



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

To: **ALL MEMBERS OF THE COUNCIL**

YOU ARE HEREBY SUMMONED to attend a Meeting of Woodley Town Council at the Oakwood Centre at 8:00pm on Tuesday 8 February 2022.

The Town Council reserves the right to record and broadcast this meeting. Anybody attending the meeting will, by virtue, consent to having their image and audio recorded for this purpose.

Kevin Murray
Deputy Town Clerk

Town Forum

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

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

A G E N D A

1. **APOLOGIES**
2. **DECLARATIONS OF INTEREST**
To receive any declarations of interest from Members.
3. **MINUTES OF THE COUNCIL MEETING HELD ON 7 DECEMBER 2021** Page 5
To receive the Minutes of the Council Meeting held on 7 December 2021 and to approve their signing as a true and correct record.
4. **COMMITTEE REPORTS**
To receive reports from the following:

4.1	Planning & Community Committee	4 January 2022	Page 17
4.2	Leisure Services Committee	25 January 2022	Page 25
4.3	Strategy & Resources Committee	25 January 2022	Page 29
4.4	Planning & Community Committee	1 February 2022	Page 51

5. **INVESTMENTS WORKING PARTY**

Following the Council's resolution on 7 December 2021 to sell the investment portfolio once it had exceeded the £2m target value (minute 56.5), this has not yet been possible due to fluctuations in the market, meaning the portfolio value has remained under the £2m target value.

The Council's account manager at Rathbones has advised that the markets could continue this way for the foreseeable future and that he cannot predict when the portfolio might reach/exceed the £2m target value. The fund is currently around £45k under the £2m.

On the basis that this could potentially be several months and the portfolio could continue to lose value, it is proposed that the Council consider selling the portfolio as soon as possible, and use the £80,000 budgeted for investments in 2022/23 to make up the shortfall to the required £2m target value. The funds will then be banked as previously agreed.

The Members of the Investments Working Party have approved this recommendation.

Recommendation:

That the Deputy Town Clerk instruct Rathbones to sell the Council's investment portfolio as soon as possible and place the funds into Rathbones holding account, pending transfer to a suitably rated bank account of the Council's choosing.

6. **LEADER'S STATEMENT**

To receive a statement from the Leader of the Council.

7. **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. *(The Charter was provided as Appendix 9 in the Full Council agenda of 7 December 2021)*

This matter was considered at the Full Council Meeting held on 7 December 2021. At the meeting Members felt it would be beneficial to have more time to consider the Charter and determined not to sign up to the Wokingham Borough Council Town and Parish Charter at that time, and for the Charter to be brought back to a future Full Council meeting for consideration.

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

8. **SUNFLOWER HIDDEN DISABILITIES SCHEME**

To consider **Report No. TC 1/22.**

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9. **TOWN ELECTORS' MEETING – CHANGE OF DATES**

Members of the Town Electors' Working Party have recommended that the Town Electors' Meetings scheduled to take place on 8 March 2022 and 21 March 2023 are pushed back to dates later in their respective years.

The Local Government Act 1972 requires that Town Electors' meetings are scheduled between 1 March and 1 June each year.

Members are asked to consider whether to change the date of the Town Electors' Meetings, with a recommendation from Officers to consider pushing these back to Thursday 26 May in 2022 and Thursday 25 May in 2023.

10. **OUTSIDE BODIES**
To receive any reports from Town Council representatives on outside bodies. Page 64
(Appendix 10)
11. **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. Page 66
(Appendix 11)
12. **FUTURE AGENDA ITEMS**
To consider any items for inclusion in future Council agendas.
13. **PUBLICITY AND WEBSITE**
To consider items to be publicised.

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**Minutes of a Meeting of the Town Council held at the Oakwood Centre on
Tuesday 7 December 2021 at 8 pm**

Present: *Councillors J. Sartorel (Chairman); N. Al-Sanjari; J. Anderson; K. Baker; D. Bragg; A. Chadwick, J. Cheng; M. Doyle; M. Forrer; A. Heap; C. Jewell; V. Lewis; M. Nagra; S. Rahmouni; R. Skegg; D. Smith; B. Soane; A. Swaddle; P. Wicks*

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

Also present: *Robin Cops, Vice-Chair of Arts4Wokingham
1 member/s of the public*

Before the start of the meeting:

- *Robin Cops, Vice-Chair of Arts4Wokingham, gave a presentation to Members about the charity.*
- *A maximum of 30 minutes was set aside before the start of the meeting for members of the public to pose questions to the Council in the Town Forum. As there were no members of the public wishing to address the Council the Town Forum did not take place.*

52. **APOLOGIES FOR ABSENCE**

Apologies were received from Councillors S. Brindley, M. Green, K. Gilder, R. Horskins and B. Rowland.

53. **DECLARATIONS OF INTEREST**

There were no declarations of interest made by Members.

54. **MINUTES OF COUNCIL MEETING HELD ON 28 SEPTEMBER 2021**

The Town Mayor presented the minutes of the Council meeting held on 28 September 2021.

RESOLVED:

- ◆ To approve the minutes of the Council meeting held on 28 September 2021 and that they be signed by the Mayor as a correct record.

Voting: For: 15 Against: 0 Abstentions: 3

55. **MEMBERSHIP OF STANDING COMMITTEES, WORKING PARTIES AND SUB COMMITTEES**

a) Strategy & Resources Committee

RESOLVED:

- ◆ To note that Councillor Lewis has been appointed to the Strategy & Resources Committee in place of Councillor Gilder.

b) Risk Management Working Party

RESOLVED:

- ◆ To note that Councillor Horskins has been appointed to the Risk Management Working Party to fill the vacant Conservative place on the Working Party.

c) Standing Orders and Financial Regulations Working Party

RESOLVED:

- ◆ To note that Councillor Bragg has been appointed to the Standing Orders and Financial Regulations Working Party to fill the vacant Conservative place on the Working Party.

d) 3G Pitch Steering Group

RESOLVED:

- ◆ To note that Councillor Bragg has been appointed to the 3G Pitch Steering Group to fill the vacant Conservative place on the group.

e) Cycling in Woodley Working Party

RESOLVED:

- ◆ To note that Councillor Horskins has been appointed to the Cycling in Woodley Working Party in place of Councillor Swaddle.

56. COMMITTEE REPORTS

56.1 Minutes of the Planning & Community Committee: 5 October 2021

Councillor Wicks presented the minutes of the Planning & Community Committee meeting held on 5 October 2021.

RESOLVED:

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

Voting: For: 15 Against: 0 Abstentions: 3

56.2 Minutes of the Extraordinary Leisure Services Committee: 7 October 2021

Councillor Bragg presented the minutes of the Extraordinary Leisure Services Committee meeting held on 7 October 2021.

Following a query, the Deputy Town Clerk confirmed that a delivery of soil was due shortly, after which the Town Centre Walled Garden planting could commence. He also confirmed that there was no requirement to add breaks into the wall in order to undertake maintenance of the garden, and that any change to the wall would have to be undertaken by Wokingham Borough Council as they own the wall.

RESOLVED:

- ◆ To receive the minutes of the Extraordinary Leisure Services Committee meeting held on 7 October 2021.

Voting: For: 12 Against: 0 Abstentions: 6

56.3 Minutes of the Planning & Community Committee: 2 November 2021

Councillor Wicks presented the minutes of the Planning & Community Committee meeting held on 2 November 2021.

RESOLVED:

- ◆ To receive the minutes of the Planning & Community Committee meeting held on 2 November 2021.

Voting: For: 15 Against: 0 Abstentions: 3

56.4 Minutes of the Leisure Services Committee: 16 November 2021

Councillor Bragg presented the minutes of the Leisure Services Committee meeting held on 16 November 2021.

After requesting that his question and the answer be recorded in the minutes, citing Standing Order 16 d), Councillor Doyle asked Councillor Bragg to clarify a comment made during the meeting held on the 16 November regarding the Woodley Town Council Youth Strategy (Minute 23). Councillor Bragg had noted that the Berkshire Youth Survey covered a wide variety of children across Berkshire and may not necessarily reflect the demographic of Woodley. Councillor Doyle asked Councillor Bragg to explain how the demographic of the Berkshire Youth Survey differed to the demographic of Woodley.

Councillor Bragg stated that he didn't say it differs but that we don't know, stating that the Berkshire Youth Survey covered a wider area, including some very rural areas. Councillor Doyle asked Councillor Bragg to explain how this disqualifies the Berkshire Youth Survey as irrelevant, and Councillor Bragg confirmed that it doesn't.

RESOLVED:

- ◆ To receive the minutes of the Leisure Services Committee meeting held on 16 November 2021.

Voting: For: 14 Against: 2 Abstentions: 0

56.5 Minutes of the Strategy & Resources Committee: 23 November 2021

Councillor Baker presented the minutes of the Strategy & Resources Committee meeting held on 23 November 2021.

In response to a query regarding the Community Grant provisionally awarded to Assisting Berkshire Children to Read (Minute 22), Councillor Baker confirmed that a response had been received from the Charity which had clarified that, whilst a number of volunteers live in Woodley, the service does not currently operate in Woodley. Following an email to Members of the Strategy and Resources Committee, it had been decided that the grant would not be awarded.

In response to a query, the Deputy Town Clerk confirmed that quarterly dates for meetings of the Climate Emergency Working Party had yet to be set for 2022.

Councillor Baker set out the recommendation recorded in Minute 20 regarding the sale of the Council's existing investment portfolio. Councillor Baker confirmed that, if approved, the loans would still be repaid at the end of their term in 2025 as it would not be financially beneficial for the Council to pay the loans back early.

Following a query the Deputy Town Clerk confirmed that, should the Council decide to sell the existing portfolio but continue investing, any future investment would need to be managed under a new strategy as the scope of the investment, in terms of value and target, would differ to the existing strategy.

RESOLVED:

- ◆ To sell the investment portfolio as soon as confirmation is received that the value has exceeded £2m, and that the funds be placed in cash, in an appropriate rated bank.

Voting: For: 16 Against: 0 Abstentions: 2

- ◆ To continue investing under a new strategy.

Voting: For: 15 Against: 1 Abstentions: 2

Councillor Baker set out the recommendation recorded in Minute 24 regarding the Council's proposed schedule of meetings for the 2022/23 municipal year.

RESOLVED:

- ◆ To approve the schedule of meetings for the 2022/23 municipal year, as attached at **Appendix A**.

Voting: For: 15 Against: 0 Abstentions: 3

Councillor Baker set out the recommendation recorded in Minute 27 regarding the draft Woodley Town Council Youth Strategy.

A concern was highlighted with the lack of detail regarding the objectives and measures against which to measure success, and that as a public authority we have to justify the expense. A comment was also made that, following a recommendation by Councillor Doyle earlier in the year to run a Youth Café using a vacant room at Woodford Park Leisure Centre, estimated costs and revenues had not been calculated and provided to Members.

In response, Councillor Baker stated that we don't currently know what potential suppliers could provide. The Youth Strategy is a high level document. The tender document will have more precise detail, and Councillors will have the opportunity to comment and review this before it is approved. Councillor Baker stated that costing out the potential running of a Youth Café prejudices what we want when the Strategy does not specify exactly what will be provided.

A Member highlighted that they had been advised by experts on youth provision that the recommendations were an abject mistake, and that outreach work without place was a mistake. Councillor Baker responded to state that the Youth Strategy had been recommended by three separate committees; the Community Youth Partnership, Leisure Services, and Strategy and Resources. He also highlighted that the Community Youth Partnership membership was also weighted against Councillors, and that the Strategy was unanimously approved by them.

RESOLVED:

- ◆ To adopt the draft Strategy for Youth Services 2022-2027.

Voting: For: 12 Against: 3 Abstentions: 3

RESOLVED:

- ◆ To receive the minutes of the Strategy & Resources Committee meeting held on 23 November 2021.

Voting: For: 12 Against: 0 Abstentions: 6

56.6 **Minutes of the Planning & Community Committee: 30 November 2021**

Councillor Wicks presented the minutes of the Planning & Community Committee meeting held on 30 November 2021.

In relation to the current proposals to replace the Earley Station Footbridge, Members noted that Members of the Planning and Community Committee were intending to attend a site visit to view the proposed options, but that a date had not yet been agreed with Wokingham Borough Council for this.

RESOLVED:

- ◆ To receive the minutes of the Planning & Community Committee meeting held on 30 November 2021.

Voting: For: 15 Against: 0 Abstentions: 3

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

RESOLVED:

- ◆ To note that Councillor Heap has been appointed to the Standing Orders and Financial Regulations Working Party in place of Councillor Rowland.

