the proposed partial reconfiguration of roof from flat to pitched roof, plus the insertion of 3 no. rooflights and changes to fenestration.
<b>Observations:</b> No objections.	

<p><b>213106</b> Headley Road East, Woodley, RG5 4SN</p>	<p>Full planning application for the proposed erection of 5 no. buildings for commercial development to provide flexible light industrial, general industrial, and storage and distribution uses, with ancillary offices, associated car parking, formation of new accesses, and landscape planting, following demolition of existing buildings.</p>
<p><b>Observations:</b> The Planning &amp; Community Committee considered the application and recommended that the current proposal be refused on the following grounds:</p> <ul style="list-style-type: none"> <li>- The current plans reflect parking provision for up to 20 articulated lorries. The highway infrastructure surrounding this site would be overwhelmed by such a large number of additional HGV vehicles. Viscount Way in particular is not suitable for large volumes of heavy traffic due to its width and proximity to residential properties. The Committee also noted there had already been a recent application from another company on Viscount Way to increase the number of HGV vehicles they were permitted to operate under their Goods Vehicle Operators License. The total impact on the highway in this area would simply be unsustainable.</li> <li>- The proposed scale of industry and number of HGV vehicles will be detrimental to neighbouring properties and residents by way of creating significant additional noise and air pollution. The Committee noted the Wokingham Borough Local Development Framework (January 2010) in which, under CP1 – Sustainable development, it advises that planning permission will be granted for development proposals that “8) Avoid areas where pollution (including noise) may impact on the amenity of future occupiers”.</li> <li>- The proposed buildings to the East of the site would be overbearing due to height and massing to those neighbouring properties on Gemini Road.</li> <li>- Operations taking place outside of regular business hours (9am-5pm) would be detrimental to those residents in the surrounding streets.</li> </ul>	
<p><b>213132</b> 36 Haddon Drive, Woodley, RG5 4LU</p>	<p>Householder application for the proposed erection of a single storey rear extension.</p>
<p><b>Observations:</b> No objections.</p>	
<p><b>213141</b> 3 Sopwith Close, Woodley, RG5 4PD</p>	<p>Householder application for the proposed erection of a first floor side extension, conversion of existing loft space to create additional habitable accommodation with 3 no. roof lights to the front elevation and 1 no. flat roof dormer to the rear elevation, plus new outer skin to existing garage.</p>
<p><b>Observations:</b> The Planning &amp; Community Committee considered this application and had no objections on the condition that the proposal does not have an adverse effect on neighbouring properties due to overlooking.</p>	
<p><b>213149</b> 8 Messenger Road, Woodley, RG5 4TR</p>	<p>Householder application for the proposed detached garage conversion to create habitable space, facilitated by the insertion of 2 no. rooflights and changes to fenestration.</p>
<p><b>Observations:</b> The Planning &amp; Community Committee considered this application and had no objections on the condition that the room is ancillary to the domestic use of the property.</p>	

<p><b>213151</b> 15 Dartington Avenue, Woodley, RG5 3PD</p>	<p>Householder application for the proposed erection of a single storey front extension and a first floor side extension.</p>
<p><b>Observations:</b> The Planning &amp; Community Committee considered the proposal and whilst there were no specific objections the Committee noted WBC's Design Guide, which states: <i>"the rhythm of buildings and the gaps between them along the street frontage is often important to the character of the area. Side extensions should be set back from the building line by at least 1m, preferably with a lower roof line and should be set at least 1m from the plot boundary."</i></p>	
<p><b>213177</b> 8 Wingate Road, Woodley, RG5 4JU</p>	<p>Householder application for the proposed erection of a single storey rear extension, plus the insertion of 3 roof lights.</p>
<p><b>Observations:</b> No objections.</p>	
<p><b>213190</b> 26 Millbank Crescent, Woodley, RG5 4ER</p>	<p>Householder application for the proposed erection of front porch extension with pitched roof, plus the insertion of 1 no. rooflight.</p>
<p><b>Observations:</b> No objections.</p>	
<p><b>213238</b> 4 Kittiwake Close, Woodley, RG5 4UF</p>	<p>Householder application for the proposed erection of a part single part two storey rear extension with 4 no. roof lights following demolition of existing conservatory, plus changes to fenestration.</p>
<p><b>Observations:</b> No objections.</p>	

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**Minutes of an Extraordinary meeting of the Leisure Services Committee held at the Oakwood Centre on Thursday 7 October 2021 at 8:00 pm**

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**Present:** *Councillors D. Bragg (Chairman); N. Al-Sanjari; K. Gilder; A. Heap; R. Horskins; V. Lewis; B. Rowland; D. Smith;*

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

**Also present:** *Cllr K. Baker  
2 members of the public*

13. **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillor A. Swaddle.

14. **DECLARATIONS OF INTEREST**

There were no declarations of interest made by Members.

15. **WOODLEY TOWN CENTRE TREE GARDEN**

The Chairman set out the background to the Town Centre Tree Garden project and noted the recommendations detailed in Report No. LS 17/21.

The Chairman highlighted that the original planting project had been agreed at Full Council on 21 July 2021, and at the Leisure Services Committee meeting held on 17 November 2021 the Committee resolved to commit £4,500 from Section 106 money for the planting scheme. At that time, it was envisaged that the project could be undertaken in-house, however this was not now possible.

The Chairman of the Friends of Woodford Park, Mr David Provins, was invited to speak by the Chairman. Mr Provins stated that this project was not what the people of Woodley wanted. From discussions with members of the public he believed the public want seating areas. He also stated that the newly proposed planting scheme did not address the issue of the solid road base under the garden area nor access, stating it would be unsafe for volunteers to step over the wall to undertake work. Mr Provins also stated this was not what people wanted their public funds to be used for.

In response the Chairman highlighted that Section 106 money can only be used for capital projects such as this. The Chairman also confirmed that seating would be considered in phase 2 of the project.

In response to a query it was noted that the Covid-19 lockdown restrictions had prevented the Council from moving forward with this project after it was originally agreed in November 2020. The Deputy Town Clerk confirmed the project was further delayed when essential tree works had to be undertaken to the trees within the garden area, which Wokingham Borough Council were unable to undertake until the Summer 2021. When these works were completed a capacity issue emerged which meant the work could not be undertaken in-house. It was noted that agreeing the new planting scheme and funding now would enable to the planting to take place imminently, by the end of this planting season.

With regards to the future maintenance of the garden, the Deputy Town Clerk confirmed that the general maintenance of the garden, including weeding and watering, would be undertaken by the Grounds team as part of their annual maintenance regime. There would only be the need for one annual cut back to make way for the new seasons growth. It was noted that a projected cost for the annual maintenance of the site was not known. There would also be some cost related to the water supply, but it was hoped this would be offset by the new rainwater harvesting installed at various Council buildings. The Deputy Town Clerk also confirmed that the aforementioned capacity issue was not expected to impact the general, day to day grounds maintenance.

Following a query the Deputy Town Clerk confirmed there was compacted rubble under the garden. This could be broken up as part of the planting project as required and the soil level raised.

With regards to seating, the Deputy Town Clerk confirmed that nothing would happen without full consultation with residents and interested parties, such as the Woodley Town Centre Management Initiative. The plan is to consider how residents use the space once the planting is completed before considering what type and location of seating will be appropriate.

In response to a recommendation, it was agreed that the planting scheme should be adapted to include sensory flowers, for example scented flowers, so those with sensory impairments can enjoy the garden too.

Following a query directed to the Chairman of the Friends of Woodford Park as to whether they were keen to be involved in the upkeep of the garden, Mr David Provins confirmed that the group, as they had stated previously, did not wish to be involved due to the lack of access or space for their equipment whilst undertaking maintenance.

A concern was raised about liability should someone be injured either tripping or falling over the wall. The Deputy Town Clerk confirmed that anybody either working for, or undertaking voluntary work on behalf of the Town Council would be covered by the Council's public liability insurance.

**RESOLVED:**

- ◆ To note the contents of the report.
- ◆ To approve the planting scheme presented in the report along with the allocation of £15,000 funding from the available Section 106 monies, and to approve Officers to engage the contractor to deliver the planting project and water supply as detailed in the report.

Voting: For: 5 Against: 1 Abstentions: 2

The meeting closed at 8:42 pm

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**Minutes of a Meeting of the Planning and Community Committee held at the Oakwood Centre on Tuesday 2 November 2021 at 7:45 pm**

**Present:** *Councillors: P. Wicks (Chairman); D. Bragg; C. Jewell; S. Rahmouni; J. Sartorel; R. Skegg;*

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

**Also present:** *5 members of the public*

26. **APOLOGIES**

Apologies for absence were received from Councillor J. Cheng.

27. **DECLARATIONS OF INTEREST**

There were no declarations of interest made by Members.

28. **MINUTES OF THE PLANNING AND COMMUNITY COMMITTEE MEETING HELD ON 5 OCTOBER 2021**

**RESOLVED:**

- ◆ That the minutes of the Planning and Community Committee meeting held on 5 October 2021 be approved and be signed by the Chairman as a true and accurate record.

29. **CURRENT PLANNING APPLICATIONS**

**RESOLVED:**

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

30. **PLANNING DECISIONS**

**RESOLVED:**

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

31. **PLANNING APPEALS**

**RESOLVED:**

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

Application: 210734

Location: 13 Renault Road, Woodley, RG5 4EY.

Proposal: 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.  
(Woodley Town Council had objections the proposal.)

32. **TREE PRESERVATION ORDERS**  
**Applications for works to trees**

**RESOLVED:**

- ◆ To note application 213258:  
Location: TPO 0003/1951: 69 Woodlands Avenue, Woodley, RG5 3HF.  
Proposal: T1 Holly – Crown lift of 1.8 metres.
  
- ◆ To note application 213336:  
Location: TPO 0003/1951, WOODLAND 4: High Wood, Kingfisher Drive, Woodley.  
Proposal: Area 1, Hazel – Coppice 19 stools.  
Area 2, Hazel – Coppice 5 stools.  
Area 3, Hazel – Coppice 15 stools  
Area 4, Hazel – Coppice 22 Stools
  
- ◆ To note application 213312:  
Location: TPO 0256/1984 A2: 3 & 4 Vulcan Close, Woodley, RG5 4XB.  
Proposal: G1 4x Oak - Crown lift to approximately 4m by removing secondary growth only where possible. Remove epicormic growth up to 4m.  
T1 Oak - Partial crown reduction of 4xNE sections of canopy by approximately 2m of the NE radial crown spread), leaving tree with natural crown shape for species in line with BS3998. The trees dimensions after pruning will be approximately, Radial Crown spread to North 9m, East 8m, South 9m, West 10m. Remove epicormic growth up to 4m.  
T2 Oak - Crown lift to approximately 4m by removing secondary growth only where possible. Remove limb to source resting on garage due to evidence of a beam split near to source. Remove epicormic growth up to 4m.  
T3 Oak - Crown lift to approximately 4m by removing secondary growth only where possible. Partial crown reduction of S and SW lower and mid canopy by approximately 2m of the radial crown spread, leaving tree with natural crown shape for species in line with BS3998. The trees dimensions after pruning will be approximately. Radial Crown spread to North NA, East NA, South 6.5m, West 8.5m. Remove epicormic growth up to 4m

33. **BUDGETARY CONTROL**

**RESOLVED:**

- ◆ To note Report No. PC 5/21.

34. **GOODS VEHICLE OPERATORS LICENCE UPDATE – LEE MARLEY BRICKWORK LTD**

**RESOLVED:**

- ◆ To note the correspondence from the Office of the Traffic Commissioner which confirms their decision to grant the application for a variation of the Goods Vehicle Operators License submitted by Lee Marley Brickwork Ltd, subject to two new conditions.
- ◆ To write to neighbouring properties informing them of the outcome of the application and advising them to contact Traffic Commissioner’s Intelligence Unit if they believe the operator breaches either of the conditions attached to the application.

35. **PUBLICATIONS/INFORMATION**

**RESOLVED:**

- ◆ To note receipt of the following:
  - CCB Action for All e-Bulletin – October 2021
  - Wokingham Borough Council Planning Policy newsletter – October 2021

36. **FUTURE AGENDA ITEMS**

Members requested the following items for inclusion in future agendas:

- Readibus Grant / SLA
- Earley Station Footbridge Update

Councillor Wicks requested any comments regarding the replacement of Earley Station footbridge are provided to him prior to his next scheduled meeting with Wokingham Borough Council on Monday 10 November 2021.

Members requested a letter be sent to all schools within Woodley to ask them to raise with their students the issue of dumping bicycles in the Woodley Town Centre precinct, and the danger this causes to residents, especially the elderly, visually impaired, and disabled.

37. **PUBLICITY/WEBSITE**

There were no further suggestions for items to be publicised.

The meeting closed at 8:47 pm

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Woodley Town Council

**Observations on the following Planning Applications made at the Planning & Community Committee meeting held on 2 November 2021**

<b>Application No. &amp; Address</b>	<b>Proposal</b>
<b>212583</b> Waingels College, Waingels Road, Woodley, RG5 4RF	Full application for the proposed erection of floodlighting and new fencing for 2no. netball court areas.
<b>Observations:</b> The Planning & Community Committee considered this application and had no objections on the condition that the lighting must be off by 10pm, the Committee recommended the requirement for a cut-off switch, and that dimmed lighting be used for practice.	
<b>212941</b> 8 Munro Avenue, Woodley, RG5 3QY	Householder application for the proposed erection of a single storey side extension and pitched roof to existing rear extension with associated repairs and maintenance to the original property, plus the insertion of 3 solar powered Velux lights.
<b>Observations:</b> No Objections.	
<b>213153</b> 26 Bruce Road, Woodley, RG5 3DZ	Householder application for the proposed erection of a single storey side/rear extension with 8no roof lights. Conversion of the existing garage to create habitable accommodation with 4no roof lights to the side elevation.12No rooflights in total to include changes to fenestration.
<b>Observations:</b> The Planning & Community Committee considered this application and had no specific objections, although they noted a concern about whether there would be sufficient parking provision.	
<b>213161</b> 24 Clover Rise, Woodley, RG5 4WL	Householder application for the proposed erection of a part shed, part summerhouse rear outbuilding.(Retrospective)
<b>Observations:</b> No Objections.	
<b>213168</b> 2 Chard Close, Woodley, RG5 4HU	Householder application for the proposed erection of a first floor side extension with 1 no. roof light.
<b>Observations:</b> The Planning & Community Committee considered the proposal and recommended that the application be refused on the following grounds: <ul style="list-style-type: none"> <li>- Impact on the neighbouring property (Springfield) due to overlooking and loss of privacy</li> <li>- The proposed flat roof is out of character with the street scene</li> <li>- Insufficient on-site / off road parking</li> <li>- Misleading plans, stating neighbours at no. 46 have been spoken to when we believe they have not</li> </ul>	

<b>213293</b> 5 Redwood Avenue, Woodley, RG5 4DS	Householder application for the proposed erection of a first floor rear extension over existing rear extension.
<b>Observations:</b> No Objections.	
<b>213299</b> 67 Butts Hill Road, Woodley, RG5 4NJ	Householder application for the proposed erection of a single storey rear extension, including the insertion of 2no. roof lights, erection of car port, plus changes to fenestration.
<b>Observations:</b> The Planning & Community Committee considered this application and had no specific objections, although they noted comments made by neighbour on the Wokingham Planning Portal and request that these are taken into account.	
<b>213300</b> 7 Dundela Close, Woodley, RG5 3NN	Householder application for the proposed demolition of an existing single storey rear extension, erection of a single storey rear extension and garage link with 3 no. roof lights and 1 no. sun pipe.
<b>Observations:</b> No Objections.	
<b>213308</b> 8 Keane Close, Woodley, RG5 4LG	Householder application for the proposed conversion of existing garage to create additional habitable accommodation.
<b>Observations:</b> The Planning & Community Committee considered this application and had no objection subject to the condition that the garage be ancillary to the domestic use of the property.	
<b>213319</b> 33 Cottesmore Road, Woodley, RG5 3NX	Householder application for the proposed erection of a single storey rear extension, plus the insertion of 4 no. Velux roof lights.
<b>Observations:</b> The Planning & Community Committee considered this application and had no specific objections, although they noted comments made by neighbour on the Wokingham Planning Portal and request that these are taken into account.	
<b>213363</b> 37 Stanton Close, Earley, RG6 7DX	ADJOINING PARISH CONSULTATION Householder application for the proposed erection of a single storey rear extension, including the insertion of 2no. roof lights.
<b>Observations:</b> No comments.	
<b>213402</b> Woodley Library, Headley Road, Woodley, RG5 4JA	Full application for the proposed installation of 202 no. roof-mounted solar panels and 2 no. Air Source Heat Pumps, plus associated external plant enclosure. (Part Retrospective)
<b>Observations:</b> The Planning & Community Committee considered the revised proposal and recommended that the application be refused due to the impact on the neighbouring property (School bungalow) caused by the noise pollution emanating from the 2 heat pumps. The Committee believe the pumps should be located away from this property.	

<p><b>213416</b> 10 Manners Road, Woodley, RG5 3EA</p>	<p>Householder application for the proposed erection of a two storey side extension, erection of a single storey front extension to form porch.</p>
<p><b>Observations:</b> The Planning &amp; Community Committee considered the proposal and recommended that the application be refused on the following grounds:</p> <ul style="list-style-type: none"> <li>- Insufficient on-site / off road parking</li> <li>- Plans show a lack of access for two vehicles</li> </ul>	
<p><b>213506</b> 27 Messenger Road, Woodley, RG5 4TR</p>	<p>Householder application for the proposed conversion of garage to create habitable space, facilitated by changes to fenestration.</p>
<p><b>Observations:</b> No Objections.</p>	
<p><b>213523</b> 18 Campbell Road, Woodley, RG5 3NA</p>	<p>Householder application for the proposed erection of a single storey front extension to form a front porch and a single storey rear extension to form a rear utility room .</p>
<p><b>Observations:</b> No Objections.</p>	
<p><b>213532</b> Waingels College, Waingels Road, Woodley, RG5 4RF</p>	<p>Application to vary condition No2, 4 and 19 of planning consent 203456 for the Full planning application for the proposed construction of a 3G synthetic pitch funded through the FA framework consisting of sports fencing, LED floodlights, storage container, spectator area and pedestrian access. Condition 2 refers to approved details, Cond 4 Tree protection details, Condition 19 Drainage implementation and maintenance and the variation is to change the drainage outlet due to tree officers concerns.</p>
<p><b>Observations:</b> No Objections.</p>	

**Minutes of a meeting of the Leisure Services Committee held at the Oakwood Centre on Tuesday 16 November 2021 at 8:00 pm**

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**Present:** *Councillors D. Bragg (Chairman); N. Al-Sanjari; K. Gilder; A. Heap; R. Horskins; D. Smith; A. Swaddle*

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

**Also present:** *Cllr K. Baker; M. Doyle; M. Green  
5 members of the public*

16. **APOLOGIES FOR ABSENCE**  
Apologies for absence were received from Councillor B. Rowland.

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

18. **MINUTES OF THE MEETING HELD ON 31 AUGUST 2021**

**RESOLVED:**

- ◆ That the minutes of the Leisure Services Committee meeting of 31 August 2021 be approved and signed by the Chairman as a correct record.

19. **MINUTES OF THE EXTRAORDINARY MEETING HELD ON 7 OCTOBER 2021**

The Committee Officer confirmed that the agenda incorrectly stated these minutes related to the Strategy and Resources Committee when they actually related to the Leisure Services Committee.

**RESOLVED:**

- ◆ That the minutes of the Leisure Services Committee meeting of 7 October 2021 be approved and signed by the Chairman as a correct record.

20. **BUDGETARY CONTROL**

In response to queries the Deputy Town Clerk confirmed that expenditure relating to the Bowling Green was up on the equivalent amount at this stage last year due to price increases and more work taking place earlier in the financial year, and expenditure relating to Allotments was down as there were costs relating to water supply issues and fencing repairs last year.

**RESOLVED:**

- ◆ To note Report No. LS 18/21.

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

**RESOLVED:**

- ◆ To note Report No. LS 19/21.

22. **PARKS AND BUILDINGS**

Members noted their frustration at vandalism of the fencing which took place in Malone Park over the weekend of the 23/24 October. It was noted the vandalism had been reported to the Police but the Council had heard nothing further.

Members expressed their thanks to Council staff for organising the Remembrance Day event which took place at the War Memorial in Woodford Park on 11 November. It was noted that a member of the public had expressed a desire for the Union flag to be flown in the park and had offered to purchase the flag on behalf of the Council. The Deputy Town Clerk confirmed that it was the intention to develop a flag protocol and a request had been made to convene a meeting of the PR and Marketing Committee to discuss the wider requirement for flying a variety of appropriate flags in Woodford Park for certain events.

**RESOLVED:**

- ◆ To note Report No. LS 20/21.

23. **WOODLEY TOWN COUNCIL YOUTH STRATEGY**

The Deputy Town Clerk presented the draft Strategy for Youth Services set out in Report No. LS 21/21.

The Deputy Town Clerk confirmed that Council staff had produced the draft Strategy for Youth Services document set out as Appendix B in Report No. LS 21/21 (pages 24 to 30 in the agenda), which was based on the larger youth strategy document produced independently by ACL Consultancy Solutions Ltd and included in the draft Strategy for Youth Services as Appendix A (pages 31 to 89 in the agenda). The Deputy Town Clerk explained that the draft Strategy for Youth Services was created because the larger document produced by ACL Consultancy Solutions Ltd was less workable due to its size, and the draft Strategy for Youth Services itself needs to contain Council specific sections, such as Governance and Equality, which were not included in the ACL document.

Following a query as to whether the Council had been contacted by any potential service providers the Deputy Town Clerk confirmed that he was not aware of any approaches.

Councillor Doyle stated he was disappointed that the document did not mention his proposal to convert vacant space at the Leisure Centre for use as a Youth Centre / Café by utilising the £87k which the Council had received when they sold their interest in the Woodley Airfield Youth and Community Centre.

Councillor Al-Sanjari highlighted concerns that the document lacked evidence and was too vague regarding the monitoring of the Service Level Agreement (SLA). She also noted that the document did not make reference to the £87k, as detailed earlier by Councillor Doyle.

Members noted a concern that the draft strategy proposed an SLA period of 5 years, with the option to extend up to further 3 years, and that this may be too long. It was highlighted that this period was recommended in the ACL document but, as a draft, this is for Leisure Services to consider, prior to being put forward to the Strategy and Resources Committee and, ultimately, Full Council for consideration.

Councillor Smith stated he thought the strategy document was well thought out, clear and concise, although he understood the concern regarding evidence and that having industry led evidence would've been helpful.

Councillor Bragg highlighted that the document had used matrices to break down the various approaches into potential benefits seen by the youth of Woodley. Whilst information from the Berkshire Youth Survey had been taken into account when producing the draft strategy, Councillor Bragg noted that the survey covered a wide variety of



children across Berkshire and may not necessarily reflect the demographic in Woodley. Councillor Al-Sanjari pointed out that the survey had indicated 47% of children wanted a safe place to go.

Following a discussion regarding monitoring and auditing of the SLA, Members noted that the previous service provider provided feedback at every meeting of the Leisure Services Committee which would have also been reported to Full Council. Councillor Al-Sanjari stated she would like monitoring to include the number of young people contacted, the number of referrals, and a breakdown of how the £27k had been spent.

Councillor Heap commented that sticking to the existing £27k budget may be restricting. He noted that, in relation to potential place based services, investment was not included for consideration and it would've been helpful to have costings and revenue estimates for the Youth Hub proposal.

Councillor Heap also highlighted that the document does not identify a specific age group for which services will be targeted. He also felt the Council should undertake a survey of young people in Woodley as soon as possible to find out what they want.

Councillor Doyle again asked the Deputy Town Clerk whether the Council had been approached by other parties to provide this service and the Deputy Town Clerk reiterated that he was not aware of any approaches.

It was noted that, if approved, the document would go to the next meeting of the Strategy and Resources Committee and this would be another opportunity for Councillors to consider and discuss the document.

**RESOLVED:**

- ◆ To note Report No. LS 21/21.

**RECOMMENDED:**

- ◆ To recommend to the Strategy and Resources Committee that the draft Strategy for Youth Services 2022-2027 be adopted.

Voting: For: 5 Against: 1 Abstentions: 1

24. **ALLOTMENT TENANCY AGREEMENT**

Following queries a member of the Allotment Committee attending the meeting confirmed that the Committee discourages the use of bonfires in favour of composting. However it was noted that there can be issues with composting, for example when dealing with diseased tissue, and compost heaps can also cause increased number of rats. Similarly, the Allotment Committee encourage the use of organic pesticides, but sometimes, for example in the case of pernicious weeds, other pesticides may need to be used.

**RESOLVED:**

- ◆ To note Report No. LS 22/21.
- ◆ To approve the amended Allotment Tenancy Agreement for 2022 onwards.

Voting: For: 7 Against: 0 Abstentions: 0

25. **EXCLUSION OF PUBLIC AND PRESS**

**RESOLVED:**

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

Voting: For: 7 Against: 0 Abstentions: 0

26. **WOODFORD PARK DESTINATION PLAY AREA**

The Deputy Town Clerk presented Report No LS 23/21. Following a query the Deputy Town Clerk advised that a specific order would be needed if the Council were to introduce and enforce the requirement for dogs to be kept on leads in areas of the park. The Deputy Town Clerk agreed to find out the cost of this order.

The Deputy Town Clerk confirmed that the removal of the old play equipment would be undertaken by the Council's Buildings and Grounds Maintenance Team once the new scheme has been approved.

Members agreed that it would be beneficial to have a Project Manager to oversee the project. The Deputy Town Clerk did not have an quote for the provision of a Project Manager at this time but hoped this would be available shortly and would be taken as a separate item to Full Council for approval.

Councillor Baker spoke to advise members that Community Infrastructure Levy (CIL) money may also be available to provide the additional funding needed for this project.

Councillor Bragg proposed, seconded by Councillor Swaddle, and following a vote it was:

**RESOLVED:**

- ◆ To amend the recommendation being considered to state that the additional £57,117 funding be allocated from either the General Reserve and / or CIL money.

Voting: For: 7 Against: 0 Abstentions: 0

**RESOLVED:**

- ◆ To note Report No. LS 23/21.

**RECOMMENDED:**

- ◆ That Proludic be appointed to deliver the tendered design, including the subsequent revisions / additional items as per the revised costings and footprint.
- ◆ That £57,117 be allocated from either the General Reserve and / or CIL money to deliver the project.

Voting: For: 7 Against: 0 Abstentions: 0

27. **FUTURE AGENDA ITEMS**

There were no suggestions for future agenda items.

28. **PUBLICITY AND WEBSITE**

There were no suggestions for items to be publicised.

The meeting closed at 9:37 pm

**Minutes of a meeting of the Strategy & Resources Committee held at the Oakwood Centre on Tuesday 23 November 2021 at 8:00 pm**

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**Present:** *Councillors K. Baker (Chairman); J. Anderson; A. Chadwick; C. Jewell; M. Nagra; B. Rowland; P. Wicks*

**Officers present:** *K. Murray, Deputy Town Clerk; A. Basra, Finance Officer; M. Filmore, Committee Officer; B. Fennelly, TCMI Manager*

**Also present:** *Councillor V. Lewis;  
1 member of the public*

15. **APOLOGIES**

Apologies for absence were received from Councillor Brindley.

16. **DECLARATIONS OF INTEREST**

Councillor C. Jewell – Pecuniary interest: Agenda item 9: Allotments Rent Review, as she rents an allotment plot from the Town Council.

Councillor Jewell took no part in the discussion or the decision regarding the Allotments rent review.

17. **MINUTES OF THE MEETING HELD ON 14 SEPTEMBER 2021**

**RESOLVED:**

- ◆ That the minutes of the Strategy and Resources Committee meeting of 14 September 2021 be approved and signed by the Chairman as a correct record.

18. **FINANCE**

a) **Budgetary Control**

The Deputy Town Clerk presented Report No. SR 20/21. He explained that expenditure was either on track or below where expected, whilst income was a lot higher. This was because the budget was prepared conservatively with a view to potential Covid lockdowns, and the furlough scheme ran for longer than expected providing additional income.

Following a query, the Finance Officer confirmed that all furlough income had now been received.

**RESOLVED:**

- ◆ To note Report No. SR 20/21.

b) **Payments**

**RESOLVED:**

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

	Current account	Imprest account
August 2021	£64,722.27	£128,819.73
September 2021	£135,802.65	£52,990.99
October 2021	£94,625.42	£57,448.53

Voting: For: 5 Against: 0 Abstentions: 1

c) **Internal audit**

The Deputy Town Clerk highlighted the recommendations set out in the internal auditors report for the period April 2021 to September 2021.

In relation to the recommendation that the Council's Financial Regulations needed to be reviewed, the Deputy Town Clerk confirmed that this was being progressed and a meeting date was currently being sought for the Standing Orders and Financial Regulations Working Party to meet.

In relation to the recommendation that the Council's risk assessment documentation needed to be approved by Full Council by 31 March 2022, the Deputy Town Clerk confirmed that the Council's risk register and strategy was due to be reviewed in the new year.

Following a query the Deputy Town Clerk confirmed that, in the absence of the Town Clerk, the Deputy Town Clerk was approved to act on the Town Clerk's behalf. Following the internal auditor's recommendation, documentation where this was not stated explicitly would be reviewed and taken to Full Council to be updated.

**RESOLVED:**

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

19. **OAKWOOD CENTRE UPDATE**

The Deputy Town Clerk presented Report No. SR 21/21. He stated that business bookings had come back, which was encouraging, and confirmed that a new Bookings Manager had now started at the Council.

**RESOLVED:**

- ◆ To note Report No. SR 2/21.

20. **INVESTMENTS WORKING PARTY**

Councillor Anderson, as Chairman of the Investments Working Party, presented Report No. SR 22/21 of the working party meeting held on 10 November 2021. It was highlighted that the Council's investments portfolio had now reached £2m, subject to fluctuation, which was the sum originally targeted to repay the loan taken out to build the Oakwood Centre. The original target was to achieve this by 2025.

Councillor Anderson advised that the Investments Working Party had recommended that as soon as it was confirmed that portfolio was over £2m then the money would be taken out as cash to repay the loan, removing any risk associated with the investment. It was also recommended that the Council continue investing £80k per annum up until 2025 as had originally been planned. Councillor Anderson also advised that the portfolio was currently gaining around 6% per annum. Members noted that a final decision would need to be taken by Full Council.

**RESOLVED:**

- ◆ To note Report No. SR 25/20.

**RECOMMENDED:**

- ◆ That the investment portfolio be sold as soon as confirmation is received that the value has exceeded £2m, and the funds be placed in cash, in an appropriate rated bank, and that the Council continue whether to continue under a new strategy going forward.

Voting: For: 5 Against: 0 Abstentions: 1

21. **WOODLEY TOWN CENTRE MANAGEMENT INITIATIVE**

Following a query regarding the town centre garden the Deputy Town Clerk confirmed that the contractor was liaising with Wokingham Borough Council's Landscape Team regarding the soil depth required to be maintained for the trees before commencing with any works.

**RESOLVED:**

- ◆ To note the a report of the Woodley Town Centre Management Initiative Meeting held on 20 October 2021 would be provided to the next Strategy and Resources Meeting due to be held on 25 January 2022.

22. **COMMUNITY GRANTS**

Following a discussion Members requested that a review be undertaken of the current Community and Individual Grant forms. Councillors Anderson and Rowland offered to work with the Committee Officer to achieve this.

Members considered the requests for grant funding, as set out in Report No. SR 23/21, in line with the community grants criteria and

**RESOLVED:**

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

Kick Twist Cheerleading	£250	To purchase air track equipment to aid the teaching of beginners teams.
Woodley Adopt a Street Project (WASP)	£250	To purchase additional street cleaning equipment for volunteers.
Wokingham Job Centre Support	£250	To help towards the cost of providing internet access and training / support on how to find an apply for jobs.
Berkshire MS Therapy Centre	£250	To help fund exercise sessions for members.
Berkshire Vision	£250	To help fund a monthly programme of activities for members.
Woodley United FC	£250	To contribute towards the hire cost of additional training facilities.

- ◆ That, under Section 137 of the Local Government Act 1972, the following grant be provisionally awarded subject to satisfactory clarification of the details as to how this grant will specifically benefit residents of Woodley:

Assisting Berkshire Children to Read	£250	To fund the recruitment of an additional volunteer to open up the service into a Woodley school.
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Voting: For: 6 Against: 0 Abstentions: 0

23. **ALLOTMENTS RENT REVIEWS**

The Deputy Town Clerk presented Report No. 24/21, setting out the proposed allotment charges from January 2023. The Deputy Town Clerk confirmed that legislation requires that rates are set at least 12 months in advance of any change.

Members noted that the lease rate was incorrectly stated as £7,500 within the 'Background' section of Report No. SR24/21. The rate was £7,300 as stated within the budget tables.

**RESOLVED:**

- ◆ To note Report No. SR 24/21.
- ◆ To increase the allotment plot charges from January 2023 by 4.9% in line with the Retail Price Index figure in September 2021.
- ◆ That the following charges be made for allotment plots at the Reading Road site in 2023:

Poles		Rent	Water	Total		Rent	Water	Total
10	Woodley Resident	£50.00	£4	<b>£54.00</b>	Woodley Resident – State pensioner	£38.00	£4	<b>£42.00</b>
	Non Woodley	£76.00	£4	<b>£80.00</b>	Non Woodley – State pensioner	£57.00	£4	<b>£61.00</b>
5	Woodley Resident	£25.00	£2	<b>£27.00</b>	Woodley Resident – State pensioner	£19.00	£2	<b>£21.00</b>
	Non Woodley	£38.00	£2	<b>£40.00</b>	Non Woodley – State pensioner	£28.00	£2	<b>£30.00</b>

Voting: For: 4 Against: 0 Abstentions: 1

24. **COUNCIL MEETING DATES 2022/23**

**RECOMMENDED:**

- ◆ That the schedule of meetings for the 2022/23 municipal year, as attached at **Appendix D**, be approved.

Voting: For: 6 Against: 0 Abstentions: 0

25. **TOWN ELECTORS WORKING PARTY**

The Chairman highlighted that it had been agreed that a Town Electors Working Party would be set up annually to review and consider potential improvements to the Town Electors Meeting. Members noted the excellent work achieved earlier in the year in respect of the 2021 Town Electors meeting.

**RESOLVED:**

- ◆ To approve the draft terms of reference of the working party set out in the agenda.

Voting: For: 5 Against: 0 Abstention: 1

- ◆ To suspend Standing Order 4f.

Voting: For: 5 Against: 0 Abstention: 1

At this point Councillor Nagra reminded members that the Chairman had committed at a previous meeting not to suspend Standing Order 4f in order to provide the Labour group with a place on this Working Party. Following a request for confirmation from the Chairman, Councillor Nagra confirmed that the Labour and Independent Party did not want a place on the Town Electors Working Party.

Members then revisited the terms of reference and, following a vote:

**RESOLVED:**

- ◆ To amend the draft terms of reference of the working party to reduce the number of Members from four to three.
- ◆ To approve the amended terms of reference of the working party, as attached at **Appendix E**.
- ◆ To appoint members to the Town Elector's Working Party as follows:  
2 Conservative, 1 Liberal Democrat, 0 Labour & Independent.

Voting: For: 5 Against: 0 Abstention: 0

- ◆ To note that Councillors Anderson, Brindley and Skegg have been appointed to the Town Elector's Working Party.

26. **WOKINGHAM BOROUGH COUNCIL BOROUGH/PARISH LIAISON FORUM**

Members noted that this was the second year in a row that an appointed Town Council representative had not been present at the meeting of the Borough/Parish Liaison forum.

The Committee Officer confirmed that the appointed representative, Councillor Nagra, had sent his apologies and indicated he would be stepping down from this position, with a replacement due to be appointed at the next Full Council meeting. The Committee Officer also confirmed that an invite had been extended to the appointed deputy, Councillor McCann.

**RESOLVED:**

- ◆ To note the minutes of the Borough/Parish Liaison forum, which took place on 4 October 2021.

27. **WOODLEY TOWN COUNCIL YOUTH STRATEGY**

Members noted that the draft Strategy for Youth Services, set out in Report No. SR 25/21, had been created following several meetings, facilitated by a consultant, at which lively debate had taken place. It was noted that final strategy document was created by the Deputy Town Clerk, who had condensed a larger document with useful references produced by the consultant into a shorter, more digestible document.

It was also noted that both the Community Youth Partnership and Leisure Services Committee had approved the draft document.

**RESOLVED:**

- ◆ To note Report No. SR 25/21.

**RECOMMENDED:**

- ◆ To recommend to Full Council that the draft Strategy for Youth Services 2022-2027 be adopted.

Voting: For: 5 Against: 0 Abstentions: 1

28. **MALONE PARK PLAY AREA FENCING**

The Deputy Town Clerk advised Members that the previous timber/chainlink fencing surrounding the play area at Malone Park had been vandalised on 23/24 October 2021. The fencing was coming to the end of its expected lifespan and, whilst the Council had hoped to get up to 2 years more use from the fencing, it was due to be replaced shortly.