58. **LEADER'S STATEMENT**

The Leader of the Council, Councillor Baker, advised members that there had been complaints that the Council had not arranged an event at the War Memorial on Remembrance Sunday. Councillor Baker noted that, as has happened for the past 40 years, Councillors had attended an event on Remembrance Sunday at St John's Church. Some of those who had complained were unaware of this service, however it was also noted that some members of the public may not wish to attend a service in a church.

Members noted that in the past the Council had provided audio equipment at the Memorial for those who had wanted to meet there on Remembrance Sunday, however the member of the public who had organised this passed away two years ago and this task had not been taken on.

Councillor Baker informed Members that a member of the public had now set up a residents committee with a view to organising a remembrance event at the War Memorial on Remembrance Sunday. Councillor Baker would be meeting up with the residents along with the Deputy Town Clerk to help set this up.

Councillor Baker advised Members that, in relation to the two motions due for consideration later in the agenda, the Conservative group would be supporting the motions.

Councillor Baker informed Members that there had been a successful first meeting of the Standing Orders and Financial Regulations Working Party to review a new draft set of Standing Orders. There had been a lot of good comments and suggestions, and Councillor Baker thanked those who had attended. He advised that all Councillors will have the opportunity to comment on the Standing Orders, and that the aim is to have these approved and in place for the new 2022/23 municipal year.

Councillor Baker noted that it was very sad that the Town Clerk was still on long term sickness absence.

Councillor Baker finished by wishing everyone a happy new year and a merry Christmas.

59. **WOODLEY MEMORIAL RECREATION GROUND CHARITY**

RESOLVED:

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

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

The Deputy Town Clerk presented the updated Wokingham Borough Council Town and Parish Charter.

Members noted that the document contained positive words and aspirations with regards to a framework for improved joint working, but there was less information on what exactly will happen. It was highlighted that future changes at Wokingham Borough Council, for example bringing Public Protection back in house, would likely effect the working relationship with Towns and Parishes, meaning this charter would be important.

Whilst a number of members felt there was no harm in signing up to the Charter, Councillor Baker proposed that Members should have more time to review the document and make a decision. Councillor Jewell seconded the proposal and, following a vote, it was

RESOLVED:

- ◆ Not to sign up to the Wokingham Borough Council Town and Parish Charter at this time, and for the Charter to be brought back to a future Full Council meeting for consideration.

Voting: For: 16 Against: 0 Abstentions: 0

61. **MEMBERS' ATTENDANCE DATA PUBLICATION**

Members considered the matter of publicising attendance data.

Members noted that the data should not include any previous Councillors, for example those who had died, and requested that it reflect those absent from meetings as having either sent their apologies or not.

RESOLVED:

- ◆ To publicise Members' attendance data online on the Town Council website, and for this to be updated following each meeting.

Voting: For: 18 Against: 0 Abstentions: 0

62. **HYBRID MEETING EQUIPMENT**

The Deputy Town Clerk presented Report No. FC 2/21.

Members noted that legislation does not currently permit meetings from being fully virtual. Temporary legislation which permitted to holding of Council meetings virtually due to the Coronavirus pandemic lapsed in May 2021.

The Deputy Town Clerk advised that the benefit of approving the holding of hybrid meetings would be that the Council would have the ability to broadcast meetings as they take place. This would provide the opportunity for the public to view meetings online, aiding transparency, as well as allowing people to participate should they be unable to attend. However the Deputy Town Clerk highlighted that, under current legislation, anybody attending virtually would not be able to vote on decisions, nor would their attendance count towards the official six month attendance requirement. There would also need to be an in-person quorum and for the Chair to physically attend for the meeting to take place. Members noted that this legislation may change in future.

The Deputy Town Clerk also advised that, if approved, the Council would need to formulate an agreed process regarding how meetings are recorded and broadcast. This information could be included in the new Standing Orders. A policy regarding the filming and recording of individuals participating in the meeting, including members of the public, would also need to be considered.

The Deputy Town Clerk advised that only one quote for the provision of this equipment had been received so far, and the £7,500 funds requested would be at the upper end of the amount required. Further quotes would be sought if approved.

RESOLVED:

- ◆ To note the contents of Report No. FC 2/21
- ◆ To approve the holding of hybrid Council and Committee meetings going forwards.
- ◆ To approve the allocation of £7,500 from the General Reserves or available CIL funding to purchase appropriate audio-visual equipment to enable hybrid meetings.

Voting: For: 18 Against: 0 Abstentions: 0

63. **PERSONNEL MATTER**

The Deputy Town Clerk presented Report No. FC 3/21.

It was proposed by Councillor Baker, seconded by Councillor Smith, and following a vote:

RESOLVED:

- ◆ To note the contents of Report No. FC 3/21
- ◆ To appoint a panel of 4 Members in line with the Standing Orders proportionality rules to investigate the personnel matter as set out the report

Voting: For: 13 Against: 4 Abstentions: 1

- ◆ To note that Councillors Anderson, Brindley, Rowland and Soane have been appointed to the panel.

64. It was proposed by the Chairman and

RESOLVED:

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

Voting: For: 16 Against: 0 Abstentions: 0

65. Councillor Baker highlighted that there were two confidential items at the end of the agenda that had to be discussed and could not afford to wait for a future meeting.

Under Standing Order 13 a) v), Councillor Baker proposed that the order of business set out in the agenda be altered to move onto the confidential items.

Councillor Doyle objected to this proposal, stating it was a deliberate attempt to stop him from presenting his motion.

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

RESOLVED:

- ◆ That the order of business be altered in line with Standing Order 13 a) v), for reasons of urgency, to bring forward agenda items 19 and 20 for immediate discussion.

Voting: For: 12 Against: 3 Abstentions: 3

66. **EXCLUSION OF PUBLIC AND PRESS**

RESOLVED:

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

Voting: For: 15 Against: 3 Abstentions: 0

At this point the member of the public attending the meeting left.

67. **WOODFORD PARK DESTINATION PLAY AREA**

The Deputy Town Clerk presented Report No. FC 4/21.

Members noted an email from a concerned resident regarding the chimney vent to the East of the proposed play area and the potential for fumes and sawdust. The Deputy Town Clerk advised that the chimney had been next to the existing playground for many years and there had never been any concerns expressed, but that he was happy to look into any issues and would happily speak to the resident.

RESOLVED:

- ◆ To note the contents of Report No. FC 4/21.
- ◆ To approve the appointment of the contractor, the play area design and footprint, and the allocation of £67,117 from General Reserves or available CIL funds to deliver the project set out in the report.

Voting: For: 18 Against: 0 Abstentions: 0

68. **DELEGATED POWERS IN THE ABSENCE OF THE PROPER OFFICER**

The Deputy Town Clerk presented Report No. FC 5/21.

Due to the nature of the report, the Deputy Town Clerk temporarily withdrew from the meeting at this point and took no part in any further discussion.

Members agreed that any approved changes would need to be reflected in the Deputy Town Clerk's job description.

RESOLVED:

- ◆ To note the contents of Report No. FC 5/21.
- ◆ To amend the Financial Regulations to specifically state that the Deputy Town Clerk will act as the Proper Officer in relation to financial duties in the absence of the Town Clerk.
- ◆ To authorise the Deputy Town Clerk to deal with administrative matters and give instructions to Rathbones on behalf of the Council, in respect of the Council's investment portfolio.
- ◆ To remunerate the Deputy Town Clerk for the additional responsibilities being placed on them.

Voting: For: 18 Against: 0 Abstentions: 0

[Committee Officer Note: As the exact level of remuneration was not agreed as part of the recommendation, this matter will be referred to the Personnel Sub Committee]

At this point the Deputy Town Clerk returned to the meeting.

69. **NOTICE OF MOTION (MOTION NO. 70)**

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

"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'.

Councillors Doyle and Nagra spoke in favour of the motion.

Following a vote, it was

RESOLVED:

- ◆ That the motion be carried.

Voting: For: 18 Against: 0 Abstentions: 0

70. **NOTICE OF MOTION (MOTION NO. 71)**

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

“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.”

Councillors Doyle and Nagra spoke in favour of the motion.

Following a vote, it was

RESOLVED:

- ◆ That the motion be carried.

Voting: For: 18 Against: 0 Abstentions: 0

71. **OUTSIDE BODIES**

71.1 **RESOLVED:**

- ◆ To note that Councillor Nagra has stepped down as the Town Council representative to the Wokingham Borough / Parish Working Group.

71.2 It was proposed by Councillor Heap, seconded by Councillor Baker, and

RESOLVED:

- ◆ To appoint Councillor Jewell as the Town Council representative to the Wokingham Borough / Parish Working Group for the rest of the municipal year.

Voting: For: 18 Against: 0 Abstentions: 0

72. Councillor Jewell proposed, seconded by Councillor Baker, and it was

RESOLVED:

- ◆ That Members read and note both the Outside Body reports and the Town Mayor’s engagement list, as provided in the agenda, in their own time.

Voting: For: 18 Against: 0 Abstentions: 0

73. **FUTURE AGENDA ITEMS**

There were no suggestions for future agenda items.

Meeting closed at 10:29 pm

SCHEDULE OF MEETINGS - 2022/23

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> Annual Meeting: 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	Town Electors: 21 March Annual Meeting: 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

Minutes of a Meeting of the Planning and Community Committee held at the Oakwood Centre on Tuesday 4 January 2022 at 7:45 pm

Present: *Councillors: J. Cheng (Chairman); D. Bragg; C. Jewell; J. Sartorel; R. Skegg;*

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

Also present: *3 members of the public*

55. **APOLOGIES**

Apologies for absence were received from Councillor M. Nagra, S. Rahmouni, B. Soane and P. Wicks.

56. **DECLARATIONS OF INTEREST**

Councillor D. Bragg – Prejudicial interest: Agenda item 10: Revised estimates 2021/22 and budget estimates 2022/23, as this item included the Annual Grant applications for 2022/23 and Councillor Bragg is a trustee of Citizens Advice Wokingham, who have applied for a grant.

Councillor Bragg took no part in the discussion or decision regarding the annual grant application from Citizens Advice Wokingham.

57. **MINUTES OF THE PLANNING AND COMMUNITY COMMITTEE MEETING HELD ON 30 NOVEMBER 2021**

RESOLVED:

- ◆ That the minutes of the Planning and Community Committee meeting held on 30 November 2021 be approved and be signed by the Chairman as a true and accurate record.

58. **CURRENT PLANNING APPLICATIONS**

RESOLVED:

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

59. **PLANNING DECISIONS**

RESOLVED:

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

60. **PLANNING APPEALS**

RESOLVED:

- ◆ To note the following appeal decision:
Application: 210734
Location: 13 Renault Road, Woodley, RG5 4EY
Proposal: Extension to the front, side and rear of house, loft conversion with integrated PV cells on the roof and an adjustment to onsite parking.
Details: Appeal against refusal of planning permission.
Decision: The appeal was dismissed.

61. **PRIOR APPROVAL SUBMISSION**

RESOLVED:

- ◆ To note application 214024:
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 4.00m, for which the maximum height would be 3.40m and the height of the eaves 2.98m.

62. **ADVERTISEMENT CONSENT NOTIFICATION**

RESOLVED:

- ◆ To note application 213914:
Location: Unit 9 Base 329, Headley Road East, Woodley, RG5 4AZ
Proposal: Application for advertisement consent for 2 no. externally illuminated fascia signs and 1 no. non-illuminated fascia sign.

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

RESOLVED:

- ◆ To note application 213657:
Location: TPO 170/1980 T2, G2 and G3: 4, 5, 6 and Land to the North of Peel Close, Woodley, RG5 4SR.
Proposal: T1, Lime (G3 on TPO) – Crown lift to 6m; crown thinning by 15-20%. T2, Lime (G3 on TPO) – Crown lift to 6m; crown thinning by 15-20%. T3, Lime (G3 on TPO) – Crown lift to 6m; crown thinning by 15-20%. T4, Lime (G3 on TPO) – Crown lift to 6m; crown thinning by 15-20%. T5, Lime (G3 on TPO) – Crown lift to 6m; crown thinning by 15-20%.
- ◆ To note application 213890:
Location: TPO 0003/1951, WOODLAND 3: 65 and 67 Woodlands Avenue, Woodley, RG5 3HF.
Proposal: T1, Oak – Fell to ground level. T2, Holly – Fell to ground level. T3, Oak – Remove major deadwood. T4, Sycamore – Crown lift to approx.. 4m where the tree overhands no. 65 Woodlands Avenue.
- ◆ To note application 213900:
Location: TPO-0169-1979-A2 and TPO-0169-1979-A3: Dinton Pastures Woodland, Sitting Between, The Bader Way, And Kingsford Close.
Proposal: T1, Ash – Reduce height to gain 7m clearance from the network. G2, Oak/Willow – Side prune to gain 7m clearance from the network. G3, Oak – Reduce height and side prune to gain 7m clearance from the network.
- ◆ To note application 213808:
Location: Section 211 Notification for works in a conservation area: St John the Evangelist Church, Church Road, Woodley, RG5 4QJ
Proposal: T44, Leyland Cypress – Remove all snapped and hanging branches and any branch that has suffered significant damage. T45, Leyland Cypress – Remove all snapped and hanging branches and any branch that has suffered significant damage

64. **REVISED ESTIMATES 2021/22 AND BUDGET ESTIMATES 2022/23**

Members considered Report No. PC 1/22 and the applications received for grant funding for 2022/23.

Councillor Bragg took no part in the discussion regarding the grant application for Citizens Advice Wokingham.

When considering the annual grant application received from First Days Children's Charity Members noted that over £3,000 of the requested £5,000 grant was due to be spent on staffing costs. The Committee recommended a reduced grant sum be considered of £4,000.

When considering the annual grant application received from Readibus, Members recommended providing a grant equivalent to £7.50 per journey based on the number of journeys made by Woodley Residents last year, which was stated as 2,187 in the grant application. This works out to be £16,402.50, with Members rounding this up to a recommended grant of £16,500.

RESOLVED:

- ◆ To note Report No. PC 1/22.
- ◆ To recommend that the Revised Budget Estimates for 2021/22, as set out in the Budget Appendix, be approved.
- ◆ To recommend to the Strategy and Resources Committee that the following Annual Grants be awarded for 2022/23:

ARC Youth Counselling	£5,000
Citizens Advice Wokingham	£7,000
First Days Children's Charity	£4,000
Keep Mobile	£1,000
Readibus	£16,500
The Link Visiting Scheme	£1,000
The Wokingham Volunteer Centre	£300

Total £34,800

- ◆ To recommend to the Strategy and Resources Committee that the Budget Estimates for 2022/23, subject to the adjusted figures above, be approved.

Voting: For: 4 Against: 0 Abstentions: 0

65. **EARLEY STATION FOOTBRIDGE UPDATE**

RESOLVED:

- ◆ To note that a site visit will take place on 20 January 2022 at 10am.
- ◆ That the Committee Officer will submit the following questions to the Wokingham Borough Council Planning Officer in advance of the site visit, specifically in relation to the Woodley side of the proposed footbridge:
 - How much land is due to be taken up by the proposed designs?
 - What landscaping will be put in to ensure the new structure is not unsightly?
 - Who owns the land?

66. **THAMES VALLEY POLICE COMMUNITY SPEEDWATCH SCHEME**

The Committee Officer provided the Committee with an update on the Community Speedwatch (CSW) scheme following a conversation he had with the Thames Valley Community Speedwatch Coordinator, PC Lee Turnham.

PC Turnham had advised that the scheme was intended to be community led. It was envisaged that where members of the public had concerns over speeding within their area they would be directed to set up or join an existing CSW group in their area. CSW groups are set up and managed on the Community Speedwatch UK website. Volunteers registered with a group are then able to book sessions using the website, indicating the location at which they will be operating and booking out equipment owned by their group. After a session, a volunteer can then upload the data at home which will automatically generate warning letters where relevant.

PC Turnham advised that the previous CSW schemes operated by Thames Valley Police had been disparate, with individual policing areas operating a variety of different schemes. PC Turnham was employed in 2020 to provide a more coordinated approach. He advised that the benefit of the new scheme was that it enabled members of the public to get involved directly, with the ability to purchase all the equipment they need to operate a CSW within their area for no more than £200. PC Turnham did confirm that the existing equipment held by the Town Council was still approved for use with the scheme.

Members noted that, in 2018, the Council had approved the use of £7,000 to purchase Speedwatch equipment, of which £5,611.78 had been spent. Members agreed that they were committed to ensuring a CSW scheme was setup within Woodley, and that the equipment originally purchased continued to be used.

Members noted that Finchampstead Parish Council were previously recognised as operating a successful Speedwatch scheme, and wished to understand how they were interacting with the new Thames Valley Police scheme.

Members noted there was a need to understand the requirement and cost of providing appropriate CSW signage in the area to enable Speedwatch operations to take place.

RESOLVED:

- ◆ To contact Finchampstead Parish Council to understand how they are currently operating their Community Speedwatch Scheme in view of the new Thames Valley Police scheme.
- ◆ To register a Woodley Community Speedwatch Scheme with Thames Valley Police.
- ◆ To publicise a request for interest from members of the public in becoming Community Speedwatch volunteers.

RECOMMENDED:

- ◆ To recommend to the Strategy and Resources Committee that £1,000 be allocated for the purchase and installation of appropriate Community Speedwatch signage around Woodley.

67. **PUBLICATIONS/INFORMATION**

RESOLVED:

- ◆ To note receipt of the following:
 - Me2 Club Newsletter – November 2021
 - Wokingham Borough Council Special Local Plan Update Newsletter – December 2021
 - CCB Action for All e-Bulletin – December 2021
 - Me2 Club Newsletter – December 2021

68. **FUTURE AGENDA ITEMS**

Members requested that two regular items were added to future Planning and Community agendas covering Community Issues and Highways Issues. These would provide an opportunity for Members to raise relevant issues which have come to their attention in the past month.

69. **PUBLICITY/WEBSITE**

There were no further suggestions for items to be publicised.

70. **ENFORCEMENT ISSUES**

RESOLVED:

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

The meeting closed at 9:35 pm

Observations on the following Planning Applications made at the Planning & Community Committee meeting held on 4 January 2022

Application No. & Address	Proposal
213817 24 Hawthorn Crescent, Woodley, RG5 4FH	Householder application for the proposed development of a shed outbuilding in the garden to be used as a gym and an eating area (retrospective).
Observations: The Planning & Community Committee considered the proposal and recommended that the application be refused on the grounds that the out building is overbearing and reduces the amount of amenity space. Buildings on this development were planned with minimal garden space, and the excessive size of this out building leaves insufficient amenity (ie garden) space. This could cause a precedent. The Planning & Community Committee also felt the out building was too close to the boundary with neighbouring properties. The Committee also noted comments from neighbours that the drainage was not suitable, with the outbuilding causing water to drain onto neighbouring fences.	
213913 Unit 9 Base 329, Headley Road East, Woodley, RG5 4AZ	Full application for the proposed change of use from Class E(g)(iii) research and development to Class E(e) veterinary practice, plus associated external alterations including installation of air transfer grilles and air conditioning units (chiller units), infilling of roller shutter door and insertion of new fenestration.
Observations: No objections	
213930 10 Arundel Road, Woodley, RG5 4JL	Householder application for the proposed erection of a part single part two storey side extension following demolition of existing garage, erection of single storey rear extension with no.2 roof lights following demolition of existing conservatory, erection of a single storey front extension.
Observations: No objections	
213980 6 Bosworth Gardens, Woodley, RG5 3RS	Householder application for the proposed conversion of garage to create habitable accommodation, erection of single storey front porch, changes to fenestration, single storey rear extension, and single storey side / rear extension, to include installation of 2 no. rooflights to the existing ground floor roof, to include dropped kerb to the front of the dwelling.
Observations: No objections	
213983 78 Butts Hill Road, Woodley, RG5 4NR	Householder application for the proposed development of a porch, side and rear extension.
Observations: No objections	

213993 18 Caldbeck Drive, Woodley, RG5 4LA	Householder application for the proposed development of a single storey rear extension and new pitched roof to existing side extension.
Observations: No objections	
214009 44 Coppice Road, Woodley, RG5 3RA	Householder application for the proposed installation of a dropped kerb and new access to the front of the property.
Observations: The Planning & Community Committee considered the proposal and recommended that the application be refused on the grounds that the proposed dropped kerb would cause a loss of public amenity space. The Committee also noted that there was existing parking provision at the rear of the property.	
214030 2 Chaffey Close, Woodley, RG5 4EQ	Householder application for the proposed loft conversion to create habitable accommodation, including the insertion of 1no. dormer and 2no. roof lights.
Observations: No objections	
214037 11 Cottessmore Road, Woodley, RG5 3NX	Householder application for a proposed new garage, single front and rear extension including garage conversion with first floor side extension.
Observations: The Planning & Community Committee considered this application and, whilst they did not have any specific objections, there were concerns regarding potential massing, and also the loss of light to the neighbouring property at 13 Cottessmore Road. <i>(NOTE: Cllr Jewell requested for it to be recorded that she voted to object to this application)</i>	
214058 39 Western Avenue, Woodley, RG5 3BJ	Householder application for the proposed development of a single storey rear & side extensions including removal of pitched roof to the existing rear extension following demolition of the existing detached garage.
Observations: No objections	
214082 41A Crockhamwell Road, Woodley, RG5 3JZ	Householder application for the proposed development of a single storey flat roof extension to the rear of the detached dwelling.
Observations: No objections	
214101 15 Dartington Avenue, Woodley, RG5 3PD	Householder application for the proposed erection of a single storey front extension and first floor side extension, including the insertion of 2no. roof lights.
Observations: The Planning & Community Committee considered the revised proposal and whilst, as with the previous application, there were no specific objections the Committee once again wished to highlight the WBC Design Guide, which states: "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."	

214103 81 Antrim Road, Woodley, RG5 3NY	Householder application for the proposed development of a single storey rear and side extension.
Observations: No objections	
214113 28 Bruce Road, Woodley, RG5 3DZ	Householder application for the proposed erection of a double side extension and single rear extension. Demolition of garage.
Observations: The Planning & Community Committee considered this application and, whilst they did not have any specific objections to the extensions, there were concerns that the proposed parking provision would require the loss of the verge, hedge and wall to the front of the property for it to be workable which would be out of keeping with the neighbouring property.	
214146 189 Fairwater Drive, Woodley, RG5 3JQ	Householder application for the proposed erection of a front extension to include new fenestrations & steps.
Observations: The Planning & Community Committee considered the proposal and recommended that the application be refused on the following grounds: <ul style="list-style-type: none"> - Out of keeping with neighbouring properties - Out of character with the street scene - Could set a precedent 	
214162 12 Coppice Road, Woodley, RG5 3QX	Householder application for the proposed development of a two storey side/rear extension and single storey porch.
Observations: No objections	

**Minutes of a meeting of the Leisure Services Committee held at the Oakwood Centre
on Tuesday 25 January 2022 at 7:00 pm**

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

Officers present: *M. Filmore, Committee Officer*

Also present: *Cllr K. Baker
1 member of the public*

29. **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors B. Rowland and A. Swaddle, as well as from Kevin Murray (Deputy Town Clerk) and Ed Whitesmith (Leisure Services Manager).

The Chairman apologised for the need to cancel the scheduled meeting on Tuesday 18 January due to Covid related officer absences.

30. **DECLARATIONS OF INTEREST**

There were no declarations of interest made by Members.

31. **MINUTES OF THE MEETING HELD ON 16 NOVEMBER 2021**

RESOLVED:

- ◆ That the minutes of the Leisure Services Committee meeting of 16 November 2021 be approved and signed by the Chairman as a correct record.

32. **BUDGETARY CONTROL**

Members reviewed the Budgetary Control report and

RESOLVED:

- ◆ To note Report No. LS 1/22.

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

Members noted that, in the absence of both the Leisure Services Manager and the Deputy Town Clerk, should members have any questions in relation to reports then they should submit these directly via email. Questions and answers will then be circulated to all members via email.

RESOLVED:

- ◆ To note Report No. LS 2/22.

34. **PARKS AND BUILDINGS**

The Chairman noted that the member of the public in attendance had discussed a number of questions with regards to the Woodford Park Destination Play Area project prior to the meeting. The Chairman confirmed that he would provide the individual with a written response to his queries after the meeting.

[Committee Officer Note: The individual handed a written set of 3 questions to the Committee Officer after the meeting which was handed to the Chairman.]

Members noted that they would like to publicise images and details of the recent vandalism which took place to the fencing at Malone Park to raise awareness of this with residents.

RESOLVED:

- ◆ To note Report No. LS 3/22.
- ◆ To publicise the vandalism which took place at Malone Park.