**RESOLVED:**

- ◆ To approve the allocation of £12,000 funding from the General Reserve to fund the installation of bow-top railings and self-closing gates at Malone Park.

Voting: For: 6 Against: 0 Abstentions: 0

29. **WOODLEY TOWN CENTRE MANAGEMENT INITIATIVE – VAT REPORT**

The Deputy Town Clerk presented Report No. 26/21.

Members noted that concern had been raised some time ago at a Strategy and Resources Meeting over the manner in which the Town Centre Management Initiative (TCMI) had been treated for VAT. The Deputy Town Clerk advised that the Council had engaged the Parkinson Partnership to review this matter, stating that they are a consultant specialising in Council VAT processing and budgeting matters and were recommended by the Council's internal auditors.

Members noted that a significant change to the running the TCMI had taken place in April 2020 when all financial and budgeting functions had been taken in house by the Council.

The Deputy Town Clerk advised that the Parkinson Partnership had identified that the Town Council had not managed the reclaiming of VAT correctly in relation to the TCMI's since its inception until the change of operation in April 2020, although even then the matter was not black and white. The Deputy Town Clerk highlighted that the key factor was not how the Council viewed the TCMI but more the operation practices which impact on how VAT matters should've been handled.

As the TCMI had Trustees, the Deputy Town Clerk confirmed that the TCMI should've been deemed as a separate entity and, as such, VAT should not have been reclaimed. The Deputy Town Clerk stated that liability for any error only goes back 4 years. Every financial transaction had been reviewed, and a form had been submitted to HMRC highlighting the error, calculating the underpayment to be £20,026. The Council is currently awaiting a response from HMRC and once a response is received, should calculations be accepted, payment will be made which will rectify this error.

The Deputy Town Clerk advised that, since April 2020, the TCMI had ceased to be a separate organisation and the Council had been compliant with VAT requirements since this time. However it was noted there were some housekeeping issues which would need to be resolved. The TCMI currently appoints individuals and has a constitution, and the Deputy Town Clerk suggested the operation of the TCMI should be more akin to a sub committee which appoints external members, like the Community Youth Partnership.

The Deputy Town Clerk confirmed that the £20,041 figure quoted in the Parkinson Partnership report as the VAT due to be repaid was an estimated figure. The final calculations undertaken by the Finance Office had calculated the exact repayment to be £22,026.

Following a query the Deputy Town Clerk confirmed that TCMI income now needs to be taken into account when performing partial exemption calculations. However it was noted that, since April 2020, TCMI income has not impacted this calculation.



The Deputy Town Clerk also confirmed that any items purchased by the TCMI would fall under the Council's responsibility with regards to repair and insurance.

The Town Centre Manager advised that, whilst the TCMI were doing okay financially, the requirement to pay VAT would put pressure on the TCMI budget. The TCMI had wished to put on more activities in 2022 but this would need to be reviewed.

Following a discussion Members noted that a lack of independence would be negative for the TCMI. The Town Centre Manager also advised that TCMI members would like to be independent. The Chairman formally requested that the Deputy Town Clerk look into the process and cost of disengaging the TCMI from the Town Council in order for it to become an independent organisation. It was agreed that, when available, details would be circulated via email to Members of the Committee in order to avoid a potential delay which would be caused by waiting for the next Strategy and Resources Committee meeting.

**RESOLVED:**

- ◆ To note Report No. SR 26/21.

30. **CLIMATE EMERGENCY ACTION PLAN UPDATE**

The Deputy Town Clerk provided an update on the Climate Emergency Action Plan.

Members noted that the Deputy Town Clerk and Maintenance Manager had recently met with the Wokingham Borough Council Energy Officer. It had been identified that there was the potential to work with the Borough in order to utilise their knowledge, partnerships and buying power when looking to de-carbonise buildings.

Members noted a suggestion that the Town Council could look to assist individuals and organisations wishing to plant a tree for the Queen's platinum jubilee by helping find suitable locations.

In relation to a project to plant up to 250,000 trees across the Borough by Wokingham Borough Council the Deputy Town Clerk advised that the Council were in discussions with the Borough to identify any possible locations within Woodley which might be used. Members suggested the planting of a small copse in memory of those who have died of Covid during the pandemic.

Members noted that the Climate Emergency Working Party had still not met, and it was agreed that the Deputy Town Clerk would set quarterly dates ahead of time throughout 2022 in order to ensure these take place.

Members also noted that whilst the Council was taking steps to reduce its own carbon footprint, less was being done to encourage other Woodley residents and business to do the same. Members requested that carbon reduction advice be publicised by the Town Council, specifically on the website and in the Herald. Members also requested that the next edition of the Herald be dedicated to Climate Emergency, and that any other items that are not time sensitive be pushed to a later edition.

**RESOLVED:**

- ◆ To note the Climate Emergency Action Plan Update.

31. **FUTURE AGENDA ITEMS**

There were no suggestions for future agenda items.

32. **PUBLICITY AND WEBSITE**

Councillor Nagra requested that the Publicity and Website item, which is currently only regularly included on Standing Committee agendas, be added as an item to the end of all Full Council meetings.

The Chairman advised that a resident had been in contact about the fact the Union flag was not flown on Remembrance Day, and had offered to pay, and raise and lower a flag. The Chairman confirmed that he had requested the Deputy Town Clerk convene a meeting of the PR and Marketing Working Party to review the matter of flag flying more widely, as there are other flags which would also be appropriate to be flown for different events during the year.

The Chairman also advised the Committee that there had been negative feedback that the Town Council had not organised a remembrance event on Remembrance Sunday at the Woodley War Memorial. Members noted that traditionally the Council had only arranged an event at the Way Memorial on Armistice Day, with Councillors attending a local Church Service on Remembrance Sunday. An event at the War Memorial on Remembrance Sunday had previously been arranged by a local resident, but the resident had passed away a couple of years ago and nothing had happened since.

Members acknowledged the demand for a community led, non-religious memorial event, and noted that this would be reviewed for future years.

Meeting closed at 21:40 pm

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## Current Account

## List of Payments made between 01/08/2021 and 31/08/2021

Date Paid	Payee Name	Amount Paid	Transaction Detail
12-Aug-21	(Personal Information)	500.00	WTCMI-Mkt Manager
06-Aug-21	Alan Hadley Ltd	297.00	Refuse collection
12-Aug-21	Alan Hadley Ltd	297.00	Refuse collection
18-Aug-21	Alan Hadley Ltd	297.00	Refuse collection
25-Aug-21	Alan Hadley Ltd	297.00	Refuse collection
18-Aug-21	AYS Cleaning Contractors Ltd	1732.31	Contract Cleaning
12-Aug-21	BALC	3209.03	Annual subscription-ALC/NALC
20-Aug-21	Be Fuelcards Ltd	32.72	BP Unleaded-Depot
18-Aug-21	Bowak Ltd	241.95	Cleaning supplies
06-Aug-21	Brake Bros Foodservice Ltd	378.59	Vending supplies
18-Aug-21	Brake Bros Foodservice Ltd	723.21	Vending supplies
25-Aug-21	Brewers Decorator Centners	263.44	Decorating supplies
25-Aug-21	Brown Bag Cafe Ltd	337.68	Catering service fee
25-Aug-21	Business Stream	39.77	Water rates-Toilet
12-Aug-21	Castle Water	160.19	Water rates
06-Aug-21	CDK Casting Ltd	101.40	Bronze plaque
18-Aug-21	CDK Casting Ltd	101.40	Bronze plaque
25-Aug-21	Churchill Contract Services Ltd	1456.93	Contract Cleaning
02-Aug-21	Club Manager Ltd	80.40	Monthly gym software fee
25-Aug-21	CoolerAid Ltd	24.66	Bottled water
26-Aug-21	Ecotricity	62.52	Gas supply- Coro Hall
26-Aug-21	Ecotricity	143.67	Gas supply-WPLC
26-Aug-21	Ecotricity	164.99	Gas supply-OC
26-Aug-21	Ecotricity	46.21	Gas supply-Chapel Hall
12-Aug-21	EDF Energy 1 Ltd	17.18	Electric supply-Clock
12-Aug-21	Epos Now Ltd D/D	30.00	Monthly WPLC till charge
10-Aug-21	Global 4 Communications	698.65	Phones & Mobiles
06-Aug-21	Go2Dave Ltd	154.44	Grey poloshirts-Depot
12-Aug-21	Grounds Management Association	158.00	Annual subscription-Depot
18-Aug-21	HMRC Cumbernauld	14941.99	Tax & NI Employer/employee
25-Aug-21	IBS Office Solutions Ltd	446.38	Qtrly Photocopier rental/printing charge
27-Aug-21	ICO	35.00	Information CO
12-Aug-21	John Stacey - Sons Ltd	348.00	Refuse collection
27-Aug-21	Les Mills Fitness UK Ltd	203.69	Body balance-Coach-Gym
18-Aug-21	Lister Wilder Ltd	228.41	Machinery repair-Depot
03-Aug-21	Lloyds Bank D/D	37.75	Bank charges-current a/c
13-Aug-21	Lloyds Bank D/D	198.90	Monthly cardnet service fee
31-Aug-21	Lloyds Bank D/D	41.33	Current a/c bank charges
16-Aug-21	Mainstream Digital Ltd	1.13	Phone-WTC
16-Aug-21	Merchant Rentals Ltd	15.44	Cardnet monthly charge
16-Aug-21	Merchant Rentals Ltd	18.40	Monthly cardnet charge
25-Aug-21	Pat Pals Ltd	636.73	Electrical PAT Testing
12-Aug-21	Pest Control Wokingham	60.00	Wasp nest treatment
12-Aug-21	Plusnet Plc	54.67	Phone-OC
18-Aug-21	Plusnet Plc	42.68	Phone-WPLC
06-Aug-21	Poztive Energy Ltd	60.53	Electric supply
12-Aug-21	Poztive Energy Ltd	706.94	Electric supply
18-Aug-21	Poztive Energy Ltd	665.98	Electric supply
18-Aug-21	Poztive Energy Ltd	40.96	Electric supply
18-Aug-21	Prudential	307.24	AVC deducted from pay
31-Aug-21	Public Works Loan Board	5,874.06	Public Works Loan-Capital/Interest

06-Aug-21	Reading Community Energy Soc Ltd	1479.53	Electric supply
25-Aug-21	Seton	113.93	Masks/dry wipes/markers
18-Aug-21	SGW Payroll Ltd	155.78	Payroll services
16-Aug-21	Siemens Financial Services	1,100.80	Monthly gym equip charge
27-Aug-21	SWALEC	34.58	Electric supply-Toilet
12-Aug-21	Technical Surfaces Ltd	360.00	3G Matchfit service
18-Aug-21	Thames Valley Water Services Ltd	204.00	Monthly water checks
18-Aug-21	The Berkshire Pension Fund	17696.70	Employer/employee pension
18-Aug-21	Trade UK - Screwfix	87.90	Building supplies
12-Aug-21	Tudor Environmental	241.06	Gardening supplies-Depot
18-Aug-21	Unison Collection Ac	22.50	Union fee deducted from pay
25-Aug-21	Vaughtons	1072.85	Mayrol chain supplies
25-Aug-21	Veolia ES - UK Ltd	626.30	Refuse collection
12-Aug-21	Willis & Anisworth	802.79	Sharp sand - Depot
02-Aug-21	Wokingham BC - Rates	2,283.00	Rates-WPLC
02-Aug-21	Wokingham BC - Rates	364.00	Rates-Coro Hall
02-Aug-21	Wokingham BC - Rates	165.00	Rates-Chapel Hall
02-Aug-21	Wokingham BC - Rates	898.00	Rates-OC

**Total Payments** **64,722.27**

#### CLERKS IMPREST A/C

List of Payments made between 01/08/2021 and 31/08/2021

Date Paid	Payee Name	Amount Paid	Transaction Detail
10-Aug-21	(Personal Information)	21.00	Key cut-OC
10-Aug-21	(Personal Information)	75.00	Refund deposit
23-Aug-21	(Personal Information)	75.00	Refund deposit
16-Aug-21	(Personal Information)	157.50	Refund WPLC course
10-Aug-21	(Personal Information)	75.00	Refund deposit
06-Aug-21	Equipmart Ltd	22.87	Brass Tap adapter/reducer
25-Aug-21	Lloyds Bank	46,941.99	Net August 2021 payroll
13-Aug-21	Lloyds Bank D/D	13.60	Bank charges-Imprest a/c
03-Aug-21	Optagon t/a Rubber4Roofs	827.16	ClassicBond 1.5mm tape-OC
18-Aug-21	Rathbone Investment	80,000.00	2021/2022 Investment
10-Aug-21	Rdg Spring Gdn Brass Band	46.00	Refund inv 16740-Rdg Spring Gdn
19-Aug-21	Thames Water Web	120.00	Town Ctre Commu Gdn plans
06-Aug-21	UK Madawala Bazaar	87.00	Refund deposit
06-Aug-21	Wokingham BC	357.61	Aplication fees-WPLC

**Total Payments** **128,819.73**

**Woodley Town Council**

**Current Account**

**List of Payments made between 01/09/2021 and 30/09/2021**

<b>Date Paid</b>	<b>Payee Name</b>	<b>Amount Paid</b>	<b>Transaction Detail</b>
16-Sep-21	(Personal Information)	400.00	WTCMI Market Manager
16-Sep-21	(Personal Information)	50.00	Celilidh band-WTCMI
16-Sep-21	Alan Hadley Ltd	297.00	Refuse collection
23-Sep-21	Alan Hadley Ltd	297.00	Refuse collection
16-Sep-21	AYS Cleaning Contractors Ltd	25.99	Contract cleaning - OC
23-Sep-21	AYS Cleaning Contractors Ltd	929.29	Contract cleaning - OC
10-Sep-21	Be Fuelcards Ltd	0.77	Admin fee-Depot
24-Sep-21	Be Fuelcards Ltd	138.11	BP Diesel/Ult Unleaded-
16-Sep-21	Bourne Amenity Ltd	1664.40	Plus soil - Town Centre Gdn
16-Sep-21	Bowak Ltd	293.63	Cleaning supplies-OC
08-Sep-21	Brake Bros Foodservice Ltd	462.38	Vending supplies
16-Sep-21	Brake Bros Foodservice Ltd	256.36	Vending supplies
23-Sep-21	Brake Bros Foodservice Ltd	250.79	Vending supplies
23-Sep-21	Brewers Decorator Centres	297.67	Decorating supplies
23-Sep-21	Brown Bag Cafe Ltd	149.78	Catering service fee
08-Sep-21	Castle Water	633.57	Water rates
16-Sep-21	Castle Water	4297.94	Water rates
01-Sep-21	CF Corporate Finance Ltd	166.32	Qtrly photocopier rental
23-Sep-21	Churchill Contract Services Ltd	947.00	Contract cleaning - WPLC
02-Sep-21	Club Manager Ltd	80.40	Monthly gym software fee
23-Sep-21	CoolerAid Ltd	24.66	Bottled water
17-Sep-21	DCK Accounting Solutions Ltd	338.16	Pre-year end check 2020/21
16-Sep-21	Drain Surgeons UK Ltd	185.00	Empty Cesspit-Depot
27-Sep-21	Ecotricity	42.17	Gas supply-Coro Hall
27-Sep-21	Ecotricity	146.63	Gas supply-WPLC
27-Sep-21	Ecotricity	111.92	Gas supply-OC
27-Sep-21	Ecotricity	42.57	Gas supply-Chapel Hall
16-Sep-21	EDF Energy 1 Ltd	17.18	Electric supply-Clock
10-Sep-21	Epos Now Ltd D/D	30.00	Monthly WPLC till fee
23-Sep-21	Ethos Communications Solutions Ltd	179.72	Printing/coping - WPLC
16-Sep-21	Fenland Leisure Products Ltd	974.04	Playground supplies
09-Sep-21	Global 4 Communications	735.97	Phones-Mobiles
17-Sep-21	HMRC Cumbernauld	15238.79	Tax & NI Employer/employee
23-Sep-21	IBS Office Solutions Ltd	381.96	Qtrly Photocopier rental/printing charge
27-Sep-21	Les Mills Fitness UK Ltd	203.69	Coach-Bodybalance-WPLC
14-Sep-21	Lloyds Bank D/D	228.80	Cardnet service fee
16-Sep-21	Lyreco UK Ltd	33.50	Stationery supplies
23-Sep-21	Lyreco UK Ltd	42.43	Stationery supplies
24-Sep-21	Mainstream Digital Ltd	41.08	Qtrly rental/Cancel fee
23-Sep-21	McVeigh Parker & Co Ltd	138.24	Geotextile membrane-Town Centre Gdn
15-Sep-21	Merchant Rentals Ltd	15.44	Cardnet machine rental
15-Sep-21	Merchant Rentals Ltd	18.40	Cardnet machine rental
16-Sep-21	MKR Electrical Services Ltd	559.28	Electrical supplies
16-Sep-21	Pat Pals Ltd	176.64	Electrical PAT Testing
23-Sep-21	Pest Control Wokingham	80.00	Wasp nest treatment
23-Sep-21	PKF Littlejohn LLP	2400.00	2020/21 external Audit fees
13-Sep-21	Plusnet Plc	40.27	Phone-OC
13-Sep-21	Poztive Energy Ltd	64.30	Electric supply-Coro Hall
17-Sep-21	Poztive Energy Ltd	2210.36	Electric supply
27-Sep-21	Poztive Energy Ltd	24.46	Electric supply-WPLC
27-Sep-21	Poztive Energy Ltd	1.01	Electric supply-Chapel Hall
16-Sep-21	PPL PRS Ltd	1249.42	Music license-WTC
17-Sep-21	Prudential	307.24	AVC deducted from pay
30-Sep-21	Public Works Loan Board	69298.08	PWLB-Capital/Interest payment

16-Sep-21	R.E.S. Systems Ltd	1260.00	6 monthly fire alarm testing
16-Sep-21	Seton	27.58	Toilet roll dispensers-WPLC
13-Sep-21	SGW Payroll Ltd	153.74	August payroll services
15-Sep-21	Siemens Financial Services	1100.80	Gym equip rental
23-Sep-21	SSE Southern Electric	275.42	Electric supply
16-Sep-21	Staysure Ltd	202.20	Repair puncture/wheels-Depot
27-Sep-21	SWALEC	40.43	Electric supply-Toilet
16-Sep-21	Technical Surfaces Ltd	1560.00	FA register testing-WPLC
23-Sep-21	Technical Surfaces Ltd	480.00	3G Matchfit service fee
17-Sep-21	The Berkshire Pension Fund	17941.18	Employer/employee pension
16-Sep-21	Trade UK - BandQ	218.25	Building supplies
16-Sep-21	Trade UK - Screwfix	32.75	Building supplies
16-Sep-21	Travis Perkins Trading Co	235.25	Building supplies
23-Sep-21	Travis Perkins Trading Co	133.92	Building supplies
16-Sep-21	Tudor Environmental	412.28	Gardening supplies-Depot
01-Sep-21	TV Licence DDA	159.00	TV Licence-WPLC
17-Sep-21	Unison Collection Ac	22.50	Union fee deducted from pay
23-Sep-21	Veolia ES - UK Ltd	617.54	Refuse collection
01-Sep-21	Wokingham BC - Rates	2283.00	Rates-WPLC
01-Sep-21	Wokingham BC - Rates	364.00	Rates-Coro Hall
01-Sep-21	Wokingham BC - Rates	165.00	Rates-Chapel Hall
01-Sep-21	Wokingham BC - Rates	898.00	Rates-OC

**Total Payments**

**135802.65**

**CLERKS IMPREST A/C**

**List of Payments made between 01/09/2021 and 30/09/2021**

<b>Date Paid</b>	<b>Payee Name</b>	<b>Amount Paid</b>	<b>Transaction Detail</b>
17-Sep-21	(Personal Information)	27.00	Refund WPLC course
17-Sep-21	(Personal Information)	75.00	Refund deposit
17-Sep-21	(Personal Information)	60.30	Refund deposit
17-Sep-21	(Personal Information)	50.00	Refund deposit
20-Sep-21	(Personal Information)	15.00	Refund allot key deposit
22-Sep-21	(Personal Information)	44.10	Refund WPLC course
27-Sep-21	(Personal Information)	75.00	Refund deposit
27-Sep-21	(Personal Information)	75.00	Refund deposit
27-Sep-21	(Personal Information)	75.00	Refund deposit
16-Sep-21	Agrovista UK Ltd	1797.66	Seed/fertilizer-
15-Sep-21	Amazon Mkt place	169.99	White Larder fridge-Coro Hall
16-Sep-21	Amazon Mkt place	229.00	Electric Twin Cavity cooker
24-Sep-21	Amazon Mkt Place	24.94	Extra large Tablecloth
28-Sep-21	Amazon Mkt Place	8.50	Wooden Coffee stir sticks
28-Sep-21	Amazon Mkt Place	41.99	12oz Ripple paper cups
29-Sep-21	Amazon.co.uk	51.06	Fire Assembly point signs
30-Sep-21	Amazon.co.uk	89.00	Fire Assembly Point signs
28-Sep-21	BT Telephone Payment Centre	205.46	Finial phone bill-WPLC
17-Sep-21	Helpful Hirings Ltd	747.36	Seed top dresser-
24-Sep-21	Kaspersky Lab	54.99	Internet Security-WTC
22-Sep-21	Lloyds Bank	47735.60	Sept 2021 - Payroll
10-Sep-21	Lloyds Bank D/D	13.60	Imprest a/c bank charges
23-Sep-21	Solopress.com	44.38	WTCMI-posters
29-Sep-21	Solopress.com	59.52	WTCMI-Banners
17-Sep-21	Stageability	100.00	Refund deposit
20-Sep-21	Wokingham BC	1121.54	Council tax-19/20 & 20/21 flat

**Total Payments**

**52990.99**

**Woodley Town Council**

**Current Account**

**List of Payments made between 01/10/2021 and 31/10/2021**

<b>Date Paid</b>	<b>Payee Name</b>	<b>Amount Paid</b>	<b>Transaction Detail</b>
07-Oct-21	(Personal Information)	400.00	WTCMI Mkt Manager
28-Oct-21	(Personal Information)	650.00	Hearald delivery - Woodley
07-Oct-21	ACL Consultancy Solutions Ltd	1755.00	Professional fees-Youth strategy
14-Oct-21	Advanced Maintenance UK Ltd	4200.00	Annual service boiler check
28-Oct-21	Alan Hadley Ltd	297.00	Refuse collection
06-Oct-21	ASAP Computer Services	154.80	Anti-virus fee - WPLC
22-Oct-21	AYS Cleaning Contractors Ltd	1461.07	Contract cleaning - OC
28-Oct-21	AYS Cleaning Contractors Ltd	44.25	Contract cleaning - OC
22-Oct-21	Be Fuelcards Ltd	39.12	Unleaded fuel-Depot
28-Oct-21	Boston Seeds	246.99	Gardening supplies
06-Oct-21	Bourne Amenity Ltd	1664.40	Plus soil-Community Garden
07-Oct-21	Bowak Ltd	132.36	Cleaning supplies-OC
14-Oct-21	Bowak Ltd	47.04	Cleaning supplies-OC
22-Oct-21	Bowak Ltd	153.33	Cleaning supplies-OC
14-Oct-21	Brewers Decorator Centres	117.78	Decorating supplies
22-Oct-21	Brewers Decorator Centres	63.90	Decorating supplies
14-Oct-21	Brown Bag Cafe Ltd	36.00	Catering service fee
22-Oct-21	Brown Bag Cafe Ltd	90.30	Catering service fee
14-Oct-21	Business Stream	226.43	Water rates-Toilet
07-Oct-21	Castle Water	482.34	Water rates
14-Oct-21	Central Sports UK Ltd	629.55	Sports equip supplies
22-Oct-21	Churchill Contract Services Ltd	320.52	Contract cleaning - WPLC
01-Oct-21	Club Manager Ltd	80.40	Monthly Gym software fee
22-Oct-21	CoolerAid Ltd	19.73	Bottled water
07-Oct-21	DCK Accounting Solutions Ltd	492.00	20/21 VAT Partial Exemption fee
07-Oct-21	Dejac Associates Ltd	306.00	Modem/router-WPLC
06-Oct-21	Earth Anchors Ltd	130.74	Red bin sacks
12-Oct-21	Ecotricity	42.85	Gas supply-OC
12-Oct-21	Ecotricity	17.49	Gas supply-Chapel Hall
25-Oct-21	Ecotricity	149.18	Gas supply-OC
25-Oct-21	Ecotricity	147.39	Gas supply-WPLC
25-Oct-21	Ecotricity	25.16	Gas supply-Coro Hall
25-Oct-21	Ecotricity	56.72	Gas supply-Chapel Hall
07-Oct-21	EDF Energy 1 Ltd	16.61	Electric supply-Clock
07-Oct-21	Energy Electrical Distributors Ltd	19.44	Electrical supplies
12-Oct-21	Epos Now Ltd D/D	30.00	Monthly WPLC till support fee
07-Oct-21	Fraser Office Supplies Ltd	11.02	Stationery supplies
11-Oct-21	Global 4 Communications	1557.20	Phone/Mobiles/Broadband
22-Oct-21	HMRC Cumbernauld	17074.37	Tax & NI Employer/employee
11-Oct-21	HMRC VAT	5309.07	Qtr 2 July-Sep21 VAT
06-Oct-21	ID Card Supplies	145.20	Magnetic ID card supplies
22-Oct-21	Keep Mobile	500.00	Grant 2021/2022
14-Oct-21	Lamps-Tubes Luminations Ltd	2064.00	Lights town centre-WTCMI
27-Oct-21	Les Mills Fitness UK Ltd	203.69	Coach-Bodybalance-WPLC
22-Oct-21	Lightatouch	1387.50	Internal Audit 2021/2022
22-Oct-21	Link Visiting Scheme	500.00	Grant 2021/2022
05-Oct-21	Lloyds Bank D/D	43.91	Current a/c service fees
14-Oct-21	Lloyds Bank D/D	338.87	Cardnet Service fees
22-Oct-21	Lyreco UK Ltd	48.61	Stationery supplies
15-Oct-21	Merchant Rentals Ltd	15.44	Cardnet machine rental
15-Oct-21	Merchant Rentals Ltd	18.40	Cardnet machine rental
14-Oct-21	MKR Electrical Services Ltd	407.66	Electrical supplies
06-Oct-21	Pest Control Wokingham	60.00	Wasp nest treatment
22-Oct-21	Pest Control Wokingham	160.00	Wasp nest treatment
26-Oct-21	Pitney Bowes Ltd	100.00	Postage topup
12-Oct-21	Plusnet Plc	43.98	Phone broadband-OC
18-Oct-21	Poztive Energy Ltd	837.90	Electric supply-OC
21-Oct-21	Poztive Energy Ltd	542.34	Electric supply-WPLC
22-Oct-21	Poztive Energy Ltd	65.13	Electric supply-Coro Hall

06-Oct-21	PPL PRS Ltd	443.23	Music license-Coro Hall
22-Oct-21	Prudential	307.24	AVC deducted from pay
01-Oct-21	Public Works Loan Board	6676.72	PWLB-Capital/Interest payment
22-Oct-21	Readibus	9711.00	Grant 2021/2022
15-Oct-21	SGW Payroll Ltd	159.86	Sept 2021-Payroll service fee
15-Oct-21	Siemens Financial Services	1100.80	Gym equipment rental
28-Oct-21	SSE Contracting Ltd	124.26	Electrical repair-Amenities
14-Oct-21	SSE Southern Electric	304.31	Electric supply
28-Oct-21	SWALEC	40.09	Electric supply-Toilet
22-Oct-21	Technical Surfaces Ltd	360.00	3G Matchfit service fee
22-Oct-21	Thames Valley Water Services Ltd	282.00	Water checks-Monthly
22-Oct-21	The Berkshire Pension Fund	19002.01	Employer/employee pension
22-Oct-21	The Parkinson Partnership LLP	500.00	Professional fees-WTCMI
22-Oct-21	Trade UK - BandQ	925.36	Building supplies
22-Oct-21	Trade UK - Screwfix	667.23	Building supplies
14-Oct-21	Tudor Environmental	5.40	Wooden pegs-Depot
22-Oct-21	Unison Collection Ac	22.50	Union fee deducted from pay
22-Oct-21	Veolia ES - UK Ltd	603.23	Refuse collection
01-Oct-21	Wokingham BC - Rates	2283.00	Rates-WPLC
01-Oct-21	Wokingham BC - Rates	364.00	Rates-Coro Hall
01-Oct-21	Wokingham BC - Rates	165.00	Rates-Chapel Hall
01-Oct-21	Wokingham BC - Rates	898.00	Rates-OC
22-Oct-21	Wokingham-Citizens Advice	3500.00	Grant 2021/2022

**Total Payments**

**94625.42**

**Woodley Town Council  
CLERKS IMPREST A/C**

**List of Payments made between 01/10/2021 and 31/10/2021**

<b>Date Paid</b>	<b>Payee Name</b>	<b>Amount Paid</b>	<b>Transaction Detail</b>
04-Oct-21	(Personal Information)	28.00	Refund WPLC course
12-Oct-21	(Personal Information)	75.00	Refund deposit
15-Oct-21	(Personal Information)	103.20	Refund WPLC course
15-Oct-21	(Personal Information)	31.68	Postage stamps
18-Oct-21	(Personal Information)	21.00	Refund deposit
18-Oct-21	(Personal Information)	75.00	Refund deposit
18-Oct-21	(Personal Information)	60.00	Refund credit invoice
22-Oct-21	(Personal Information)	15.00	Refund deposit
26-Oct-21	(Personal Information)	15.00	Refund allot key deposit
29-Oct-21	(Personal Information)	150.00	Refund deposit
11-Oct-21	Amazon Mkt Place	27.98	Witches hats with hooks-WTCMI
18-Oct-21	ASLAM	150.00	Refund deposit
26-Oct-21	Berks Muslim Arab	74.70	Refund deposit
25-Oct-21	Canva Pty Ltd	99.99	Annual subscription-Canva Pro
22-Oct-21	Cupsdirect	45.48	7oz water paper cup-OC
04-Oct-21	Entertainments Ltd	100.00	Refund deposit
12-Oct-21	Fellowship Educational	75.00	Refund deposit
19-Oct-21	Harlequin Floors	68.17	PVC Floor tape-OC
27-Oct-21	Lloyds Bank	50,441.29	Net October 2021 payroll
15-Oct-21	Lloyds Bank D/D	13.60	Imprest a/c charges
22-Oct-21	LSW Secure Ltd	3,614.40	Padlocks & keys - Allot/WPLC
06-Oct-21	Mailcoms Ltd	1,098.00	Postage machine replacement
12-Oct-21	Merchant Rentals	72.00	Exchange cardnet to GPRS
26-Oct-21	Mrs Shaheen Akhtar CO-23690	75.00	Refund deposit
21-Oct-21	PETTY CASH A/C	203.38	Top up petty cash
27-Oct-21	Solopress - AGA Print Ltd	715.66	Folded Leaflets & Flyers

**Total Payments**

**57448.53**



<b>SCHEDULE OF MEETINGS - 2022/23</b>
---------------------------------------

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

PLANNING & COMMUNITY	LEISURE SERVICES	STRATEGY & RESOURCES	FULL COUNCIL
<u>2022</u>  17 May 14 June	<u>2022</u>  31 May (SH)	<u>2022</u>  7 June	<u>2022</u> <b>Annual Meeting:</b> 10 May  21 June
12 July 9 August (SH) 6 September	30 August (SH)	13 September	27 September
4 October 1 November 29 November	15 November	22 November	6 December
<u>2023</u> 3 January (SH) 31 January	<u>2023</u>  17 January	<u>2023</u>  24 January	<u>2023</u>  7 February
28 February 28 March 25 April	11 April (SH)	18 April	<b>Town Electors:</b> 21 March <b>Annual Meeting:</b> 16 May

(SH = School Holidays)

**SCHOOL TERM DATES**

2022 Monday 25 April to Wednesday 20 July  
Friday 2 September to Tuesday 20 December

Half Term: 30 May - 3 June  
Half Term: 24 October - 28 October

Good Friday: 15 April 2022

2023 Wednesday 4 January to Friday 31 March  
Monday 17 April to Friday 21 July

Half Term: 13 - 17 February  
Half Term: 29 May - 2 June

Good Friday: 7 April 2023  
Elections: 4 May 2023

## **APPENDIX E**

### **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 were in place for holding the Town Electors meeting in 2021 and to consider any new arrangements which might be appropriate to attract more residents to attend the meeting in 2022.

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

There will be three 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 2022 Town Electors meeting, due to take place on 8 March 2022.

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

To review how the Town Electors meeting operated in 2021.

To consider ideas/arrangements/alternative structures to attract more residents to attend the 2022 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 25 January 2022 on proposals for the 2022 Town Electors meeting and future Town Electors meetings.

**YOUTH STRATEGY****REPORT OF THE DEPUTY TOWN CLERK****Purpose of Report**

To update Members on progress in developing a new Youth Strategy for the Council and to ask Members to consider making a recommendation to the Strategy and resources Committee on the adoption of the draft strategy document.

**Background**

Following the end of the service level agreement with Just Around the Corner in 2020, the Council resolved to engage ACL Consulting Solutions to assist in the development of a Youth Strategy for the Council, and for this to form the basis of a new service level agreement for the provision of youth services. Chris Moore of ACL Consulting Solutions facilitated informal meetings on 18 March 2021 and 13 September 2021. A further meeting took place on 8 November to request Members of the Community Youth Partnership to consider a recommendation to the Leisure Services Committee on adoption of the draft Strategy for youth Services 2021-2027. These meetings were attended by members of the Community Youth Partnership and other interested Councillors who wished to make a contribution. The notes of these meetings are attached at **APPENDIX A**.

The discussion, questions and suggestions at these meetings were used to inform the research document and the draft Strategy for Youth Services 2022-2027 attached at **APPENDIX B**.

**Community Youth Partnership**

The Members of the Community Youth Partnership were asked to make a recommendation to the Leisure Services Committee on the adoption of the draft Strategy for Youth Services 2022-2027. Members not able to attend the meeting were asked to respond by email.\*

<b>Member</b>	<b>Recommend Y/N</b>
Cllr Jenny Cheng	Y
Cllr Michael Forrer	Y
Cllr Kay Gilder	Y
Cllr Beth Rowland	-
Trina Farrance	Y
Steve Outen	Y
Paul Cassidy	-
Laurie-Ann Price	Y
Graham Sumbler	-

\*Sam Milligan was not included in the vote as Just Around the Corner may be a potential tendering organisation for the provision of youth services under the new SLA. It was agreed that comments made at the meeting and requested to be forwarded to the Leisure Services Committee would be noted and accompany the recommendation.

The comments made at the CYP Briefing on 8 November and the Leisure Services Committee Meeting on 16 November are attached at **APPENDIX C**.

The following recommendation was approved by the Leisure Service Committee:

- ◆ To recommend to the Strategy and Resources Committee that the draft Strategy for Youth Services 2022-2027 be adopted.

Voting: For: 5 Against: 1 Abstentions: 1

### **Next Steps**

Members are asked to consider the draft Strategy for Youth Services 2022-2027 and make a recommendation to Full Council on the adoption of the strategy. Full Council will then consider the draft strategy for formal adoption.

Once the strategy has been formally adopted it will form the basis of a tender for the provision of youth support services under a service level agreement.

### **Impacts**

#### **Resources**

The Council allocated £26,000 for the provision of youth support services in 2021/22. Services provided under the SLA will have a fixed budget set out at the start of the agreement.

#### **Equality**

Youth support services provided by the Council must satisfy the requirements under the Public Sector Equality Duty. An Equality Impact Assessment should be carried out by the Council on the service and prospective service providers should also be measured against the requirements of the duty as part of the selection process and on-going monitoring.

#### **Environmental**

There are not expected to be significant environmental impacts in the provision of youth support services.

### **Recommendations**

- ◆ **That Members note the contents of the report.**
- ◆ **That Members consider a recommendation to Full Council regarding the adoption of the Strategy for Youth Services 2022-2027.**

**Notes of initial meeting to discuss a new Service Level Agreement to support young people - held on 18 March 2021**

The following members of the Community Youth Partnership, Councillors and Officers attended the virtual meeting:

**Community Youth Partnership:** Paul Cassidy - ARC, Graham Sumbler - Woodley Baptist Church, Steve Outen - Woodford United FC, Trina Farrance - Bulmershe Gym Club and Councillors Kay Gilder, Jenny Cheng and Martin Doyle (apologies from Councillor Michael Forrer and Laurie Ann Price were received)

**Other Councillors:** Cllr Keith Baker, Cllr Beth Rowland and Cllr Nada Al-Sanjari

**Officers:** Deborah Mander - Town Clerk, Kevin Murray - Deputy Town Clerk

Chris Moore, ALC Consultancy Solutions, facilitated the meeting and discussions.  
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Chris Moore welcomed everyone to the meeting and explained the purpose of the meeting which was to explore how to adapt the existing Service Level Agreement (SLA) supporting young people in Woodley to be more flexible and responsive to some of the challenges posed by the pandemic.