35. **CHARGES 2022/23**

Members noted that the highest increase in charges tended to be for OAPs, however it was also noted that competitors were charging more for the same services.

RESOLVED:

- ◆ To note Report No. LS 4/22.
- ◆ To recommend that the proposed charges for 2022/23, as set out in the Budget Appendix, be approved.

Voting: For: 2 Against: 2 Abstentions: 0

Following the equality of votes, the Chairman provided a casting vote in favour of the proposed charges.

36. **REVISED ESTIMATES 2021/22**

Members noted that the year-end estimates seemed to be lower than previous. Particular Woodford Park expenditure had been estimated at £62K between January and March 2022, whereas between the same period in 2021 expenditure was £85k, and in 2020 it was £107k. It was agreed that the Deputy Town Clerk would be asked to provide all Councillors with a written explanation of this after the meeting.

RESOLVED:

- ◆ To note Report No. LS 5/22.
- ◆ To recommend that the Revised Budget Estimates for 2021/22, as set out in the Budget Appendix, be approved.

Voting: For: 3 Against: 0 Abstentions: 1

37. **BUDGET ESTIMATES 2022/23**

A concern was raised about the budgeted expenditure, with members noting that the Strategy & Resources Committee's budget had increased by 6% since 2019/20, whereas the Leisure Services Committee's budget had decreased by 4% in the same period. The Chairman commented that lots of money had been spent on certain items over the last couple of years.

Councillor R. Horskins entered the meeting.

Councillor Baker provided an explanation on the increase in the Strategy & Resources Committee's budget, stating that the capital project programme had not taken place for the past couple of years due to the pandemic, but projects were being planned for 2022/23.

Councillor Heap proposed, seconded by Councillor Al-Sanjari, that the proposed Youth Services budget be increased from £34k to £40k. Councillor Heap noted that this budget had not increased in the last few years and, with the new Youth Services Service Level Agreement (SLA) due to be implemented this year, increasing the budget would show the Council's intent and commitment to Youth Services.

Members noted that the Youth Services budget is split over three projects; £26k is assigned to the SLA, £3k is in a projects fund, and £5k is assigned to Youth Survey. It was noted that the projects fund was rarely spent.

Members also noted that the SLA was yet to be put in place and that, depending on the outcome of the tendering process, additional funds could be considered later in the year were they to be required to provide the desired service.

Following a vote it was:

RESOLVED:

- ◆ That the proposal to increase the Youth Services budget from £34k to £40k be defeated.

Voting: For: 2 Against: 3 Abstentions: 0

RESOLVED:

- ◆ To note Report No. LS 6/22.
- ◆ To recommend that the Budget Estimates for 2022/23, as set out in the Budget Appendix, be approved.

Voting: For: 3 Against: 0 Abstentions: 2

38. **TENNIS FACILITIES IN WOODLEY**

The Chairman detailed a request received from a resident that the Town Council consider applying for newly announced funding, being made available from the Government and the Lawn Tennis Association, to improve the tennis facilities in Woodley. Members noted that specific details regarding the delivery of the funding had yet to be published by the Government.

RESOLVED:

- ◆ To reconsider this item once details have been announced by the Government regarding the delivery of the funding.

39. **FUTURE AGENDA ITEMS**

There were no suggestions for future agenda items.

40. **PUBLICITY AND WEBSITE**

RESOLVED:

- ◆ To publish notices at Malone Park and Wheble Park reminding dog owners to pick up dog mess.

The meeting closed at 7:40 pm

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Minutes of a meeting of the Strategy & Resources Committee held at the Oakwood Centre on Tuesday 25 January 2021 at 8:00 pm

Present: *Councillors K. Baker (Chairman); S. Brindley; J. Anderson; A. Chadwick; C. Jewell; V. Lewis; P. Wicks*

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

Also present: *1 member of the public*

33. **APOLOGIES**

Apologies for absence were received from Councillors M. Nagra and B. Rowland, and from Kevin Murray (Deputy Town Clerk).

34. **DECLARATIONS OF INTEREST**

Councillor K. Baker – Prejudicial interest: Agenda item 15: Request for free use of the Oakwood Centre, as the request was submitted by the office of the Mayor of Wokingham Borough Council, and Councillor Baker is the current Mayor.

Councillor Baker did not take part in any voting with regards to this item.

35. **MINUTES OF THE MEETING HELD ON 23 NOVEMBER 2021**

RESOLVED:

- ◆ That the minutes of the Strategy and Resources Committee meeting of 23 November 2021 be approved and signed by the Chairman as a correct record.

36. **FINANCE**

a) **Budgetary Control**

RESOLVED:

- ◆ To note Report No. SR 1/22.

b) **Payments**

RESOLVED:

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

	Current account	Imprest account
November 2021	£64,722.27	£128,819.73
December 2021	£135,802.65	£52,990.99

Voting: For: 6 Against: 0 Abstentions: 0

37. **OAKWOOD CENTRE UPDATE**

RESOLVED:

- ◆ To note Report No. SR 2/22.

38. **STANDING ORDERS AND FINANCIAL REGULATIONS WORKING PARTY**

The Chairman recorded his thanks to the members of the Standing Orders and Financial Regulations Working Party, along with Councillor Jewell, for their input in the extensive re-write of the Standing Orders.

Following a query the Chairman confirmed that the document now contained a more comprehensive Code of Conduct section which had used the Wokingham Borough Council Code of Conduct as a model. He noted that the new Standing Orders will not cover everything, although the document covers significantly more than previously, and will require regularly quarterly meetings of the Working Party in order to review comments and issues as they are raised.

RESOLVED:

- ◆ To note Report No. SR 3/22.

RECOMMENDED:

- ◆ That Council adopt the updated Financial Regulations, as set out in the agenda.
- ◆ That Council adopt the updated Standing Orders, as set out in the agenda.

Voting: For: 6 Against: 0 Abstentions: 0

39. **RISK MANAGEMENT WORKING PARTY**

Members noted that, whilst she was unable to attend the Risk Management Working Party meeting of the 13 January 2022, Councillor Rowland had been involved in extensive discussion and feedback with the Deputy Town Clerk prior to the meeting.

RESOLVED:

- ◆ To note Report No. SR 4/22.

RECOMMENDED:

- ◆ That Council adopt the 2022/23 Risk Management Strategy, attached at **Appendix C**.

Voting: For: 6 Against: 0 Abstentions: 0

Members noted that the Risk Register currently contained too many items that should be considered as 'issues' rather than 'risks'. Members recommended an Issues Log be maintained by officers, with those 'issues' scoring 9 or more when assessed against the Risk Strategy then included on the Risk Register. Members also recommended adding a column displaying an arrow which indicates whether the risk score has gone up or down, or stayed the same from the previous year. Councillor Anderson offered to contact Officers to discuss this.

RESOLVED:

- ◆ That the Risk Register be presented to Council.

Voting: For: 6 Against: 0 Abstentions: 0

- ◆ That the Terms of Reference of the Risk Management Working Party be updated to specify that the Risk Register should only contain those 'issues' which score 9 or above on the Risk Strategy.
- ◆ To note the Disaster Recovery Plan.

40. **WOODLEY TOWN CENTRE MANAGEMENT INITIATIVE**

RESOLVED:

- ◆ To note the report of the Woodley Town Centre Management Initiative Meeting held on 20 October 2021.
- ◆ To note Report No. SR 5/22

RECOMMENDED:

- ◆ That Council re-designate the Woodley Town Centre Management Initiative as the Town Centre Partnership, and approve the Terms of Reference attached at **Appendix D**.

Voting: For: 6 Against: 0 Abstentions: 0

41. **CHARGES 2022/23**

a) Oakwood Centre charges 2022/23

RECOMMENDED:

- ◆ That the 2022/23 charges at the Oakwood Centre, as set out in the Proposed Charges 2022/23 Appendix, be approved.

Voting: For: 6 Against: 0 Abstentions: 0

b) Leisure Services charges 2022/23

Members noted that higher charge increases appear to have been levied against OAPs and Under 18's compared with other groups, although it was noted that the charges were still cheaper than that of competitors and other providers in the area.

Members also noted that they would prefer not to use the term 'OAP' in future, and that the term 'Senior' would be more appropriate.

RESOLVED:

- ◆ To receive an explanation of the increase in costs levied at OAPs and Under 18's from the Deputy Town Clerk, and to then vote on the Proposed Leisure Services Charges for 2022/23 via email.

RECOMMENDED:

- ◆ That, subject to the response received to the above resolution, the 2022/23 charges for Leisure Services, as set out in the Proposed Charges 2022/23 Appendix, be approved.

42. **REVISED ESTIMATES 2021/22**

a) Strategy and Resources Committee

Members noted that they would like more information to be included in future on the Earmarked Reserves, specifically a description of what each reserve is for and details of when the money is expected to be spent, where known.

Members agreed that the Earmarked Reserves should be monitored regularly.

RESOLVED:

- ◆ To note Report No. SR 6/22.
 - ◆ To approve the 2021/22 Revised Budget Estimates, as set out in the Budget Appendix.
- Voting: For: 6 Against: 0 Abstentions: 0

b) Leisure Services and Planning and Community Committees

RESOLVED:

- ◆ To approve the 2021/22 Revised Budget Estimates of the Leisure Services and Planning and Community Committees, as set out in the Budget Appendix.
- Voting: For: 6 Against: 0 Abstentions: 0

43.

BUDGET ESTIMATES 2022/23

a) Strategy and Resources Committee

RESOLVED:

- ◆ To note Report No. SR 7/22.
 - ◆ That the 2022/23 Budget Estimates for the Strategy and Resources Committee, as set out in the Budget Appendix, form part of the 2022/23 Budget and be presented to Council for approval.
- Voting: For: 6 Against: 0 Abstentions: 0

b) Leisure Services and Planning and Community Committees

RESOLVED:

- ◆ That the 2022/23 Budget Estimates for the Leisure Services and Planning and Community Committees, as set out in the Budget Appendix, form part of the 2022/23 Budget and be presented to Council for approval.
- Voting: For: 6 Against: 0 Abstentions: 0

c) Budget and Precept 2022/23

Members noted that there had been a small increase in the tax base. Reserves have increased significantly and are currently too high. The Chairman highlighted that the precept was increased last year on the promise that if it were not be required it would be given back, hence the proposal to reduce the precept this year with the Council in a strong financial position.

RESOLVED:

- ◆ To note Report No. SR 8/22

RECOMMENDED:

- ◆ That the budget for 2022/23 be presented to Council for approval.

Voting: For: 6 Against: 0 Abstentions: 0

RECOMMENDED:

- ◆ That a precept level of £1,225,628 for the 2022/23 financial year be presented to Council for approval.

Voting: For: 5 Against: 0 Abstentions: 1

44. **COMMUNITY GRANTS**

RESOLVED:

- ◆ To note that the Community Grant application for Assisting Berkshire Children to Read was refused by the Committee.
- ◆ To note that expressions of thanks were received from the following Community Grant applicants:
 - Berkshire MS Therapy Centre
 - Woodley Adopt a Street Project (WASP)
 - Wokingham Job Centre Support
 - Kick Twist Cheerleading
 - Woodley United FC
 - Berkshire Vision

45. **COMMUNITY SPEEDWATCH**

The Chairman provided some background to the previous Community Speedwatch scheme. He stated that the Council owns Speedwatch equipment which is able to be used with the new scheme but that a Councillor is needed to lead on this. He asked Councillor Wicks, as Chairman of the Planning & Community Committee, to source a Councillor willing to take the project on.

RESOLVED:

- ◆ To approve the allocation of £1,000 to the Planning and Community Committee for the purchase and installation of Community Speedwatch signage around Woodley.
- Voting: For: 6 Against: 0 Abstentions: 0

46. **YOUTH STRATEGY WORKING PARTY**

RESOLVED:

- ◆ To approve the terms of reference of the working party, attached at **APPENDIX E**.
 - ◆ To approve that there will be 4 places on the working party.
- Voting: For: 6 Against: 0 Abstentions: 0
- ◆ That note that Councillor Skegg has been appointed to the Youth Strategy Working Party, with 3 vacant Conservative group places to be filled at a later date.

47. **REQUEST FOR FREE USE OF THE OAKWOOD CENTRE**

Councillor Baker, as Mayor of Wokingham Borough Council, provided an explanation of the Mayor's 'Volunteer Thank You' event. He explained that, unlike in previous years, this year's event would aim to thank a wider range of volunteers, including individuals who have supported people through the pandemic and not just volunteer organisations. This is likely to increase the number of people attending the event, and the access to outdoor space at the Oakwood Centre makes it a suitable location.

The budget for the event is around £1,000. Wokingham Borough Council are looking to reduce costs where possible in order that they can invite and cater for a greater number of volunteers.

Councillor Jewell stated that, whilst she agreed with the sentiment, she felt that other community groups have to pay for the use of the Centre and could not see why Wokingham Borough Council should not.

Councillor Baker then handed over to the Committee Officer to conduct the vote, and Councillor Baker took no part in the vote.

RESOLVED:

- ◆ To approve the free use of the Oakwood Centre, for the Wokingham Borough Mayor's annual 'Volunteer Thank You' Event.

Voting: For: 5 Against: 1 Abstentions: 0

48. **CLIMATE EMERGENCY ACTION PLAN UPDATE**

Members highlighted that the Town Council website Climate Emergency information is out of date and needs updating. Members noted that the Town Electors' Working Party have determined that the Town Electors' meeting this year should focus on sustainability and the climate, and that this would be used as a catalyst for launching improvements, such as the website information, to promote and support climate initiatives.

RESOLVED:

- ◆ To note the Climate Emergency Action Plan Update, set out in Report No. SR 9/22.
- ◆ To note that the following dates had been set for meetings of the Climate Emergency Working Part in 2022/23
 - Wednesday 6th April 2022
 - Wednesday 6th July 2022
 - Wednesday 5th October 2022
 - Wednesday 11th January 2023
 - Wednesday 5th April 2023

49. **FUTURE AGENDA ITEMS**

There were no suggestions for future agenda items.

50. **PUBLICITY AND WEBSITE**

There were no suggestions for publicity.

Meeting closed at 9:34 pm

Woodley Town Council**Current Account****List of Payments made between 01/11/2021 and 30/11/2021**

Date Paid	Payee Name	Amount Paid	Transaction Detail
11-Nov-21	(Personal Information)	500.00	WTCMI Mkt Manager
11-Nov-21	(Personal Information)	200.00	Microphone/PA-WTCMI
18-Nov-21	Alan Hadley Ltd	903.00	Refuse Collection
18-Nov-21	Alan Hadley Ltd	297.00	Refuse Collection
18-Nov-21	AYS Cleaning Contractors Ltd	929.29	Contract Cleaning-OC/Toilet
05-Nov-21	Be Fuelcards Ltd	18.46	BP Plus cards
12-Nov-21	Be Fuelcards Ltd	17.63	Annual card charge-Depot
18-Nov-21	Bowak Ltd	92.84	Cleaning supplies
11-Nov-21	Brake Bros Foodservice Ltd	294.48	Vending supplies
18-Nov-21	Brewers Decorator Centres	172.66	Decorating supplies
11-Nov-21	Castle Water	4916.66	Water rates
18-Nov-21	Churchill Contract Services Ltd	320.52	Contract Cleaning-WPLC
11-Nov-21	Circus Scene	1070.00	Halloween 2021 - WTCMI
01-Nov-21	Club Manager Ltd	80.40	Gym software monthly fee
17-Nov-21	Ecotricity	107.79	Gas supply-Coro Hall
17-Nov-21	Ecotricity	154.95	Gas supply-Chapel Hall
25-Nov-21	Ecotricity	773.47	Gas supply-WPLC
25-Nov-21	Ecotricity	728.42	Gas supply-OC
11-Nov-21	EDF Energy 1 Ltd	17.18	Electric supply-clock
11-Nov-21	Epos Now Ltd D/D	30.00	Monthly EPOS till support fee
09-Nov-21	Global 4 Communications	1105.82	Mobile/Phone/Broadband
18-Nov-21	HMRC Cumbernauld	13461.44	Tax & NI Employer/employee
18-Nov-21	Howardson Ltd	106.35	Gound maintenance supplies
11-Nov-21	IMAGE BOX	598.80	Gym plastic ID cards
11-Nov-21	Lamps-Tubes Luminations Ltd	810.00	TCMI Lights testing/PAT
11-Nov-21	LAX Events Ltd	525.00	Engineer hire/speakers/amplifier
29-Nov-21	Les Mills Fitness UK Ltd	203.69	Body balance-Coach-WPLC
18-Nov-21	Lister Wilder Ltd	115.99	Oil filter/chain-Depot
02-Nov-21	Lloyds Bank D/D	50.36	Current a/c charges
12-Nov-21	Lloyds Bank D/D	238.26	Cardnet service charge
30-Nov-21	Lloyds Bank D/D	53.78	Bank charges - Current a/c
18-Nov-21	Lyreco UK Ltd	70.03	Stationery supplies
15-Nov-21	Merchant Rentals Ltd	18.40	Cardnet machine rental
15-Nov-21	Merchant Rentals Ltd	18.40	Cardnet machine rental-OC
10-Nov-21	PHS Group	403.74	Qtrly dust matt fees
10-Nov-21	Pitney Bowes Ltd	24.17	Postage top up-5 Nov 21
10-Nov-21	Pitney Bowes Ltd	150.00	Postage top up-9 Nov 21
08-Nov-21	Plusnet Plc	-29.80	Phone-A/C closed 4/11/21
03-Nov-21	Poztive Energy Ltd	36.18	Electric supply-Chapel Hall
08-Nov-21	Poztive Energy Ltd	1743.66	Electric supply-OC
17-Nov-21	Poztive Energy Ltd	744.34	Electric supply-WPLC
18-Nov-21	Poztive Energy Ltd	76.92	Electric supply-Coro Hall
23-Nov-21	Poztive Energy Ltd	39.86	Electric supply-Chapel Hall
11-Nov-21	PPL PRS Ltd	624.53	Music license
18-Nov-21	PPL PRS Ltd	2635.47	Music license - WPLC
18-Nov-21	Prudential	307.24	AVC deducted from pay
10-Nov-21	Reading Community Energy Soc Ltd	1513.56	Electric supply-OC
10-Nov-21	Rialtas Business Solutions Ltd	70.80	Annual Making Tax Digital fee
17-Nov-21	SGW Payroll Ltd	153.74	Oct 21-Payroll service

15-Nov-21	Siemens Financial Services	1100.80	Gym equip rental
26-Nov-21	SWALEC	46.38	Electric supply-Toilet
10-Nov-21	Technical Surfaces Ltd	480.00	1x Tonne of Rubber 3G Pitch
18-Nov-21	The Berkshire Pension Fund	16642.71	Employer/employee pension
11-Nov-21	The Crown Estate Commissioners	730.00	Christmas Tree - WTCMI
18-Nov-21	Trade UK - Screwfix	179.11	Building supplies
18-Nov-21	Travis Perkins Trading Co	67.87	Building supplies
18-Nov-21	Unison Collection Ac	22.50	Union fee deducted from pay
18-Nov-21	Veolia ES - UK Ltd	482.47	Refuse Collection
11-Nov-21	West Berkshire Council	475.00	Premises Licence fees
01-Nov-21	Wokingham BC - Rates	2283.00	Rates-WPLC
01-Nov-21	Wokingham BC - Rates	364.00	Rates-Coro Hall
01-Nov-21	Wokingham BC - Rates	165.00	Rates-Chapel Hall
01-Nov-21	Wokingham BC - Rates	898.00	Rates-OC

Total Payments

61432.32

CLERKS IMPREST A/C

List of Payments made between 01/11/2021 and 30/11/2021

Date Paid	Payee Name	Amount Paid	Transaction Detail
12-Nov-21	(Personal Information)	50.00	Refund deposit
12-Nov-21	(Personal Information)	75.00	Refund deposit
12-Nov-21	(Personal Information)	75.00	Refund deposit
12-Nov-21	(Personal Information)	75.00	Refund deposit
12-Nov-21	(Personal Information)	75.00	T P Gopal CO-23829
01-Nov-21	Amazon Mkt Place	34.08	50 Ltr Bullet bins-WPLC
10-Nov-21	Amazon.co.uk	20.65	Cable ties-WTCMI
11-Nov-21	Amazon.co.uk	6.49	White bright chalk-WTCMI
29-Nov-21	Arborfield Tree Care Ltd	72.00	Christmas Tree hire - Dec 21
12-Nov-21	Cups Direct	45.48	7oz paper cups-WTCMI
26-Nov-21	Drishti Dance	100.00	Refund deposit
22-Nov-21	Iceland	40.00	Mince Pies-WTCMI
09-Nov-21	KallKWIK	216.00	3 OUTDOOR BANNERS-wtcmi
22-Nov-21	Lidl	29.94	Mulled Wine-WTCMI
24-Nov-21	Lloyds Bank	45602.49	Net payroll - Nov 21
12-Nov-21	Lloyds Bank D/D	13.60	Imprest a/c charges
30-Nov-21	PETTY CASH A/C	209.26	Petty cash topup
12-Nov-21	Solopress	152.15	Leaflets/flyers/posters-WTCMI
16-Nov-21	The Radar Key Company	35.99	10x Radar keys
22-Nov-21	Waitrose & Partners	93.32	Mulled wine & Mince pies

Total Payments

47021.45

Woodley Town Council**Current Account****List of Payments made between 01/12/2021 and 31/12/2021**

Date Paid	Payee Name	Amount Paid	Transaction Detail
08-Dec-21	(Personal Information)	900.00	PA - Woodley Carol WTCMI
09-Dec-21	(Personal Information)	300.00	Mkt Mgr - WTCMI
17-Dec-21	ACL Consultancy Solutions Ltd	1755.00	Develop Youth Strategy
17-Dec-21	AGA Print Ltd	155.96	Leaflets & Banners
22-Dec-21	AGA Print Ltd	47.23	Leaflets & Banners
08-Dec-21	Alan Hadley Ltd	297.00	Refuse Collection
22-Dec-21	Alan Hadley Ltd	297.00	Refuse Collection
22-Dec-21	AYS Cleaning Contractors Ltd	1461.07	Contract cleaning-OC&Toilet
03-Dec-21	Be Fuelcards Ltd	37.96	ULT Unleaded petrol-Depot
10-Dec-21	Be Fuelcards Ltd	117.42	Diesel-MW65EHN 48000m
02-Dec-21	Berkshire College of Agriculture	220.00	Staff training
17-Dec-21	Bowak Ltd	259.84	Cleaning supplies
09-Dec-21	Brake Bros Foodservice Ltd	296.75	Vending supplies
02-Dec-21	Brown Bag Cafe Ltd	296.46	Catering services
22-Dec-21	Brown Bag Cafe Ltd	485.88	Catering services
08-Dec-21	Broxap Ltd	1248.00	Cast iron RIPON seats
09-Dec-21	Castle Water	2617.14	Water rates
08-Dec-21	CDK Casting Ltd	101.40	Bronze Plaque
09-Dec-21	CDK Casting Ltd	101.40	Bronze Plaque
17-Dec-21	CDK Casting Ltd	202.80	Bronze Plaque
01-Dec-21	CF Corporate Finance Ltd	166.32	Qtrly photocopier rental fee
22-Dec-21	Churchill Contract Services Ltd	320.52	Contract cleaning-WPLC
08-Dec-21	Circus Scene	175.00	Choir Woodley Carol/lights
01-Dec-21	Club Manager Ltd	80.40	Monthly gym software fee
17-Dec-21	CoolerAid Ltd	31.20	Bottled water-WPLC
22-Dec-21	CoolerAid Ltd	9.86	Bottled water-OC
08-Dec-21	Daton Electrical Services Ltd	900.00	Survey of Electrics-WPLC
17-Dec-21	Drain Surgeons UK Ltd	185.00	Empty Cesspit-Depot
29-Dec-21	Ecotricity	237.41	Gas supply-Coro Hall
29-Dec-21	Ecotricity	1128.12	Gas supply-WPLC
29-Dec-21	Ecotricity	1336.56	Gas supply-OC
29-Dec-21	Ecotricity	367.18	Gas supply-Chapel Hall
09-Dec-21	EDF Energy 1 Ltd	16.61	Electric supply-Clock
10-Dec-21	Epos Now Ltd D/D	30.00	Epos Till monthly fee-WPLC
22-Dec-21	Ethos Communications Solutions Ltd	133.54	Printing/Copying-WPLC
09-Dec-21	Fraser Office Supplies Ltd	22.74	Stationery supplies
17-Dec-21	Fraser Office Supplies Ltd	17.44	Stationery supplies
09-Dec-21	Global 4 Communications	933.54	Phone/Mobiles
09-Dec-21	H F Newberry	136.00	Christmas Cards-Mayor
17-Dec-21	HMRC Cumbernauld	13847.03	PAYE&NI Deducted from pay
17-Dec-21	IBS Office Solutions Ltd	673.66	Printing/Copying-WTC
22-Dec-21	Just Tiles Ltd	35.56	5Ltr Fila cleaner-WPLC
22-Dec-21	Lamps-Tubes Luminations Ltd	3176.52	Christms lights - WTCMI
29-Dec-21	Les Mills Fitness UK Ltd	203.69	Coach-Bodybalnce gym
22-Dec-21	Lister Wilder Ltd	237.41	Blades - Depot
14-Dec-21	Lloyds Bank D/D	372.16	Cardnet service charges
22-Dec-21	Lyreco UK Ltd	152.69	Stationery supplies
15-Dec-21	Merchant Rentals Ltd	18.40	Cardnet machine rental-WPLC
15-Dec-21	Merchant Rentals Ltd	18.40	Cardnet machine rental-OC
21-Dec-21	Pitney Bowes Ltd	150.00	Postage top-up-WTC
13-Dec-21	Poztive Energy Ltd	2734.87	Electric supply-OC
13-Dec-21	Poztive Energy Ltd	71.68	Electric supply-Coro Hall
22-Dec-21	Poztive Energy Ltd	885.84	Electric supply-WPLC