He informed the meeting that he had spoken with Sam Milligan from Just Around the Corner (JAC) who currently provide the SLA, and with other contacts of his who work in the youth sector.

After initial introductions Chris Moore asked all the attendees to give their views on the impacts of Covid-19 on young people in the areas they are working in:

Cllr Martin Doyle - was very concerned at the £1M taken out of youth provision by Wokingham BC and said that this has had a tremendous impact on services and young people and was reflected in the facilities available for young people. He was keen to see a traditional form of youth facility - a hub staffed by professional people and was concerned at the lack of facilities available to older young people.

Chris Moore commented that a physical space was pertinent for younger young people - but less attractive to older ones.

Cllr Doyle said he'd seen no evidence that a central hub was more pertinent to younger rather than older young people and believed that our teenagers in particular need protection to not be prayed upon and that a controlled hub would achieve this.

Cllr Keith Baker said Cllr Doyle had made a good point in that we're not sure what older teenagers want - it could be a hub. Wokingham BC pulled out of youth centres and Woodley Town Council is the only Town/Parish Council supporting young people through the existing SLA. He said he didn't know of any research that had asked young people what they want.

Cllr Al-Sanjari - had discussed support for young people with her secondary school students who felt that faith based youth provision has its purposes but doesn't meet everyone's needs. Older teenagers needs are more complicated now and the challenges are greater, especially mental health which she felt should be a focus. Communal spaces for young people to use and access are key to making a community. Rates of crime/county lines issues are part of a network Cllr Al-Sanjari is involved with in tackling ethnic group minorities. She wanted get away from youth work being a reaction, rather than a response to a problem.

Cllr Kay Gilder - who along with Cllr Rowland is one of the longest serving members on the committee said that originally the town had 3 youth clubs and these were good for some young people. However, there are young people who don't want to go to clubs and this led to the Council funding an outreach youth worker - which became JAC. When youth centres closed, the Churches joined forces and provided facilities for younger people to meet up. Cllr Gilder believed that the work that JAC and the churches had done filled a space and expressed her appreciation for their work with young people.

Chris Moore then invited comments on trends and observations:

Cllr Beth Rowland - who worked in secondary education, expressed concerns for young people - knife crime and drugs in Woodley in particular. There is a huge availability of drugs on the streets and young people know where to get these. General breakdown of family life is also of concern and has been affected by the pandemic. How we find out what is worrying young people is important. Schools do employ family workers to provide pastoral care and ARC is seeing more new young people with mental health issues returning to school.

Cllr Jenny Cheng - believed we couldn't cure all the ills and that the Council's role was to provide something after school - we need to find out what young people want - which seems to be different for younger and older teenagers.

Trina Farrance - outside the closures of the Gym Club she had encouraged their members to come to the club to meet up with other gym club members and to encourage them to have healthy life styles and good mental health.

Steve Outen - felt we shouldn't lose sight of all the voluntary activities and clubs in Woodley. Woodley Town FC have people allocated to support young people. He also felt that there needed to be a committee - but there needed to be someone to take ownership of the problem to steer the group through and give direction to what we are doing. He agreed that a hub would be a good idea if manned by the right people. He believed we should focus now on mental health problems - this could be advertised through the schools.

Chris Moore then asked the meeting to think about more specific ways of supporting young people, for example, event in park to encourage healthy choices, seasonal provision eg events after school, drop-in activities, pop up in Oakwood Centre foyer. He referred to the need to be a champion for young people - convincing others of the importance of this work and sustaining it going forward.

Cllr Martin Doyle was looking for the Council to provide accommodation and funding and had a suggestion that unused space at the Leisure centre could be made into a habitable space - with a group of people providing services - a place of protection, with advice and help. He referred to charities who do this sort of thing - Berkshire Youth, for example. Young people participating in making music and participating in cultural activities.

Paul Cassidy was concerned that when young people are asked what they want by the time it is commissioned young people want something else. Secondary schools have counsellors and ARC are making sure they have the resources to respond to need. At the moment mental health needs are low but this will change when the schools reopened. Activities that are put on should be fun ones.

Chris Moore asked if it was feasible and possible to deliver a framework for delivery.

Paul Cassidy believed that that whatever is provided should be open to all. He thought that a framework could benefit from influence by young people and it wouldn't be too hard to go into secondary schools to do work that kids may want. He referred to the Parkour/Free running scheme which hadn't materialised and whether this is something that could be included going forward.

Cllr Martin Doyle - referred to professional youth workers who would work with the police and other authorities in the community. There was stuff going on that needed to be dealt with - this needed an active relationship with others, including the police - this was an important part of youth work.

Cllr Keith Baker - said he didn't believe the Town Council could solve all the problems - it couldn't employ 2 or 3 youth workers because there weren't the funds to do so. He wondered whether rather than having an SLA with one organisation we should look at providing annual grants for different youth work projects - eg mental health, sports etc. Grants could be allocated as dynamics change in terms of need.

Cllr Nada Al-Sanjari - would prefer to support a hub, rather than a SLA. A venue with qualified professionals - but also said she wouldn't, at this point, rule anything out.

Graham Sumbler - if the plan was to make allocations for one year only there would be an issue in terms of young people's reactions - young people don't really know what they want. It would be important for the CYP to find out what groups do and what needs they can see in the community - in order to join with and target young people and services. He explained that as a youth worker in a church he has the time and skills to go into other settings, eg schools, the kids know they are there to help and listen and get to know you.

Chris Moore raised the issue of the cost of a permanent hub and that these had largely been closed because of cost.

Cllr Martin Doyle - would not dismiss Cllr Baker's idea out of hand. He was sensitive about how councils like Woodley TC have been put in a position to fund things the government usually funded. Our council is trying to produce something robust and real. He didn't agree with grant funding for different groups and was concerned that £27K annually would not be enough, although it was before. He suggested that the tender be put to appropriate parties to see what they want to offer to provide to the Council.

Chris Moore suggested that some of these suggestions are mutually exclusive - and that something tangible is easier to raise funds for.

Cllr Keith Baker - clarified that his suggestion regarding grants could work as there is already the structure there and reasonable sums could allow an organisation to expand and provide facilities.

Cllr Jenny Cheng - said she agreed with many of the comments made so far, however, one size didn't fit all and that the CYP needed to find out what young people want.

Paul Cassidy - commented that he wouldn't be pleased if this reduced the existing grant funding to ARC.

There was an exchange of views about the lack of success on some matters relating to the work of the Community Youth Partnership.

Trina Farrance - said she liked the grants idea but she believed that Woodley should have a place for young people to go - not necessarily a youth club - could be a not for profit cafe.

Cllr Nada Al-Sanjari said she would like to see not for profit music workshops, mobile studio and that the money would go to a hub arrangement.

At this point it was acknowledged that there was not a clear strategy going forward on developing the terms of the SLA. Cllr Keith Baker suggested that a 5 year strategy should be considered.

It was noted that the current SLA ended on 31 March 2021 - and it was confirmed that JAC would still be conducting outreach work and would liaise with the Town Council on any matters of concern.

It was agreed that the Town Clerk, with the facilitator's help, frame a process so that all can engage and be involved in the strategy for the terms of the SLA 2021.



**Notes of Youth Strategy Briefing to discuss to discuss the draft Youth Strategy - held on 13 September 2021 at 6pm, via Zoom.**

The following members of the Community Youth Partnership, Councillors and Officers attended the virtual meeting:

Community Youth Partnership: Steve Outen (Woodford United FC), Sam Milligan (JAC), Trina Farrance (Bulmershe Gym Club), Laurie-Ann Price and Councillors Kay Gilder, Jenny Cheng, Michael Forrer

Councillors: Cllr Keith Baker, Cllr Martin Doyle, Cllr David Bragg

Officers: Kevin Murray - Deputy Town Clerk, Matthew Filmore – Committee Officer

Other: Chris Moore, ALC Consultancy Solutions, facilitated the meeting and discussions.

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Chris Moore welcomed everyone and explained that the purpose of the meeting was to check the direction of travel of the initial draft strategy document. He informed those present that this was an informal meeting, that nothing was set in stone at this point, and that the aim was to make the best use of a limited but worthy budget in supporting young people in Woodley. Chris highlighted the timeline for development and adoption of the strategy and that the pace would need to be picked up in order to achieve this. Chris asked those present to provide any comments, suggestions or questions on the document to him directly.

Chris Moore gave an example of the changes in other areas such as arts & culture, where there was requirement a flexible and dynamic approach, and that this was increasingly true of youth support provision.

Chris Moore referred to the draft document and explained the 'matrix' approach which was designed to reflect all the issues, with nothing specifically 'in or out' at this stage, and the importance of recording all of the issues previously discussed, regardless of what the resulting focus of the strategy might be.

Chris spoke about the need to start to focus on what can realistically be achieved with the available resources, while also considering a wider vision for the future should circumstances, funding etc. change. Chris invited comments on the draft document.

Sam Milligan commented that he could not see a provision for detached youth work in the document. Chris Moore confirmed he would make this clearer.

CLLR Baker commented that it would be great to have an ambition/vision, but there is a need to be practical and for the strategy to be achievable – and effectively feed into the resulting service level agreement to go out to tender.

Cllr Baker asked Chris Moore to find other Town Councils who had done this, and that the document must recognise the things that we can do which do not duplicate anything being done by the Borough Council. Cllr Baker commented that any future grant funding would be likely to go to the Borough Council and so the Town Council needed to be realistic about what it can achieve.

Cllr Doyle commented that we should not limit our ambitions to what can immediately afford, and that our vision for the future should reach across the things that the Borough Council should provide, but doesn't.

Cllr Gilder commented that WTC has worked for many years at the forefront of youth provision for Woodley and has built strong relationships with partners such as ARC, JAC, churches and

other voluntary sector groups. Cllr Gilder commented that youth workers were very expensive and that we have limited resources.

Cllr Bragg commented that we should look at the activity led issues – with a view to linking young people up with existing clubs e.g. photography. We could encourage ‘youth wings’ within existing organisations that could lead to on-going interest and potentially employment.

Steve Outen commented that the many of the members on the group were of the older generation and that we should bring in some older youths/sixth formers to hear what they want or what opportunities they did not have.

Cllr Cheng commented that any consultation with young people must be very clear.

Cllr Doyle commented that a survey carried out by Berkshire Youth contained very useful information and they had already done this work for us.

Cllr Gilder commented that over the years the Council had engaged with young people e.g. skate park. Cllr Gilder commented that we must be careful not to raise expectation and risk young people becoming disillusioned e.g. skate park took 20 years to deliver.

Cllr Baker commented that the Berkshire Youth survey might cover geographical areas e.g. Reading, which will have different issues to Woodley. Cllr Baker commented that we mustn't think we know what they want.

Cllr Baker referred to the successful mental health awareness event that took place in the Oakwood Centre and suggested an event, with children invited from schools could be a success. Cllr Baker also mentioned that there was a Youth Parliament and that there may be a representative that could make a contribution. Chris Moore agreed to investigate this.

Sam Milligan commented that of the 4 approaches in the document, the issue led approach was the most flexible. Sam commented that when asking a group of young people to come to an event, many will exclude themselves from attending. An issue led approach would enable you to engage more difficult to reach people. If the Borough Council was like an Oil Tanker then, the Town Council response could be more like a speedboat – addressing a problem quickly. Sam commented that whoever you survey, you will exclude more people than you include.

Cllr Doyle commented that Wooley had lots of young people with well off parents and their children were well catered for in terms of activities and clubs and that we are targeting a group of young people with nowhere to go and nothing to do. Cllr commented that we were targeting this at the wrong people, they need somewhere safe and warm and that we have a responsibility to protect vulnerable young people who may also be susceptible to abuse by others. Cllr Doyle commented that the approach being taken was kicking the can up the road rather than addressing the issue.

Chris Moore commented that there is a marginalised group that we are not reaching and that the extent to which WTC can address this needs to be realistic in terms of resources.

Sam Milligan commented that if there were a small group of vulnerable young people e.g. 20-30, around 15 of those might attend a set activity for a number of weeks but would leave if they can't do the things they want to do. They are looking for somewhere dry and light but with no adults around. Sam commented that outreach work is the most cost effective way to reach these people and build up trust.

Cllr Gilder commented that with the two youth clubs that were previously running, only certain types of kids would attend. The others don't want to be organised by adults and that outreach work was the only way to reach them.

Cllr Baker commented that this is what JAC had been doing for many years – reaching the unreachable, as they were flexible enough to change their approach e.g. van with computer games etc, to continue to engage. Cllr Baker recognised that Cllr Doyle was very passionate about the provision of youth clubs. Cllr Baker commented that when WBC closed it's youth clubs, the Town Council continued to fund Bulmershe club, but it ultimately closed as kids wanted other things.

Cllr Doyle commented that he believed society should provide youth clubs and that we are left doing what we can with what we have. Cllr Doyle commented that the work will need to go out to tender.

Sam Milligan commented on a positive note, that JAC had found the hard to reach group had become smaller over the years. Sam commented that for the last 6 months of the Bulmershe youth club, the building was closed as no one came, and the staff team went out onto the streets to engage with young people.

Steve Outen commented that yes, we do need to target a particular group, but that we also needed to bear in mind the mental health issues affecting young people and the impacts of Covid.

Chris Moore thanked everyone for contributing to the discussion and asked stated that he would welcome any and all comments and suggestions by email following the meeting.

A date for the next meeting is to be confirmed and will be to consider a revised strategy document with recommendations.

Meeting closed at 7pm

**Notes of Youth Strategy Briefing to discuss to discuss the draft Youth Strategy - held on 8 November 2021 at 6pm, via Zoom.**

The following members of the Community Youth Partnership, Councillors and Officers attended the virtual meeting:

Community Youth Partnership: Steve Outen (Woodford United FC), Sam Milligan (JAC), Trina Farrance (Bulmershe Gym Club), Cllr Michael Forrer (WTC)

Councillors: Cllr Martin Doyle, Cllr David Bragg, Cllr Anne Chadwick  
Officers: Kevin Murray - Deputy Town Clerk

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Kevin Murray (KM) welcomed everyone and explained that the purpose of the meeting was to obtain a recommendation from the Members of the Community Youth Partnership, to go to the Leisure Services Committee regarding adoption of the Strategy for Youth Services 2022-2027.

KM explained that the draft strategy would be presented to the Leisure Services Committee, Strategy and Resources Committee and Full Council for consideration before being adopted.

KM advised the meeting that any comments made could be noted and presented to the Leisure Services Committee along with the recommendation if requested.

KM introduced the draft Strategy for Youth Services 2022-2027 document and explained that it was the strategy document based on the research and assessment document produced by ACL Consultancy Solutions. KM went through each section of the document in turn and provided clarification on various parts in response to questions. KM explained the scoring against the different approaches and priorities set out in the appendix.

Cllr Doyle commented that the document was not clear that the Council would be responsible for carrying out the Equality Impact Assessment on the service, in respect of meeting the requirements under the Public Sector Equality Duty, and that this should be clearly stated.

Steve Outen asked if the timescale stated in the draft document was realistic. KM responded that this should be achievable as the draft document was being considered in the current cycle of Council committee meetings.

Cllr Forrer and Cllr Chadwick commented on the need for the strategy to be flexible to address changing needs of young people.

Cllr Doyle commented that the draft strategy appeared very similar to the arrangement that previously existed with Just Around the Corner and that the document should be clearer on the reasoning for not including 'place based' approaches. Cllr Doyle commented that he had previously made a proposal to the Council to use the underused changing area at Woodford Park Leisure Centre as a youth café/youth hub and had identified potential capital funding £87,000 that could be used for the project. Cllr Doyle commented that the document disregarded this approach.

Cllr Doyle queried the benefit of a 5 year agreement over a 3 year agreement and suggested that this should be made clear in the document. Cllr Doyle also suggested that the document should show a commitment to establishing a way of measuring the outcomes of the service provided and offered to provide some pro forma examples of this from elsewhere.

KM suggested that Cllr Doyle submit his comments/suggestions by email to be submitted to the Leisure Services Committee.

Sam Milligan commented that the document should clearly state the age range of the young people that it is intending to reach, and that this was crucial going forwards.

The subject of surveying young people was discussed and it was noted that this would need careful consideration in terms of how and who would be surveyed, what the Council would be asking and how this would help to inform the services provided both within and outside the service level agreement. KM commented that the Council may need assistance with this.

KM asked the members of the Community Youth Partnership that were present to indicate their support, or otherwise, for the draft Strategy for Youth Services 2022-2027. Cllr Forrer, Trina Farrance and Steve Outen indicated their support. KM advised that he would contact the other members not present to obtain their view and comments. Sam Milligan had left the meeting.

KM thanked everyone for attending and contributing to the meeting.

Meeting closed at 6.49pm



# **Strategy for Youth Services**

**2022 – 2027**

DRAFT

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Approaches	4
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DRAFT

## Purpose

Following the end of the previous service level agreement with Just Around the Corner (JAC) in 2020, the Town Council has determined to continue providing targeted support to young people in Woodley. The Council is seeking to do this by inviting tenders from specialist youth service providers to provide this support through a new service level agreement from 2022.

## Research

It is recognised that the Town Council has limited resources to provide youth support services and that activities under a new service level agreement must be targeted and achievable.

The Town Council engaged ACL Consultancy Solutions Ltd (ACL) to draft a document summarising and assessing the approaches available to the Town Council when shaping future youth provision. ACL facilitated several meetings with members of the Council's Community Youth Partnership and other interested parties during 2021, at which views, opinions and suggestions were gauged. Section 7 of the ACL document (Appendix A) informs the priorities and approaches on which the basis of this Strategy has been formed.

## Priorities

This Strategy identifies nine key priorities which the Town Council aims for the new service to aspire to. These are that the service:

- A** Addresses young people's mental health and wellbeing, feelings of isolation / loneliness and physical health and wellbeing
- B** Gives young people stronger voices at local community and local government levels
- C** Provides safe and appropriate opportunities to meet and have fun with friends
- D** Widens the diversity of activities and opportunities for young people
- E** Can work within the available WTC budget
- F** Provides opportunities for additional funding (eg per event, matched funding, sponsorship)
- G** Enables arrangements for the first five years of Youth Support delivery
- H** Can respond flexibly to changes in the interests and preferences of young people
- I** Can be cost-effectively managed by WTC, CYP and other partners as appropriate

These nine priorities have been used as the assessment criteria against which the potential approaches open to the Town Council have been assessed.



## Outcomes

Measured outcomes against many of the priorities are very difficult as they are both subjective and wide-ranging. National frameworks exist and others are being developed to help providers of youth support services to evaluate their services, and these are themselves very wide-ranging and complex.

It is recognised that the Town Council is not a specialist provider of youth support services and does not have the knowledge and expertise to prescribe a fixed, detailed plan of activities through the SLA, particularly at the outset. Therefore the operation of the SLA will need a partnership approach with the provider, to enable the Council to understand the existing and changing needs of young people, and for the provider to understand the Council's expectations. This will be managed through regular (suggested monthly) update and progress meetings between the service provider and the Council's working party.

## Approaches

The ACL document identifies four specific styles of approach open to the Town Council, along with the possible associated activities. These approaches are:

### 1 Activity Led

This approach centres around the provision of specific activities, such as:

- Pop-ups and events
- Workshops (practical, cultural)
- Sports
- Health and wellbeing (including mind and body)

### 2 Street Based

### 3 Placed Based

This approach centres around the location/s at which activities are provided, such as:

- Youth Hub(s)
- Youth Centre(s)
- Youth Café
- Sports, leisure or other health and wellbeing centre(s)
- Partner premises (eg schools)
- Specialist facilities (peripatetic or fixed)

### 4 Issues Led

This approach centres around providing activities which focus on a particular issue, such as:

- (Focus on) mental Health
- (Focus on) physical wellbeing
- (Focus on) personal wellbeing
- (Focus on) equality of access
- (Focus on) family breakdown
- (Focus on) criminal behaviour, including drugs distribution and use/

## Assessment

By assessing the associated activities against this Strategy's priorities, we have identified that each of the four identified approaches meet, on average, the following number of priorities:

<b>Approach</b>	<b>No. Priorities Met (avg.)</b>
Activity Led	6.25
Street Based	8.00
Place Based	2.83
Issues Led	3.17

(See Appendix B for full matrix assessment)

## Youth Strategy

The Town Council is working with a current budget of £27,000 p.a. for supporting young people through the delivery of a service level agreement.

Based on the assessment above, between 2022 and 2027 the Town Council will expect the service provider under the SLA to deliver youth support via a mix of 'activity based' and 'street based' approaches. These approaches are realistic and achievable within budget, and currently meet a greater number of the strategic priorities than either the 'place based' or 'focus led' approaches.

It is recognised that activities must be flexible throughout the period of the SLA in order to respond to changing situations; e.g. Covid, social media and other evolving pressures on young people. It is also recognised that not all of the activities mentioned in these approaches may be operating at the same time throughout the period of the SLA e.g. some periods may require more/less focus on harder to reach young people – through street based activities.

The service provider under the SLA shall provide regular information and advice on activities as appropriate in order to tailor the service provided to meet changing needs. Partnership working outside of the SLA e.g. via the Community Youth Partnership, will remain important in identifying and understanding local needs.

In addition to the activities under the SLA the Council shall:

- Continue to seek opportunities to engage and consult with young people in Woodley
- Continue to work with partners for the benefit of young people in Woodley
- Review and update policies and strategies as required to respond to the changing needs of young people in Woodley
- Engage an organisation with appropriate expertise to carry out an annual survey of young people in Woodley, to gauge needs and inform Council service provision - both within and outside of the SLA. (survey to be funded separately from activities under the SLA)

- Consider where existing services or facilities may contribute to, or have a positive impact on the priorities both within and outside of the SLA

Whilst this Strategy does not currently support the provision of youth support services via either the 'place based' or 'focus led' approaches due to the available budget and likely return on investment when assessing against the key priorities, they remain potential approaches which could be utilised by the Town Council in future in the context of any significant additional funding, appropriate feasibility assessments, and a review of this Strategy. For example, start up costs for a youth café are estimated at £20,000-£100,000 (ACL document 8.3.5.2.)

## Monitoring

As mentioned in the 'Outcomes' section, measured outcomes against some of the priorities are difficult. Delivered activities will be monitored against the requirements set out in the SLA, which will be defined from the outset. These may be quantitative; for example:

- Number of detached youth work sessions
- Number of contacts with young people
- Number of pop up events / workshops and attendance numbers
- Attendance and reporting to Council meetings
- Progress on longer term projects
- Evidence of working with partners
- Evidence of audited accounts

The service provider will also be required to report annually on how they believe their service has met the Town Council's 9 key priorities, as defined in this Strategy.

## Governance

The Service Level Agreement (SLA) shall be for a period of 5 years. The SLA may include an option to extend up to a maximum of 3 years, subject to review and approval by the Leisure Services Committee. The service will be procured in accordance with the appropriate public procurement regulations. This will require an open tendering process with tender assessment based on the criteria and profile specified in the tender document. The SLA shall have appropriate termination clauses to reflect changes in service requirements or address failings or other changes in the delivery of the activities.

Expressions of interest will be invited from potential service providers. A working party shall be set up to meet with interested organisations prior to formal tendering and development of the SLA.

The working party will assess the tender responses and make a recommendation to the Strategy and Resources Committee on the appointment of the service provider.

The service provider shall attend and report to each scheduled meeting of the Leisure Services Committee, in accordance with the terms and monitoring set out in the SLA.

The service provider shall attend and report to meetings of the Community Youth Partnership as required, in accordance with the terms and monitoring set out in the SLA.

The service provider shall also meet with the monitoring working party as required.

The Strategy shall be reviewed annually by the Leisure Services Committee to examine successes and identify any required changes or adjustments to the SLA.

### **Equality**

An Equality Impact Assessment (EIA) shall form a key part of the selection for service delivery through the SLA. Tendering organisations will be required to provide an equality policy and demonstrate how their organisation meets the requirements under the Public Sector Equality Duty.

### **Delivery**

It is envisaged that the new SLA will go out to tender in early 2022 with an anticipated commencement of service from April 2022.

## **A YOUTH STRATEGY FOR WOODLEY TOWN COUNCIL**

### **CONTENTS (TO BE FINALISED)**

- 1. FOREWORD**
- 2. EXECUTIVE SUMMARY (TO FOLLOW)**
- 3. THE NEED FOR A YOUTH STRATEGY**
  - a. Local Authority Responsibilities**
  - b. The Current Context**
  - c. Summary of Recent History and Current / Future Requirements**
- 4. THIS DOCUMENT**
- 5. WHAT OTHERS ARE DOING**
  - a. Street-based work**
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  - c. Core components work**
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  - e. Responses to COVID**
  - f. Other Responses**
- 6. APPROACHES**
- 7. ASSESSMENTS**
- 8. RECOMMENDATIONS**
- 9. DRAFT TENDER DOCUMENT (TO FOLLOW)**
- 10. NEXT STEPS**
- 11. CONCLUSION**

### **APPENDICES**

Select Bibliography  
Acknowledgements

## 1. Foreword by Chris Moore MA (Independent Consultant)

By 2021, young people everywhere have faced some of the worst social conditions in generations. A financial crash, followed by austerity and then the pandemic, all underpinned by rocketing property costs, problems with job opportunities and employment, interruptions to education and training are all threatening our young people's mental and physical health and wellbeing in unprecedented ways. Woodley Town Council ('WTC') believes it has a part to play in addressing some of these issues and in rebuilding opportunity and hope for this blameless generation of young people.

Some Authorities (such as Wokingham Borough Council) have a statutory duty to improve young people's wellbeing and to provide specific additional and early help (for people between 13 and 19 years, and up to 24 years for some vulnerable people). Parish and Town Councils do *not* have to do this, but some (such as WTC) *choose* to provide a level of support for young people. WTC is rightly proud of this commitment, against many of the odds: according to the YMCA Youth Charity, spending on youth services in England has been cut by 70% in real terms in less than a decade, with the loss of £1bn of investment. That analysis found that local authority expenditure on youth services dropped from £1.4bn in 2010-11 to just under £429m in 2018-19, resulting in the loss of 750 youth centres and more than 4,500 youth workers.<sup>1</sup>

Regardless, youth services remain among the most important services that local authorities provide, and youth workers are in many senses the unsung heroes of their communities. Effective youth work helps young people to identify their social and development needs and involves them in shaping the services designed to meet those needs to impact both their own skills and life chances to create a better future for themselves and their communities. Unlike school, participation in youth activities is voluntary, and youth work takes a holistic approach with young people, starting where they 'are' in terms of developmental or physical location (open access or detached/street work). Therefore, WTC has been considering how to get the best value for young people from its modest youth service spend. The end of an existing Service Level Agreement with JAC ('Just Around the Corner') has provided this opportunity for reflection, and WTC thanks JAC for their excellent work to date.

WTC continues to engage with a range of stakeholders to develop this new, responsive Youth Strategy to guide its actions and investments over the next five years. WTC intends that its new youth 'offer' will seek to diversify provision in Woodley, involving young people in more decision-making and delivering a broader programme of activities for them, in line with their interests and priorities. I am sure we all look forward to working together to improve the lives of Woodley's young people.

**Chris Moore MA, ACL Consultancy Solutions, September 2021**

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<sup>1</sup> Out of Service, YMCA Youth Charity, 2020). Also, <https://www.cypnow.co.uk/youth-work>

## 2. Executive Summary (To Follow)

## 3. The Need for a Youth Strategy

### 3.1 What Young People Say

In 2021, Berkshire Youth ('BY') undertook an important survey and analysis of what some young people wanted and needed. It is published at <https://www.berkshireyouth.co.uk/wp-content/uploads/2021/05/BY-Youth-FINAL-1.pdf> BY gathered a group of young people from around Berkshire to create a youth survey that included responses from over 750 young people throughout the County. Headlines of their work included

- 56% of young people told Berkshire Youth that their mental health had declined due to Covid-19
- 56% of young people reported that they had feelings of isolation/ loneliness due to Covid-19
- 40% of young people reported that they think they are never listened to within/by their local community
- 51% of young people reported that they think they are never listened to by their local council
- 69% of young people told Berkshire Youth that they wanted a place to have fun with friends
- 49% of young people reported that they felt there was a need for more specialist support for young people around mental health and wellbeing
- 47% of young people reported that they wanted somewhere safe to go
- 40% of young people told Berkshire Youth that they wanted more careers and employment advice

As has been pointed out, this is a relatively small sample of young people and we do not have information specifically about the group who replied, therefore we must treat the research with a certain amount of caution, and look for trends and patterns as opposed to absolutes.

<sup>2</sup> BY is a local charity working with approximately 12,000 young people across Berkshire every year, supporting them as they transition from childhood to young adulthood. BY encourages young people to reach their full potential and make a positive contribution to their communities through participation in fun and enriching leisure activities. Many of the young people they work with are vulnerable or disadvantaged and unable to access help elsewhere. BY focuses on prevention and helping young people who are missing out, not yet in crisis and who can't afford what is on offer or face barriers to access; these young people may have mental health issues, responsibility as a carer or low self-esteem. BY offers a variety of programmes and projects for both young people and youth workers. Their courses include the Youth Leadership Academy, the Duke of Edinburgh's Award, First Aid training and the Fit 4 Youth programme. They work with schools across Berkshire to provide preventative education, helping with early identification of those at risk of gangs, drugs and knife crime. Their youth workers regularly visit and work with students who have been identified by their schools as at risk and requiring extra



support, most of whom go on to reengage with their education and choose a much more positive path. BY adapted their offer during the pandemic to best meet the needs of the local community. For example, they created Berkshire Youth Hubs ( <http://www.wbyh.co.uk> ) as a virtual, text and telephone-based support platform bringing together information and links available to support young people, families and youth workers through the lockdowns and beyond. BY has stated “The pandemic has hit young people and the youth sector hard. With youth centres having to shut their physical doors and many unable to open their virtual doors, young people have reported that they feel isolated and lonely, with many struggling with their mental health. Young people have reported that they are struggling with school and education, and Berkshire Youth are pleased to be working with schools to provide both mentoring for young people and training opportunities for teachers and school staff to upskill around mental health and wellbeing. This report highlights the overwhelming need for young people to have safe and inclusive spaces with positive role models to talk to and emphasises the importance of investing in both universal and targeted youth work. These recommendations are also echoed in recent reports by UK Youth and the National Youth Agency. Despite the uncertain times, Berkshire Youth has been determined to push ahead with ambitious plans to renovate the Waterside Centre in Newbury into a fantastic youth and community centre in the heart of the town. Like our other flagship youth centres (The Wayz in Bracknell and the Britwell Youth and Community Project in Slough) the Waterside Centre, opening later this year, will offer a programme of activities and a safe space and support for local young people. We believe that it’s more important than ever at the present time to lift young people’s aspirations, boost their self-esteem and inspire them to reach their full potential, showing them that they are valued and important and we are all invested in their futures.”

### **3.2 Local Authority Responsibilities**

- 3.2.1 Principal Local Authorities have a statutory duty to improve young people’s wellbeing and to provide specific additional and early help. Neither Parish nor Town Councils have a comparable statutory duty, but some (such as Woodley Town Council) choose to provide a level of support for their young people. For Principal Local Authorities, DfE guidelines include requirements of this provision to connect young people with their communities, offer participative opportunities in safe contexts, support personal and social development, improve physical and mental health and emotional wellbeing, help ‘at risk’ young people with education and training and raise young people’s own aspirations (supporting them to improve their own resilience and best inform their own decisions).
- 3.2.2 It is local authorities’ duty to secure, so far as is reasonably practicable, equality of access for all young people to the positive, preventative and early help they need to improve their well-being, including youth work. Local authorities must take steps to ascertain the views of young people and to take them into account in making decisions about services and activities for them, in line with Article 12 of the United Nations Convention on the Rights of the Child (UNCRC). They should establish and maintain structured arrangements for doing so. To inform continuous improvement, these arrangements should enable young people to inspect and report at least annually on the quality and accessibility of provision. As appropriate they should also be involved actively in service design, delivery and governance.

Young people should receive the support they need to participate, ensuring representation of the full diversity of local young people, and those who may not otherwise have a voice.<sup>3</sup>

- 3.2.3 Local authorities are responsible for securing, so far as is reasonably practicable, a local offer that is sufficient to meet local needs and improve young people’s well-being and personal and social development – having regard to the general principles of the UNCRC. They should strive to secure the best possible local offer within available resources, reviewing the sufficiency of the offer if it does not result in positive feedback from young people on the adequacy and quality of local provision and positive trends in qualitative and quantitative data that are indicative of local young people’s well-being and personal and social development.<sup>4</sup>

### **3.3 The Current Context**

#### *3.3.1 The Existing Woodley Town Council SLA*

Whilst it may have been fit for purpose in the past, the service level agreement for Woodley Town Council’s outsourced delivery of services for young people is now mostly unworkable post-Covid, post-austerity and in light of financial ‘tightening’ going forward. It is critical now, therefore, to use the Council’s local experience, knowledge and ideas to create a more flexible offer that can be delivered and developed as the pandemic and other contexts change.

#### *3.3.2 The Covid-19 Pandemic*

It is possible that the real scale of impacts of the Covid pandemic have yet to come, and yet to be understood. However, the vaccination programme is progressing and businesses, schools and so on have started to reopen. Locally, Covid-19 lockdowns and falling UK temperatures appear to be keeping young people indoors to some extent. It may be prudent, therefore, to consider the current period as one for exactly this sort of reflection and planning so that alternative service delivery might begin in Winter 2021/Spring 2022 with

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<sup>3</sup> Statutory Guidance for Local Authorities on Services and Activities to Improve Young People’s Well-being (Issued by the Secretary of State for Education under Section 507B of the Education and Inspections Act ‘06, 2012)

<sup>4</sup> Statutory Guidance for Local Authorities on Services and Activities to Improve Young People’s Well-being (Issued by the Secretary of State for Education under Section 507B of the Education and Inspections Act ‘06, 2012)

monitoring and change as required throughout the rest of the year, facilitated through more frequent stakeholder contact (ie with young people) and discussion than in the past.

### 3.4 Summary of Recent History and Current / Future Requirements

#### 3.4.1 Overview

The Youth Service is composed of a voluntary sector and a statutory sector. The statutory sector is under the control of the Education Authority and consists of a number of youth clubs and outdoor education centres, the voluntary sector is by far the larger sector and is composed of many different organisations. There are approximately 140,000 young people who are registered participants in the Youth Service. There are almost 1,600 registered youth service providers, the regular running of which is reliant on a workforce of 20,881, of whom over 90% are volunteers. Uniformed organisations make up 57% of the total number of youth units and account for 37% of the young people who participate in youth service activities on a regular basis.

#### 3.4.2 The Youth Endowment Fund

The Youth Endowment Fund (YEF) is as an independent charitable trust, established in March 2019 by Impetus with a £200m endowment and ten-year mandate from the Home Office. The charity's mission is to prevent children and young people becoming involved in violence. It does this by finding out what works and building a movement to put this knowledge into practice. The Youth Endowment Fund is committed to making change happen to keep children and young people safe. They will fund good work in England and Wales that aims to prevent children and young people becoming involved in violence. They will find what works by evaluating every programme and activity that it funds. Finally, they will work for change by spreading and scaling what works. Their website can be found at <https://youthendowmentfund.org.uk/>

#### 3.4.2 Local Ambitions

Just Around the Corner ('JAC') currently delivers against the existing SLA and has its own youth strategies and policies in place, already involving young people in some aspects of decision-making, planning and delivery. This documentation (where the ambitions of young people for themselves are explicit) should be referenced in developing an alternative offer that is deliverable.

Stakeholder partners might now be considered to include schools, health services, local authorities, and appropriate community organisations, for example. All these currently find their roles and capabilities compromised to a greater or lesser extent, so a broader network for cooperation might represent a good way forward.

## 4. This Document

4.1 *In our original notes of April 7, 2021, we (ACL) wrote: “It became clear at a facilitated virtual meeting and discussion on March 18th this year that a youth strategy could support Council decision-making in the context of youth provision funded by Woodley Town Council (‘WTC’) through a Service Level Agreement. The current situation sees delivery by Just Around the Corner (‘JAC’) on behalf of WTC and the Community Youth Partnership (‘CYP’). The purpose of the recent discussion was to explore how the existing Service Level Agreement for supporting young people in Woodley could be made more flexible and responsive to some of the challenges posed by youth service delivery, and in a time of Covid-19. Principal Local Authorities have a statutory duty to improve young people’s wellbeing and to provide specific additional and early help. Neither Parish nor Town Councils have a comparable statutory duty, but some (such as Woodley Town Council) choose to provide a level of support for their young people (£27k for 2021-2022) and the Council now wishes this to be continued, albeit with some change. Towards the end of the meeting, it was agreed that the creation of a new youth strategy was important to support decision-making. The Town Clerk and ACL said they would prepare a short proposal for consideration”.*

4.2 The completed proposal stated the work’s intended objectives to

- Agree with the Town Clerk the calendar for development and implementation of the strategy, facilitating a revised SLA
- Summarise recent suggestions on the shaping of WTC’s future youth provision
- Assess each suggestion independently; summarise the assessments and make recommendations
- Present these to the CYP/ WTC
- Taking on board CYP and WTC views, incorporate the recommendations within a Youth Strategy document for 2021-2026
- Develop a new SLA as appropriate along with a process framework for its award

4.3 The proposal was approved, and work began on the strategy. There were meetings with the Town Clerk and Deputy Town Clerk, and further consultations with individuals and organisations by ACL. A further briefing to discuss to discuss the (incomplete) draft Youth Strategy was held on 13 September 2021, via Zoom. The focus for this meeting was a key discussion of service provision to be explored (such as young people making more use of social media to identify helpful guidance, identify disinformation and spot online bullying; using the NYA document ‘suite’; working with an extended network of stakeholders in new ways; researching others’ approaches and adapting them; introducing a limited range of activities when it is safe to do so, such as using the Oakwood Centre and outdoor sports spaces). All ideas were welcomed, and this facilitated discussion was generally agreed to be very productive. Feedback and consultation have continued to the point of report-writing (this document).

## 5. What Others Are Doing

### 5.1 Street-Based Work

- 5.1.1 Street-based youth work offers one of the few ways of making and sustaining contact, and working effectively with, disaffected, socially excluded, young people – and yet the ad hoc method by which it is funded means its accessibility to these people remains sporadic and patchy. The term ‘street-based youth work’ describes an imperfectly defined art rather than an exact science. It springs from the long-standing endeavours of various philanthropic and, later, public bodies to draw young people into a particular service or activity or to ensure that specific messages, on matters such as their health, were delivered to those who were not inclined to use building-based provision. Some youth projects use street-based work as their predominant approach and employ full-time personnel with a professional qualification. A few also use mobile youth facilities such as a converted bus which is driven regularly to different housing estates or villages to provide a base in which young people can meet, and often carries a range of posters or video equipment to prompt discussion on social issues. As with detached work generally, a bus may be used in response to specific concerns, for example by being deployed on a specific Friday evening in a town centre to provide support, information and advice.
- 5.1.2 Whatever the scale and intensity of the street-based work, some features are common. Projects aim to establish a regular presence in an area so that young people become familiar with the workers and know that help is available should a time arise when they need it. Workers also aim to establish regular contact with individual young people and to build a relationship of trust on the basis of which they can begin to address issues identified by those individuals. These frequently include such matters as bullying and harassment, unemployment, housing, pregnancy and relationship breakdown. Conversation and spontaneous discussion may lead to more organised activity such as specific arts and media-based activities, sporting activities and taking groups of young people away for short residential programmes. Some projects work to establish semi-permanent groups with regular meetings for groups of young women or young men; young carers and peer education groups. They may also encourage young people’s progression into other projects.<sup>5</sup>
- 5.1.3 Detached youth workers operating at street level can sometimes help excluded and disaffected young people in ways not always possible in more formal settings. Joseph Rowntree Foundation research found that a systematic street-based youth service would cost a small fraction of the amount spent on other services targeted at this group. The Foundation asked Tom Wylie, Chief Executive of the

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<sup>5</sup> The Cost of Providing Street-Based Youth Work in Deprived Communities (Joseph Rowntree Foundation, 2004)

National Youth Agency, supported by George Smith of the University of Oxford, to make an illustrative calculation of what it might cost to provide street-based youth work projects more systematically across deprived local areas in England (please see below).

## 5.2 Place-Based Work

- 5.2.1 Place-based working is a person-centred, bottom-up approach used to meet the unique needs of people in one given location by working together to use the best available resources and collaborate to gain local knowledge and insight. By working collaboratively with the people who live and work locally, it aims to build a picture of the system from a local perspective, taking an asset-based approach that seeks to highlight the strengths, capacity and knowledge of all those involved. This differs from top-down approaches that rely on an overarching systemic (or national) view that is then broken down into sub-systems (local views). By focusing on the deficits, rather than the assets, top-down approaches can sometimes be criticised for undervaluing the importance of local knowledge and assets and, as a result, the differentiation between local and national issues becomes misunderstood. This can be problematic, particularly when thinking about improving health and wellbeing, as it can cause us to think that the national perspective is all that matters and prevent us from understanding local needs.
- 5.2.2 There are some issues with the precursors to place-based approaches (e.g. active regional development, place-blind methods or community planning) including misdiagnosis of issues, lack of an asset-based approach, tokenistic community engagement and short-term planning horizons. Together, these have led to an increased demand for approaches that value the importance of place, while also understanding the need for embedded, person-centred ways of working. While these approaches sought to improve local resources, they didn't have any specific place-based considerations and therefore could be considered 'top-down' as opposed to community focused 'bottom-up' approaches. A place-based approach, on the other hand, acknowledges the complexity of people's lives by working in direct partnership with a range of people and provides one way of uncovering the needs and strengths of local communities.
- 5.2.3 Example 1: place-based approaches have been used by different organisations, in different ways, for different reasons. It is not a one-size-fits-all approach and is often adapted to meet local needs, as well as the needs of the organisations conducting the work. The Joseph Rowntree Foundation (JRF) has spent ten years working in Bradford with the aim of improving community cohesion and empowering local citizens. They chose to work in Bradford due to the area's diverse economic and ethnic profile. Throughout this programme of work, providing safe places for debate - where everyone was regarded as an equal and previously unheard voices were encouraged - led to strengthened local partnerships. Those involved have increased their understanding of the local community. However, the aim of the programme was to support the community to make improvements, not just to understand it. The evaluation

report reflects the need to have worked more closely with local stakeholders, as well as a need for more long-term commitment to the individual projects they worked on. JRF say they could have improved this outcome by involving people in the design of the projects from the start and translating their research and findings into local action.

- 5.2.4 Example 2: Total Place was a programme comprising 13 pilot schemes sponsored by local communities and Local Government. It involved 63 local authorities, 34 primary care trusts and 13 police authorities. Unlike the Joseph Rowntree Foundation work in Bradford, the overall aim was to transfer control to those working on the ground through the delivery of better value services with an expectation of early cost savings to validate the work. In reality, it is still unclear if Total Place achieved the cost savings it predicted. The initiative sought to implement preventative approaches, but its evaluation was subject to numerous challenges. Furthermore, only 10 of the 13 pilots were evaluated based on person-centred outcomes, with 7 of the 10 reporting a lack of robust evidence that collaborative working had improved outcomes for the people using services.
- 5.2.5 Example 3: 'Altogether Better'. West Cheshire's Whole Place Community Budget Pilot 'Altogether Better' is working locally in Greater Manchester to reduce the 'wasteful' duplication of resources and services by promoting an integrated, cross-sector approach to service delivery. While a fundamental part of this process is ensuring local residents and providers are actively involved in the design and delivery of services to improve the outcomes of people who live locally, the key aim for both examples remains the reduction of costs. This project is already reporting cost savings and reduced requirement for acute interventions. While this demonstrates that pooling resources to deliver solutions could tackle resource and financial issues, it does not report on whether these services provided positive outcomes for the people living locally.<sup>6</sup>

### 5.3 Core Components Work

- 5.3.1 This approach assumes that projects can be broken down into constituent parts: the 'core components' making up the service or approach being delivered for young people. For example, a mentoring programme for young people at risk of violence may be made up of many different components or practices. It could include things such as goal-setting sessions, one-to-one counselling, group activities or social and emotional learning.

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<sup>6</sup> **IRISS** <https://www.iriss.org.uk/resources/irisson/place-based-working> (First Published 2015)



5.3.2 There are many different approaches to breaking down youth service provision into its core components, but many focus on four principal aspects

- Describing what is offered (the first advantage of a core components approach is that that it can help with articulating the nature of the offer to young people. It can also be useful for developing a strong theory of change – an explanation of why the activities that are run should contribute to short and long-term outcomes)
- Knowing what and how to adapt (a related benefit of a core components approach is that it can help with adapting the design or delivery of programmes. During the pandemic, for example, support may have needed to be more personalised, according to the needs of individuals. This is easier to do if it is possible to distinguish between aspects of the offer that are core, or non-negotiable, and those that are flexible and can be more obviously adapted)
- Making practice more evidence-informed (breaking a service down into its parts can help to identify the features or components of programmes that are associated with positive effects. This can be used to improve existing practice by adjusting what is offered better to fit the evidence)
- Evaluating programmes (this can involve a conscious focus on specific components to explore how well they are implemented, what contribution they are perceived to be making to project aims, or how acceptable they are to users. It is also possible to start adding or subtracting components, or changing those that exist, and observing the impacts of these changes.<sup>7</sup>)

## 5.4 Strategies

### 5.4.1 Overview

In 2020, less than half of OECD countries (44%) for which preliminary data is available had youth work strategies in place. Governments should adapt existing strategies and formulate new ones to ensure that the youth work sector is ready to deal with the fallouts of the COVID-19 crisis and address emerging areas such as digital youth work.<sup>8</sup>

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<sup>7</sup> (The Youth Endowment Fund) <https://youthendowmentfund.org.uk/adapting-and-learning-using-a-core-components-approach/>

<sup>8</sup> Youth and Covid-19: Response, Recovery and Resilience (OECD, 2020 [14])

#### 5.4.2 *The UK Government*

The Treasury announced a Youth Services Review of programmes in Spring 2020 to support youth services as part of the 2020 Spending Review. DCMS was leading this internal review and were keen to hear from youth service providers and representative groups directly. The Youth Review was expected to set policy direction for the out-of-school youth agenda, focusing on programmes currently within the scope of DCMS, with a particular focus on addressing regional differences in opportunities for young people. This included considering the next steps on the Youth Investment Fund and the NCS programme. DCMS planned to be working to align its aims with other government departments and priorities for young people. (NB We contacted DCMS twice about an update on this report, with no response as at 13/10/2021)

5.4.3 DCMS has carried out previous consultations with the youth sector, during which the following key messages were shared:

- National and local infrastructure is varied across the country, and it is recommended the design of any funding programmes for youth services seeks to support both.
- The youth sector welcomes both national and place-based funding and encourages DCMS to ensure join-up of funding streams, and accessibility of funding to grassroots organisations, as well as regional and national bodies.
- A mixed funding model will be essential to achieving any vision for out-of-school youth provision.
- Government funding for youth services presents an opportunity to increase consistency of outcomes and measurement. While central government and local organisations will likely have different interests regarding data collection, both should work together to ensure outcomes and metrics meet each other's needs.
- The youth sector raised the value of open-access youth services alongside broader positive activities for young people and called for DCMS' vision to be clear on the distinction between the two.
- Government is encouraged to reflect on the distinct role of youth work, training and up-skilling to support practitioners to deliver youth provision.

DCMS has two aims for its youth support: (i) developing skills for life and work, and (ii) supporting mental and physical wellbeing.

## 5.5 Responses to COVID

- 5.5.1 The National Youth Association ('NYA') is the Professional, Statutory and Regulatory Body (PSRB) for youth work in England and as such is the national partner for the government, the Local Government Association and non-governmental bodies, and with relevant bodies in related professions (such as teaching, policing and social care). The NYA sets the standards for youth sector organisations in recognition of practice, qualifications and the youth work curriculum and convenes the National Youth Advisory Body for policy advice and guidance. We have worked with an expert group of youth work practitioners, national youth organisations and young people to shape this document. Youth sector organisations typically work with young people aged 8 to 25 years, although other age groups are recognised.
- 5.5.2 The NYA states "There is a wide range of youth provision, normally defined as 'youth work', which includes open-access work through youth centres, community projects, volunteering and youth social action, alongside targeted services and specialist groups for vulnerable young people. Such activities are run by local groups, community organisations and local authorities or as part of national programmes. The types of activity include, for example, youth clubs, street-based youth work, peer-led youth groups, uniformed youth groups, youth councils, outdoor education and residential trips.

It is recognised that the level of lockdown will vary over time and by location if local restrictions are applied. To support youth sector organisations when reacting to these changes a readiness framework and level is provided. Changes are published weekly on the [NYA's website](#) and provides guidance as to the nature and capacity of activity recommended at each level.

Alongside adhering to the framework's guidance, all proposed activities and changes must be subject to a risk assessment, which should be enhanced when physical spaces/buildings /land are to be used.

All providers of youth provisions and services must complete a COVID-19 action plan (see details below). These plans are intended to ensure that you have considered all reasonable aspects of activities before opening provision at a local level."

- 5.5.3 The National Youth Agency lowered its readiness level to 'GREEN' in September 2021. On their website ([www.nya.org.uk](http://www.nya.org.uk)) is a prescriptive list of the activities they propose under that restriction. They also provide some extremely helpful Covid-19 guidelines and documents (including templates) – all free to download and use. For example, they offer a very useful list of 'Ten Things to Be Aware Of':
1. Read the National Youth Agency guidance: [Managing Youth Sector Activities and Spaces During COVID-19](#)
  2. It is a requirement for all centres, projects and units to develop an action plan with a comprehensive risk assessment
  3. Keep your plans and risk assessments under constant review
  4. Be aware of changes to the law or readiness levels (via the National Youth Agency website)

5. Protect vulnerable individuals at all times and consider your responsibilities to those with protected characteristics
6. Ensure social distancing is protected
7. Involve your staff, volunteers and young people in designing your plans
8. Ensure you clearly communicate changes to everyone involved
9. Do not rush to re-open, only do so when you are confident it is safe
10. Stay safe

5.5.4 “It is important to ensure we create spaces, services and opportunities that enable everyone to engage equally. This often requires adjustments to our working practices and approaches to ensure that everyone benefits fairly. Your organisation’s equality and diversity policy should be considered at all times and especially when making decisions and judgements related to the impact on individuals and groups with protected characteristics. When applying this guidance, organisations should be mindful of the particular needs of different groups of workers and individuals. It is breaking the law to discriminate, directly or indirectly, against anyone because of a protected characteristic, such as age, sex, race or disability. Employers and organisations (voluntary or otherwise) also have additional responsibilities towards disabled individuals and those who are new or expectant mothers.

**The following must be in place:**

- Assessment that the risk to workers, young people and the community can be safely managed
- Ability to meet core government guidance
- Effective safeguarding arrangements
- All children and young people should be safeguarded
- Enhanced cleaning arrangements are in place
- Ability to comply with social distancing requirements and limits on gathering sizes which is underpinned by UK law
- Ability to ensure hygiene levels are maintained, including for frequent hand washing/cleansing with alcohol gel
- The risk to workers, young people and the community being safely managed
- Whether the most vulnerable in society can be effectively safeguarded

Everyone needs to assess and manage the risks of COVID-19. As a service provider or employer (voluntary or paid), you have a legal responsibility to protect workers, young people and others from risks to their health, safety and wellbeing. This means you need to think about the risks they face and do everything that is reasonably practicable to minimise them, recognising you cannot completely eliminate the risk of COVID-19.

A youth organisation may deliver a range of activities and types of provision, including local projects and services. We advise that each project/centre/unit completes a risk assessment and action plan document. The action plan will ensure that you have considered all reasonable points ahead of changing your delivery levels. This will also help you to identify the actions and steps you need to put in place to ensure appropriate and safe provision.

The action plan includes a risk assessment and will consider the wider organisational policies that must continue to govern your practice, including safeguarding, equality and health and safety policies. You should also check with your insurer that they will continue to cover your planned activities.

Your plan is required to be as simple or complex as your organisation's activities and plans. The NYA, UK Youth and the Federation for Detached Youth Work have provided templates, checklists and examples of action plans that are kept updated; go to <https://youthworksupport.co.uk>. You must keep your plan under constant review and make responsive amendments to reflect the NYA's published readiness level. Be ready to react if the readiness level changes week-to-week, and ensure you communicate changes to young people, staff, parents/carers and other stakeholders. Your action plan should include clear information about how your service can and will respond to different readiness levels to minimise risk. You must make sure that the risk assessment for your provision addresses the risks of COVID-19 and that this guidance is used to inform your decisions and control measures. A risk assessment is not about creating huge amounts of paperwork, rather it is about identifying sensible measures to control the risks in your setting. Your risk assessment will help you decide if you have done everything you need to.

Youth sector organisations have a duty to consult their staff members (paid or voluntary) on health and safety issues. We would also advise engaging young people in developing your plans and risk assessments and in the discussions about the impact on themselves, their peers/ families and their significant others. You can do this by listening and talking to them about the planned work and how you will manage risks from COVID-19. The people who do the work are often the best people to understand the risks in the workplace, and they will have a view on how to work safely. Involving them in making decisions shows that you take their health and safety seriously.

Youth organisations often work with young people and trusted adults (staff, volunteers) who are at higher risk from COVID-19. It is essential to be aware of who these individuals are and how to mitigate the risk to them. Steps may be required to ensure equality of access to provision for young people who are shielding or at increased risk.”<sup>9</sup>

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<sup>9</sup> Managing Youth Sector Activities and Spaces During COVID-19 (National Youth Agency, Dec 2020 V4)

## 5.6 Other Responses

- 5.6.1 Organisations working with young people are responding in a very broad range of ways across the globe. From taking advantage to focus on the development of young women in Tanzania, to establishing lifelong ‘Learner Guides’ in Sierra Leone, to developing a new social enterprise for disadvantaged young people to learn financial and business skills in Jordan, to creating health information exchange opportunities using social media in Botswana, to the OECD’s ‘Hackathon/Hack the Crisis’ projects many are trying to see the positive opportunities offered by a ‘pause’ in our ‘usual’ lives.
- 5.6.2 Some authorities are looking at alternative delivery models in order to deliver services in different ways, depending on the local context. In some areas, Youth Mutuals have been developed to open up alternative sources of funding and to allow the generation of income, while in others, Young People’s Foundations bring together the public, private, voluntary and community sector to make the most effective use of all available funding and assets. In all models, the council as the body with the statutory responsibility will maintain a key role in supporting and setting the direction of local youth provision.
- 5.6.3 With limited funding available from councils, many organisations are often pursuing the same funding from external sources such as charities and trusts. Councils have an opportunity to invest smaller amounts in core funding for groups so that they can access further funding, and to coordinate funding bids, supporting smaller organisations to come together to deliver work that can contribute to the wider vision. Opportunities for organisations to collaborate meaningfully should be explored wherever possible to support collective impact. Support for writing funding bids can also be helpful, particularly where organisations have limited or part-time staffing.
- 5.6.4 In some areas, improving the use of council and community assets has been invaluable, and offers an alternative way of supporting service delivery than financial support. Finding ways to allow easier sharing of assets can improve the viability of, and access to, services across the area. This can apply to buildings, funding and resources – both owned by the council and community organisations, and by private and voluntary partners – as well as staff and volunteers.
- 5.6.5 Using the council’s role as a community and partnership leader to facilitate discussions with and investment from the local private sector can help to support delivery of some youth services. Involving local businesses in the development of the vision for local youth services can support this, encouraging buy-in from the beginning and ensuring that the vision helps to support young people to develop the skills they need for the local job market when they reach adulthood.

## 6. Approaches

### 6.1 Approaches to be Assessed

Discussions and meetings to date on how Woodley Town Council should move forward with its youth provision have included a wide range of stakeholders but are not 'complete' and should continue to be regarded as work-in-progress rather than as tasks 'completed'. The strategy and its delivery will deliver best value if they are kept under constant review and can be flexed to suit dynamic, changed and changing contexts.

Thinking, ideas and suggestions to date have proved wide-ranging and comprehensive; we have therefore sought to categorise them so that they might be considered in comparison with one another only where that is appropriate. The categorisation of approaches we are working with is:

- 1 ACTIVITY-LED**
  - a. Pop-ups and events
  - b. Workshops (practical, cultural)
  - c. Sports
  - d. Health and wellbeing (including mind and body) activities
  
- 2 STREET-BASED**
  
- 3 PLACE-BASED**
  - a. Youth Hub (s)
  - b. Youth Centre(s)
  - c. Youth Café
  - d. Sports, leisure or other health and wellbeing centres
  - e. Partner premises (eg schools)
  - f. Specialist facilities (peripatetic or fixed)

- 4 ISSUES-LED**
  - a. (Focus on) mental health
  - b. (Focus on) physical wellbeing
  - c. (Focus on) personal wellbeing
  - d. (Focus on) equality of access
  - e. (Focus on) family breakdown
  - f. (Focus on) criminal behaviour, including drug distribution and use

Some relevant and influencing aspects have also emerged, and we will go on to consider these as:

- 5 OTHER CONSIDERATIONS**
  - a. Ongoing Consultation (with young people, with other partners and stakeholders)
  - b. Partnership-building
  - c. Additional Research and Development
  - d. Provision for Different / Priority Age Groups
  - e. Taking the Long View



## 7. Assessments

### 7.1 Criteria for Assessment

Clearly, not all approaches can be considered as one comparison group, and we have accommodated this. Nevertheless, we have established 10 tests that are relevant to national regional and local youth approaches (including, for example, the Berkshire Youth Survey 2021, Woodley Town Council online meeting March 18<sup>th</sup> 2021, Independent consultations with JAC, WTC and others 2020 / 2021, DCMS Youth Review 2021, Department of Education 2020, NYA Readiness Guidance 2021, ETS information, research by Reading Voluntary Action, Joseph Rowntree Foundation/LGA/Unison and others), the Youth Endowment Fund and so on.

Using a matrix, and bearing in mind an initial youth support budget of £27k for 2021-2022 we have considered whether the approach in question

- A** Addresses young people’s mental health and wellbeing, feelings of isolation / loneliness and physical health and wellbeing
- B** Gives young people stronger voices at local community and local government levels
- C** Provides safe and appropriate opportunities to meet and have fun with friends
- D** Widens the diversity of activities and opportunities for young people
- E** Can work within the available WTC budget
- F** Provides opportunities for additional funding (eg per event, matched funding, sponsorship)
- G** Enables arrangements for the first five years of Youth Support delivery
- H** Can respond flexibly to changes in the interests and preferences of young people
- I** Can be cost-effectively managed by WTC, CYP and other partners as appropriate

## 7.2 OUR ASSESSMENTS

	<b>APPROACH 1: ACTIVITY-LED</b>	<b>a/ Pop-ups and events</b>	<b>b/ Workshops (practical, cultural)</b>	<b>c/ Sports</b>	<b>d/ Health and wellbeing (including mind and body) activities</b>
<b>A</b>	Addresses young people’s mental health and wellbeing, feelings of isolation / loneliness and physical health and wellbeing	Yes.	Yes.	Yes.	Yes.
<b>B</b>	Gives young people stronger voices at local community and local government levels	Possibly.	No.	No.	No.
<b>C</b>	Provides safe and appropriate opportunities to meet and have fun with friends	Yes.	Yes.	Yes.	Yes.
<b>D</b>	Widens the diversity of activities and opportunities for young people	Yes.	Yes.	Yes.	Yes.
<b>E</b>	Can work within the available WTC budget	Yes.	Yes.	Yes.	Yes.
<b>F</b>	Provides opportunities for additional funding (eg per event, matched funding, sponsorship)	Yes.	Possibly.	Yes.	Possibly.
<b>G</b>	Enables arrangements for the first five years of Youth Support delivery	N/A	N/A	N/A	N/A
<b>H</b>	Can respond flexibly to changes in the interests and preferences of young people	Yes.	Possibly.	Yes.	Yes.

	<b>APPROACH 1: ACTIVITY-LED</b>	a/ Pop-ups and events	b/ Workshops (practical, cultural)	c/ Sports	d/ Health and wellbeing (including mind and body) activities
<b>I</b>	Can be cost-effectively managed by WTC, CYP and other partners as appropriate	Yes.	Yes.	Yes.	Yes.

	<b>APPROACH 2: STREET-BASED</b>	Outdoors, local area		<b>APPROACH 2: STREET-BASED (ctd)</b>	Outdoors, local area
<b>A</b>	Addresses young people's mental health and wellbeing, feelings of isolation / loneliness and physical health and wellbeing	Yes	<b>F</b>	Provides opportunities for additional funding (eg per event, matched funding, sponsorship)	Possibly
<b>B</b>	Gives young people stronger voices at local community and local government levels	Yes	<b>G</b>	Enables arrangements for the first five years of Youth Support delivery	Yes
<b>C</b>	Provides safe and appropriate opportunities to meet and have fun with friends	Yes	<b>H</b>	Can respond flexibly to changes in the interests and preferences of young people	Yes
<b>D</b>	Widens the diversity of activities and opportunities for young people	Yes	<b>I</b>	Can be cost-effectively managed by WTC, CYP and other partners as appropriate	Yes
<b>E</b>	Works within the available WTC budget	Yes			

	<b>APPROACH 3: PLACE-BASED</b>	a/ Youth Hub (s)	b/ Youth Centre(s)	c/ Youth café	d/ Sports, leisure or other health and wellbeing centres	e/ Partner premises (eg schools)	f/ Specialist facilities (peripatetic or fixed)
<b>A</b>	Addresses young people's mental health and wellbeing, feelings of isolation / loneliness and physical health and wellbeing	Yes.	Yes.	Yes.	Yes.	Possibly.	Yes.
<b>B</b>	Gives young people stronger voices at local community and local government levels	Possibly.	Possibly.	No.	Possibly.	No.	Possibly.
<b>C</b>	Provides safe and appropriate opportunities to meet and have fun with friends	Yes.	Yes.	Yes.	Yes.	Yes.	Possibly.
<b>D</b>	Widens the diversity of activities and opportunities for young people	Possibly.	Possibly.	Possibly.	Possibly.	Possibly.	Yes.
<b>E</b>	Works within the available WTC budget	No.	No.	No.	Possibly.	Possibly.	Possibly.
<b>F</b>	Provides opportunities for additional funding (eg per event, matched funding, sponsorship)	Possibly.	Possibly.	Possibly.	Possibly.	Possibly.	Possibly.
<b>G</b>	Enables arrangements for the first five years of Youth Support delivery	Yes.	Yes.	Yes.	Possibly.	Possibly.	Possibly.

	<b>APPROACH 3: PLACE-BASED</b>	a/ Youth Hub (s)	b/ Youth Centre(s)	c/ Youth café	d/ Sports, leisure or other health and wellbeing centres	e/ Partner premises (eg schools)	f/ Specialist facilities (peripatetic or fixed)
<b>H</b>	Can respond flexibly to changes in the interests and preferences of young people	Yes.	Yes.	No.	Possibly.	Possibly.	Yes.
<b>I</b>	Can be cost-effectively managed by WTC, CYP and other partners as appropriate	No.	No.	No.	Possibly.	Possibly.	Possibly.

	<b>APPROACH 4: ISSUES-LED</b>	a/ (Focus on) Mental health	b/ (Focus on) Physical wellbeing	c/ (Focus on) personal wellbeing	d/ (Focus on) Equality of access	e/ (Focus on) Family breakdown	f/ (Focus on) Criminal behaviour, including drug distribution and use
<b>A</b>	Addresses young people's mental health and wellbeing, feelings of isolation / loneliness and physical health and wellbeing	Yes.	Yes.	Yes.	Yes.	Yes.	Yes.
<b>B</b>	Gives young people stronger voices at local community and local government levels	No.	No.	No.	Possibly.	No.	No.
<b>C</b>	Provides safe and appropriate opportunities to	Possibly.	Possibly.	Possibly.	Yes.	No.	No.

<b>APPROACH 4: ISSUES-LED</b>	<b>a/ (Focus on) Mental health</b>	<b>b/ (Focus on) Physical wellbeing</b>	<b>c/ (Focus on) personal wellbeing</b>	<b>d/ (Focus on) Equality of access</b>	<b>e/ (Focus on) Family breakdown</b>	<b>f/ (Focus on) Criminal behaviour, including drug distribution and use</b>
<b>D</b> Widens the diversity of activities and opportunities for young people	Possibly.	Possibly.	Possibly.	Yes.	Possibly.	No.
<b>E</b> Works within the available WTC budget	Yes.	Yes.	Yes.	Yes.	Possibly.	No.
<b>F</b> Provides opportunities for additional funding (eg per event, matched funding, sponsorship)	Yes.	Yes.	Possibly.	Yes.	Possibly.	Possibly.
<b>G</b> Enables arrangements for the first five years of Youth Support delivery	N/A	N/A	N/A	N/A	N/A	N/A
<b>H</b> Can respond flexibly to changes in the interests and preferences of young people	Possibly.	Possibly.	Possibly.	Possibly.	Possibly.	Possibly.
<b>I</b> Can be cost-effectively managed by WTC, CYP and other partners as appropriate	Yes.	Yes.	Yes.	Yes.	Possibly.	Possibly.

	<b>APPROACH 5: OTHER CONSIDERATIONS</b>	<b>a/ Ongoing Consultation (with young people, with other partners and stakeholders)</b>	<b>b/ Partnership- building</b>	<b>c/ Additional Research and Development</b>	<b>d/ Provision for different / priority age groups</b>	<b>e/ Taking the long view</b>
<b>A</b>	Addresses young people's mental health and wellbeing, feelings of isolation / loneliness and physical health and wellbeing	Yes.	Possibly.	Possibly.	Yes.	Yes.
<b>B</b>	Gives young people stronger voices at local community and local government levels	Yes.	Possibly.	Possibly.	Yes.	Yes.
<b>C</b>	Provides safe and appropriate opportunities to meet and have fun with friends	Possibly.	No.	Possibly.	N/A	N/A
<b>D</b>	Widens the diversity of activities and opportunities for young people	Yes.	Yes.	Possibly.	Yes.	Yes.
<b>E</b>	Works within the available WTC budget	Possibly.	Possibly.	Possibly.	Possibly.	Yes.
<b>F</b>	Provides opportunities for additional funding (eg per event, matched funding, sponsorship)	Possibly.	Possibly.	Possibly.	Possibly.	Possibly.
<b>G</b>	Enables arrangements for the first five years of Youth Support delivery	Yes.	Yes.	Yes.	Yes.	N/A

<b>APPROACH 5: OTHER CONSIDERATIONS</b>		<b>a/ Ongoing Consultation (with young people, with other partners and stakeholders)</b>	<b>b/ Partnership-building</b>	<b>c/ Additional Research and Development</b>	<b>d/ Provision for different / priority age groups</b>	<b>e/ Taking the long view</b>
<b>H</b>	Can respond flexibly to changes in the interests and preferences of young people	Yes.	Yes.	Yes.	Yes.	Yes.
<b>I</b>	Can be cost-effectively managed by WTC, CYP and other partners as appropriate	Possibly.	Possibly.	Possibly.	Possibly.	Yes



## 8. RECOMMENDATIONS

### 8.1 Overview

The Local Government Association developed a set of principles for youth service provision that are comprehensive and appropriate to the current context. We recommend they are adopted to guide this strategy, its implementation and future strategies and plans:

- **Young People’s Voice:** this should be central to the provision offered to them. They can choose to attend a variety of services on a voluntary basis, building a sense of autonomy and trust in practitioners that encourages engagement with further work where needed. Provision can and should be structured around the needs of young people locally, offering both universal, open-access provision wherever possible, and targeted support for those considered more at-risk, disadvantaged or with higher need. For WTC it is important to engage more young people in more discussions about their wants and needs
- **Inclusivity, equality and diversity:** young people should feel included in their local area and can access the support they need as they progress towards adulthood. No young person feels marginalised or isolated as a result of disability, sexuality, nationality, socio-economic status, special educational needs, mental health issues, religion or any other characteristic. The local youth offer helps to improve social mobility for young people from all backgrounds by offering support to develop the skills, knowledge and networks they need to access and take advantage of opportunities.
- **Respect:** young people are a valued and respected part of the community whose needs and wishes are considered equally with those of other groups. They are actively encouraged to participate in their communities and to enjoy opportunities in their local area without fear of judgement or negative stereotyping.
- **Quality, safety and well-being:** good quality services are provided by staff with appropriate safeguarding training, linked to a wider network of support. Ideally this includes professionally qualified youth workers with the skills, expertise and competencies to support safe, quality services with appropriate levels and types of intervention. The youth offer helps to keep young people safe and supports their mental, emotional and physical health, improves their social and economic wellbeing, and makes sure they can access education, non-formal learning and recreation.
- **Empowerment:** services empower young people to progress and engage in employment, education and training, and to take an active role in their local communities. Young people are listened to and can make positive demonstrable changes to their communities and understand how to engage with the democratic process.
- **Positivity:** services are strengths-based and focus on developing the skills and attributes of young people, rather than attempting to ‘fix a problem’.

- **Local solutions:** as local leaders who know their communities best and have a key role in place-shaping, councils are ideally placed to set out the vision and direction for youth provision in their area. This includes establishing what services and support are needed and wanted, how all local provision (not just youth services) supports young people, identifying the outcomes that matter most to young people, and working with partners to find ways to deliver these. Councils may not be in a position to directly deliver or commission all youth provision, however their ability to oversee and coordinate, with the support of all levels of local government, is invaluable.<sup>10</sup>

## 8.2 Activities, Streets, Places, Issues and Other Considerations for Woodley

- 8.2.1 A blend of activities appears to be ideal for the new SLA. Pop-ups and events should help achieve many of the broader objectives set out in this strategy. Sports activities appear to be the strongest next option, then workshops and then health and wellbeing activities. This list need not be exclusive of any activities, but there will be limits to year-round activities and we suggest this as a ‘workable bias’, not as an absolute. Clearly (and as discussed within the CYP) there are some unknowns around the longer-term psychological and emotional impacts of Covid, and this might require a reappraisal of these first thoughts, for example.
- 8.2.2 Streets-based activities and interactions appear to be the best option for delivery of services for young people in this context. As well as being financially feasible, these interactions can be flexible and adaptable, and can be delivered by detached youth work professionals where and when young people require them. Documentation examined as part of this research is clear that detached youth workers are often in a position to do exactly what others who work with / interact with young people find themselves unable to do, and this includes interacting with some of the harder-to-reach young people in the area.
- 8.2.3 Place-based delivery is problematic in the immediate context. This is mostly due to financial constraints. The notion of a specialist or exclusive site that is truly fit for purpose is not feasible in the short-term. However, this could be a very exciting proposition for the longer-term, should WTC be able to pursue it, and the ‘youth club’ model is tried and tested in many cases. Some use of fixed specialist facilities (such as a mechanical workshop) and peripatetic facilities (such as a mobile recording studio) could be ideal, and – because it would be pay-per-use and not a recurring overhead, this should be manageable across the contract year/s. It may be that partners (such as schools, civic facilities) will need to make additional charges for cleaning, maintenance and so on, post-Covid, and some might change the nature of activities that can take place on their premises in the future. In that context, sports, leisure or other types of health and wellbeing centres might prove a stronger option than generic ‘spaces’ (such as halls).

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<sup>10</sup> From the LGA website

- 8.2.4 Issues-led activities have the potential to support many of the outcomes the CYP has already identified. However, WTC will need to keep in mind that it is not able to offer comprehensive social care or medical services. Instead, a highly targeted approach to identify and start working with a manageable issue (or combination of issues) is essential (the 'core components' approaches described above might be very useful here). In the first instance, experienced youth worker colleagues will quickly be able to ascertain priority issues within the locale. However, it is critical that, as the strategy progresses, more ways are created and managed to give young people a strong, clear voice in the provision and services they genuinely want and need.
- 8.2.5 The most significant 'other considerations' are, in our view twofold. First, taking the long view and making provision for an SLA that should run to five years will be critical for WTC's youth services to remain flexible, relevant and varied. Some activities require long lead-ins and supply colleagues (eg specialist technicians) are more likely attracted to a regular booking than a one-off arrangement. Youth workers require security and opportunities to review and improve practice, and these are activities that can only really function over the mid- to long-term. Second, the voices of young people need to be found, heard, recorded and played back at very high volume as WTC continues to look for valued, good value and innovative provision for its young people. Again, taking the 'long view' will certainly help, and larger-scale research and development should be studied and referred to, perhaps, rather than undertaken directly. Nevertheless, finding ways to engage with more young people (through social media, for example, and through other partners) is a fundamental base for strong youth provision, and WTC really needs to engage with that difficult task.

### **8.3 FUNDING**

8.3.1 Short-term funding creates problems of staff recruitment and retention and weakens the durability and success of service provision. It also fails Providers outside an authority by providing little or no security nor planning horizon. For the purposes of this strategy, we have looked at a number of funding issues, including:

#### *8.3.2 Funding Youth Workers*

Youth worker salaries can range from c£19k to c£43k, with discretionary points at the upper levels and weighting additions c£2k for outer London areas.<sup>11</sup>

#### *8.3.3 Funding detached youth work*

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<sup>11</sup> Joint Negotiating Committee Agreement for Youth and Community Workers, 2021

Detached youth workers operating at street level may be able to help excluded and disaffected young people in ways not always possible in more formal settings. The Joseph Rowntree Foundation supported the first major national study of street-based youth work, *Reaching socially excluded young people*. It focuses particularly on detached and outreach work with socially excluded young people and demonstrates the growth of such work in recent years. Its findings show that such work where it exists has proven to be one of the few ways of making and sustaining contact with disaffected young people. Yet no systematic resources are being made available to fund such work, so projects are provided on an ad hoc basis, for example as part of regeneration projects. Their geographical coverage is highly selective and even where projects exist their funding from year to year is insecure.