22-Dec-21	Poztive Energy Ltd	43.60	Electric supply-Chapel Hall
17-Dec-21	Prudential	307.24	AVC deducted from pay
29-Dec-21	Public Works Loan Board	10640.58	PW504186-Capital & Interest
22-Dec-21	Pulse Fitness Ltd	21.60	Lime green seat/long pads
09-Dec-21	R.E.S. Systems Ltd	752.51	Fire Equip service fees
17-Dec-21	Rialtas Business Solutions Ltd	807.60	Annual Omega software fee
17-Dec-21	Seton	107.28	60L Plastic bin
06-Dec-21	SGW Payroll Ltd	155.78	Monthly payroll fee-Nov 21
31-Dec-21	SGW Payroll Ltd	157.82	Monthly payroll service fee
29-Dec-21	SWALEC	95.61	Electric supply-Toilet
09-Dec-21	Technical Surfaces Ltd	360.00	3G Match fit service
17-Dec-21	Technical Surfaces Ltd	480.00	1 Tonne rubber 3G pitch
17-Dec-21	The Berkshire Pension Fund	17156.91	Employee& 'er deducted from pay
22-Dec-21	The Parkinson Partnership LLP	300.00	Assit with VAT652 form
17-Dec-21	Trade UK - BandQ	348.00	Building supplies
17-Dec-21	Trade UK - Screwfix	1008.39	Building supplies
17-Dec-21	Unison Collection Ac	22.50	Union fee deducted from pay
22-Dec-21	Veolia ES - UK Ltd	524.65	Refuse Collection
17-Dec-21	Windowflowers Ltd	1411.20	Wooden planters - WTCMI
01-Dec-21	Wokingham BC - Rates	2283.00	Rates-WPLC
01-Dec-21	Wokingham BC - Rates	364.00	Rates-Coro hall
01-Dec-21	Wokingham BC - Rates	165.00	Rates-Chapel hall
01-Dec-21	Wokingham BC - Rates	898.00	Rates-OC
08-Dec-21	Wokingham Borough Council	3950.00	Election by-election cost
22-Dec-21	Wokingham Borough Council	3392.12	Election by-election cost
17-Dec-21	Woodley Concert Band	175.00	Carol concert - WTCMI
08-Dec-21	Zapkam Ltd	445.86	Uniform - WPLC

Total Payments

86377.91

CLERKS IMPREST A/C**List of Payments made between 01/12/2021 and 31/12/2021**

Date Paid	Payee Name	Amount Paid	Transaction Detail
08-Dec-21	(Personal Information)	46.75	Keys cut - WPLC
10-Dec-21	(Personal Information)	45.00	Christmas Fayre stall refund
10-Dec-21	(Personal Information)	115.00	Refund invoice credit
13-Dec-21	(Personal Information)	100.00	Refund WPLC party
14-Dec-21	(Personal Information)	138.00	Refund invoice credit
15-Dec-21	(Personal Information)	691.69	Part net Dec 21 pay advance
17-Dec-21	(Personal Information)	40.00	Refund eye test
17-Dec-21	(Personal Information)	75.00	Refund deposit
20-Dec-21	(Personal Information)	74.80	Refund deposit
20-Dec-21	(Personal Information)	67.50	Refund deposit
20-Dec-21	(Personal Information)	75.00	Refund deposit
20-Dec-21	(Personal Information)	75.00	Refund deposit
22-Dec-21	(Personal Information)	75.00	Refund deposit
24-Dec-21	(Personal Information)	50.00	Refund deposit
24-Dec-21	(Personal Information)	75.00	Refund deposit
24-Dec-21	(Personal Information)	75.00	Refund deposit
03-Dec-21	(Personal Information)	100.00	Christmas Fayre contcert
03-Dec-21	(Personal Information)	200.00	Refund deposit
02-Dec-21	Amazon.co.uk	34.22	Graffiti remover
29-Dec-21	Amazon.co.uk	65.99	Philips Voice Audio recorder
10-Dec-21	BERKSHIRE LOWLAND	550.00	First Aid cover-WTCMI
03-Dec-21	Berkshire MS Therapy	250.00	Grant - Dec 21
03-Dec-21	Berkshire Vision	250.00	Grant - Dec 2021
20-Dec-21	Bhavana Mullapudi	50.00	Refund deposit
03-Dec-21	CIRCUS SCENE	5470.00	Christmas Fayre - WTCMI
31-Dec-21	DEVONSHIRE TRADING	1100.81	Gym equip hire
20-Dec-21	Fellowship Edu Soc	67.50	Refund deposit
03-Dec-21	Kick Twist Cheerleading	250.00	Grant-Dec 21
22-Dec-21	Lloyds Bank	45700.47	Net Dec 2021 Payroll
10-Dec-21	Lloyds Bank D/D	14.39	Bank charges-Imprest a/c
01-Dec-21	RM Bearings.co.uk	43.68	8x Wedge belts
20-Dec-21	Willow Bank Junior	75.00	Refund deposit
03-Dec-21	Wokingham Job Centre	250.00	Grant - Dec 21
03-Dec-21	Woodley Adopt a Street	250.00	Grant - Dec 21
22-Dec-21	Woodley Light Operatic	288.40	Refund deposit
03-Dec-21	Woodley United FC	250.00	Grant - Dec 2021
	Total Payments	57079.20	

Risk Management Strategy 2022/23

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

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

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

Aims and benefits

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

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

Process

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

Ownership

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

Assessment of risk

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

Probability of Occurrence:

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

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

Evaluation of Impact:

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

Priority Ranking:

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

Risk Matrix:

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

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

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

Roles and responsibilities

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

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

Organisational Structure and Summary of Key Roles

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

Risk registers

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

RISK MANAGEMENT PROCESS

Identifying risks

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

- Reviews initiated by individuals, committees or panels and managers.
- Checklists.
- Questionnaires.
- Learning from other projects, councils and auditors.

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

Risk ownership

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

Risk evaluation

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

Risk planning

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

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

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

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

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

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

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

Review

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

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

Current Covid -19 pandemic

The Covid-19 pandemic has resulted in significant risks for the organisation in a number of areas including;

- *Loss of income*
- *Public and employee safety*
- *Human Resources and staff capacity*
- *Compliance with legislation*

Some impacts of the pandemic were unavoidable due to the forced closure of buildings and restrictions on activities. Other impacts were mitigated through responsive actions and changes in working practices and operational activities. Attention to these risks will continue to form part of the strategy and the risk register, as there remains a real risk of on-going disruption due to the pandemic.

TOWN CENTRE PARTNERSHIP

VERSION	DATE	AMENDED?	COMMENTS
0.0	20/01/22		Draft
0.1	24/01/22	Yes	Updated Duties & Powers (section 4), addition of sections 5 and 6.

1. **TYPE OF COMMITTEE =>** PARTNERSHIP
2. **PARENT COMMITTEE =>** STRATEGY AND RESOURCES COMMITTEE

3. **SIZE =>**
 - 2 Woodley Town Council Nominees*
 - 2 Wokingham Borough Councillors*
 - 2 Woodley Traders*
 - 4 co-opted individuals*
 - 1 Wokingham Borough Council Officer
 - 1 Woodley Town Council Officer
 - Town Centre Manager
 - Saturday Market Manager
 - Thames Valley Police
 - Beechwood School

**indicates voting rights*

4. DUTIES AND POWERS

4.1 OVERALL PURPOSE

To maintain a vibrant and successful town centre in Woodley, making it attractive for retailers, residents and the general public.

In order to succeed in its mission, the Partnership will be non political and not aligned to any other organisation.

5. STRUCTURE AND ORGANISATION

The management structure of the initiative consists of 3 main parts:

- Management Committee
- Executive Sub Committee
- Woodley Town Centre Manager

In addition, working parties may be formed as described below in 5.4

5.1 MANAGEMENT COMMITTEE

The Management Committee is the executive body of the Town Centre Partnership.

This Committee is made up of representatives of those organisations which support the Initiative. Its role is to determine the policy and direction of the Initiative through an annual plan. Additionally, it will provide direction regarding any "ad hoc" requirements that occur from time to time.

The Committee will oversee expenditure of the Partnership's funds, in line with the budget, set annually by the Town Centre Management Partnership.

The Partnership's funds will form part of the Council's budget and will be ringfenced for use only on the direction of the Town Centre Manager or the Management Committee of the Town Centre Partnership.

Woodley Town Council will process all invoices and income relating to the Town Centre Partnership and reclaim any VAT as a Section 33 body.

Any budget over or underspend at the year end will be adjusted to a zero balanced budget using the Town Centre Partnership earmarked reserve, also held within the Town Council's funds.

Meetings Schedule

The Management Committee will normally meet 4 times a year (January, March/April, July and October). Meetings will be publicised in the most appropriate way and aimed at encouraging attendance by residents and traders. Agendas, minutes and any associated documentation will be sent out at least one clear week prior to the date of the meeting. A suitable number of spare copies will be available at the meeting for additional attendees.

Extraordinary meetings of the Management Committee will be called, as and when necessary, by the Chairman and the Vice Chairman of the Management Committee.

Attendance

Any individual will be able to attend meetings as long as they are either Woodley residents or local traders, including Market Traders. Invitations to the local police and/or chair of an associated locally based organisation, such as the Woodley and North Earley Community Forum, may be made if that organisation has a valid and direct bearing on the quality of life in the Town Centre.

They will be entitled to request copies of the agenda and associated documentation by application to the Town Centre Manager. These attendees are not members of the Management Committee.

Voting Members of the Management Committee

The Management Committee will comprise voting representatives from the following organisations:

- Woodley Traders (2 voting members)
- Woodley Town Council (2 voting members - nominees)
- Wokingham Borough (2 voting members – councillors)
- Up to 4 individuals co-opted by the Management Committee

Non Voting Members of the Management Committee

- Woodley Town Council Officer
- Wokingham Borough Council Officer
- Town Centre Manager
- Saturday Market Manager
- Thames Valley Police
- Beechwood School

Co-opted Members of the Management Committee

Other individuals may be co-opted as voting members on to the Management Committee following a 2/3rd majority vote of the voting members. Any co-options will be subject to the total number of voting representatives not exceeding 10 people. The co-opted

members' term of office will be up to a maximum of 12 months and come to an end at the following Annual Meeting in October.

Any other resident of Woodley or local trader attending the Management Committee meeting will be encouraged to fully participate in any discussions. However, they will not be allowed to vote.

Selecting Representatives

Each organisation or grouping shall have the right to nominate its own representatives and to send substitutes to meetings of the Management Committee. Any substitutes must be current members of that organisation – e.g. the voting member for Traders must work for a current trader.

Quorum

For the meeting to be quorate a minimum attendance of 1/2 of the voting members of the Management Committee is required.

Discussion Protocol

Normal committee rules will prevail at all meetings with points raised through the Chairman. Individuals wishing to speak during a discussion need first to attract the attention of the Chairman who will invite them to speak at the appropriate time.

The Chairman will be the final arbiter of any discussion.

Chairman & Vice Chairman

The Management Committee will appoint the Chairman and Vice Chairman of the Committee to act for a 12 month period at the Annual meeting in October.

The persons nominated for these positions must come from the voting membership of the Management Committee.