8.3.3.1 The Foundation asked Tom Wylie, Chief Executive of the National Youth Agency, supported by George Smith of the University of Oxford, to make an illustrative calculation of what it might cost to provide street-based youth work projects more systematically across deprived local areas in England. This is a summary of those costings. They are not intended to give an exact calculation of the cost of a national street-based youth work programme, but to indicate the order of magnitude of spending that systematic provision would involve. The analysis was based on information gathered from individual projects and from recent micro-analysis of patterns of disadvantage provided by the University of Oxford's Index of Multiple Deprivation.

8.3.3.2 Looking at nine examples of projects in different types of area, the study calculated the actual unit cost of a session working with each young person. This might involve a young person at one of two levels: as a simple 'contact' who is known to the youth worker or as a 'participant' involved in various relationships or activities. Observed unit costs were in roughly three categories:

- Low-cost projects spending £3 to £6 per 'contact' and £6 to £16 per 'participant'. These projects were typically not fully resourced, with services only available some of the time and relying largely on volunteer labour.
- Higher-cost projects, with a fuller range of services, where costs ranged from £10 to £17 per 'contact' and £12 to £23 per 'participant'.
- An inner London borough project where unit costs were £25 and £39 respectively.

8.3.3.3 Based on the information gathered from these examples, the study calculated what it would cost to provide the staffing and other elements required for a full range of services in a 'good practice' project, allowing basic contact with 125 young people per week, of whom 25 would be worked with intensively. The cost of such a project is estimated at £75,000 a year, with a unit cost of £16 per 'contact' and £27 per 'participant' episode.<sup>12</sup>

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<sup>12</sup> **Costing Street-Based Youth Work** (Tom Wylie for the Joseph Rowntree Foundation, 2004)

### 8.3.4 *Funding Youth Service Buildings and ‘Hubs’*

- 8.3.4.1 Over time, and before drastic reductions to local and other youth funding, youth clubs and hubs have often delivered outstanding value for young people, funders and communities. Youth clubs are a tried and tested way to attract young people to regular, safe and supervised assemblies and activities. Whilst there can be issues around youth club ‘cliques’, the youth club model could well be something for WTC to set its strategic sights on (likewise, a/number of youth hub/s). It is important to remember, though, that WTC is not a Borough or County Council. Its modest budget of £25k compares with, for example, that of the Royal Borough of Kensington and Chelsea (2018/19), who planned for a spend of just under £1.5m.
- 8.3.4.2 Following extensive consultation, they created a new youth offer that was co-designed to reflect local priorities and ambition for the future. Like WTC, contracts for the existing youth offer (a non-statutory service) were about to expire, subject to a short extension period to align with the outcome of the youth review. This provided RBKC with an opportunity to significantly reshape and refocus the youth offer in line with local priorities and in response to changing needs. In their new model, activity-based provision (separate from youth centre provision) was to be increased to £230,000 including £40,000 for young people to directly allocate. That was in addition to £410,000 for youth hub and youth club provision that organisations were able to bid for. The new youth offer also sought to strengthen targeted youth support and the detached outreach offer into local communities whilst also providing greater opportunity for young people to shape the services that they receive and be part of a new youth parliament. At that time, the Council had engaged with 1015 stakeholders, including 771 young people, 172 parents, 71 community groups and voluntary sector organisations, including all current youth providers. The Council also engaged with various internal stakeholders such as Children’s Services, Early Help, Public Health and Community Safety, Grenfell Health and Wellbeing Team and Grenfell Response. New-build costs for a Youth Club are between £2,170 and £2,410 per m<sup>2</sup>. Nevertheless, identifying a building and/or hubs specifically for young people could be a very significant long-term aspiration with the potential to deliver great value.

### 8.3.5 *Funding a Youth Café*

- 8.3.5.1 These are youth-centred spaces for young people to chill and hang out with their friends in a safe and secure environment. Young people in Foróige Youth Cafés, for example, take ownership of the café by electing a café committee who work with the other members, volunteers and staff. Other cafés have film nights or undertake citizenship and other Foróige programmes. The huge upsurge in communities requesting a Youth Café in their area has led Foróige to look at a wide variety of options to meet the community’s needs while also being mindful that funding is not always available to set up these cafés. Foróige has developed 3 models for Youth Cafés.

**Model 1: Youth Health Cafés**

- Youth Health Cafés are led by professional staff in a dedicated youth café space. These operate mainly in large towns and cities and are fully equipped with a range of services, including health related programmes.

**Model 2: Part-time Youth Cafés**

- Part-time Youth Cafés operate as part of an existing service, such as a Foróige project or youth service. Like other youth cafés, they operate outside normal working and school hours and offer a drop-in service. These cafés are led jointly by the project youth workers and local adult volunteers. Young people who engage in the youth café can also avail of the wide range of services on offer in the project.

**Model 3: Volunteer Led Youth Cafés**

- Volunteer Led Youth Cafés are the joint effort of local volunteers, organisations and young people. They sometimes have dedicated youth cafe premises but many are in rooms in community buildings hired for the evenings the cafe is open. Their opening hours depends on need and volunteer availability and range from one evening a week to several evenings, lunchtimes and Saturday afternoons.

8.3.5.2 One type of youth café or another might be another long-term, strategic development for WTC. It is important to know that, just like any hospitality-based business, cafes and coffee shops require a great deal of work to both start up and ensure long-term break-even or profitability. There are expected to be over 32,000 coffee shops in the UK by 2023; young cafe customers want more than good coffee: from the Wi-Fi to the type of seating chosen, it all adds to the experience. There are very few millionaire cafe owners: most are in it for the love of the industry and the desire to make a difference in their community. Setting up a cafe might require anywhere between £20,000 and £100,000 in start-up costs. There will also be expenditure on rent, refits, furniture, technology, staff, stock and all the other elements that go towards creating a great cafe experience. In London, a leasehold cafe can be anywhere from £100,000 to £500,000. In the rest of the UK, that drops to between £50,000 and £150,000. The licenses the property holds, its condition and the price of similar properties in the area will all have an impact on the price. For new fixtures and fittings, a budget of £3,000 is realistic if the premises are already fitted out, and up to £10,000 if it's just a shell. A point of sale (POS) system might cost £30 per month for the ability to take payments and record stock movements. Staffing and payroll are the second most significant overhead: the average hourly wage for baristas will be anywhere from £7 to £9 per hour, and a chef at least £20K per year. As a rough guide, a small cafe with two baristas outside London will cost around £30,000 per annum. Initial stocking might be c£3k. Marketing can represent large or small spends, with social media pay-per-click (PPC) advertising c£1k in the early days. At the very least, the operation will also need: employer's liability insurance; public liability insurance; gas and electrical safety certificates; food hygiene certificate. In 2019/20 Wiltshire County Council approved a

funding request for the 'Elements' youth café provision of £5k for a manager for 6 hours per week. New-build costs for café / snack-bar/ coffee bar are between £2,540 and £2,820 per m2. <sup>13</sup>

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<sup>13</sup> Figures from Beambox.com and other business sources

## 9. DRAFT TENDER DOCUMENT (LATER)

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## 10. NEXT STEPS

On September 13<sup>th</sup> 2021 members of the CYP were briefed and agreed to the following outline schedule for the production of a Youth Strategy for WTC:

- i Sep 13<sup>th</sup>: Community Youth Partnership Briefing (Consideration of the initial draft strategy document. Comments and revision suggestions were requested, to be sent to Chris Moore)
- ii Following Sep 13<sup>th</sup>: further CYP briefing: consideration of the revised draft strategy and agreement to make recommendations to the Leisure Services Committee
- iii Nov 16<sup>th</sup>: Leisure Services Committee meeting – consideration of the revised strategy document and recommendation made to the Strategy and Resources Committee
- iv Nov 23<sup>rd</sup>: Strategy and Resources Committee meeting - Consideration of the revised strategy document and recommendation from the Leisure Services Committee. Recommendation to Full Council
- v Dec 7<sup>th</sup>: Full Council meeting – consideration for adoption of the final Youth Strategy documentation

## 11. CONCLUSION

Many issues that impact on the wellbeing and life chances of young people fall outside the remit of youth services (such as housing, public health and employment). All parts of the Councils (at local and regional levels) need to be engaged with an articulated youth agenda to deliver a positive vision for young people. The role of families and the community is also important, of course, and a clearer national vision for services for young people could only help at this time.

Councils such as WTC already work with a very broad range of local partners and have well-established relationships which can support effective use of resources towards achieving shared outcomes and meeting needs.

The LGA notes “Provision by alternative providers such as the voluntary and community sector, schools or religious groups can also help to deliver these outcomes. Clearly this cannot be specified by the council; this is where it is useful to develop the local vision in partnership with other sectors, to encourage progress towards a shared vision for young people. Other provision that is not explicitly youth services, for example health services, parks, housing and transport, can help to meet outcomes as part of a systemic approach to supporting young people. Mapping all of this against the needs analysis and outcomes needed to deliver the vision will help to identify gaps in provision. Evaluating and reporting on outcomes effectively is not easy, and commissioners should acknowledge this, building in proportionate resources to contracts for robust outcome monitoring..... As the voluntary and community sector is increasingly involved in the delivery of youth provision, councils will want to consider their commissioning and contract monitoring arrangements to check that these are proportionate and not excluding smaller organisations from putting themselves forward.... Involving young people meaningfully in service design and commissioning can also be effective in ensuring the delivery of appropriate services for young people..... A further opportunity arising from developing a shared vision for youth services in the area is joint commissioning and potentially aligned or pooled budgets. Where outcomes are shared by a range of partners, working with those partners to commission and deliver services that meet those shared objectives is more likely to result in more joined-up, efficient services for young people alongside economic benefits.”<sup>14</sup>

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<sup>14</sup> From the LGA website, August 2021

## 12. APPENDICES

### APPENDIX A:

#### **Adapting Services for Woodley's Young People During and After the Pandemic**

*Discussion Paper and Outline Agenda for Zoom Call on March 18<sup>th</sup> 2021 (14.00 – 16.00)*

#### **Introduction**

Thank you very much for agreeing to join our call on March 18<sup>th</sup>. The purpose of this discussion is to explore how we can adapt the existing Service Level Agreement for supporting young people in Woodley to be more flexible and responsive to some of the challenges posed by Covid-19. Whilst we will focus on young people between 13 and 19 years (and up to 24 years for some vulnerable people such as those with learning difficulties) we might also wish to consider the context for young people of primary schooling age, too.

I have been invited by the Clerk of the Town Council to facilitate the discussion and am more than happy to do so – most of my career has involved working with young people in one professional capacity or another, and I am acutely aware of the risks this pandemic brings to young people's physical, mental, emotional, social, educational and vocational wellbeing. I have also worked with the Town Council on a number of projects and understand many aspects of the local context.

This paper is intended to help start us all from the same point – I apologise in advance if any points are already obvious to you.

*Chris Moore MA, ACL Consultancy Solutions Ltd, March 2021*

#### **Context and What We Know**

##### *Local Authorities*

You may already be aware that Principal Local Authorities have a statutory duty to improve young people's wellbeing and to provide specific additional and early help. Neither Parish nor Town Councils have a comparable statutory duty, but some (such as Woodley Town Council) choose to provide a level of support for their young people.

For Principal Local Authorities, DfE guidelines include requirements of this provision to connect young people with their communities, offer participative opportunities in safe contexts, support personal and social development, improve physical and mental health and emotional

wellbeing, help 'at risk' young people with education and training and raise young people's own aspirations (supporting them to improve their own resilience and best inform their own decisions).

#### *The Existing Woodley Town Council SLA*

Whilst it may have been fit for purpose in the past, the service level agreement for Woodley Town Council's outsourced delivery of services for young people is mostly unworkable against the background of the current global pandemic. It is critical now, therefore, to use your local experience, knowledge and ideas to create a more flexible offer that can be delivered and developed as the pandemic context changes.

#### *The Covid-19 Pandemic*

Specialist advice as of 11-01-2021 is that the worst of this virus' national impacts are yet to come. However, the vaccination programme has begun and there is early anticipation that the current lockdown is already making a positive difference. Schools may start reopening after the February half-term, but this is contingent. Locally, Covid-19 lockdowns and a very cold snap appear to be keeping young people largely indoors.

It might be prudent, therefore, to consider the current period as one for exactly this sort of reflection and planning so that alternative service delivery might begin in Spring/Summer 2021 (at the earliest) with monitoring and change as required throughout the rest of the year, facilitated through more frequent stakeholder contact and discussion than in the past.

#### *Local Ambitions*

Just Around the Corner ('JAC') currently delivers against the existing SLA and has its own youth strategies and policies in place, already involving young people in some aspects of decision-making, planning and delivery. This documentation (where the ambitions of young people for themselves are explicit) should be referenced in developing an alternative offer that is deliverable.

Stakeholder partners might now be considered to include schools, health services, local authorities and appropriate community organisations, for example. All of these currently find their roles and capabilities compromised to a greater or lesser extent, so a broader network for cooperation might represent a good way forward.

#### **What Others are Doing, Resources**

You may already know that organisations working with young people are responding in a very broad range of ways across the globe. From taking advantage to focus on the development of young women in Tanzania, to establishing lifelong 'Learner Guides' in Sierra Leone, to developing a new social enterprise for disadvantaged young people to learn financial and business skills in Jordan, to creating health information exchange

opportunities using social media in Botswana, to the OECD's 'Hackathon/Hack the Crisis' projects many are trying to see the positive opportunities offered by a 'pause' in our 'usual' lives.

The National Youth Agency raised its readiness level to 'RED' on 05-01-2021. On their website ([www.nya.org.uk](http://www.nya.org.uk)) is a prescriptive list of the activities they propose under this restriction. They also provide some extremely helpful Covid-19 guidelines and documents (including templates) – all free to download and use. For example, they offer a very useful list of 'Ten Things to Be Aware Of':

1. Read the National Youth Agency guidance: [Managing Youth Sector Activities and Spaces During COVID-19](#)
2. It is a requirement for all centres, projects and units to develop an action plan with a comprehensive risk assessment
3. Keep your plans and risk assessments under constant review
4. Be aware of changes to the law or readiness levels (via the National Youth Agency website)
5. Protect vulnerable individuals at all times and consider your responsibilities to those with protected characteristics
6. Ensure social distancing is protected
7. Involve your staff, volunteers and young people in designing your plans
8. Ensure you clearly communicate changes to everyone involved
9. Do not rush to re-open, only do so when you are confident it is safe
10. Stay safe

It is relatively easy to find a really helpful selection of relevant information and resources via any search engine, but to get started, I can recommend the sites for Social Futures, gov.uk, the UN CRC, the OECD and Brookings.

### **Outline Agenda**

Considering some of the above, I'd like to propose an outline agenda for our discussions as follows:

1. Introductions, Aims and Objectives (Chris)
2. AOB you'd like included (All)
3. Your views on the current local, regional and national context (All, facilitated)
4. Our focus: a key discussion of service provision we can explore (such as young people making more use of social media to identify helpful guidance, identify disinformation and spot online bullying; using the NYA document 'suite'; working with an extended network of stakeholders in new ways; researching others' approaches and adapting them; introducing a limited range of activities when it is safe to do so, such as using the Oakwood Centre and outdoor sports spaces). ALL of your ideas are welcomed and nothing reasonable is out of scope (All, facilitated)

5. How we can move on to involve more young people and other stakeholders (All, facilitated)
6. The next stages for mapping and planning: who, how, when? (Town Clerk)
7. Budgeting and finance: who? (Town Clerk)
8. Actions agreed and next steps (Chris)
9. Close (Chris)

Naturally, I welcome any further or alternative suggestions for the agenda. You are very welcome to contact me on 07711-090458 or at [chrismoore@aclconsultancysolutions.com](mailto:chrismoore@aclconsultancysolutions.com)

I look forward to working with you.

Chris

**APPENDIX B: Notes of initial meeting to discuss a new Service Level Agreement to support young people - held on 18 March 2021**

The following members of the Community Youth Partnership, Councillors and Officers attended the virtual meeting:

Community Youth Partnership: Paul Cassidy (ARC), Graham Sumbler (Woodley Baptist Church), Steve Outen (Woodford United FC), Trina Farrance (Bulmershe Gym Club), and Councillors Kay Gilder, Jenny Cheng and Martin Doyle (WTC) - apologies were received from Councillor Michael Forrer and Laurie Ann Price.

Councillors: Cllr Keith Baker, Cllr Beth Rowland and Cllr Nada Al-Sanjari

Officers: Deborah Mander - Town Clerk, Kevin Murray - Deputy Town Clerk

Other: Chris Moore, ALC Consultancy Solutions, facilitated the meeting and discussions.

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Chris Moore welcomed everyone and explained the purpose of the meeting was to explore how to adapt the existing Service Level Agreement (SLA) supporting young people in Woodley to be more flexible and responsive to some of the challenges posed by the pandemic.

He informed the meeting that he had spoken with Sam Milligan from Just Around the Corner (JAC), who currently provide the SLA, and with other contacts of his who work in the youth sector.

After initial introductions Chris Moore asked all the attendees to give their views on the impacts of Covid-19 on young people in the areas they are working in:

Cllr Martin Doyle - was very concerned at the £1M taken out of youth provision by Wokingham BC. This has had a tremendous impact on services and young people and was reflected in the facilities available for them. He was keen to see a traditional form of youth facility - a hub staffed by professionals - and was concerned at the lack of facilities available to older young people.

Chris Moore commented that a physical space was pertinent for younger young people - but less attractive to those who were older.

Cllr Doyle said he'd seen no evidence that a central hub was more pertinent to younger rather than older young people and believed that teenagers in particular need protection to not be prayed upon - a controlled hub would achieve this.

Cllr Keith Baker said Cllr Doyle had made a good point in that we're not sure what older teenagers want - it could be a hub. Wokingham BC pulled out of youth centres and Woodley Town Council is the only Town/Parish Council supporting young people through the existing SLA. He said he didn't know of any research that had asked young people what they want.

Cllr Al-Sanjari - had discussed support for young people with her secondary school students – they felt that faith-based youth provision has its purposes but doesn't meet everyone's needs. Older teenagers' needs are more complicated now and the challenges are greater, especially mental health which she felt should be a focus. Communal spaces for young people to use and access are key to making a community. Crime rates / county lines issues - Cllr Al-Sanjari is involved in a network looking at tackling this in ethnic minority groups. She wanted to get away from youth work being a reaction, rather than a response to a problem.

Cllr Kay Gilder – who, along with Cllr Rowland, is one of the longest serving members on the committee said that originally the town had 3 youth clubs, and these were good for some young people. However, there are young people who don't want to go to clubs and this led to the Council funding an outreach youth worker - which became JAC. When youth centres closed, the Churches joined forces and provided facilities for younger people to meet up. Cllr Gilder believed that the work that JAC and the churches had done filled a space and expressed her appreciation for their work with young people.

Chris Moore then invited comments on trends and observations:

Cllr Beth Rowland - who worked in secondary education, expressed concerns for young people - knife crime and drugs in Woodley in particular. There is a huge availability of drugs on the streets and young people know where to get these. General breakdown of family life is also a concern and has been affected by the pandemic. How we find out what is worrying young people is important. Schools do employ family workers to provide pastoral care and ARC is seeing more young people with new mental health issues returning to school.

Cllr Jenny Cheng - believed we couldn't cure all the ills and that the Council's role was to provide something after school - we need to find out what young people want, which seems to be different for younger and older teenagers.

Trina Farrance - outside the closures of the Gym Club she had encouraged their members to come to the club to meet up with other gym club members and to encourage them to have healthy life styles and good mental health.

Steve Outen - felt we shouldn't lose sight of all the voluntary activities and clubs in Woodley. Woodley Town FC have people allocated to support young people. He also felt that there needed to be a committee, but there needed to be someone to take ownership of the problem to steer the group through and give direction to what we are doing. He agreed that a hub would be a good idea if manned by the right people. He believed we should focus now on mental health problems - this could be advertised through the schools.



Chris Moore then asked the meeting to think about more specific ways of supporting young people; for example, an event in the park to encourage healthy choices, seasonal provision eg events after school, drop-in activities, pop-up in the Oakwood Centre foyer. He referred to the need to be a champion for young people - convincing others of the importance of this work and sustaining it going forward.

Cllr Martin Doyle was looking for the Council to provide accommodation and funding, and suggested that unused space at the Leisure centre could be made habitable - with a group of people providing services - a place of protection, with advice and help. He referred to charities who do this sort of thing - Berkshire Youth, for example, who involve young people in making music and cultural activities.

Paul Cassidy was concerned that when young people are asked what they want by the time it is commissioned young people want something else. Secondary schools have counsellors, and ARC are making sure they have the resources to respond to need. At the moment mental health needs are low but this will change when schools reopened. Activities put on should be fun.

Chris Moore asked if it was feasible and possible to deliver a framework for delivery.

Paul Cassidy believed that whatever is provided should be open to all. He thought that a framework could benefit from influence by young people and it wouldn't be too hard to go into secondary schools to identify what kids may want. He referred to the Parkour/Free running scheme which hadn't materialised and whether this is something that could be included going forward.

Cllr Martin Doyle - referred to professional youth workers who would work with the police and other authorities in the community. There was stuff going on that needed to be dealt with - this needed an active relationship with others, including the police - this was an important part of youth work.

Cllr Keith Baker - said he didn't believe the Town Council could solve all the problems - it couldn't employ 2 or 3 youth workers because there weren't the funds to do so. He wondered whether, rather than having an SLA with one organisation, we should look at providing annual grants for different youth work projects - eg mental health, sports etc. Grants could be allocated as dynamics change in terms of need.

Cllr Nada Al-Sanjari - would prefer to support a hub, rather than a SLA - a venue with qualified professionals - but also said she wouldn't, at this point, rule anything out.

Graham Sumbler - if the plan was to make allocations for one year only there would be an issue in terms of young people's reactions - young people don't really know what they want. It would be important for the CYP to find out what groups do and what needs they can see in the community - in order to join with and target young people and services. He explained that as a youth worker in a church he has the time and skills to go into other settings, eg schools - the kids know they are there to help and listen, and to get to know you.

Chris Moore raised the issue of the cost of a permanent hub and that these had largely been closed because of cost.

Cllr Martin Doyle - would not dismiss Cllr Baker's idea out of hand. He was sensitive about how councils like Woodley TC have been put in a position to fund things the government usually funded. Our council is trying to produce something robust and real. He didn't agree with grant funding for different groups and was concerned that £27K annually would not be enough, although it was before. He suggested that the tender be put to appropriate parties to see what they want to offer to provide to the Council.

Chris Moore suggested that some of these suggestions are mutually exclusive and that something tangible is easier to raise funds for.

Cllr Keith Baker - clarified that his suggestion regarding grants could work as there is already the structure there, and reasonable sums could allow organisations to expand and provide facilities.

Cllr Jenny Cheng - said she agreed with many of the comments made so far, however, one size didn't fit all and the CYP needed to find out what young people want.

Paul Cassidy - commented that he wouldn't be pleased if this reduced the existing grant funding to ARC.

There was an exchange of views about the lack of success on some matters relating to the work of the CYP.

Trina Farrance - said she liked the grants idea but she believed that Woodley should have a place for young people to go - not necessarily a youth club - could be a not for profit cafe.

Cllr Nada Al-Sanjari said she would like to see not for profit music workshops, a mobile studio, and that the money would go to a hub arrangement.

At this point it was acknowledged that there was not a clear strategy going forward on developing the terms of the SLA. Cllr Keith Baker suggested that a 5 year strategy should be considered.

It was noted that the current SLA ended on 31 March 2021 - and it was confirmed that JAC would still be conducting outreach work and would liaise with the Town Council on any matters of concern.

It was agreed that the Town Clerk, with the facilitator's help, frame a process so that all can engage and be involved in the strategy for the terms of the SLA 2021.

**APPENDIX C: Notes of Youth Strategy Briefing to discuss to discuss the draft Youth Strategy - held on 13 September 2021 at 6pm, via Zoom.**

The following members of the Community Youth Partnership, Councillors and Officers attended the virtual meeting:

Community Youth Partnership: Steve Outen (Woodford United FC), Sam Milligan (JAC), Trina Farrance (Bulmershe Gym Club), Laurie-Ann Price and Councillors Kay Gilder, Jenny Cheng, Michael Forrer

Councillors: Cllr Keith Baker, Cllr Martin Doyle, Cllr David Bragg

Officers: Kevin Murray - Deputy Town Clerk, Matthew Filmore – Committee Officer

Other: Chris Moore, ALC Consultancy Solutions, facilitated the meeting and discussions.

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Chris Moore welcomed everyone and explained that the purpose of the meeting was to check the direction of travel of the initial draft strategy document. He informed those present that this was an informal meeting, that nothing was set in stone at this point, and that the aim was to make the best use of a limited but worthy budget in supporting young people in Woodley. Chris highlighted the timeline for development and adoption of the strategy and that the pace would need to be picked up in order to achieve this. Chris asked those present to provide any comments, suggestions or questions on the document to him directly.

Chris Moore gave an example of the changes in other areas such as arts & culture, where there was requirement a flexible and dynamic approach, and that this was increasingly true of youth support provision. He referred to the draft document and explained the ‘matrix’ approach which was designed to reflect all the issues, with nothing specifically ‘in or out’ at this stage, and the importance of recording all of the issues previously discussed, regardless of what the resulting focus of the strategy might be. He spoke about the need to start to focus on what can realistically be achieved with the available resources, while also considering a wider vision for the future should circumstances, funding etc. change. Chris invited comments on the draft document.

Sam Milligan commented that he could not see a provision for detached youth work in the document. Chris Moore confirmed he would make this clearer. CLLR Baker commented that it would be great to have an ambition/vision, but there is a need to be practical and for the strategy to be achievable – and effectively feed into the resulting service level agreement to go out to tender. Cllr Baker asked Chris Moore to find other Town Councils who had done this, and that the document must recognise the things that we can do which do not duplicate anything being done by the Borough Council. Cllr Baker commented that any future grant funding would be likely to go to the Borough Council and so the Town Council needed to be realistic about what it can achieve.

Cllr Doyle commented that we should not limit our ambitions to what can immediately afford, and that our vision for the future should reach across the things that the Borough Council should provide but doesn't. Cllr Gilder commented that WTC has worked for many years at the forefront of youth provision for Woodley and has built strong relationships with partners such as ARC, JAC, churches and other voluntary sector groups. Cllr Gilder commented that youth workers were very expensive and that we have limited resources.

Cllr Bragg commented that we should look at the activity led issues – with a view to linking young people up with existing clubs e.g. photography. We could encourage 'youth wings' within existing organisations that could lead to on-going interest and potentially employment.

Steve Outen commented that the many of the members on the group were of the older generation and that we should bring in some older youths/sixth formers to hear what they want or what opportunities they did not have.

Cllr Cheng commented that any consultation with young people must be very clear. Cllr Doyle commented that a survey carried out by Berkshire Youth contained very useful information and they had already done this work for us.

Cllr Gilder commented that over the years the Council had engaged with young people e.g. skate park. Cllr Gilder commented that we must be careful not to raise expectation and risk young people becoming disillusioned e.g. skate park took 20 years to deliver.

Cllr Baker commented that the Berkshire Youth survey might cover geographical areas e.g. Reading, which will have different issues to Woodley. Cllr Baker commented that we mustn't think we know what they want. Cllr Baker referred to the successful mental health awareness event that took place in the Oakwood Centre and suggested an event, with children invited from schools could be a success. Cllr Baker also mentioned that there was a Youth Parliament and that there may be a representative that could make a contribution.

Sam Milligan commented that of the 4 approaches in the document, the issue led approach was the most flexible. Sam commented that when asking a group of young people to come to an event, many will exclude themselves from attending. An issue led approach would enable you to engage more difficult to reach people. If the Borough Council was like an Oil Tanker then, the Town Council response could be more like a speedboat – addressing a problem quickly. Sam commented that whoever you survey, you will exclude more people than you include.

Cllr Doyle commented that Wooley had lots of young people with well off parents and their children were well catered for in terms of activities and clubs and that we are targeting a group of young people with nowhere to go and nothing to do. Cllr commented that we were targeting this at the wrong people, they need somewhere safe and warm and that we have a responsibility to protect vulnerable young people who may also be susceptible to abuse by others. Cllr Doyle commented that the approach being taken was kicking the can up the road rather than addressing the issue.

Chris Moore commented that there is a marginalised group that we are not reaching and that the extent to which WTC can address this needs to be realistic in terms of resources.

Sam Milligan commented that if there were a small group of vulnerable young people e.g. 20-30, around 15 of those might attend a set activity for a number of weeks but would leave if they can't do the things they want to do. They are looking for somewhere dry and light but with no adults around. Sam commented that outreach work is the most cost effective way to reach these people and build up trust.

Cllr Gilder commented that with the two youth clubs that were previously running, only certain types of kids would attend. The others don't want to be organised by adults and that outreach work was the only way to reach them.

Cllr Baker commented that this is what JAC had been doing for many years – reaching the unreachable, as they were flexible enough to change their approach e.g. van with computer games etc, to continue to engage. Cllr Baker recognised that Cllr Doyle was very passionate about the provision of youth clubs. Cllr Baker commented that when WBC closed its youth clubs, the Town Council continued to fund Bulmershe club, but it ultimately closed as kids wanted other things.

Cllr Doyle commented that he believed society should provide youth clubs and that we are left doing what we can with what we have. Cllr Doyle commented that the work will need to go out to tender.

Sam Milligan commented on a positive note, that JAC had found the hard to reach group had become smaller over the years. Sam commented that for the last 6 months of the Bulmershe youth club, the building was closed as no one came, and the staff team went out onto the streets to engage with young people.

Steve Outen commented that yes, we do need to target a particular group, but that we also needed to bear in mind the mental health issues affecting young people and the impacts of Covid.

Chris Moore thanked everyone for contributing to the discussion and asked stated that he would welcome any and all comments and suggestions by email following the meeting. A date for the next meeting is to be confirmed and will be to consider a revised strategy document with recommendations.

Meeting closed at 7pm

APPENDIX D: CYP BRIEFING



The Oakwood Centre, Headley Road, Woodley, Berkshire, RG5 4JZ  
Tel: 0118 969 0356 [www.woodley.gov.uk](http://www.woodley.gov.uk)

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To: **Members of the Community Youth Partnership**  
Councillors: J Cheng, M Forrer, K Gilder, B Rowland

Voluntary Sector: P Cassidy, T Farrance, S Milligan, S Outen, L Price, G Sumbler

**NOTICE IS HEREBY GIVEN that a virtual briefing of the Community Youth Partnership will be held on Monday 13 September 2021 at 6pm at which your attendance is requested.**

**Please note that this is an informal briefing, held via Zoom - not a formal meeting of the Community Youth Partnership.**

A handwritten signature in black ink, appearing to read "Kevin Murray".

Kevin Murray  
Deputy Town Clerk

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## Briefing Date – 13 September 2021

### 1. DRAFT YOUTH STRATEGY

To consider the draft Youth Strategy document provided by Chris Moore of ACL Consultancy Solutions (**Appendix A**) and recommend revisions to the draft as required.

### 2. PROCESS FOR ADOPTION OF STRATEGY

To note the following process and target timetable for review and adoption of the Youth Strategy;

<b>i)</b>	<b>Community Youth Partnership Briefing – 13 Sept 2021</b>
	Consideration of the initial draft strategy document. Comments and revision suggestions to Chris Moore.
<b>ii)</b>	<b>Community Youth Partnership Briefing - TBC</b>
	Consideration of the revised draft strategy document. Make recommendation to the Leisure Services Committee.
<b>iii)</b>	<b>Leisure Services Committee - 16 Nov 2021</b>
	Consideration of the revised strategy document. Make recommendation to the Strategy and Resources Committee.
<b>iv)</b>	<b>Strategy and Resources Committee – 23 Nov 2021</b>
	Consideration of the revised strategy document and recommendation from the Leisure Services Committee. Make recommendation to Full Council.
<b>v)</b>	<b>Full Council – 7 Dec 2021</b>
	Consideration and adoption of the final strategy document.

### 3. DATE FOR NEXT MEETING

To agree a date for the next meeting, allowing time for revisions to the draft document.

## APPENDIX E: FINANCE, FUNDING AND BUSINESS HELP

### Business offers of support

- Crown Commercial Services has [a catalogue](#) of offers of support from businesses which public and VCSE sector organisations can access.

### See also:

- [Business in the Community Business Response to COVID-19](#) - BITC is brokering offers of all types from businesses with organisations making requests.
- [Volunteering Matters](#) - VM is mobilising professional skills to address skills gaps emerging in the VCSE sector.
- [Helpforce Assist](#) - Helpforce is connecting the needs of NHS and social care organisations with voluntary offers of time and resources from businesses.
- Published 21 April 2020  
Last updated 7 August 2020 [+ show all updates](#)

### Guidance about funding and fundraising:

- Funding and fundraising advice from the VCSE sector during COVID-19:
- [UK Community Foundations](#) - Postcode search to find local Community Foundation, to view funding opportunities during COVID-19.
- [The National Lottery Community Fund](#) - List of National Lottery funding opportunities and the changes to their programmes due to COVID-19.
- [Charity Finance Group Guidance](#) - CFG provides financial management advice & support to the VCSE sector. This page sets out its COVID-19 guidance to charities.
- [Covid-19 Funders](#) - Page produced by London Funders, the membership body for funders and investors in London's civil society. Page brings together advice for funders during Covid-19.
- [Fundraising Regulator Events Guidance](#) - this page sets out the Fundraising Regulator's advice on fundraising during COVID-19.
- [Charities Aid Foundation](#) - Hub for the latest funding and resources to help charities and other social sector organisations throughout the COVID-19 pandemic.



## APPENDIX F: Guidance on digital/technical support

### Specific technical guidance:

- [The Catalyst](#) - The Catalyst is a charity network that provides guidance on topics ranging from funding and choosing platforms/software to data analytics and transitioning to digital service delivery models.
- [ICO](#) - The Information Commissioner's Office has created a Coronavirus Hub, which offers guidance to businesses navigating data protection legislation during this time.
- [NCSC](#) - The National Cyber Security Centre provides a range of guidance to help VCSE organisations keep their processes cyber secure while transitioning to online service delivery.
- [ProMo-Cymru](#) - ProMo-Cymru is a co-operative development association offering a collection of digital tools & guidance for VCSE and youth sector organisations in Wales.
- [Toolbox Toolbox](#) - Toolbox Toolbox is a collection of online resources that provides a curated list of guidance on digital transformation for small organisations.

### Advice from IT experts:

- [CAST](#) - The Centre for Accelerating Social Technology is currently offering a free interactive Online Design Hop workshop, which gives VCSE organisations step-by-step guidance on how to redesign their service for digital access.
- [CovidConnectNI](#) - CovidConnectNI is a brokerage platform to help Northern Ireland's VCSE organisations find free or discounted offers of digital support.
- [Cranfield Trust](#) - Cranfield Trust is currently running webinars on tech support issues such as data security and digital skills, as well as providing a collection of general digital guidance.
- [DataKind UK](#) - DataKind UK offers a 1-hour free monthly call with data experts to any non-profit organisation based in the UK. Through Data Orchard they also offer a free data maturity assessment tool.
- [Digital Boost](#) - Digital Boost is a new service helping small businesses and charities boost their digital skills. Sign up for early access to free expert advice through virtual 1-to-1 sessions and hands-on workshops. Brought to you by F4S and BCGDV.
- [Reason Digital](#) - Reason Digital offers consultation sessions with a digital expert to help VCSE organisations transition to remote working practices.

**Digital volunteers:**

- [CITA](#) - The Charity IT Association introduces charities looking to improve their technology capabilities to volunteers with appropriate IT skills and experience.
- [Reach](#) - Reach is a skill-based volunteering platform that connects charities with volunteers possessing particular capabilities or backgrounds.

**Access to hardware/devices:**

- [Computer Aid](#) - Computer Aid provides data-wiped and refurbished computers to VCSE organisations in need at steeply discounted rates.
- [Computer Recyclers UK](#) - Computer Recyclers UK offers charities discounted refurbished IT hardware preloaded with Windows 10.

**Software:**

- [Charity Digital](#) - Charity Digital offers VCSE organisations steeply discounted rates on a wide range of software.

## **APPENDIX G: Joint Negotiating Committee (JNC) for Youth and Community Workers**

5 October 2020

To: Local Authorities in England and Wales  
Local Government Association Subscribers

Dear Colleague

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### **JOINT EDUCATION SERVICES CIRCULAR (JESC) NO 219 - YOUTH AND COMMUNITY PAY AGREEMENT 2020**

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We are pleased to confirm that the JNC for Youth and Community Workers has reached an agreement on a pay award for 2020 which is as follows:

- The deletion of pay points three and four;
- An increase of 2.75% on all other spinal column points on the Youth and Community Support Worker Range and the Professional Range from 1 September 2020;
- An increase of 2.75% on the London Area Allowances and Sleeping-In-Duty Allowance from 1 September 2020.

A revised salary scale is attached for your information.