The WTCMI chairman and the Vice Chairman both have voting rights at every meeting of the WTCMI Executive Sub Committee and Management Committee.

Delegation

At any time, following a majority vote, any item can be delegated to the Executive Sub Committee if it is deemed appropriate.

Town Centre Manager

The Management Committee will be responsible for appointing a paid, part time coordinator, called the Town Centre Manager. Further details are provided below under the appropriate heading.

Minutes

Minutes will be recorded of every meeting and published on the Town Council web site. Copies of the minutes will be sent to all participating organisations and to the Strategy and Resources Committee of Woodley Town Council.

5.2 Executive Sub Committee

The Executive Sub Committee is a small committee whose objective is to provide additional support and guidance to the Town Centre Manager.

It will not be able to commit any additional expenditure or allocation of resources as that authority rests solely with the Management Committee.

Meetings Schedule

The Executive Sub Committee will meet on request. The Chairman and Vice Chairman will call meetings of the Executive Sub Committee.

Attendance

All meetings will generally be restricted to the members of the Executive Sub Committee. The Chairman will have the right to agree to any additional attendance as they see fit.

Membership

Members of the Executive Sub Committee will be members of the Management Committee, and will comprise:

- Chairman
- Vice Chairman
- Woodley Town Council councillor member
- Wokingham Borough Council councillor member
- Town Centre Manager

Quorum

A minimum attendance of 3 voting members of the Executive Sub Committee.

Chairman & Vice Chairman

The Partnership Chairman and Vice Chairman will automatically be Chairman and Vice Chairman of the Executive Sub Committee.

Delegated Responsibility – Personnel Matters-

The Executive Sub Committee will be responsible for the recruitment of staff and other personnel matters, and will report decisions or refer matters, as appropriate, to the Management Committee.

Minutes

Minutes of all meetings will be recorded and maintained by Town Centre Manager. Either written minutes or a verbal report will be provided at the next meeting of the Management Committee.

5.3 Woodley Town Centre Manager

The Town Centre Manager will be responsible for the implementation of policy, agreed projects and the co-ordination of all Town Centre Partnership activities, and any urgent operational decisions need to be agreed with the chair (or the vice chairman in the chairman's absence).

He/she will be responsible to the Management Committee for the preparation and publicity of the annual plan and on all issues of policy but will be managed, on a day to day basis, by the Town Clerk of Woodley Town Council.

A more detailed definition of the responsibilities of the Town Centre Manager can be found in a separate document covering the job description.

5.4 Working Parties

Additional working parties may be created, if needed, following a simple majority vote of the Management Committee.

All working parties must have fully defined terms of reference, including timescales and will report back to the Management Committee with recommendations. A working party will not be able to authorise any additional expenditure or commitment of any resource unless delegated to do so by the Management Committee.

6. OTHER

6.1 Press

Only the Chairman and Town Centre Manager, jointly, are authorised to act as press spokespersons on behalf of the Town Centre Partnership.

6.2 Changes to the Terms of Reference

Any proposal to amend these Terms of Reference must be brought to the attention of the Chairman of the Management Committee. The Chairman will then decide if the amendment goes on the next available agenda for discussion by full committee or if a small working party needs to review a more complex amendment and bring recommendations to the Management Committee. Amendments to the Terms of Reference require a 2/3rd majority vote in favour to be adopted.

Youth Services Task and Finish Working Group

VERSION	DATE	AMENDED?	COMMENTS
0.0	20.01.22		Draft

1. TYPE OF COMMITTEE => Task and Finish Working Group

2. PARENT COMMITTEE => Strategy and Resources Committee

3. SIZE => 4 Councillors

4. DUTIES AND POWERS

4.1. OVERALL PURPOSE

- a. The working group's role is to develop and agree the terms of a service level agreement for the provision of youth support services, and to make a recommendation on the appointment of a service provider, to the Strategy and Resources Committee. This will involve engagement with potential providers through expressions of interest – prior to formal tendering.

4.2. MEETINGS

- a. Meetings of the working group shall take place as required in order to achieve the stated purpose.
- b. Officers will be in attendance at all meetings.

4.3. TERMS OF OPERATION

- a. To consider expressions of interest from organisations wishing to provide youth support services under a service level agreement.
- b. To consider and approve the terms of the service level agreement prior to publishing/formal tender invitation.
- c. To consider formal tender submissions received for the provision of youth support services and make a recommendation to the Strategy and Resources Committee on the appointment of a provider for these services, in accordance with the SLA and the Strategy for Youth Services 2022-2027.
- d. Tendering will be in accordance with the Public Procurement Regulations 2015.

Minutes of a Meeting of the Planning and Community Committee held at the Oakwood Centre on Tuesday 1 February 2022 at 7:45 pm

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

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

Also present: *Councillors: N. Al Sanjari; K. Baker; T. McCann
47 members of the public*

71. After opening the meeting the Chairman proposed, seconded by Councillor Bragg, that under Standing Order 13 a) v) the order of business set out in the agenda be altered to move item 11, Wokingham Borough Council – Active Travel Fund, forward for discussion after item 3, Minutes of the Planning and Community Committee meeting held on 4 January 2022. Following a vote it was:

RESOLVED:

- ◆ That the order of business be altered in line with Standing Order 13 a) v), for reasons of urgency, to bring forward agenda item 11 forward for discussion.

Voting: For: 7 Against: 0 Abstentions: 0

72. **APOLOGIES**

Apologies for absence were received from Councillor M. Nagra, and Kevin Murray (Deputy Town Clerk).

73. **DECLARATIONS OF INTEREST**

There were no declarations of interest made by Members.

74. **MINUTES OF THE PLANNING AND COMMUNITY COMMITTEE MEETING HELD ON 4 JANUARY 2022**

RESOLVED:

- ◆ That the minutes of the Planning and Community Committee meeting held on 4 January 2022 be approved and be signed by the Chairman as a true and accurate record.

75. **WOKINGHAM BOROUGH COUNCIL ACTIVE TRAVEL FUND**

Due to the high number of members of public in attendance, the Chairman recommended that the Committee suspend Standing Order 37 b), which limits public participation in the discussion of an item 15 minutes, and increase the limit to 30 minutes. Councillor Cheng proposed, seconded by Councillor Bragg, and following a vote it was:

RESOLVED:

- ◆ That Standing Order 37 b) be suspended, and that public participation in the discussion of this item be instead limited to 30 minutes.

Voting: For: 6 Against: 0 Abstentions: 0

Councillor Baker spoke, declaring that he was speaking on behalf of Conservative Borough Councillors and not as Mayor of Wokingham. Councillor Baker advised that Wokingham Borough Officers had not consulted with Borough Councillors prior to issuing this consultation, which he noted was disrespectful to both Councillors and to the public who had elected them.

Councillor Baker advised that he strongly objected to the scheme's proposal to introduce a one way system on Woodlands Avenue. He stated that the section of road is one of the busiest in Woodley, and acts as an arterial road into the precinct. He noted that the Waitrose Car Park was not referenced in the consultation and that the proposals would make it more difficult to access the car park, impacting Woodley businesses at a time when, following the Covid pandemic, they need business. He noted that the consultation contained no details of any alternative routes, with the proposals impacting those who live on the section of road in question as well as creating significant increased traffic on other roads, especially Antrim Road.

Members of the public in attendance spoke to raise their objections to the proposals. Residents raised a concern as to whether Wokingham Borough Council had conducted a cost analysis into the proposal and, if so, how and when this took place, and when will it be made public. Residents also queried whether an analysis of traffic levels, including the number of cyclists, had taken place and again, if so, when this information would be made available. There were also concerns raised about how the one way system would be policed.

Residents also noted that there had been a lack of consultation prior to the proposals being made public, specifically with those who would be most affected such as the residents of Woodlands Avenue. It was highlighted that residents of Woodlands Avenue would face significant access issues, which would cause particular difficulty to disabled residents who may need convenient access. There are many elderly and disabled residents in this road and the scheme would see reduced access and remove the ability to park outside houses. This would further cause difficulties for delivery vehicles and other emergency and utility vehicles and potential diversions for buses.

Residents noted that a member of the public had been in contact with Wokingham Borough Council regarding this matter. Wokingham Borough Council had identified that additional traffic would likely be directed down Antrim Road, but that they would wait to see the effects of this before considering whether any measures would be needed to mitigate this. Residents felt this was not appropriate and that a plan should be made now. The member of the public, who spoke at the meeting, noted that a safety audit had not been included in the consultation and that, after analysing freely available road safety data, they had identified that there had been no accidents on this stretch of road for the past 22 years. The individual also noted that Wokingham Borough Council had highlighted public comments on safety and speeding which had been made during a previous consultation on the scheme as evidence for proposing to reduce the speed limit to 20 mph, but that no specific data had been reviewed. It was also noted that previous consultations had made no mention of a one way system being introduced.

Residents also noted that the proposed one way system could cause significant access issues for emergency services; such as emergency first responders, ambulance and fire services. Two emergency first responders attending the meeting gave the example that their navigational systems, whilst directing them to the vicinity of specific address, can sometimes lead them to overshoot an address, and then having to negotiate the one way system would add significant time to them being able to get to an emergency. One also identified that a significant medical emergency may require multiple vehicles to attend, and the proposal would create major access issues for these services. It was estimated this could increase journey times by up to 10 minutes.

A comment was also made regarding the potential for the proposal to devalue houses in the area, and whether any consideration had been made to this and compensating those households, or providing a rates reduction.

A number of residents highlighted that the number of cyclists they see on this route is minimal. Some of these, identifying themselves as cyclists, said they cycled this route regularly and never felt unsafe so questioned why there was the need for such a significant change to the Woodland Avenue road system when it was not unsafe.

One resident asked those in attendance whether anybody supported the cycle route, and the one response made by another resident was that, whilst there are bits of the scheme that are good, they did not support the one way system on Woodlands Avenue.

Residents noted there is existing infrastructure for cyclists that could be upgraded in Woodley to replace this proposal and maintain safe cycling at a lesser cost without the associated upheaval and one way system. A concern was also raised regarding the safety of stepped cycles routes which could cause a hazards for pedestrians, especially the elderly and disabled.

Borough Councillor Shirley Boyt spoke to encourage all residents to engage and respond to the consultation, noting that this was by no means a done deal. She also encouraged those responding to also provide views on the rest of the scheme as, whilst clearly the one way system was not appropriate, other sections of the route have issues too which need to be raised, such as the narrowing of the road at certain junctions, and the loss of parking bays. It was noted that the loss of parking bays further along the route may make it more difficult to access the playing fields and dissuade persons to use them.

Councillor Al-Sanjari asked again whether Wokingham Borough Council officers had met with Borough Councillors, and both Councillor Baker and Councillor Soane confirmed they hadn't. Councillor Al-Sanjari asked if this was normal, and Councillor Soane stated it was not. Councillor Baker stated he was trying to find out why this had not happened. Councillor Al-Sanjari also questioned whether any consultation had taken place with disability groups or schools within the vicinity of the proposals.

The Chairman confirmed that the Town Council had only been made aware of the consultation at the same time as members of the public, just before it went live. He advised that the Town Council had written to Wokingham Borough Council's Lead Member for Highways who had apologised that no prior communication had taken place.

Members noted that they supported all the concerns and objections raised by residents, and thanked everyone for attending and those who spoke on the matter. It was noted that the number of people attending showed the strength of feeling regarding the issue. Members noted that, whilst they are in support of improving cycle routes in Woodley, the proposal for the one way section on Woodlands Avenue was not appropriate and should be objected to. They also noted a very significant concern over the lack of consultation on this matter.

A suggestion was made that Members would like an appropriate Wokingham Borough Council representative to attend a future Planning & Community Committee Meeting to hear the views of Members and residents on this matter.

RESOLVED:

- ◆ To submit the Town Council's objections to Wokingham Borough Council regarding the proposal to create a one way system on Woodlands Avenue, specifically stating the Town Council's support of the residents comments and highlighting significant concern over the lack of prior consultation and communication.

- ◆ To invite a Wokingham Borough Council representative to attend a future Planning & Community Committee Meeting to hear views from Members and the public on this matter.

The Chairman reminded all in attendance of the importance of responding directly to Wokingham Borough Council to provide their own individual views regarding the consultation. He then invited those who did not wish to stay for the rest of the meeting to leave. There was a short recess as people exited, with three members of the public remaining.