Yours sincerely

[etc]

**Joint Negotiating Committee for Youth and Community Workers: 2020**

**Youth and Community Support Worker Range**

**Professional Range**

**Pay Points**

**Pay Points**

- 1. 25,313
- 2. 26,437
- 3. 27,202
- 4. 28,001
- 5. 19,308
- 6. 19,631
- 7. 19,922
- 8. 20,589
- 9. 21,439
- 10. 22,104
- 11. 23,178
- 12. 24,228
- 13. 25,313
- 14. 26,437
- 15. 27,202
- 16. 28,001
- 17. 28,787

- 17. 28,787
- 18. 29,579
- 19. 30,364
- 20. 31,152
- 21. 32,036
- 22. 33,039
- 23. 34,015
- 24. 34,997
- 25. 35,985
- 26. 36,973
- 27. 37,961
- 28. 38,961

**LONDON AREA ALLOWANCES**

- Inner 3,253
- Outer 2,137
- Fringe 833

**SLEEPING IN DUTY ALLOWANCE**

- Sleeping in allowance 37.00
- Disturbance element 21.00

## 13. Select Bibliography

Berkshire Youth Survey (Berkshire Youth, 2021)

Youth Review 2021 (DCMS)

NYA Readiness Guidance 2021 (National Youth Agency)

Managing Youth Sector Activities and Spaces During COVID-19 (National Youth Agency, Dec 2020 V4)

Statutory Guidance for Local Authorities on Services and Activities to Improve Young People's Well-being (Issued by the Secretary of State for Education under Section 507B of the Education and Inspections Act '06, 2012)

(The Youth Endowment Fund) <https://youthendowmentfund.org.uk/adapting-and-learning-using-a-core-components-approach/>

(The Youth Endowment Fund) <https://www.cypnow.co.uk/youth-work>

IRISS <https://www.iriss.org.uk/resources/irisson/place-based-working> (First Published 2015)

Youth and Covid-19: Response, Recovery and Resilience (OECD, 2020)

The Cost of Providing Street-Based Youth Work in Deprived Communities (Joseph Rowntree Foundation, 2004)

Costing Street-Based Youth Work (Tom Wylie for the Joseph Rowntree Foundation, 2004)

## 14. Acknowledgements

We should like to thank Woodley Town Council's Community Youth Partnership for their tireless efforts in maintaining a level of targeted provision for Woodley's young people.

In addition, the work of the Town Clerk and her Deputy have been critical to supporting this project through changing and challenging times for all. We thank them.

**Chris Moore**  
**October 2021**

YOUTH STRATEGY KEY PRIORITIES											Priorities Met	Approach Avg.
A	B	C	D	E	F	G	H	I				
	Addresses young people's mental health and wellbeing, feelings of isolation / loneliness and physical health and wellbeing	Gives young people stronger voices at local community and local government levels	Provides safe and appropriate opportunities to meet and have fun with friends	Widens the diversity of activities and opportunities for young people	Can work within the available WTC budget	Provides opportunities for additional funding (eg per event, matched funding, sponsorship)	Enables arrangements for the first five years of Youth Support delivery	Can respond flexibly to changes in the interests and preferences of young people	Can be cost-effectively managed by WTC, CYP and other partners as appropriate			
Approach 1 Activity Led	a) Pop-ups and events	Yes	Possibly	Yes	Yes	Yes	Yes	N/A	Yes	Yes	7	6.25
	b) Workshops (practical, cultural)	Yes	No	Yes	Yes	Yes	Possibly	N/A	Possibly	Yes	5	
	c) Sports	Yes	No	Yes	Yes	Yes	Yes	N/A	Yes	Yes	7	
	d) Health and wellbeing (including mind and body) activities	Yes	No	Yes	Yes	Yes	Possibly	N/A	Yes	Yes	6	
Approach 2	Street Based	Yes	Yes	Yes	Yes	Yes	Possibly	Yes	Yes	Yes	8	8
Approach 3 Place-Based	a) Youth Hub (s)	Yes	Possibly	Yes	Possibly	No	Possibly	Yes	Yes	No	4	2.83
	b) Youth Centre(s)	Yes	Possibly	Yes	Possibly	No	Possibly	Yes	Yes	No	4	
	c) Youth café	Yes	No	Yes	Possibly	No	Possibly	Yes	No	No	3	
	d) Sports, leisure or other health and wellbeing centres	Yes	Possibly	Yes	Possibly	Possibly	Possibly	Possibly	Possibly	Possibly	2	
	e) Partner premises (eg schools)	Possibly	No	Yes	Possibly	Possibly	Possibly	Possibly	Possibly	Possibly	1	
	f) Specialist facilities (peripatetic or fixed)	Yes	Possibly	Possibly	Yes	Possibly	Possibly	Possibly	Yes	Possibly	3	
Approach 4 Focus Led	a) (Focus on) Mental health	Yes	No	Possibly	Possibly	Yes	Yes	N/A	Possibly	Yes	4	3.17
	b) (Focus on) Physical wellbeing	Yes	No	Possibly	Possibly	Yes	Yes	N/A	Possibly	Yes	4	
	c) (Focus on) personal wellbeing	Yes	No	Possibly	Possibly	Yes	Possibly	N/A	Possibly	Yes	3	
	d) (Focus on) Equality of access	Yes	Possibly	Yes	Yes	Yes	Yes	N/A	Possibly	Yes	6	
	e) (Focus on) Family breakdown	Yes	No	No	Possibly	Possibly	Possibly	N/A	Possibly	Possibly	1	
	f) (Focus on) Criminal behaviour, including drug distribution and use	Yes	No	No	No	No	Possibly	N/A	Possibly	Possibly	1	

**NOTE:** Not all of the activities identified in the approaches may be operating at the same time throughout the period of the SLA. Some activities may be provided outside the SLA by other providers where appropriate.

**Comments from CYP Briefing on 8 November 2021 – presented to the Leisure Services Committee on 16 November 2021.**

Cllr Doyle	The document is a policy document. I had to ask if this was the case. Perhaps something that makes this clear can be added to the document?
	We seem to have gone from a 3 year programme to a 5 year programme. The document says nothing about why this is an improvement or how it benefits young people.
	I am personally upset that space based services have been dismissed. I put forward a proposal that we had space that needed renovating and we could have done that with the £87000 we have in capital funds. It could have been revenue generating as a day time café and an evening part time youth hub. This is not mentioned in the report and nothing explains why it is not considered.
	The report says that measured outcomes are difficult. I agree but it should go further to explain why it is difficult. It should also offer pro-forma's that provide some measure of accountability. These can be found in the internet.
	As the document is a policy document for the council it should include some measure of abiding by the PSED. This is best achieved by an Equality Impact Assessment forming a part of the document. I would expect it to clearly state the council will do this.
Cllr Cheng	The reference to 'focus led' in the Youth Strategy section should refer to 'Issues Led'
	It should state at the <u>start</u> of the document that 'SLA' stands for Service Level Agreement
Sam Milligan	The strategy document should clearly identify the age range that the services are supporting

**Comments and discussion from the Leisure Services Committee on 26 November 2021.**

Following a query as to whether the Council had been contacted by any potential service providers the Deputy Town Clerk confirmed that he was not aware of any approaches.

Councillor Doyle stated he was disappointed that the document did not mention his proposal to convert vacant space at the Leisure Centre for use as a Youth Centre / Café by utilising the £87k which the Council had received when they sold their interest in the Woodley Airfield Youth and Community Centre.

Councillor Al-Sanjari highlighted concerns that the document lacked evidence and was too vague regarding the monitoring of the Service Level Agreement (SLA). She also noted that the document did not make reference to the £87k, as detailed earlier by Councillor Doyle.



Members noted a concern that the draft strategy proposed an SLA period of 5 years, with the option to extend up to further 3 years, and that this may be too long. It was highlighted that this period was recommended in the ACL document but, as a draft, this is for Leisure Services to consider, prior to being put forward to the Strategy and Resources Committee and, ultimately, Full Council for consideration.

Councillor Smith stated he thought the strategy document was well thought out, clear and concise, although he understood the concern regarding evidence and that having industry led evidence would've been helpful.

Councillor Bragg highlighted that the document had used matrices to break down the various approaches into potential benefits seen by the youth of Woodley. Whilst information from the Berkshire Youth Survey had been taken into account when producing the draft strategy, Councillor Bragg noted that the survey covered a wide variety of children across Berkshire and may not necessarily reflect the demographic in Woodley. Councillor Al-Sanjari pointed out that the survey had indicated 47% of children wanted a safe place to go.

Following a discussion regarding monitoring and auditing of the SLA, Members noted that the previous service provider provided feedback at every meeting of the Leisure Services Committee which would have also been reported to Full Council. Councillor Al-Sanjari stated she would like monitoring to include the number of young people contacted, the number of referrals, and a breakdown of how the £27k had been spent.

Councillor Heap commented that sticking to the existing £27k budget may be restricting. He noted that, in relation to potential place based services, investment was not included for consideration and it would've been helpful to have costings and revenue estimates for the Youth Hub proposal.

Councillor Heap also highlighted that the document does not identify a specific age group for which services will be targeted. He also felt the Council should undertake a survey of young people in Woodley as soon as possible to find out what they want.

Councillor Doyle again asked the Deputy Town Clerk whether the Council had been approached by other parties to provide this service and the Deputy Town Clerk reiterated that he was not aware of any approaches.

It was noted that, if approved, the document would go to the next meeting of the Strategy and Resources Committee and this would be another opportunity for Councillors to consider and discuss the document.

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**Minutes of a Meeting of the Planning and Community Committee held at the Oakwood Centre on Tuesday 30 November 2021 at 7:45 pm**

**Present:** *Councillors: P. Wicks (Chairman); D. Bragg; J. Cheng; C. Jewell; S. Rahmouni; R. Skegg; B. Soane*

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

**Also present:** *Cllr A. Heap  
12 members of the public*

38. **APOLOGIES**

Apologies for absence were received from Councillor M. Nagra and J. Sartorel.

39. **DECLARATIONS OF INTEREST**

Councillor R. Skegg – Pecuniary interest: Agenda item 4: Current Planning Application – application 213845, as he owns a neighbouring property.

Councillor Skegg took no part in the discussion or the decision regarding planning application 213845.

Councillor B. Soane – Pecuniary interest: Agenda item 4: Current Planning Application – application 213666, as the related property is owned by a family friend.

Councillor Soane took no part in the discussion or the decision regarding planning application 213666.

40. **MINUTES OF THE PLANNING AND COMMUNITY COMMITTEE MEETING HELD ON 2 NOVEMBER 2021**

**RESOLVED:**

- ◆ That the minutes of the Planning and Community Committee meeting held on 2 November 2021 be approved and be signed by the Chairman as a true and accurate record.

41. **CURRENT PLANNING APPLICATIONS**

**RESOLVED:**

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

42. **PLANNING DECISIONS**

**RESOLVED:**

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

43. **PRIOR APPROVAL SUBMISSION**

**RESOLVED:**

- ◆ To note application 213822:  
Location: 25 Woodlands Avenue, Woodley, RG5 3HN  
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 8.00m, for which the maximum height would be 3.20m and the height of the eaves 3.00m.

44. **ADVERTISEMENT CONSENT NOTIFICATION**

**RESOLVED:**

- ◆ To note application 213569:  
Location: 148 Crockhamwell Road, Woodley, RG5 3JH  
Proposal: Application for advertisement consent for 1No internally illuminated Fascia sign and 1No internally illuminated projecting sign.

45. **TREE PRESERVATION ORDERS**  
**Applications for works to trees**

**RESOLVED:**

- ◆ To note application 213798:  
Location: TPO 0003-1951-W3: Land to the South of Nightingale Road, Woodley, RG5 3RZ.  
Proposal: T118169 – English Oak, Sycamore and Willow – Reduce height to previous reduction points to 8m clearance. T118171 – Common Ash and English Oak – Reduce height to 7m clearance. T118170 – English Oak and Lime – Reduce height, to previous reduction points to 7m clearance.

46. **EARLEY STATION FOOTBRIDGE UPDATE**

Members noted that Councillor Wicks, as Chairman of the Planning & Community Committee, would continue to attend meetings with Wokingham Borough Council regarding the potential replacement of the Earley Station footbridge and would represent Woodley Town Council at these meetings. Councillor Cheng would also continue to attend meetings with Wokingham Borough Council regarding this matter and Members noted that this would be in her capacity as a Borough Councillor.

Members highlighted the importance of retaining a bridge at this location. Whilst it was noted that data indicated only 300 people used the bridge each day, Members were concerned that removal of the bridge could lead to an additional 300 cars on the road which would exacerbate existing highway issues in and around this area.

Members noted that the potential option of repairing the existing bridge would be expensive and the repairs might not last for long. The existing bridge is also non-DDA compliant, so financial support may not be available to fund repairs.

Following a discussion Members determined that they would like to arrange a site visit to better understand the proposed replacement plans. This would ideally be with either a relevant member of staff from Wokingham Borough Council and / or WSP who are the consultants who have designed the options scheme. It was agreed the Committee Officer would contact Wokingham Borough Council to arrange this.

**RESOLVED:**

- ◆ To note the report of a meeting between Wokingham Borough Council and Town and Parish Councillors held on 8 November 2021, as given in the agenda.
- ◆ For the Committee Officer to arrange a date for a site visit with Members, ideally at a time when either WBC and / or WSP can also attend.

47. **STREET TRADING CONSENT APPLICATION**

**RESOLVED:**

- ◆ To note application ST26:  
Applicant: Mr Jan Ratip – Mo’s Kebabs  
Trading Site: Woodlands Avenue, Woodley  
Trading Times: Sunday to Thursday – 0700 to 0100 Hours  
Friday and Saturday – 0700 to 0300 Hours  
(One hour shut down at 3pm to prepare for evening food)
- ◆ To note that comments were required prior to this meeting and details were therefore circulated to the Committee and Members’ views sought, and no objections were raised.

48. **READING BOROUGH COUNCIL – PERMITTED DEVELOPMENT RIGHTS REMOVAL**

**RESOLVED:**

- ◆ To note that notification has been received from Reading Borough Council of Non-immediate Direction under Article 4(1) of the Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended) removing permitted development rights as described in the direction, as given in the agenda.

49. **WOKINGHAM BOROUGH COUNCIL – LOCAL PLAN UPDATE**

**RESOLVED:**

- ◆ To note the correspondence from Wokingham Borough council regarding the launch of a public consultation into the updated Local Plan Update, which runs from Monday 22 November 2021 to 24 January 2022.

50. **READIBUS ANNUAL GRANT / SLA**

Following a discussion Members determined that, due to the current financial uncertainty provided by the Covid pandemic, it would be appropriate to continue to consider funding requests from Readibus under the annual grant scheme and not via a service level agreement.

51. **PUBLICATIONS/INFORMATION**

**RESOLVED:**

- ◆ To note receipt of the following:
  - Me2 Club Newsletter – October 2021
  - CCB Action for All e-Bulletin – November 2021
  - Wokingham Borough Council Planning Policy Newsletter – November 2021

52. **FUTURE AGENDA ITEMS**

Councillor Bragg notified Members that he had received an email from Matthew Barber, Police and Crime Commissioner for the Thames Valley, advising that Thames Valley Police have launched a Community Speedwatch scheme, and they would like local councils to get involved.

Members noted that tremendous work had been put in to the Town Council's own speedwatch scheme previously, although activity had ceased when Police would not take the data collected. The equipment which had previously been used was still owned by the Town Council.

Members requested the item be added to the agenda for the next Planning & Community Committee, and that the Committee Officer write to Thames Valley Police in the meantime to enquire about the programme and request information.

53. **PUBLICITY/WEBSITE**

There were no suggestions for items to be publicised.

54. **ENFORCEMENT ISSUES**

**RESOLVED:**

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

The meeting closed at 9:19 pm

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Woodley Town Council

**Observations on the following Planning Applications made at the Planning & Community Committee meeting held on 30 November 2021**

<b>Application No. &amp; Address</b>	<b>Proposal</b>
<b>213515</b> Tawnies, Sandford Lane, Woodley, RG5 4SY	Householder application for the proposed erection of a single storey side extension, following demolition of existing sun room, single storey rear extension, plus changes to fenestration.
<b>Observations:</b> No objections.	
<b>213520</b> 99 Colemans Moor Road, Woodley, RG5 4DA	Full application for the proposed erection of 2 no. three bedroom dwellings with associated parking, following demolition of the existing dwellinghouse.
<b>Observations:</b> The Planning & Community Committee considered the proposal and recommended that the application be refused on the following grounds: <ul style="list-style-type: none"> <li>- The three storey design of the proposed properties is out of keeping with neighbouring properties and out of character with the street scene.</li> <li>- The site plan provided is inaccurate; it reflects that the access road (Loddon Gardens) is a 'New Adopted Road' when WBC have confirmed the road is not-adopted and due to become a private road on completion of the Loddon Gardens development, and the existing footpath shown running along the left hand side of the road is believed to be on the right hand side of the road.</li> </ul> <p>The Committee also noted the concerns of 12 residents who attended the Planning &amp; Community Committee meeting held on 30 November 2021 regarding the provision of access to 99 Colemansmoor Road via Loddon Gardens. It was noted that there was an understanding that Right of Access was granted to 99 Colemansmoor Road via Loddon Gardens on the basis that this was a single bungalow. However, the building of two town house style properties, with parking provision for up to 5 vehicles, would increase traffic on this private road with the residents of these properties potentially not liable for the upkeep of the road.</p> <p>The Planning and Community Committee are requesting that this application be listed.</p>	
<b>213536</b> 4 Bibury Close, Woodley, RG5 3PE	Householder application for the proposed erection of a two storey side extension following demolition of existing garage, erection of a single storey front extension to form porch.
<b>Observations:</b> The Planning & Community Committee considered this application and had no objections, but noted and supported the concerns of residents expressed in response to the application on the Wokingham Planning Portal, which should be taken into account.	
<b>213544</b> 173 Fairwater Drive, Woodley, RG5 3JQ	Householder application for the proposed erection of single storey front and rear extensions including 3 no. rooflights, plus changes to fenestration.
<b>Observations:</b> No objections.	

<b>213545</b> 72 Drovers Way, Woodley, RG5 3PN	Householder application for the proposed erection of a single storey rear extension (retrospective).
<p><b>Observations:</b>  The Planning and Community Committee noted that this application is for retrospective planning permission for an extension built in 2018. They noted a previous application for the building of an extension was refused by Wokingham Borough Council in 2017 (ref 171434), although the Committee noted that the extension built, and for which planning permission is now being sought, appears to be smaller in size; the new plans are less clear as to the exact dimensions of the extension built.</p> <p>The Committee believe that, dependent on the exact dimensions of the extension, the building may be acceptable under permitted development, however they noted a concern regarding the loss of light the extension has caused to the neighbouring properties at 70 and 74 Drovers Way.</p> <p>The Committee would like these points taken into account, and would like to request that a Planning Officer visits the site, if they have not already done so, prior to determining the application to ensure that there has not been an unacceptable reduction in natural light to the properties at 70 and 74 Drovers Way.</p>	
<b>213568</b> 148 Crockhamwell Road, Woodley, RG5 3JH	Full application for the proposed change of use of retail/hair salon to a restaurant and take-away including installation of extraction flue system to rear and rear new cold room condenser external to buildings rear.
<p><b>Observations:</b>  The Planning &amp; Community Committee considered this application and had no objections subject to extraction unit being deemed suitable so as not to provide adverse noise or fumes to the properties above.</p>	
<b>213590</b> 69 Beechwood Avenue, Woodley, RG5 3DF	Householder application for the proposed erection of a single storey rear extension, to include the insertion of 2no. roof lights, plus changes to fenestration.
<p><b>Observations:</b>  No objections.</p>	
<b>213596</b> 19 Ravensbourne Drive, Woodley, RG5 4LH	Householder application for the proposed erection of a single storey front extension to dwelling.
<p><b>Observations:</b>  No objections.</p>	
<b>213600</b> 71 Campbell Road, Woodley, RG5 3NB	Householder application for the proposed erection of a single storey rear extension.
<p><b>Observations:</b>  No objections.</p>	
<b>213631</b> 5 Austin Road, Woodley, RG5 4EJ	Householder application for proposed erection of single storey front and rear extensions plus changes to fenestration.
<p><b>Observations:</b>  The Planning &amp; Community Committee considered the proposal and recommended that the application be refused on the grounds that the extent of the front extension is not in keeping with neighbouring properties and is out of character with the street scene.</p>	



<b>213655</b> 86 Butts Hill Road, Woodley, RG5 4NR	Householder application for the proposed erection of a first floor side extension, erection of a first floor rear extension, re-roofing of the front porch, plus changes to fenestration.
<b>Observations:</b> No objections.	
<b>213661</b> 10 Linden Road, Woodley, RG5 3QT	Full application for the proposed conversion of 2 no. garages into habitable accommodation, erection of a 2 storey side extension, erection of a single storey out building/ workshop, use of amenity land.
<b>Observations:</b> The Planning & Community Committee considered this application and had no objections, subject to the proposed workshop being ancillary to the domestic use of the property and that the workshop is not being built in land deemed to be amenity land by Wokingham Borough Council.	
<b>213666</b> 35 Wyndham Crescent, Woodley, RG5 3AY	Householder application for the proposed erection of a timber framed shed and outbuilding following the demolition of two timber sheds (part-retrospective).
<b>Observations:</b> No objections.	
<b>213671</b> 12 Redwood Avenue, Woodley, RG5 4DR	Householder application for the proposed development of a single storey side extension to form a shower room.
<b>Observations:</b> No objections.	
<b>213714</b> 21 Stanton Close, Earley, RG6 7DX	ADJOINING PARISH CONSULTATION Householder application for the proposed two storey side and rear extensions, loft conversion with rear dormer and raising the roof by 200mm to create habitable accommodation to include removal of the chimney.
<b>Observations:</b> No comment.	
<b>213725</b> 23 Stanton Close, Earley, RG6 7DX	ADJOINING PARISH CONSULTATION Full application for the erection of a two storey dwelling following the demolition of the existing dwelling house.
<b>Observations:</b> No comment.	
<b>213740</b> 8 South Lake Crescent, Woodley, RG5 3QW	Householder application for the proposed erection of a two storey side extension, erection of a part single part, two storey rear extension and associated rear roof alterations, and changes to fenestration and extension of existing loft conversion with dormer.
<b>Observations:</b> The Planning & Community Committee considered the proposal and recommended that the application be refused on the following grounds: <ul style="list-style-type: none"> <li>- Overbearing (massing) on the neighbouring property at 9 South Lake Crescent.</li> <li>- Insufficient on-site / off street parking</li> </ul>	

<p><b>213750</b> 16 Fawcett Crescent, Woodley, RG5 3HU</p>	<p>Householder application for the proposed development of a single storey side and rear extension.</p>
<p><b>Observations:</b> No objections.</p>	
<p><b>213845</b> 42 Cartmel Drive, Woodley, RG5 3NG</p>	<p>Householder application for the proposed development of a front single storey extension, side first floor extension and rear single storey extension.</p>
<p><b>Observations:</b> No objections.</p>	

# CHARTER BETWEEN THE TOWN & PARISH COUNCILS OF WOKINGHAM AND WOKINGHAM BOROUGH COUNCIL



February 2021

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## **Appendices**

Appendix 1: Essential background information on towns and parishes in the borough

Appendix 2: Functions of the Borough Council

Appendix 3: Towns and Parishes in the borough

# 1. Summary - What you need to know about the Charter

**The Charter has one simple aim - to provide a framework for us to work together to serve the people of Wokingham borough. We have a common purpose to promote the wellbeing of Wokingham borough, and we serve the same residents. This is the foundation of our Charter.**

The Charter sets out how we will achieve this, by:

- Maintaining high ethical standards, **respecting and valuing each other**
- Being good partners and continuously **strengthening relationships**
- Providing **practical support** and helping each other out
- Being clear on **who does what**

The main document sets out what the Charter's signatories will do to deliver these aims.

You will find this useful if you are in a Wokingham Borough Council (WBC) service area or are a Town or Parish clerk or elected member (whether from WBC or Town or Parish council). We also hope this will be of more general interest - for example to voluntary groups who wish to work with Town and Parish Councils.

Our Charter does not include everything. There are additional details – for example on Development Management and Highways and more information on protocols and standards are on the Council's website.

We will ensure that the Charter and associated documents will be made available on our websites. We recognise that information will change over time and we will review and update annually.

The Charter also sets out how we will manage the relationship – putting things right when they go wrong as well as celebrating the things that go well. Finally, we set out the next steps and the process for future review.

## 2. Introduction

**Wokingham Borough Council and the Town and Parish Councils in our area have had the ambition of achieving effective joint working.**

There are three Town councils and fourteen Parish councils within Wokingham borough. These range in size and capacity between organisations with dedicated facilities and staff delivering a number of different services, to smaller organisations without any facilities and a part-time Parish clerk.

Much like each local authority, each Town and Parish council is a separate organisation with their own priorities and operational practices guided by their elected or appointed councillors. This can present challenges to working collectively with all or some of the Towns and Parishes.

Engagement with all the Towns and Parishes has usually been through the Borough Parish Liaison Forum (BPLF).

### **The Role of our Town and Parish Councils**

Each Town and Parish council has responsibilities that are formally defined by their role as “local councils.” These include their governance arrangements and services which they can chose to deliver. These services are summarised in Appendix 1.

In the current climate, much has changed to impact our respective roles. For example:

- Financial constraints on local services have increased, as have demographic pressures such as an ageing population. These are shared challenges for us all.
- We will need a joint focus on getting better value for money and delivering the savings we need to live within our means. WBC is the lowest funded unitary council in the country and the Council’s financial and staffing resources are reducing and this is likely to continue. This provides opportunities for Towns and Parishes and the Borough Council to work together differently.
- Communications have been transformed by digital technology, smartphones and social media. This increasingly provides opportunities to transform the way we work and communicate with each other through “smart” working and use of digital technology.

The strengths of our Town and Parish Councils and the benefits of effective partnership working are recognised and are even more important because of these challenges. Clear communications are central to successful collaboration. For this Charter to work, it needs to be picked up, read, understood and referred to at all levels of our local democracy. In creating this new Charter we have focused on making the document helpful to the people who will use it, including:

- Parish and Town councillors and clerks;
- Wokingham Borough Council elected members; and
- Wokingham Borough Council staff, particularly those whose work brings them into contact with Town and Parish Councils.

The Charter sets out:

- The commitments we are making to work together;
- What we do well, and the challenges facing us. We also include specific examples of good practice locally we can build on; and
- How we will know if we have succeeded.

### **3. Our Aim: Together to serve the people of Wokingham borough**

#### **Our Core Commitments**

The Charter has one simple aim - to serve the people of Wokingham borough. This aim is underpinned by the following core commitments.

**Together**, we will:

- work collaboratively to promote local economic, social and environmental wellbeing.
- value the roles, responsibilities, and opinions of our respective councils and be aware at all times that we have a common purpose to serve the public of Wokingham borough and that we serve the same residents. This is the foundation of our Charter.
- respect the democratic mandates of all our individual councils within their legal and service remits, recognising that Wokingham Borough Council and Town and Parish Councils exist as separate bodies and have separate tax raising powers (for more information on Town and Parish council functions see Appendix 2).
- work together to address the significant challenges facing our area. As resources tighten we will collaborate in supporting communities to do more for their local areas and make the best use of new ways of working, with greater emphasis on the use of digital technology as staffing resources reduce.
- work together to try and answer residents' queries at the first point of contact, signposting as necessary, regardless of whether the query is to a Town/Parish or to Wokingham Borough Council.
- use the following joint principles for the devolution of services to Town and Parish Councils:
  - "By choice, not imposed"
  - "One size doesn't fit all"
  - "All liabilities to be declared openly on both sides"
  - "Give proper notice of changes"
  - "Be clear on what is being transferred, and over what timescales"
  - "Encourage parishes to cluster"
  - "Set up a 'support' offer"- e.g. training/equipment"

**As individual bodies**, we will make the following core commitments regarding Consultation:-

- Wokingham Borough Council will consult specific Towns or Parishes on matters when a planned decision would have a specific and direct or significant impact on the local council or its area or inhabitants. Wokingham Borough Council will provide adequate time for a response to be made,

appropriate to the issue under discussion and explain why it matters to respond. A longer period of time and more detailed engagement will take place where there is a potential high impact/financial implication for a specific Town or Parish or group of Towns and Parishes.

- Town and Parish Councils will consult Wokingham Borough Council on matters when a planned decision would have a specific and direct or significant impact on Wokingham Borough Council or on the wider Wokingham borough area or its residents.
- Town and Parish Councils will respond to consultations in a timely manner and, as appropriate, will call special meetings. In doing this they will seek to reflect the view of local people. Town and Parish Councils will also respond as appropriate to general consultations (e.g. where these have been placed online).

In adopting these commitments that drive our Charter, we can build on a wide range of good practice examples in our area, from work on local traffic issues to support for local community facilities and play areas. We have highlighted a few of these in this document.

**Our specific commitments will be set out annually in a mutually agreed Action Plan.**

## 4. Making it Happen

In the next four sections we set out in more detail **how** we will work together to meet our aims based on positive examples of what's worked previously. We will do this by:-

- a) Respecting and valuing each other
- b) Strengthening relationships
- c) Providing practical support
- d) Making the best of our skills and resources

### **Respecting and valuing each other**

- . Current/ongoing work to develop better partnership working – we are examining ways of embedding these principles within our respective organisations by, for example, at Towns and Parishes ensuring that our Councillors and staff know as much about WBC as they should know about us.



### **Strengthening relationships**

- . Development of Terms of Reference for joint working over CIL
- . Current work to develop better partnership working (as above)
- . Improvements to the working relationship with WBC Planning
- . Wokingham Community Response (Coronavirus) – this has been an ongoing, excellent example, the learning and benefit from which will stand us in good stead for strengthening relationships in other areas
- . Opportunities presented by the developing Localities programme
- . Opportunities provided by the Borough Parish Liaison Forum - a real opportunity here – not just dissemination of information but working positively together on issues
- . Opportunities to work together to address the Climate Emergency - this is a key topic for all requiring a cohesive response across the Borough.

### **Providing practical support**

- . Specialist advice / support on Neighbourhood Development Plans
- . Support with emergency planning e.g. Finchampstead Emergency Response
- . WBC online reporting system provides an efficient way to report routine issues
- . Sharing of communications and disseminating information to communities
- . Support over GDPR and opportunities to develop this further (including the Data Protection Officer role)
- . Support for the election processes
- . Support for the street light replacement and upgrade programme.

### **Making the best use of skills and resources**

- . Potential to share training resources
- . Opportunity with Traded Services
- . Opportunity presented by the WBC Asset Review including the potential devolution of services
- . Opportunity to better co-ordinate the approach to grants / funding for local groups and organisations (currently being looked at through Community Response)

## 5. Next Steps

To ensure the Charter is effective we need to monitor and review it. We will encourage formal and informal events to celebrate and share our work and build relationships.

We will monitor the Charter and examine the progress, particularly assessing the indicators of success set out below. This will be done in consultation between the Borough Council and town and parish Councils allowing for full input. Indicators of success include:-

- Communication improves with Town and Parishes, owning issues, updating on progress and responding appropriately as well as promoting what is happening across the Borough Council.
- Listening to what Towns and Parishes are telling the Borough Council and use this feedback to shape service delivery, challenge how we do business and manage expectations in an open and honest way.
- Communication and feedback that encourages engagement and in an inclusive and informative way.
- Developing a proactive approach in communicating, celebrating our shared success and promoting how the community can get involved.
- Working together to shape services around the needs of residents and deliver them in a way that empowers residents to live independent and healthy lives.
- Working effectively together to help resolve local issues and provide efficient, effective, joined up services.
- Working in partnership to deliver community led solutions that address the issues that matter most to our residents.
- Strengthening our understanding of current and future needs so that we can plan, design and deliver the best outcomes for all our residents.
- Developing a community led approach to meeting the needs of our residents, which is focused on the right outcome, delivered in the right way at the right time.
- Ensuring that Towns and Parishes are fully involved in the COVID recovery process.

**The annual Partnership Working Action will agree the priority actions that we want to work on together.**

We will jointly agree a dispute resolution process, to be used where it is thought that specific aspects of the Charter are not being delivered. We will keep the document a “live” one and undertake a light touch “refresh” every year, with a full review every 4 years.

## 6. Jargon Buster

Access Land	Land with public right of access mapped as 'open country' (mountain, moor, heath and down) or registered common land.
Asset of Community Value	An amenity or public building which has been put forward by a community under the Localism Act for inclusion on a register held by their local authority. If it is included, it may not be sold without the opportunity for the public to raise funds to buy it.
BALC	Berkshire Association of Local Councils
Borough Parish Liaison Forum	BPLF Meeting is a joint consultative body set up to consider issues of common interest between the parish/town councils (individually or collectively) and Wokingham Borough Council that are relevant for discussion in this forum.
Community Infrastructure Levy (CIL)	A planning charge, introduced by the Planning Act 2008, as a tool for local authorities in England and Wales to help deliver infrastructure to support the development of their area.
Community Places of Safety	A temporary shelter to be used in an emergency (eg gas leak; flood; – generally a community venue where people will feel comfortable and safe.
Community Governance Review	A change to parish governance arrangements which Principal Councils (district or unitary) have the power to carry out. A review can consider whether to create a new parish; alter the boundary of an existing parish or to group a number of parishes together. Local people can petition a Principal Council to undertake a Community Governance Review and it must be undertaken if the relevant conditions are met.
Due Diligence	The exercising of an appropriate level of caution or investigation prior to acting or making a decision. It may involve a series of legal, financial and commercial checks depending on the circumstance.
General Power of Competence	The General Power of Competence, Localism Act 2011 Sec 1 (1) gives local authorities, including eligible local councils,

“the power to do anything that individuals generally may do” as long as they do not break other laws. It is intended to be a power of first, not last, resort. However, there remain constraints and in particular this does not give any additional fund raising powers. A parish council wishing to use the power must formally resolve that it is an ‘eligible council’. The qualifications for eligibility are that the clerk has completed a course in local administration, and that at least two-thirds of councillors have been elected (i.e. not co-opted).

Local Council

A parish, town, village, neighbourhood or community council. These all have the same powers and can provide the same services. The only difference is that a town council has decided that it should be known as a town council instead of a parish, village, neighbourhood or community council, and may choose to have a mayor.

Monitoring Officer

The Monitoring Officer is responsible for promoting and maintaining high standards of conduct and probity within the Council and Parish Councils. They also have a responsibility to report breaches and possible breaches of the law or maladministration to the Council.

NALC National Association of Local Councils

The national membership body for Local Councils working to support, promote and improve them.

Neighbourhood Plan

The Localism Act 2011 gave communities the right to shape development in their areas through the production of a neighbourhood plan which should support the strategic development needs set out in the Local Plan.

Section 106 (S106)

Legal agreements between Local Authorities and developers. These are linked to planning permissions and can also be known as planning obligations.

## **Appendix 1 Essential background information on Town and Parish Councils in Wokingham borough**

### **Introduction**

Town and Parish Councils are the first tier of local government in the UK. They serve residents, are independently elected and raise their own precept (a form of Council Tax.)

There are 17 Town and Parish Councils across Wokingham borough. All are responsible for critical activity that helps enable our communities to thrive.

The diversity of Town and Parish Councils is their strength. Each can make a unique contribution to the needs of local communities.

### **What do Town and Parish Councils do?**

Town and Parish Councils are an integral part of the Local Government structure and perform a number of important roles as:

- Providers and supporters of services
- Signposts and access points to services
- Representatives and community leaders

Towns and Parishes discuss and take action on issues of interest to their area. They have a range of powers including provision of recreational facilities, halls, crime prevention, community transport, public toilets, tourism, allotments, footpaths and commons but they are not obliged to use these powers and carry out these functions. Their activities fall into 3 main categories:

- Representing the local community
- Delivering services to meet local needs
- Striving to improve quality of life and community well-being

### **Councillors and Clerks**

Towns and Parishes are made up of a number of councillors appropriate to their size and responsibilities. Their councillors are elected volunteers who serve for 4 years.

All of the Town and Parish Councils in Wokingham borough have a paid clerk, who provides advice and administrative support to councillors and takes action to implement council decisions. The clerk may also operate as a project manager, personnel director, public relations officer or finance administrator. The larger councils may have several members of staff.

## How are Town and Parish Councils funded?

Towns and Parishes raise their funds through a charge (precept) made against all households in their area which is collected through Council Tax. The level of the charge is set by Town and Parishes and reflects the funding it will need for the coming year. They may also obtain funds from other sources such as Community Infrastructure Levy (CIL), income from facilities and other external sources.

## List of Town and Parish Council Functions (Source: NALC)

This is an indicative list of parish powers and functions to illustrate the wide range of activities covered by Acts of Parliament. Not every Town and Parish exercises these powers, and the list is not completely comprehensive

The table below summarises all the responsibilities that local councils have within their areas:

Allotments	Employment of Staff	Planning Applications
Allowances for Councillors	Fetes and Other Events	Precept
Ancillary Power(s)	General Power of Competence	Public Buildings and Village Halls
Bands and Orchestras	Gifts	Public Rights of Way
Bicycles and Motor Cycles – Parking Places	Graffiti	Public Toilets
Boating Pools	Honorary Titles	Recreation
Borrowing Money	Indemnities	Right to challenge services that are provided by a local authority
Burial Grounds & Cemeteries	Investments	Right to nominate and bid for assets of community value
Bus Shelters	Land / Premises	Roads
Byelaws	Life-Saving Appliances	Sports & Recreation Facilities
Car Parks (off road)	Lighting	Swimming Pools
Commons & Common Pastures	Litter	Traffic Signs
Community Gardens	Litter Bins	Theatres
Conference Facilities	Lotteries	Tourism
Contracts	Markets	Traffic Calming
Crime Prevention	Mortuaries and Post-Mortem Rooms	War Memorials
Dance Halls	Newsletters	Websites
Ditches and Ponds	Open Spaces	
Dog Control Orders	Parish Meetings	

## **Appendix 2 – Borough Council functions, priorities and delivery plans**

### **Introduction**

Wokingham Borough Council delivers a wide range of services for the residents and businesses in the borough including education, environmental health, highways, housing, leisure, libraries, planning, social care, transport and waste collection and disposal.

The Council is made up of 54 elected Councillors representing 25 wards across the borough, one of whom is elected as Leader. The Leader appoints up to 10 Councillors who make up the Executive which is responsible for the development and implementation of policy on behalf of the Council. The Chief Executive leads Officers who are employees of the Council, and give advice to elected Councillors, implement decisions and manage the day to day delivery of services.

### **Community Vision 2020 to 2024**

***'A great place to live, learn, work and grow and a great place to do business.'***

Our Community Vision sets out what the Borough Council will focus on over the next 4 years to improve outcomes for residents. The Community Vision was approved by Full Council in February 2020 and covers the 4 year period 2020 / 2021 to 2024 / 2025.

### **Strategic priorities**

The strategic priorities are:

- Enriching Lives
- Safe, Strong Communities
- A Clean and Green Borough
- Right Homes, Right Places
- Keeping the Borough Moving
- Changing the way we work for you

Read the [Community Vision \(PDF document\)](#) for further details about these strategic priorities, what outcomes we want to deliver for residents, the journey so far and next steps.

### **Corporate Delivery Plan 2020 to 2024**

The [Corporate Delivery Plan](#) supports the Community Vision and sets out ambitions and plans for each strategic priority, actions for getting there and what success will look like.

The Delivery Plan will be monitored within the Borough Council's services and corporate performance measures will be identified to track our progress in delivering these strategic priorities for Wokingham Borough.

### **Appendix 3 Town and Parishes in the Borough (Click on links for further details)**

- [Arborfield and Newland Parish Council](#)
- [Barkham Parish Council](#)
- [Charvil Parish Council](#)
- [Earley Town Council](#)
- [Finchampstead Parish Council](#)
- [Hurst Parish Council](#)
- [Remenham Parish Council](#)
- [Ruscombe Parish Council](#)
- [Shinfield Parish Council](#)
- [Sonning Parish Council](#)
- [Swallowfield Parish Council](#)
- [Twyford Parish Council](#)
- [Wargrave Parish Council](#)
- [Winnersh Parish Council](#)
- [Wokingham Town Council](#)
- [Wokingham Without Parish Council](#)
- [Woodley Town Council](#)



## Appendix 4 – Signatories to the Charter

<b>Council</b>	<b>Chairman</b>
Arborfield and Newland Parish Council	
Barkham Parish Council	
Charvil Parish Council	
Earley Town Council	
Finchampstead Parish Council	
Hurst Parish Council	
Remenham Parish Council	
Ruscombe Parish Council	
Shinfield Parish Council	
Sonning Parish Council	
Swallowfield Parish Council	
Twyford Parish Council	
Wargrave Parish Council	
Winnersh Parish Council	
Wokingham Borough Council	
Wokingham Town Council	
Wokingham Without Parish Council	
Woodley Town Council	

# APPENDIX 10

## Members' Attendance at Full Council Meetings - 2019-23

**Key:**

	Meeting at which Cllr was an elected Member of the Council
	Meeting at which Cllr was not an elected Member of the Council
1	Attended
A	Absent
LOA	Permitted Leave of Absence
Grey	Non-current Members in Grey

2019/20 Municipal Year				
14/05/2019	25/06/2019	01/10/2019	10/12/2019	04/02/2020

2020/21 Municipal Year						
12/05/2020	23/06/2020	21/07/2020	25/08/2020	29/09/2020	08/12/2020	09/02/2021
	Extra	Extra				

2021/22 Municipal Year		
04/05/2021	22/06/2021	28/09/2021

Total Attended	Total Absent	Attendance Rate
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**Members**

Al-Sanjari, Nada	1	1	1	1	1
Anderson, Juliet	1	1	1	A	1
Baker, Keith	1	1	1	1	1
Bragg, David	1	1	1	1	1
Brindley, Shadi	1	1	1	1	1
Chadwick, Anne	1	1	1	1	1
Cheng, Jenny	1	1	1	1	1
Doyle, Martin	1	1	1	1	1
Forrer, Michael	1	1	1	1	1
Gilder, Kay	1	A	1	1	1
Green, Mark	A	A	1	A	A
Heap, Alex	1	1	1	A	1
Horskins, Robert					
Jewell, Carol	1	1	1	1	1
Lewis, Vin					
MacNaught, John	1	1	A	1	1
McCann, Tom	1	1	1	1	1
Mills, Dave	1	1	1	1	1
Nagra, Majid	1	A	1	A	1
Rahmouni, Sam	1	1	1	1	1
Rowland, Beth	1	1	1	1	1
Sartorel, Janet	1	1	1	A	1
Skegg, Richard	1	1	1	1	1
Smith, Darren					
Soane, Bill	A	A	1	1	1
Stares, David	1	1	A		
Swaddle, Alison	1	1	A	A	1
Wicks, Philip	1	1	1	1	A

CANCELLED	1	1	1	1	1	A
	1	1	1	1	1	1
	1	1	1	1	1	1
	1	1	1	1	1	1
	1	1	1	1	1	1
	1	1	1	1	1	1
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1	A	A
1	A	1
1	1	A
1	1	1
1	A	A
1	A	1
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1	1	1
A	A	1
1	1	1
1	1	1
1	1	1
A	1	A
1	A	1
1	1	1
		1
1	A	A
1	A	1
LOA	A	A
1	A	1
1	1	1
A	1	1
A	1	1
1	1	1
1	1	1
1	1	1

11	3	78.57%
12	2	85.71%
13	1	92.86%
14	0	100.00%
12	2	85.71%
13	1	92.86%
12	2	85.71%
13	1	92.86%
13	1	92.86%
6	8	42.86%
12	2	85.71%
1	1	50.00%
14	0	100.00%
1	0	100.00%
8	1	88.89%
12	2	85.71%
11	0	100.00%
10	4	71.43%
7	5	58.33%
12	2	85.71%
13	1	92.86%
13	1	92.86%
6	3	66.67%
12	2	85.71%
2	1	66.67%
12	2	85.71%
13	1	92.86%

\*Attendance rate calculated based on the number of meetings for which the Councillor was an appointed member and did not have an approved leave of absence recorded

**Members' Attendance at Planning & Community Committee Meetings - 2019-23**

**Key:**

	Meeting at which Cllr was an appointed member of the Committee
	Meeting at which Cllr was not an appointed member of the Committee
1	Attended
A	Absent
1 / A	Informal briefing meeting
LOA	Permitted Leave of Absence
<b>Name</b>	Current appointed members of the Committee (Bold)

2019/20 municipal year												
21/05/2019	18/06/2019	16/07/2019	13/08/2019	10/09/2019	08/10/2019	05/11/2019	03/12/2019	07/01/2020	28/01/2020	25/02/2020	24/03/2020	21/04/2020

2020/21 municipal year												
19/05/2020	16/06/2020	14/07/2020	11/08/2020	08/09/2020	06/10/2020	03/11/2020	01/12/2020	05/01/2021	26/01/2021	23/02/2021	23/03/2021	20/04/2021

2021/22 municipal year							
18/05/2021	15/06/2021	13/07/2021	10/08/2021	07/09/2021	05/10/2021	02/11/2021	02/11/2021
Informal Briefings*							

Total Attended	Total Absent	Attendance Rate**
----------------	--------------	-------------------

Members	21/05/2019	18/06/2019	16/07/2019	13/08/2019	10/09/2019	08/10/2019	05/11/2019	03/12/2019	07/01/2020	28/01/2020	25/02/2020	24/03/2020	21/04/2020
Baker, Keith	1	1	1	1	A	1	1	1	1	1	1	1	1
Bragg, David	1	1	1	1	A	1	1	1	1	1	1	1	1
Cheng, Jenny	1	A	A	1	1	1	1	1	A	1	A	1	A
Doyle, Martin	A	1	1	1	1	1	A	1	1	A	A		
Forrer, Michael	1	1	A	1	A	1	1	1	1	A	A		
Gilder, Kay													
Heap, Alex													
Jewell, Carol	1	1	1	1	1	1	1	1	1	1	1	1	1
MacNaught, John	1	1	1	1	1	1	1	1	1	1	1	1	1
Mills, Dave	1	1	1	1	A	1	A	A	1	1	1	1	1
Nagra, Majid	1	A	A	A	A	1	1	A					
Rahmouni, Sam			1	1	A	A	1	1	1	1	1	1	1
Sartorel, Janet													
Skegg, Richard	1	1	1	1	1	A	1	1	1	1	A	1	1
Soane, Bill													
Wicks, Philip	1	1	1	1	1	A	A	1	1	1	1	1	1

C  
A  
N  
C  
E  
L  
L  
E  
D

1	A	1	1	1	1	1	1	1	1	1	1	1	1
1	1	1	1	1	1	1	1	1	1	1	1	1	1
1	A	1	A	1	1	A	1	1	1	1	1	1	1
1	1												
1	A	A	A										
		A	A	1	A	A	1	A	1	1	A	1	1
1	1	1	1	1	1	1	1	1	1	1	1	1	1
1	A	A	A	1	1								
1	1	1	A	1	A	1	A	1	1	A	A	1	A
1	A	A	A	A	A	A	A	LOA	LOA	LOA	LOA	LOA	LOA
									1	1	1	A	1
1	A	1	1	A	A	1	1	1	1	1	A	1	1
1	1	1	1	A	1	1	1	1	1	1	1	1	1

1	A	1	1	A									
A	1	1	1	A	1	1	1						
1	1	1	1	1	1	A	A	1					
A	A	A	1	1									
1	1	1	1	1									
A	1	1	1	1	1	1	1	1	1	1	1	1	1
A	A	A	A	A	1	A	A						
LOA	A	A	A	A	1	1	1	1					
1	1	1	A	1	1	1	1	A	1				
1	1	A	1	1	1	1	1	1	1	1	1	1	1
1	A	A	1	1	1	1	1	1	1	1	1	1	1

\*Informal briefings not counted towards attendance rate.

22	2	91.67%
26	1	96.30%
18	9	66.67%
9	4	69.23%
8	7	53.33%
5	6	45.45%
0	0	#DIV/0!
27	0	100.00%
14	3	82.35%
15	8	65.22%
7	13	35.00%
11	9	55.00%
6	2	75.00%
21	6	77.78%
1	2	33.33%
24	3	88.89%

\*\*Attendance rate calculated based on the number of formal meetings for which the Councillor was an appointed member and did not have an approved leave of absence recorded.

## Members' Attendance at Strategy & Resources Committee Meetings - 2019-23

**Key:**

	Meeting at which Cllr was an appointed member of the Committee
	Meeting at which Cllr was not an appointed member of the Committee
1	Attended
A	Absent
<b>Name</b>	Current appointed members of the Committee (Bold)

2019/20 Municipal Year				
11/06/2019	17/09/2019	26/11/2019	21/01/2020	28/04/2020

2020/21 Municipal Year					
09/06/2020	15/09/2020	24/11/2020	19/01/2021	02/03/2021	27/04/2021

2021/22 Municipal Year			
08/06/2021	03/08/2021	14/09/2021	23/11/2021

Total Attended	Total Absent	Attendance Rate
----------------	--------------	-----------------

Extra

Extra

### Members

Members	11/06/2019	17/09/2019	26/11/2019	21/01/2020	28/04/2020
Anderson, Juliet	1	1	1	1	
Baker, Keith	1	A	1	1	C
Brindley, Shadi	1	1	A	1	A
Chadwick, Anne	1	1	1	1	N
Cheng, Jenny	1	A	A	A	C
Gilder, Kay	A	1	1	A	E
Jewell, Carol					L
McCann, Tom	1	1	A	1	L
Nagra, Majid					E
Rowland, Beth	1	1	A	1	D
Wicks, Philip	A	1	1	1	

Members	09/06/2020	15/09/2020	24/11/2020	19/01/2021	02/03/2021	27/04/2021
C	A	1	1	1	1	1
A	1	1	1	1	1	1
N	1	1	A	1	1	1
C	1	1	1	1	1	1
E						
L	1	1	1	1	1	1
L						
E	1	1	1	1	1	1
D	1	A	1	1	1	A
	1	1	1	1	1	1

Members	08/06/2021	03/08/2021	14/09/2021	23/11/2021
C	1	A	1	
A	1	1	1	
N	1	A	A	
C	1	1	1	
E				
L	1	A	1	
L	A	A	1	
E				
D	1	1	1	
	A	1	1	
	1	A	1	

10	2	83.33%
11	1	91.67%
8	4	66.67%
12	0	100.00%
1	3	25.00%
9	3	75.00%
1	2	33.33%
8	1	88.89%
6	2	75.00%
10	2	83.33%
10	2	83.33%

*\*Attendance rate calculated based on the number of meetings for which the Councillor was an appointed member and did not have an approved leave of absence recorded*

### Members' Attendance at Leisure Services Committee Meetings - 2019-2023

**Key:**

	Meeting at which Cllr was an appointed member of the Committee
	Meeting at which Cllr was not an appointed member of the Committee
1	Attended
A	Absent
<b>Name</b>	Current appointed members of the Committee (Bold)

2019/20 Municipal Year				
04/06/2019	03/09/2019	19/11/2019	14/01/2020	14/04/2020

2020/21 Municipal Year				
02/06/2020	01/09/2020	17/11/2020	12/01/2021	13/04/2021

2021/22 Municipal Year			
01/06/2021	31/08/2021	07/10/2021	16/11/2021

Extra

Total Attended	Total Absent	Attendance Rate
----------------	--------------	-----------------

#### Members

Members	04/06/2019	03/09/2019	19/11/2019	14/01/2020	14/04/2020
<b>Al-Sanjari, Nada</b>					
Baker, Keith			1	1	
<b>Bragg, David</b>	1	1	1	1	
Doyle, Martin					
<b>Gilder, Kay</b>	1	1	1	1	
Green, Mark	A	A	A	A	
<b>Heap, Alex</b>	1	1	1	1	
<b>Horskins, Robert</b>					
<b>Lewis, Vin</b>					
Rahmouni, Sam	1	A	1	1	
<b>Rowland, Beth</b>					
Skegg, Richard	1	1	1	1	
<b>Smith, Darren</b>					
Soane, Bill	A	1	1	A	
Stares, David	1	A			
<b>Swaddle, Alison</b>	1	1	1	1	

C A N C E L L E D

Members	02/06/2020	01/09/2020	17/11/2020	12/01/2021	13/04/2021
	1	A	1	1	
	1	1	1	1	
	1	1	1	1	
	1	1	1	1	
				1	A
	1	1	1	1	
	A	A			
	1	1	1	1	
	A	1	1	1	
	1	1	1	1	

C A N C E L L E D

Members	01/06/2021	31/08/2021	07/10/2021	16/11/2021
	1	1	1	
	A			
	1	1	1	
	1	1	1	
	1	1	1	
		1	1	
	1	1	A	
	1	1	1	
	1			
	A	A	1	

C A N C E L L E D

6	1	85.71%
6	1	85.71%
11	0	100.00%
4	0	100.00%
8	1	88.89%
0	4	0.00%
11	0	100.00%
2	0	100.00%
1	1	50.00%
3	3	50.00%
2	1	66.67%
4	0	100.00%
7	0	100.00%
6	3	66.67%
1	1	50.00%
9	2	81.82%

*\*Attendance rate calculated based on the number of meetings for which the Councillor was an appointed member and did not have an approved leave of absence recorded*

## **HYBRID MEETINGS**

### **REPORT OF THE DEPUTY TOWN CLERK**

---

#### **Purpose of Report**

To ask Members to consider allocating funds to purchase audio-visual equipment – to enable the broadcasting and recording of Council meetings and the virtual participation of Councillors and guest speakers at those meetings.

#### **Background**

The Coronavirus Act 2020 enabled Council meetings to take place entirely virtually for the first time. During this period the Town Council took the opportunity to broadcast those meetings via its YouTube channel, in order to maximise the opportunity for the public to have access to this information. The use of virtual meeting technology also enabled Councillors to attend meetings that they may otherwise not have been able to attend.

The legislation permitting Council meetings to be held entirely virtually expired on 6 May 2021 and Councils were required to revert to in-person meetings in order to make decisions and carry out formal business in the usual way.

A number of larger councils and principal authorities already have a system in place that enabled 'hybrid' meetings – whereby officers and the required quorum of Members attend the meeting in person, and others can participate in the meeting virtually. The technology used to achieve this also provides the means to broadcast and record those meetings.

#### **Hybrid Meetings**

The Town Council does not currently have the technology to enable hybrid meetings. Officers have been investigating the equipment required and the associated costs, and have had some on site demonstrations. Initial costs are in the region of £6,000 to £7,500 for a suitable system. Further quotes will be sought if Members wish to pursue this.

The benefits of being able to hold meetings in this way include:

- Increased transparency and public access to Council meetings.
- Ability for Councillors to participate in some meetings that they would otherwise not be able to attend. This includes Councillors who may be concerned about attending in-person meetings during periods of high Covid transmission rates.
- Ability for guest speakers to participate in meetings that they would otherwise be unable to attend or have to travel.

The Council would be able to resume broadcasting and storing meeting videos on the Council's YouTube channel.

It is important to note that virtual participation of Councillors in Council meetings does not constitute attendance at the meeting, neither legally nor in the context of the 6-month attendance rule. Councillors participating virtually would also not be allowed to vote on any matters, or chair the meeting. A quorum of Councillors attending in-person would still be required in order to transact any business.

#### **Proposal**

It is proposed that Members consider whether they wish to pursue the use of hybrid meetings in future and, if so, to allocate £7,500 from the General Reserve or available CIL funds for the purchase of appropriate audio-visual equipment to enable this.

## **Impacts**

### **Resources**

Initial quotes for a suitable system are in the region of £6,000 to £7,500. Further quotes will be sought.

### **Equality**

Hybrid meetings and the ability to broadcast has the potential to increase public participation and access to information, particularly for those who may be less able to attend a meeting in person.

### **Environmental**

Hybrid meetings may have a positive impact on reducing carbon by reducing car journeys in respect of virtual participation.

## **Recommendations**

- ◆ **That Members note the contents of the report.**
- ◆ **That Members consider whether to hold hybrid Council and Committee meetings going forwards.**
- ◆ **That Members consider the allocation of £7,500 from the General Reserve or available CIL funding to purchase appropriate audio-visual equipment to enable hybrid meetings.**

Woodley Town Council

**APPOINTMENT OF A PERSONNEL PANEL**

**REPORT OF THE DEPUTY TOWN CLERK**

---

**Purpose of Report**

To ask Members to appoint a panel to investigate a personnel matter.

**Background**

A personnel matter involving a grievance has arisen, requiring a Members panel to investigate in the first instance, as there are no appropriate officers to carry this out.

**Proposal**

Following advice from the Council's professional HR advisers – Worknest (previously Ellis Whittam), it is proposed that a panel of Members be appointed in accordance with the approved Personnel Sub Committee - Terms of Reference (**APPENDIX A**). These terms of reference state that at least one member of the Personnel Sub Committee should serve on the panel, if practicable, and that the remaining panel members will, as far as is practicable, be drawn from the members of the Strategy and Resources Committee. It is suggested that the panel be three Members.

**Impacts**

**Resources**

There are no resource impacts in appointing a panel.  
There are potential impacts in not appointing a panel as the Council would be unable to fulfil its obligations to investigate the matter in accordance with employment legislation and ACAS good practice.

**Equality**

There are no identified equality impacts in appointing a panel.  
There are potential impacts in not appointing a panel as the Council would be unable to fulfil its obligations to investigate the matter in accordance with employment legislation and ACAS good practice.

**Environmental**

There are no identified environmental impacts

**Recommendations:**

- ◆ **That Members note the information contained in the report.**
- ◆ **That Members appoint a panel to investigate the personnel matter as set out in the report**



## **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).



Department for  
Communities and  
Local Government

## Open and accountable local government

A guide for the press and public on attending and reporting meetings of local government

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# About this Guide

The national rules<sup>i</sup> have been changed to make councils, including parish and town councils<sup>ii</sup>, and other local government bodies such as fire and rescue authorities, more transparent and accountable to their local communities. A full list of bodies to which the rules apply is at **annex A**.

This plain English Guide<sup>iii</sup> gives practical information about what these new rules mean for members of the public attending meetings of local government bodies, including meetings of a body's committees, sub-committees and any joint committees involving two or more bodies. The Guide also covers meetings of any council's executive (i.e. the council's cabinet<sup>iv</sup>), including any committees and sub-committees of the executive.

In particular, this Guide gives practical information about how members of the public can use modern technology and communication tools to report on meetings they are attending, and about how to access information on decisions taken by a body's officers or individual members. This Guide will also help the public to know when they can attend meetings of local government bodies, and what documents and information are available to them. It should also help councillors and officers to comply with the new rules.

As the Guide explains, different rules apply to different meetings, particularly meetings of a parish council or parish meeting, and the meetings of a council's executive, its committees or sub-committees.

- **Part 1** focuses on the use of various communication tools for reporting the proceedings of any meeting of a local government body which is open to the public.
- **Part 2** explains how the public can access meetings of a council's executive, its committees and sub-committees, and records of executive decisions taken by individual members or officers.
- **Part 3** explains how the public can access all other meetings of a local government body, other than parish and town councils, and records of certain other decisions taken by officers.
- **Part 4** explains how the public can access meetings of parish and town councils, parish meetings and the Council of the Isles of Scilly, and records of certain decisions taken by those councils' officers.
- **Part 5** focuses on other rights that the public have to access information.

This Guide now replaces the Guide titled "Your council – going to its meetings, seeing how it works" that the department issued in June 2013.

All footnotes are listed at the end of the Guide.

# Part 1 Your rights to attend and report meetings

This part of the Guide applies to all the local government bodies listed at annex A.

## **Why are there new national rules?**

We now live in a modern, digital world where the use of modern communication methods such as filming, tweeting and blogging should be embraced for enhancing the openness and transparency of local government bodies. This will ensure we have strong, 21<sup>st</sup> century, local democracy where local government bodies are genuinely accountable to the local people whom they serve and to the local taxpayers who help fund them.

## **Who do these rules help?**

These rules help any members of the press and public who want to know about, view or report the work of local government bodies. The “press” is defined in the widest terms – including traditional print media, filming crews, hyper-local journalists and bloggers.

The new national rules<sup>v</sup> have increased your rights to film, audio-record, take photographs, and use social media such as tweeting and blogging to report the proceedings of all such meetings that are open to the public.

## **Are all meetings of a local government body open to the public?**

All meetings must be open to the public except in limited defined circumstances where the national rules require or allow the meeting to be closed to the public – see Part 2 for the rules for a council’s executive, Part 3 for the rules for other local government bodies, other than parish and town councils, and Part 4 for the rules for parish and town councils.

## **Can I film or audio-record the meeting?**

Yes, councils and other local government bodies are required to allow any member of the public to take photographs, film and audio-record the proceedings, and report on all public meetings. While no prior permission is required to carry out this activity, it is advisable that any person wishing to film or audio-record a public meeting let their local government staff know so that all necessary arrangements can be made for the public meeting. This is important because the rules require local government bodies only to provide reasonable facilities for any member of the public to report on meetings.

There is no legal requirement for councils to webcast their meetings, but where councils and other local government bodies webcast any of their public meetings, they should, as a matter of good practice, notify the public.

### **Do I need to have advance permission to report the meeting?**

No. Whilst we would encourage people to contact staff in advance if they want to film or record, equally, we would discourage any system which “vetted” journalists or restricted reporting to “approved” journalists. Councils should support freedom of the press within the law and not seek to restrict those who may write critical comments.

### **Can I film or audio-record a private meeting<sup>vi</sup>?**

The rules on the use of communication methods, such as filming and audio-recording, only require local government bodies to allow the reporting of meetings open to the public. The relevant council or local government body may not allow you to film or audio-record its private meetings. You may also not be allowed to leave recording equipment in the room where a private meeting is held for the purpose of reporting on the meeting.

### **Can I tweet or blog a council or local government body meeting?**

Yes, the new rules<sup>vii</sup> allow for reporting of meetings via social media of any kind. Therefore bloggers, tweeters, and for example, Facebook, YouTube users and individuals with their own website, should be able to report meetings. You should ask your council for details of the facilities they are providing for reporting.

### **If I am a councillor, can I tweet or blog during council meetings?**

The national rules do not prevent councillors from tweeting and blogging at meetings, so they should be able to do so provided it is not disruptive and does not detract from the proper conduct of the meeting. Whilst councillors are expected to comply with their body’s code of conduct, this should not prevent councillors from tweeting or blogging when appropriate.

### **What sort of facilities will my council or local government body provide?**

Councils or local government bodies are required to provide “reasonable facilities” to facilitate reporting. This should include space to view and hear the meeting, seats, and ideally a desk. Councils and local government bodies should use their common sense to determine the range of reasonable facilities they can actively provide to support the free press in all its forms.

To facilitate public scrutiny and public reporting, local authorities should not conduct their meetings in foreign languages.

### **Will I be allowed to film, tweet, blog or audio-record the meetings of other bodies not listed in annex A?**

The Government message is that all public bodies should adopt maximum openness and transparency. This is also essential for bodies or groups making decisions for their local area because they are expected to be open and transparent in their decision-making. While the new national rules do not apply to some local groups such as neighbourhood forums and Local Enterprise Partnerships, such groups are encouraged, when having public meetings, to embrace the use of modern technology and should allow the same filming, audio-recording, taking of photographs, tweeting and blogging as applied to local government bodies, particularly if they are in receipt of public funds. This will give local people the opportunity to see how decisions are being made that affect their community.

### **Are there any limits to what I can say in a tweet or video I publish?**

The law of the land applies – including the law of defamation and the law on public order offences (see the Crown Prosecution Service guidance on social media<sup>viii</sup>).

Freedom of speech within the law should also be exercised with personal and social responsibility – showing respect and tolerance towards the views of others.

### **Are there other limits that I should be aware of?**

The council or local government body should consider adopting a policy on the filming of members of the public, and ensure that they protect children, the vulnerable and other members of the public who actively object to being filmed, without undermining the broader transparency of the meeting.

### **Will I be able to provide commentary during the meeting?**

Any person can provide written commentary during a meeting, as well as oral commentary outside or after the meeting. The new rules do not permit oral commentary to be provided during a meeting as this would be disruptive to the good order of the meeting.

### **Can I be asked to leave a meeting because I'm taking photographs, filming or audio-recording the meeting or using social media?**

Generally, people attending public meetings must be readily able to film, audio-record, take photographs or use social media. Councils and other local government bodies must take steps to ensure this is the case. However, those undertaking these activities must not act in a disruptive manner, which could result in being excluded from the meeting.



## **What is disruptive behaviour?**

Essentially, this could be any action or activity which disrupts the conduct of meetings or impedes other members of the public being able to see, hear or film etc the proceedings. Examples can include:

- moving to areas outside the areas designated for the public<sup>ix</sup> without the consent of the Chairman,
- excessive noise in recording or setting up or re-siting equipment during the debate/discussion,
- intrusive lighting and use of flash photography; and
- asking for people to repeat statements for the purposes of recording.

You may be excluded from a meeting if you act in a disruptive manner.

## **Can I leave recording equipment in a public meeting room and record without being present?**

There is no legal prohibition, however, under the national rules, the local government body may require any such recording to stop if at any stage the meeting becomes a private meeting.

## **But the local authority says reporting is a breach of its Standing Orders?**

It is a legal duty for the local government body to follow the new provisions. If a local government body's existing Standing Orders are not fully in line with the new legislation, in the short-term, we recommend they simply waive the relevant provisions of those old Standing Orders which could be taken to inhibit the new reporting rules, and then take steps to update formally its Standing Orders.

## Part 2 Access to meetings and documents of a council's executive

This Part explains how the public can access meetings of a council's executive, its committees and sub-committees, and records of executive decisions taken by individual members or officers. A council's executive (i.e. the council's cabinet) is its main decision making body consisting of an elected mayor or leader and a number of councillors. This Part applies to councils with either a leader and cabinet or elected mayor and cabinet. It does not apply to councils operating the committee system or other local government bodies listed in Annex A.

### **What are the national rules for access to meetings and documents of a council's executive?**

The national rules are principally provided by the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 which introduced significantly greater transparency and openness into the meetings of a council's executive, its committees and sub-committees. The rules also strengthen the rights of councillors to access information about items to be discussed at a public or private meeting of their council's executive.

### **Who can make an executive decision in my council?**

The decision maker can be the executive, its committees and sub-committees, joint committees, joint sub-committees, individual councillors, and officers who have delegated responsibility from the executive to make executive decisions. Your council may have local rules<sup>x</sup> that will explain who may make a decision.

## Attending the meetings of your council's executive

### **How will I know about a forthcoming public meeting of my council's executive?**

Your council must give a notice of the meeting at least 5 clear days before it takes place. The details of the meeting must be published at your council's offices and on its website where practicable. The agenda must be published with any background papers. No item can be considered if the item is not available for inspection by the public with 5 clear days' notice.

Where an item is added to the agenda within 5 days before the meeting is scheduled to take place, a revised agenda, public report and background papers must be published as soon as the item is added to the agenda. In some circumstances, the whole or part of a

report may not be available for public inspection because it contains either confidential or exempt information. In this case, the report should bear the phrase 'not for publication' and state that it contains confidential information or set out the description of the exempt information.

### **Can I obtain a copy of the agenda and other relevant papers for a public meeting of my council's executive?**

Yes, your council must provide you with a copy of the agenda, and other relevant papers once you have made payment of postage and/or copying charge. There are also additional legal rights to access information, outlined in Part 5 of this Guide.

### **Can a council's executive choose to meet in private?**

All meetings of an executive including meetings of its committees or sub-committees must be open to the public, except in limited defined circumstances where the national rules require or allow the meeting to be closed to the public.

The rules require a meeting of an executive to be closed to the public in two specific circumstances:

- If the presence of the public is likely to result in the council breaching a legal obligation to third parties about the keeping of confidential information; or
- a lawful power is used to exclude the public in order to maintain orderly conduct or prevent misbehaviour at a meeting.

In addition, a meeting can also be closed to the public where the executive so decides (by passing a resolution of its members) because exempt information would otherwise be likely to be disclosed. It is open to the executive if it chooses to consider in public matters involving exempt information. There is no over-riding legal requirement forcing councils to discuss exempt information in private.

### **What is confidential information?**

Confidential information means:

- information provided to the council by a Government department on terms which forbid the disclosure of the information to the public; and
- information which is prohibited from being disclosed by any enactment or by a court order.

## **What is exempt information?**

The descriptions of exempt information are set out in Schedule 12A to the Local Government Act 1972. The descriptions are listed at **Annex B** of this Guide.

## **Can I be asked to leave a public meeting?**

Yes. As a member of the public you can be asked to leave a meeting so that the executive, its committees or sub-committees can discuss matters in private, but only in the limited circumstances that are already explained.

## **How will I know about a private meeting of my council's executive?**

Prior to holding a private meeting, your council must have published on its website and at its offices at least 28 clear days' notice of its intention to consider a matter in private and the reasons for the private meeting. This is to ensure that members of the public have reasonable opportunity to make representations as to why the proposed private meeting should not be held in private.

At least 5 clear days before the meeting, your council must confirm its intention to go ahead with the private meeting through another notice on its website and at its offices. This second notice has to include details of any representations received and the council's response to them.

## **Can a private meeting of my council's executive be held if 28 days' notice is not given to the public?**

A private meeting can only be held without 28 days' notice after the agreement of the Chairman of the Overview and Scrutiny Committee has been obtained that the meeting is urgent and cannot reasonably be delayed. In the absence of the Overview and Scrutiny Committee Chairman, the permission of the Council Chairman (or, in their absence, the Vice Chairman) must be obtained. If this agreement is granted the council must publish a notice about why the meeting is urgent and cannot be deferred. This notice must be available at its offices and on their website. If agreement is not given then the meeting must either be held in public, or the council must comply with the 28 day notice requirements.

## **Can I attend an executive's pre-briefing meeting with local authority officers?**

No. The rules apply only to when councillors meet as a decision making body to exercise their statutory executive responsibilities. The rules do not apply to political groups' meetings or to informal briefing meetings for councillors.

## Recording of decisions of public meetings

### **If I am not at the meeting, how will I know of any decisions made?**

The fact that you are unable to attend a public meeting of your council's executive, its committees or sub-committees does not mean you cannot find out about the decisions made there. The national rules require a council to keep records of any executive decisions<sup>xi</sup> made as soon as reasonably practicable after any public meeting. The written records must reflect the following information:

- Details of the decision and the date it was made;
- reasons for the decision;
- any other options considered and why those options were rejected;
- details of any conflict of interest of an executive member of the decision-making body; and
- a note of dispensation granted by the Head of Paid Service in respect of any declared conflict of interest.

You can then inspect the records and any reports considered at the meeting at your council's offices and on the council's website if it has one. All of these documents can be inspected for six years beginning from the date of the meeting apart from background papers which can be inspected for four years beginning from the date of the meeting. These records may be kept in electronic format.

### **Apart from information about meetings, are there other means of knowing about decisions likely to be made by a council's executive, its committees and sub-committees?**

Yes. The national rules require a council to publish its intention to make a key decision<sup>xii</sup> in a document at least 28 clear days prior to when the decision is intended to be made. The notice has to include details of the individual or executive body that will make the decision, the matter that is subject to a decision, other documents to be considered, and where these other documents are available. This notice document must be available at the council's offices and on its website before the decision is made.

This allows you to have sufficient knowledge in advance of those decisions that will be of genuine concern to you and your local communities.

## **Can a key decision of a council's executive<sup>xiii</sup> be made without giving the 28 days' notice?**

Yes, provided the following requirements are met:-

- the relevant Overview and Scrutiny Committee Chairman is informed in advance and in writing (or all the members of the Overview and Scrutiny Committee) about what the decision is concerning;
- a notice about the key decision to be made is made available for inspection at the council's offices and published on the website; and
- 5 clear days elapse following the day a notice is published about the key decision to be made.

If there is a case of special urgency, for example an urgent decision on a negotiation, expenditure or contract, the decision must only be made if the agreement of the Overview and Scrutiny Committee Chairman is received. In the absence of the Overview and Scrutiny Committee Chairman, the permission of the Council Chairman (or in their absence the Vice Chairman) must be obtained. If agreement is given, a notice explaining why the decision is urgent and cannot reasonably be deferred, must be published and should be available at the council's offices and on its website as soon as reasonably practicable.

## **Can 28 days' notice of a key decision also provide 28 days' notice required for a council executive's private meeting?**

It is up to your council to decide whether the 28 day key decision document should contain the details required for a private meeting notice. Where there is an intention to make a key decision at a private meeting, your council must comply fully with all the national rules.

## **Can my council's executive make key decisions and not follow the national rules?**

No. Councils must comply with all the national rules since they are prescribed by law. Should a decision be made without applying the key decision rules because the council thinks that the decision is not a key decision, but subsequently the Overview and Scrutiny Committee decides the decision is a key decision, the executive may be asked to submit a report to the full council.

## Executive decisions by an individual member or officer

### **Can an individual member or an officer of a council's executive take decisions on matters that are the executive's responsibility?**

Yes, where the rules of your council allow this. Decision makers can be individual councillors, and officers who have delegated responsibility from the executive to make executive decisions.

### **How will I know about an executive decision taken by a member or officer?**

When a member or officer takes a decision on matters that are the responsibility of the council's executive, this must be recorded in writing. The form of the written record is for the council to decide, but the following should be included:

- details of the decision and the date it was made;
- reasons for the decision;
- any other options considered and why those options were rejected;
- details of any conflict of interest declared by any executive member consulted in relation to the decision; and
- a note of dispensation granted in respect of any declared conflict of interest.

### **Are all decisions made by councils' officers to be so recorded?**

No. The requirement to record decisions extends only to "executive decisions". Executive decisions can sometimes be defined in your council's rules. Decisions which are taken by officers under specific delegations from a meeting of their council's executive are clearly executive decisions. However, many administrative and operational decisions officers take on how they go about their day to day work will be delegated within the council's rules and are not in this "executive decisions" category; as such they do not need to be recorded.

The decisions that should be not recorded might include the following examples:

- Decisions to allocate social carers to particular individuals, or for example, to provide walking aids;
- decisions to allocate a social housing unit to an applicant or to send someone to carry out repairs;
- decisions to review the benefit claims of an individual applicant and
- decisions to allocate market stalls to individual traders.

Where officers have been empowered to act on behalf of their council's executive, examples of decisions that should be recorded could include:

- Decisions about awarding contracts above specified individual or total values;
- decisions to exercise powers of Compulsory Purchase;
- decisions on disposal of and/ or provision of allotment land and green spaces;
- awarding of Discretionary Rate Relief
- the opening hours of local libraries; and
- the holding of car boot sales/markets on council-owned land.

*This is not intended to be an exhaustive list, rather a series of examples to illustrate that, in the interests of maximum transparency, these Regulations require more than just key decisions to be recorded.*

*Ultimately it is for local decision makers to decide what information should be recorded on the basis of the national rules.*

### **How can I see any records of decisions taken by executive members or officers?**

Once a record of executive decisions taken by an executive member or officer has been made, you should be able to inspect the record at the council's offices and on its website as soon as reasonably practicable.

However you will not be able to see some of the information if it is considered to be either confidential or exempt information.

### **Can I ask for a copy of any records of executive decisions?**

Yes. You can ask for a copy of any documents relating to executive decisions and your council should supply the information once you have paid for the postage, copying or any other necessary charge for transmission which will be determined by your council. There are also additional legal rights to access information, outlined in Part 5 of this Guide.

## **Your rights as a councillor**

### **If I am a councillor, do I have any right to access meeting documents?**

As a councillor, you can inspect any document that contains material to be discussed at least 5 days before a public meeting is held. In case of a private meeting or decision made by an individual executive member or officer, you can inspect the document within 24 hours of the conclusion of the meeting or the decision being made.

In addition, if you are a member of an overview and scrutiny committee, you can ask for any document that contains business transacted at a meeting of the executive, its committees or sub-committees or officer of the authority. The executive must provide the



document within 10 days after it (the executive) receives the request. In an instance where the executive cannot release the whole or part of the document, the executive must provide you with a written explanation.

### **What other rights do councillors have to inspect documents of their councils?**

In addition to the rights conferred on councillors by these Regulations in relation to executive decision making, councillors also have statutory rights to inspect documents of the council and its committees under Part 5A of the Local Government Act 1972. Councillors may also request information held by their council under the Freedom of Information Act 2000 (or the Environmental Information Regulations 2004 in relation to environmental information). Councillors may have rights under the common law to inspect such documents held by their council as are reasonably necessary for them to perform their duties.

### **What happens if documents relating to executive decisions are not made public?**

It is a criminal offence if, without a reasonable excuse, a person who has in his or her custody a document<sup>xiv</sup>, which the national rules require to be made available to the public, refuses to supply the whole or part of the document or intentionally obstructs any other person/s from disclosing such a document.

If a person is found guilty of such a criminal offence, he/she can be fined up to £200<sup>xv</sup>.

# Part 3 Access to non-executive meetings and documents of a local government body, other than parish and town councils

This Part explains how the public can access all meetings (other than those of a council's executive) of a council or other local government body, other than parish and town councils. These meetings include those of a body's committees, sub-committees and any joint committees involving two or more local government bodies. It also explains how to access the records of certain non-executive decisions taken by the officers of local government bodies, other than parish and town councils.

## Attending the meetings

### **How will I know about a forthcoming meeting of my council or local government body which will be open to the public?**

Your council or local government body must give a notice of the meeting at least 5 clear days before a public meeting is held. The details of the meeting, such as the time and place, must be published at your council or local government body's offices. The notice may also be published on the body's website where practicable. You can also inspect the agenda and any background papers at least 5 clear days before the meeting.

Where an item is added to the agenda within 5 days before the meeting is scheduled to take place, a revised agenda and background papers must be published as soon as the item is added to the agenda.

An item that is not on the agenda can only be considered in special circumstances if the chairman is of the opinion that the item should be considered at the meeting as a matter of urgency. Any such special circumstances should be specified in the minutes.

### **How can I obtain a copy of the agenda and other relevant papers for a public meeting?**

If you are representing a newspaper, your council or local government body must provide you with a copy of the agenda and any background upon payment of postage and/or copying charge. Councils and local government bodies are encouraged to provide a similar service to other members of the public upon request and payment of postage and/or copying charge.

In some circumstances, the whole or part of a report may not be available for public inspection if it contains either confidential or exempt information. In this case, the report should bear the phrase 'not for publication' and state that it contains confidential information or set out the description of the exempt information.

There are also additional legal rights to access information, outlined in Part 5 of this Guide.

### **Can a meeting be held in private?**

The rules require a meeting of a council or local government body to be closed to the public in two circumstances:

- If the presence of the public is likely to result in the council or local government body breaching a legal obligation to third parties about the keeping of confidential information; and
- if the council or local government body decides (by passing a resolution of its members) because exempt information would otherwise be likely to be disclosed. It is open to the council or local government body if it chooses to consider in public matters involving exempt information. There is no over-riding legal requirement compelling the body to discuss exempt information in a private meeting.

The rules do not prevent the chairman from excluding any member of the public in order to maintain orderly conduct or prevent genuine misbehaviour at a meeting.

### **What is confidential information?**

Confidential information means:

- information provided to the council or local government body by a Government department on terms which forbid the disclosure of the information to the public; and
- information which is prohibited from being disclosed by any enactment or by a court order.

### **What is exempt information?**

The descriptions of exempt information are set out in Schedule 12A to the Local Government Act 1972. The descriptions are listed at **Annex B** of this Guide.

### **Can I be asked to leave a public meeting?**

Yes. As a member of the public you can be asked to leave a meeting so that the council or local government body, its committees or sub-committees can discuss matters in private, but only in the limited circumstances that are already explained. The rules do not prevent the chairman from excluding any member of the public in order to maintain orderly conduct or prevent genuine disruption at a meeting.

### **How will I know about a private meeting of my council or local government body?**

The rules do not require your council or local government body to notify the public if a meeting will be held in private. However, where part of a public meeting will be held in private, it should be explained when the public is notified of the meeting.

### **Can I attend a pre-briefing meeting with local authority officers?**

No. The rules do not apply to political groups' meetings or to informal briefing meetings for councillors.

## **Recording of decisions of public meetings**

### **If I am not at the meeting, how will I know of any decisions made?**

The fact that you are unable to attend a public meeting of your council or local government body, its committees or sub-committees does not mean you cannot find out about the decisions made there. The national rules require the council or local government body to make the following documents available for inspection after a public meeting:

- a copy of the minutes;
- a summary of the proceedings, where applicable;
- a copy of the agenda;
- a copy of any report for the meeting as relates to any item during which the meeting was open to the public; and
- a copy of a list of the background papers for any report for the meeting.

You can then inspect the records and any reports considered at the meeting at your council or local government body's offices and on the council or local government body's website if it has one. All of these documents can be inspected for six years, apart from background papers which can be inspected for four years beginning from the date of the meeting.

## Decisions by officers

### **Can an officer take decisions on matters that are the council or local government body's responsibility?**

Yes, where the council or local government body's rules<sup>xvi</sup> allow this.

### **How will I know about decisions made by officers?**

The new national rules require the recording of certain decisions<sup>xvii</sup> taken by officers acting under powers delegated to them by a council or local government body, its committees or sub-committees or a joint committee. The written record must be available for inspection at the council or local government body's offices and on the website if it has one<sup>xviii</sup>, as soon as reasonably practicable, and should include:

- The decision taken and the date the decision was taken;
- the reason/s for the decision;
- any alternative options considered and rejected; and
- any other background documents.

Where a decision is taken under a specific express authorisation, the names of any member of the council or local government body who has declared a conflict of interest must be recorded.

The relevant council or local government body must retain and make the written record of their officers' decisions available for inspection for six years beginning from the date of the meeting. The background papers should also be available for inspection for four years beginning from the date of the meeting. These may be kept in electronic format.

### **Can I see all decisions made by my council or local government body's officers?**

No. The requirement to record applies to all decisions taken by officers whilst acting under a specific express authorisation and to only three categories of decision taken whilst acting under a general authorisation. These categories cover decisions to "grant a permission or licence"; that "affect the rights of an individual" (i.e. to change an individual's legal rights)<sup>xix</sup>; or to "award a contract or incur expenditure which, in either case, materially affects<sup>xx</sup> that relevant local government body's financial position".

Officers take many administrative and operational decisions about how they go about their day to day work within the council's or local body's rules. These decisions will not need to be recorded.

You will not be able to inspect some recorded decisions if the whole or part of the records contains confidential or exempt information.

Examples of decisions that should be recorded could include:

- Decisions about awarding contracts above specified individual or total values (the values will vary according to the relevant council or local government body);
- a decision to carry out major road works;
- determination of licencing applications, building control decisions and notices; and
- decisions to give listed building consents.

Where decisions are already required to be published by other legislation, they do not need to be recorded again provided the record published includes the date the decision was taken and the reasons for the decision.

Decisions that do not need to be recorded might include the following examples:

- Routine administrative and organisational decisions such as giving permission to a local society to use the authority's premises;
- decisions on operational matters such as day to day variations in services;
- decisions to give business relief to individual traders;
- decisions to review the benefit claims of an individual applicant; and
- decisions taken in response to requests under the Data Protection Act 1998 or the Freedom of Information Act 2000.

*These are a few selected examples and not an exhaustive list. It is for the council or local government body to decide what information should be recorded on the basis of the national rules.*

### **Can I ask for a copy of any records of decisions taken by an officer of my council or local government body?**

Yes. You can ask for a copy of any documents relating to decisions taken by an officer acting under specific or general delegated powers once you have paid for the postage, copying or any other necessary charge for transmission which will be determined by your council or local government body.

There are also additional legal rights to access information, outlined in Part 5 of this Guide.

### **What happens if documents relating to decisions are not made public?**

It is a criminal offence if, without reasonable excuse, a person with custody of a document<sup>xxi</sup> (which is required by the national rules to be made available to the public),

refuses to supply the whole or part of the document, or intentionally obstructs any other person/s from disclosing such a document.

If a person is found guilty of such a criminal offence, he/she may be fined up to £200<sup>xxii</sup>.

# Part 4 Access to meetings and documents of parish and town councils

As a member of the public, you have the right to attend the annual parish and town meeting, as well as the meetings of parish and town councils<sup>xxiii</sup>, and of the Council of the Isles of Scilly. This Part explains how the public can access meetings of these councils and records of certain decisions taken by those council's officers.

## **Attending meetings of parish councils and the Council of the Isles of Scilly**

### **How will I know about a forthcoming meeting of a parish or town council or the Council of the Isles of Scilly which is open to the public?**

Parish and town councils and the Council of the Isles of Scilly must give notice of their meeting at least 3 clear days before it takes place. Where a parish meeting<sup>xxiv</sup> is called, at least 7 clear days' notice must be given.

Notice of the meeting specifying the business to be discussed must be placed in a central conspicuous place within the parish or area at least 3 clear days before the meeting. These councils are also encouraged to place copies of the agenda, meeting papers and notice of meetings at offices and on their website, if they have these facilities.

### **Can a parish or town council or the Council of the Isles of Scilly choose to meet in private?**

All meetings of these councils must be open to the public, except in limited defined circumstances. These councils can only decide, by resolution, to meet in private when discussing confidential business or for other special reasons where publicity would be prejudicial to the public interest.

### **What is confidential information and publicity prejudicial to the public interest?**

Though not an exhaustive list, we expect this to cover matters such as discussing the conduct of employees, negotiations of contracts or terms of tender, or the early stages of a legal dispute.

### **Can I be asked to leave a public meeting?**

Yes. As a member so the public you can be asked to leave a meeting so that the council can discuss matters in private, but only in the limited circumstances described above. The rules also do not prevent the chairman from excluding any member of the public in order to maintain orderly conduct or prevent genuine disruption at a meeting.



## Recording of decisions of public meetings

### **If I am not at the meeting, how will I know of any decisions made?**

The fact that you are unable to attend a public meeting of your parish and town council, its committees or sub-committees does not mean you cannot find out about the decisions made there. The national rules require the parish and town councils to make a copy of the minutes available for inspection after a public meeting.

You can inspect the minutes at your council's offices and on the council website if it has one.

## Decisions by officers

### **Can an officer take decisions on matters that are the parish or town council's responsibility?**

Yes, where the parish or town council's rules allow this.

### **Are there means of knowing about decisions made by individuals?**

Yes. The rules require the recording of certain decisions<sup>xxv</sup> taken by officers acting under powers delegated to them by a parish or town council, its committees or sub-committees or a joint committee. The written record should include:

- The decision taken and the date the decision was taken;
- the reason/s for the decision;
- any alternative options considered and rejected; and
- any other background documents.

You can see these records of decisions made by officers along with any other background papers because they have to be available for inspection at the council's offices and on its website as soon as is reasonably practicable after the decisions are made<sup>xxvi</sup>.

The relevant parish or town council must retain and make the written record of their officers' decisions available for inspection for six years beginning from the date of the meeting. The background papers should also be available for inspection for four years beginning from the date of the meeting. These may be kept in electronic format.

## **Can I see all decisions made by my parish or town council's officers?**

No. The requirement to record applies to all decisions taken by officers whilst acting under a specific express authorisation, and only to three categories of decision taken whilst acting under a general authorisation. These categories cover decisions to “grant a permission or licence”; that “affect the rights of an individual”(i.e. to change an individual's legal rights)<sup>xxvii</sup>; or to “award a contract or incur expenditure which, in either case, materially affects<sup>xxviii</sup> that relevant local government body's financial position”.

Officers take many administrative and operational decisions on how they go about their day to day work within the council's rules. These decisions will not need to be recorded.

You will not be able to inspect some recorded decisions if the whole or part of the records contains confidential information or any other information, which its publicity would be prejudicial to the public interest.

Examples of decisions that should be recorded could include:

- Decisions about awarding contracts above specified individual/total values (the values will vary according to the relevant parish or town council); and
- decision to renew a lease to an Allotment Association.

Where decisions are already required to be published by other legislation, they do not need to be recorded again provided the record published has the date the decision was taken and the reasons for the decision.

Decisions that do not need to be recorded might include the following examples:

- Routine administrative and organisational decisions such as the purchase of office supplies or repairs;
- a decision to sign an allotment tenancy agreement;
- decisions to allocate burial plots; and
- decisions to book rooms or sports grounds; and decisions to approve works undertaken by a contractor.

*These are a few selected examples and not an exhaustive list. It is for the council to decide what information should be recorded on the basis of the national rules.*

## **Can I ask for a copy of any records of decisions taken by an officer of my parish or town council?**

Yes. You can ask for a copy of any documents relating to decisions taken by an officer acting under specific or general delegated powers once you have paid for the postage,

copying or any other necessary charge for transmission which will be determined by your parish or town council.

There are also additional legal rights to access information, outlined in Part 5 of this Guide.

### **What happens if documents relating to decisions are not made public?**

It is a criminal offence if, without reasonable excuse, a person with custody of a document<sup>xxix</sup> which is required by the national rules to be made available to the public, refuses to supply the whole or part of the document, or intentionally obstructs any other person/s from disclosing such a document.

If a person is found guilty of such a criminal offence, he/she may be fined up to £200<sup>xxx</sup>.

# Part 5 Your other rights of access to information

## **Are there other rights I can exercise?**

The Local Government Transparency Code sets out the minimum datasets that your local authority should publish. These include spending transactions valued over £500, salaries of senior staff, organisational charts, contracts and the location of public land and assets. The Code applies to local authorities, including parish councils with annual income or expenditure (whichever is the higher) over £200,000<sup>xxxi</sup>. Local authorities with annual income or expenditure of above £6.5m will soon be statutorily required to comply with Part 2 of the Code when the relevant regulations are in place. You can obtain further information on this from:

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/308185/Local\\_Government\\_Transparency\\_Code\\_2014\\_Final.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/308185/Local_Government_Transparency_Code_2014_Final.pdf)

You can inspect a council's detailed financial accounts, ledgers and records under section 15 of the Audit Commission Act 1998. In addition, the Accounts and Audit (England) Regulations 2011<sup>xxxii</sup> cover checking not just the accounts, but also "all books, deeds, contracts, bills, vouchers and receipts related to them". More information on this right is available at: <https://www.gov.uk/government/policies/making-local-councils-more-transparent-and-accountable-to-local-people/supporting-pages/peoples-rights-to-see-council-accounts>

Also, you have the right to request information held by your council by submitting a Freedom of Information Act request to your council (a similar regime exists in relation to environmental information under the Environmental Information Regulations 2004). Information on the Freedom of Information Act and data protection is available on the Information Commissioner's Office website at: <http://ico.org.uk/>

You have certain rights to re-use for your own purposes documents held by the council under the Re-use of Public Sector Information Regulations 2005. These Regulations provide that any request for re-use must be in writing, and where possible and appropriate the council must make the document concerned available for re-use by electronic means. More information is available at:

<http://www.legislation.gov.uk/ukSI/2005/1515/introduction/made>

## **Where can I find the legislation relating to access to local government bodies' and council's executive meetings and information?**

The relevant legislation about access to local government body meetings and information is in Section 40 of the Local Audit and Accountability Act 2014. The relevant provisions are available at the following link:

<http://www.legislation.gov.uk/ukpga/2014/2/section/40>

The detailed provisions on how any person can report on the meetings of a local government body are in The Openness of Local Government Bodies Regulations 2014 which can be found at:

<http://www.legislation.gov.uk/id/uksi/2014/2095>

The legislation relating to access to information regarding decisions made by council executives, and their committees, sub-committees and joint committees is Part 1A of the Local Government Act 2000 – see sections 9G and 9GA. This part was inserted as a result of amendments made by the Localism Act 2011 and the relevant provisions are available at the following link:

<http://www.legislation.gov.uk/ukpga/2011/20/schedule/2/part/1>

The detailed provisions on the rights to attend meetings and obtain information of an executive are in the secondary legislation made under the 2000 Act, that is the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 which can be found at:

<http://www.legislation.gov.uk/uksi/2012/2089/contents/made>

The legislation relating to access to meetings and documents of a council and other local government bodies can be found in Part VA of the Local Government Act 1972, available at the following link:

<http://www.legislation.gov.uk/ukpga/1972/70/part/VA>

The legislation relating to access to meetings of a parish or town council can be found at section 1 the Public Bodies (Admission to Meetings) Act 1960, available at the following link:

<http://www.legislation.gov.uk/ukpga/Eliz2/8-9/67/section/1>

# Annex A – Description of the local government bodies that are covered by the new rules

- (a) a district council,
- (b) a county council in England,
- (c) a London borough council,
- (d) the London Assembly (Greater London Authority),
- (e) the Common Council of the City of London in its capacity as a local authority or police authority,
- (f) the London Fire and Emergency Planning Authority,
- (g) Transport for London,
- (h) a joint authority established under Part 4 of the Local Government Act 1985,
- (i) an economic prosperity board,
- (j) a combined authority,
- (k) a fire and rescue authority in England constituted by a scheme under section 2 of the Fire and Rescue Services Act 2004 or a scheme to which section 4 of that Act applies,
- (l) a National Park Authority for a National Park in England,
- (m) the Broads Authority,
- (n) the Council of the Isles of Scilly,
- (o) a parish council, and
- (p) a parish meeting.

The new national rules also apply to the committees, sub-committees and joint committees of these local government bodies.

# Annex B – Descriptions of Exempt Information

The exempt information set out at Schedule 12A to the Local Government Act 1972 Act is as follows:

1. Information relating to any individual.
2. Information which is likely to reveal the identity of an individual.
3. Information relating to the financial or business affairs of any particular person (including the authority holding that information).
4. Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office holders under, the authority.
5. Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings.
6. Information which reveals that the authority proposes—
  - a. to give under any enactment a notice under or by virtue of which requirements are imposed on a person; or
  - b. to make an order or direction under any enactment.
7. Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime.

The qualifications to the list of exempt information are as follows:

- A.** Information falling within number 3 above is not exempt information by virtue of that paragraph if it is required to be registered under--  
[the Companies Acts (as defined in section 2 of the Companies Act 2006)];  
the Friendly Societies Act 1974;  
the Friendly Societies Act 1992;  
the *Industrial and Provident Societies Acts 1965* [Co-operative and Community Benefit Societies and Credit Unions Acts 1965] to 1978;  
the Building Societies Act 1986; or  
[(f) the Charities Act 2011.
- B.** Information is not exempt information if it relates to proposed development for which the local planning authority may grant itself planning permission pursuant to regulation 3 of the Town and Country Planning General Regulations 1992.

**C. Information which—**

falls within any of numbers 1 to 7 above; and  
is not prevented from being exempt by virtue of number A or B above,

is exempt information if, and so long as, in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.



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- <sup>i</sup> The new national rules are in The Openness of Local Government Bodies Regulations 2014 (S.I. 2014/...) and The Local Authorities (Executive Arrangements)(Meetings and Access to Information)(England) Regulations 2012 (S.I. 2012/2089).
- <sup>ii</sup> A parish or town council may also be called a city, community, neighbourhood or village council. Any reference to parish council in this Guide also refers to these bodies.
- <sup>iii</sup> The Guide should not be taken as providing any definitive interpretation of the statutory requirements on councils, members, officers, or of public rights: those wishing to address such issues should seek their own legal advice.
- <sup>iv</sup> A council's cabinet is its main decision making body, consisting of an elected mayor or leader and a number of councillors.
- <sup>v</sup> Part 2 of the Openness of Local Government Bodies Regulations 2014 (S.I. 2014/...)
- <sup>vi</sup> "Private meeting" is a meeting or part of a meeting during which the public are excluded for limited and certain circumstances described in the Local Government Act 1972 and the Local Authorities (Executive Arrangements)(Meetings and Access to Information)(England) Regulations 2012
- <sup>vii</sup> Regulation 4 of The Openness of Local Government Bodies Regulations 2014
- <sup>viii</sup> [http://www.cps.gov.uk/legal/a\\_to\\_c/communications\\_sent\\_via\\_social\\_media/](http://www.cps.gov.uk/legal/a_to_c/communications_sent_via_social_media/)
- <sup>ix</sup> Any area designated for the public should be appropriate for filming, audio-recording and photographing.
- <sup>x</sup> Each council has its own rules for doing business - its constitution and standing orders- which must be in line with any national rules.
- <sup>xi</sup> [An "executive decision" means a decision made or to be made by a decision maker in connection with the discharge of a function which is the responsibility of the executive of a local authority.](#)
- <sup>xii</sup> ["key decision" means an executive decision which, is likely—  
to result in the relevant local authority incurring expenditure which is, or the making of savings which are, significant having regard to the local authority's budget for the service or function to which the decision relates; or  
to be significant in terms of its effects on communities living or working in an area comprising two or more wards or electoral divisions in the area of the relevant local authority.](#)
- <sup>xiii</sup> All references to 'a council executive' should be construed to include the executive's committees and sub-committees, joint committees, and joint sub-committees.
- <sup>xiv</sup> A document can be the written record of executive decisions made by an executive member or officer or any other background papers.
- <sup>xv</sup> This fine could change to reflect any future changes in legislation and/or national policy.
- <sup>xvi</sup> Each council or local government has its own rules for doing business - its constitution and standing orders- which must be in line with any national rules.
- <sup>xvii</sup> Regulation 7(2) of the 2014 regulations.
- <sup>xviii</sup> If a local government body does not have offices or a website, other appropriate means should be used to allow you to access these documents, such as publishing the information on a website of another local authority body in the area.
- <sup>xix</sup> These decisions do not include decisions taken pursuant to an existing framework of rights.
- <sup>xx</sup> As the financial position of bodies affected by these rules varies, what constitutes the material threshold is a judgement that should be made by individual bodies.
- <sup>xxi</sup> A document can be the written record of decisions made by an officer, or any background papers.
- <sup>xxii</sup> This fine could change to reflect any future changes in legislation and/or national policy.
- <sup>xxiii</sup> A parish or town council may also be called a city, community, neighbourhood or village council. Any reference to parish council in this Guide also refers to these bodies.
- <sup>xxiv</sup> A parish meeting is a meeting for all of the local government electors of the parish. This can be in the case of an annual meeting in an area where there is a separate parish council, or any meeting of local government electors where there is no separate parish council.
- <sup>xxv</sup> Regulation 7(2) of the 2014 regulations.
- <sup>xxvi</sup> If a parish or town council does not have offices or a website, other appropriate means should be used to make the papers accessible to the public, such as publishing the information on the website of the local principal authority.
- <sup>xxvii</sup> These decisions do not include decisions taken pursuant to an existing framework of rights.
- <sup>xxviii</sup> As the financial position of bodies affected by these rules varies, what constitutes the 'material threshold' is a judgement that would be made by individual bodies.
- <sup>xxix</sup> A document can be the written record of decisions made by an officer, or any background papers.
- <sup>xxx</sup> This fine could change to reflect any future changes in legislation and/or national policy.

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<sup>xxxi</sup> The government has recently consulted on a new transparency code for certain authorities with a turnover not exceeding £25,000 pa, which will act as a substitute for routine external audit. The draft code is available at: <https://www.gov.uk/government/consultations/draft-transparency-code-for-parish-councils>

<sup>xxxii</sup> Under the new Audit framework, this right is restated in Section 26 of the Local Audit and Accountability Act 2014. The Government will be consulting shortly on draft regulations in relation to the new arrangements. Some changes are proposed to the framework for exercising public rights, but broadly the aim is to simplify and clarify arrangements. The intention is for the regulations to be in place for the accounting period 2015-16.

**REPORTS FROM OUTSIDE BODIES**

Full Council – 7 December 2021

**Town Centre Management Initiative (TCMI)** (November 2021)

All TCMI minutes are provided as an agenda item on Strategy & Resources Committee so please refer to those minutes.

*Cllr Keith Baker, November 2021*

**Woodley and North Earley Community Forum** (November 2021)

This forum has been defunct for some time. Recently there has been an attempt to resurrect it. Unfortunately the only meeting held coincided with a town council meeting so I was unable to attend.

The next meeting is due on the 18<sup>th</sup> January which coincides with the Leisure Services Committee. I intend to attend.

*Cllr Keith Baker, November 2021*

**Sonning Welfare & Educational Trust Report** (November 2021)

The Trust continues to operate, but face-to-face meetings of the Committee have not taken place this year, due to COVID.

The last meeting that was conducted via Zoom was earlier in March this year, to review the 2020 accounts and summary of grant applications.

Grants

Small grants continue to be made, but the volume of requests appears to be falling this year, with only 2 being considered to-date. Both were approved to individuals who met the Trusts criteria.

Accounts

A copy of the accounts is attached to this report for information (***Appendix A***).

Summary

I expect another Committee meeting will take place in February or March next year now. Hopefully, this will take place face-to-face at St Andrews 'Arc'. In 2022, I am hopeful that our usual 2 meetings a year will resume.

*Cllr Darren Smith, November 2021*

**Poor Lands Charity** (November 2021)

What a delightful, hard working group of people this committee is made up of. It was a pleasure to join them. I was taken around one of the flats and was very impressed with the size and setup. There is only one flat unoccupied at present but there are three applicants to be interviewed so this vacancy will soon be filled. The committee is organising Christmas events.

This Charity is doing fantastic work in Woodley and I look forward to helping in whatever capacity I am able to help.

*Cllr Kay Gilder, November 2021*

**ARC** (November 2021)

I have not been invited to this group yet.

*Cllr Kay Gilder, November 2021*

**Woodley Bowling Club Management Committee** (November 2021)

I have not been informed of any meeting yet

*Cllr Kay Gilder, November 2021*

**Highwood Management Conference** (November 2021)

Meets once a year unless problems needing extra meeting.

*Cllr Kay Gilder, November 2021*

**Robert Palmer's Almshouse Charity** (November 2021)

The Charity is next due to meet in January 2022.

*Cllr Sam Rahmouni, November 2021*

**ReadiBus** (November 2021)

Information about Readibus

This has recently celebrated its 40th Anniversary.

ReadiBuses are extra-long-wheelbase Mercedes Sprinters with a passenger lift at the rear to enable door-to-door operation in narrow streets where there is double car-parking on either side of the street. There are currently 21 Readibuses in service. Readibuses are configured for interchangeable capacity including accommodating up to three people travelling in wheelchairs at a time. New buses are frequently sponsored or supported by legacy giving. Because the fleet is relatively small every new bus is an event. Old vehicles meanwhile often continue their lives in other parts of the world, providing transport in the developing world.

### Financial

The Accounts for Year Ended 31st March 2021 and translated onto Excel for the last 3 years are available from the Committee Officer on request.

### My trip on bus

Thanks to Peter Absolon (READIBUS manager) I was able to travel on a Readibus bus in service on Wednesday 20th October.

The bus took 3 customers from various locations in Woodley (1 near to me) to Sainsbury's Winnersh for shopping etc. I was able to see the operation of the back lift as one customer used a mobility walker. The buses do not have sat nav so the drivers have to have a very good knowledge of the local area.

The passengers expressed how important Readibus was to them in order to get out, shop, meet friends and remain independent. I am convinced it is most important for people's mental health that they "get out of the house". They were worried about the potential loss of the service due to the West Berkshire situation, I allayed their fears. The passengers and I were impressed with the care the driver took getting them from front door to the bus.

Some drivers decided to retire recently and a lot of them are older and some work part time. I was told that custom was picking up with some things re-opening but not all yet; e.g. lunch time meals at churches. I was reminded that the service is not just for the elderly as the driver had taken young adults with physical and/or learning difficulties to Reading College that day.

### AGM 19.00 Monday 25th October 2021 (ZOOM)

Present (I am pretty sure I noted them all down)  
Peter Absolon Manager  
Prof S Bowlby Chair  
Cllr Mohammed Ayub (Reading Borough Council)  
Ricky Duveen  
Peter Etherington-Smith  
Prof Robert Gurney  
Cllr Tahir Maher (Wokingham Borough Council & Earley TC)  
Brian Wedge  
Robert Edward Williams  
Eddie Brown  
Michael Tran  
Cllr Anne Bassett Earley Town Council  
Cllr Maria Gee Wokingham Town Council  
Robert Curnow  
Cllr Rachel Eden Mayor of Reading

Apologies Cllr John Chapman West Berks Council  
Chris Holden  
Hon Secretary - Trevor Bottomley

### CHAIR'S SPEECH

Anniversary In October 2021 Readibus celebrated 40 Years of operation.

## COVID

- 1st Lockdown** Teamwork at Readibus has enabled us to carry the service despite COVID. Readibus phoned all users to make sure they were ok and passengers phoned each other to check they were ok. In the first lockdown, social distancing reduced capacity by two thirds or more depending on circumstances. This changed to a reduction by one-third later. Buses were all cleaned after use. Essential travel was maintained; journeys for food, doctor's appointments, vaccinations, medical appointments, regular medical appointments (i.e. dialysis, radio therapy).
- New Departure** RB helped out The Ambulance Service with non-emergency work; e.g. some local residents had to attend re-located appointments to hospitals further afield (e.g. Windsor, Bracknell, Oxford). RB was also taking local people home from the over-flow hospital facility at the Holiday Inn on Basingstoke Road. This required buses converted to ambulances and RB staff were trained up by NHS staff.
- The Year** 25,000 journeys compared with 123,000 in Year ended 31st March 2020. West Berkshire was still served in lockdown despite their cut in support. The Readibus service in West Berkshire was 5 days per week throughout 2020/21. The West Berkshire operation based in Newbury was terminated in April 2021 following West Berkshire Council withholding the release of the budgeted grant for the second half of 2020/21 and the Council informing the Readibus Board in March 2021 that it would continue to do so despite Readibus having maintained service provision (including during the lockdown from January to March 2021) and furthermore would also going forward withhold more than half of the budgeted grant for 2021/22. This made continued operation based in Newbury unviable. The service has however continued on a temporary basis for 2 days per week since April 2021 following the outpouring of public support which included donations when this became known. We cannot continue to do this. A lot of staff time was spent on the West Berkshire issue.
- Financial** Note the Accounts for Year ended 31st March 2021 were only available on 21st October. Readibus made use of the Government scheme (Furlough). With the support of Reading Borough Council and Wokingham Borough Council Readibus was able to continue its work. There was special thanks to Woodley Town Council and Earley Town Council's continued support despite Covid, some other Parishes did not support in 2020/21. The reserves are not as high as one would like (52 days operating costs); they should in theory be = 1 year's operating costs (.98 M 2020/21). The auditors confirmed that Readibus was a going concern. It should be noted that had we bought 3 new buses in 2020/21 there would have been 182k depreciation cost on P&L.
- Staff** (Note the age profile of the drivers is towards the older end of the spectrum) The concern some drivers might leave so we will have to re-build and train staff, we have enough buses but not enough staff. All staff are double vaccinated.

Going Forward    Readibus are considering allowing more passengers on buses but an increase in Covid might stop this. It will take a long time for journey numbers to return to pre Covid levels. I asked about the need to replace some buses in the near future. Two or three of the current fleet meet London's ULEZ (Ultra-low-emission zone) standards. All buses will need replacing if we are to achieve zero-emissions. All but 2 or 3 will need replacing to meet ULEZ standards. I raised the possible need for Sat Nav and was told that this had been considered but they were not convinced of the usefulness in the real world.

**SONNING AND DISTRICT WELFARE  
& EDUCATIONAL TRUST**

INCOME AND EXPENDITURE ACCOUNT

For the year ended 31<sup>st</sup> December 2020

	2019	2020
	£	£
<u>INCOME:</u>		
Interest from COIF Deposit Fund	12.19	5.60
Dividends from COIF Income Shares	1,603.09	1,635.59
St Andrew's Appeal	-	<u>2,280.47</u>
<b>Total</b>	<u>1,615.28</u>	<u>3,921.66</u>
<u>EXPENDITURE:</u>		
Grants allocated in financial year	1,210.00	2,274.94
Other	-	-
<b>Total</b>	<u>1,210.00</u>	<u>2,274.94</u>
<b>Surplus(+)/Deficit(-) for the year</b>	<u><b>+405.28</b></u>	<u><b>+1,646.72</b></u>

**BALANCE SHEET AS AT 31<sup>st</sup> DECEMBER 2020**

Bank Balances

NatWest Current Account	1,695.89	
COIF Deposit Account	<u>3,538.44</u>	
<b>Total</b>	<u>5,234.44</u>	<u>5,234.44</u>

Represented by:

Accumulated income as at 1<sup>st</sup> January 2020

Current Account	1,690.36
COIF Deposit Account	<u>1,897.25</u>
	<u>3,587.61</u>

<b>Surplus (+) for year</b>	<u>1,646.72</u>	
<b>Total</b>	<u>5,234.33</u>	<u>5,234.44</u>



B.E. Brooker  
Hon. Treasurer  
15<sup>th</sup> January 2021

Examined



## SONNING AND DISTRICT WELFARE & EDUCATIONAL TRUST

### Summary and notes of Treasurer's Report for the year ended 31<sup>st</sup> December 2020

1. Seven grants totalling £2,274.94 were awarded during the course of the year.

2. The St Andrew's Appeal raised £2,280.47.

3. Dividends from the COIF (Charities Official Investment Fund) Income Units increased slightly during the year.

2018	£1,571.86
2019	£1,603.09
2020	£1,635.59

4. The pandemic had a marked effect on the growth in value of our investments. For this reason the cash valuation of the COIF Income Shares as at 31<sup>st</sup> December had decreased slightly compared to last year.

2018	£45,300.71
2019	£53,401.08
2020	£52,929.80

5. Even so, the cash valuation of the COIF Accumulation Shares (where income is automatically re-invested) increased slightly during the year.

2018	£32,516.35
2019	£39,554.73
2020	£39,864.85

6. The value of our investments (Income + Accumulation Units) that generate both income and growth for the future have remained relatively stable over the course of the year and at 31<sup>st</sup> December were worth a total of £92,794.65, down from £92,955.81 last year.

7. Liquid assets available to the Trustees on January 1<sup>st</sup> 2021 (Deposit Fund plus Current Account) amounted to £5,234.33.

B.E. Brooker  
Hon. Treasurer

**MAYORAL ENGAGEMENTS – 28<sup>th</sup> September 2021 to 7<sup>th</sup> December 2021****Town Mayor's Engagements**

October	8 <sup>th</sup>	High Sheriff of Berkshire – Berkshire Judicial Service
	9 <sup>th</sup>	Woodley Concert Band – Performance at Woodley Baptist Church
	11 <sup>th</sup>	Woodley Volunteer Centre – Annual Meeting
	16 <sup>th</sup>	Berkshire County Service of Thanksgiving for HRH The Prince Philip, Duke of Edinburgh
	20 <sup>th</sup>	Homestart Wokingham District - AGM
	30 <sup>th</sup>	Woodley Town Centre Halloween Spooktacular
November	27 <sup>th</sup>	Woodley Town Centre Christmas Illuminations and Carol Concert
	29 <sup>th</sup>	Army Cadet Force – Woodley Detachment Re-opening
December	5 <sup>th</sup>	Woodley Town Centre Christmas Fayre

**Deputy Town Mayor's Engagements**

The Deputy Town Mayor has not attended any engagements during this period.

**PAGES 227 – 254 HAVE BEEN  
OMITTED AS THE CONTENT IS  
CONFIDENTIAL**