76. **CURRENT PLANNING APPLICATIONS**

RESOLVED:

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

77. **PLANNING DECISIONS**

RESOLVED:

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

78. **PLANNING APPEALS**

RESOLVED:

- ◆ To note the following appeal decision:

Application:	211199
Location:	26 Hudson Road, Woodley, RG5 4EW
Proposal:	Householder application for the proposed erection of a first floor side extensions including insertion of 4 no. roof lights. (Woodley Town Council did not object to the proposal)
Details:	Appeal against refusal of planning permission.
Decision:	The appeal was allowed and planning permission was granted.

79. **EXISTING LAWFUL DEVELOPMENT CERTIFICATE NOTIFICATION**

RESOLVED:

- ◆ To note application 220010:

Location:	15 Hudson Road, Woodley, RG5 4EN
Proposal:	Application for a certificate of existing lawful development for the erection of a single storey rear extension and relocation and extensions of the detached garage to form a garage/ancillary outbuilding.

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

RESOLVED:

- ◆ To note application 214181:

Location:	TPO 0025/1971, AREA 1: 2 Wildwood Close, Woodley, RG5 3BY.
Proposal:	T1, Ash – Pollard by 5-6 metres. T3, Oak – Remove epicormic growth on stem up to the first main fork and reduce the canopy by 2-3 metres to previous pruning points.
- ◆ To note application 214172:

Location:	TPO 0003/1951: 85 Nightingale Road, Woodley, RG5 3LY
Proposal:	T1 Silver Birch – Crown reduction of 5m.

- ◆ To note application 220120:
Location: TPO 0025/1971, AREA 1: Land north of, Wildwood Close, Woodley, RG5 3BY.
Proposal: T1, Oak – Fell dead tree, leaving stump approx. 2 metres in height. T2, Oak - Fell leaning tree with damaged stem, leaving stump approx. 1.5 metres in height. T3, Holly - Reduce height by 1.5 metres.

81. **PAVEMENT LICENSE APPLICATION**

RESOLVED:

- ◆ To note the receipt of the following Pavement License Application:
Site: Greggs - 136-142 Crockhamwell Road Woodley RG5 3JH
Details: Application for land adjacent to the above for the operation of refreshment facilities
Operating Times: Mondays to Saturdays 07:00 (7am) to 18:00 (6pm); Sundays 08:00 (8am) to 16:30 (4:30pm).
- ◆ To note that the Town Council's comments were required prior to the meeting, and that concerns regarding early morning noise for residents of the flats above, as well as the siting of the tables and chairs immediately in front of the shop frontage blocking the natural pedestrian walkway and waterproof awning, were submitted to Wokingham Borough Council by the deadline.

82. **TELECOMMUNICATIONS PRE-APPLICATION CONSULTATION**

Borough Councillor Shirley Boyt highlighted to the Committee that, when the full application for this proposal is received, they may wish to query why there is a need to move the mast a short distance from its' current location when there will be excavation works required to move it which may damage mature trees.

RESOLVED:

- ◆ To note the communication received from Cornerstone regarding the proposed upgrade of the Vodafone radio base station on Woodlands Avenue.
- ◆ To note that the Town Council's comments were required prior to the meeting, and that no objections were raised.

83. **WOKINGHAM BOROUGH COUNCIL DRAFT ANTI-POVERTY STRATEGY 2022-26**

Members noted a concern that Wokingham Borough Council's draft Anti-Poverty Strategy 2022-26 makes reference to strengthening resilience, rather than resolving the issue of poverty. Members also noted that a number of issues appear to have been omitted from the strategy, including reference to supporting families through the provision of free schools meals, including during the school holidays, as well as the cost for families kitting their children out with expensive school uniform.

Members also noted that the consultation again was only issued online, ostracising those without internet capabilities which might more likely include those to which the strategy relates.

RESOLVED:

- ◆ To send specific comments to the Committee Officer in order that a draft response be prepared on behalf of the Town Council to be submitted to Wokingham Borough Council regarding the draft Anti-Poverty Strategy 2022-26

84. **WOKINGHAM LOCAL PLAN – TWYFORD GARDENS**

Members noted the correspondence received from Berkeley Group regarding the proposed development at Twyford Gardens and did not support this.

RESOLVED:

- ◆ To respond to the correspondence from Berkeley Group to confirm the Town Council do not support the proposed Twyford Gardens development.

85. **EARLEY STATION FOOTBRIDGE UPDATE**

Members noted the Chairman's report, circulated as part of the agenda, regarding the current state of play with the proposed replacement of Earley Station Footbridge. Following a recent site visit by Committee Members and staff from Wokingham Borough Council, Members noted that the scope of the ramps being proposed to access the bridge were more extensive than appear in the drawings. Both ramps on either side would be 200m in length, and there is only proposed to be a set of stairs on the Woodley side of the bridge. The bridge itself is 130m, meaning someone unable to use stairs would be required to travel over half a kilometre over the bridge.

Members noted that, even if the proposals were to be approved, it could take up to two and a half years to replace the bridge, meaning residents would need to find alternative routes in the interim; this could include accessing alternative stations with new habits potentially remaining when the bridge is finally replaced. Members also felt that the alternative route via the nearby subway is not currently ideal due to graffiti and evidence of drug use.

Members were uncertain whether Wokingham Borough Council had satisfactorily considered alternatives to the replacement of this bridge as, if they had, Members had not seen any alternatives.

Members recommended that the Chairman's report be used as the basis of the Town Council's response to this proposal, with the addition that the Town Council wishes Wokingham to investigate and consider other options and to consult with the Town Council on these.

RESOLVED:

- ◆ To submit a response to Wokingham Borough Council using the Chairman's report as the basis, with the addition that the Town Council wishes Wokingham to investigate alternative options and consult with the Town Council on these.

86. **PUBLICATIONS/INFORMATION**

RESOLVED:

- ◆ To note receipt of the following:
 - CCB Action for All e-Bulletin – January 2022

87. **FUTURE AGENDA ITEMS**

There were no suggestions for future agenda items.

88. **PUBLICITY/WEBSITE**

Members requested that officers consider how they may promote Wokingham Borough Council consultations better, including utilising notice boards to inform residents who do not have access to the internet.

89. **ENFORCEMENT ISSUES**

Members noted that, in relation to the enforcement closure notice regarding 307 Headley Road, this closure had been issued after grass had been cut at the property. However, there were still issues with a number of parked vehicles on this plot of land and this was being pursued.

RESOLVED:

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

90. **EXCLUSION OF PUBLIC AND PRESS**

RESOLVED:

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

91. **CITIZENS AWARDS**

Following consideration of each of the nominations it was:

RESOLVED:

- ◆ To award a total of eight Citizens Awards.

The meeting closed at 9:47 pm

Observations on the following Planning Applications made at the Planning & Community Committee meeting held on 1 February 2022

Application No. & Address	Proposal
214173 Land adjacent to Sonning Golf Club, Duffield Road/Pound Lane, Sonning, Reading, RG4 6GJ	ADJOINING PARISH CONSULTATION Full application for the proposed development of a specialist dementia residential care home (Use Class C2) with the creation of new pedestrian, cycle and vehicular access, plus landscaping and associated works.
Observations: The Planning & Community Committee considered the proposal and recommended that the application be refused. There are significant concerns that the scale of the development would cause a cumulative impact of additional traffic, with the road infrastructure unable to cope with the increased traffic. The Committee also believe there to be insufficient on-site/off-road parking provision for the volume of staff / visitors that will be accessing this site daily.	
214182 10 Warren Road, Woodley, RG5 3AP	Householder application for the proposed erection of two/single storey rear extension, loft conversion, single storey side extension, porch and roof lights to side elevation. Demolition to existing garage.
Observations: The Planning & Community Committee considered the proposal and recommended that the application be refused on the following grounds: <ul style="list-style-type: none"> - Out of keeping with neighbouring properties - Out of character with the street scene The Committee noted and supported the comments from the neighbour at 12 Warren Road.	
220011 94 Colemans Moor Road, Woodley, RG5 4DN	Householder application for the proposed development of a single storey side extension.
Observations: No objections.	
220029 25 Woodlands Avenue, Woodley, RG5 3HN	Householder application for the proposed erection of a pitched roof front canopy, single storey rear extension, to include the insertion of 1no. roof light, loft conversion to create habitable accommodation, including the insertion of 4no. dormers, plus hip to gable roof extension, following demolition of existing outbuilding.
Observations: The Planning & Community Committee considered the proposal and had no objections on condition that the proposed side windows overlooking 27 Woodlands Avenue are fitted with obscure glass.	
220041 3 Ravensbourne Drive, Woodley, RG5 4LH	Householder application for the proposed erection of a single storey front extension to create a porch, following demolition of existing porch, plus the insertion of 2 no. rooflights.
Observations: No objections.	

<p>220054 83 Butts Hill Road, Woodley, RG5 4NN</p>	<p>Householder application for the proposed raising of the roof to create habitable accommodation, Juliet balcony insertion, changes to fenestration plus front porch extension and insertion of 8 no. rooflights.</p>
<p>Observations: No objections.</p>	
<p>220078 74 Roslyn Road, Woodley, RG5 3HS</p>	<p>Householder application for the proposed single storey rear extension with 2 rooflights over to replace existing conservatory.</p>
<p>Observations: No objections.</p>	
<p>220108 189 Fairwater Drive, Woodley, RG5 3JQ</p>	<p>Householder application for the proposed erection of a single storey front extension and steps.</p>
<p>Observations: The Planning & Community Committee considered the amended proposals for this property and, as with the previous proposals, recommended that the application be refused on the following grounds:</p> <ul style="list-style-type: none"> - Out of keeping with neighbouring properties - Out of character with the street scene - Could set a precedent 	
<p>220115 53A Rowan Drive, Woodley, RG5 4LN</p>	<p>Householder application for the proposed insertion of a first floor front window.</p>
<p>Observations: No objections.</p>	
<p>220122 24 Redwood Avenue, Woodley, RG5 4DR</p>	<p>Householder application for the proposed erection of a part single storey, part two storey, side/rear extension, plus garage conversion to create habitable accommodation.</p>
<p>Observations: The Planning & Community Committee considered this application and, whilst they did not have any specific objections, there were concerns regarding whether there would be sufficient on-street / off road parking.</p>	
<p>220133 101 Pound Lane, Sonning, RG4 6GG</p>	<p>ADJOINING PARISH CONSULTATION Outline application for the proposed erection of a 4 storey 70 Bedroom care home with associated parking and servicing following demolition of the existing 2No dwellings and out buildings (Access, scale, Layout and Design to be considered).</p>
<p>Observations: The Planning & Community Committee considered the proposal and recommended that the application be refused. There are significant concerns that the scale of the development would cause a cumulative impact of additional traffic, with the road infrastructure unable to cope with the increased traffic. The Committee also believe there to be insufficient on-site/off-road parking provision for the volume of staff / visitors that will be accessing this site daily.</p>	

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SUNFLOWER HIDDEN DISABILITIES SCHEME

REPORT OF THE COMMITTEE OFFICER

Purpose of Report

To ask Members to consider signing up to be a member of the Sunflower Hidden Disabilities Scheme.

Background

In November the Council received an email from a newly appointed Hidden Disabilities representative at Christ Church Woodley asking if the Town Mayor would consider raising awareness of the Sunflower Hidden Disabilities scheme by promoting Woodley as a 'Sunflower' aware town.

Operated by a private company, Hidden Disabilities Sunflower Scheme Limited, the scheme involves people with hidden or invisible disabilities wearing a lanyard with a sunflower on a green background as a discrete way of helping people identify those who may need additional time or support. Items, such as lanyards, cards, other accessories and marketing materials, are available to purchase on the company's website: hiddendisabilitiesstore.com.

The company are also dedicated to helping organisations to identify colleagues and customers with non-visible disabilities and to become confident to provide them with additional help or assistance. Organisations can sign up to be a member of the scheme; there are 4 levels of membership, described on the website as follows:

BASIC (Free)

At its most basic, join for free and commit to train your colleagues to recognise the Sunflower and support those who chose to wear it. You will be added to the Sunflower map to be discovered by our Sunflower wearers as they plan their days out.

STANDARD (£250pa/£25pcm)

As a standard member, bring your business to life by providing details useful for Sunflower wearers' visits including accessibility and reveal your Sunflower-friendly events. Deepen your organisation's understanding of non-visible disabilities and make the most of volume discounts and the opportunity to join Purple 365 at a discounted rate.

PROFESSIONAL (£500pa/£50pcm)

As well as everything that the standard membership offers, explore workplace considerations and access more detailed specific non-visible disabilities videos. Find out what Sunflower wearers think with feedback from those that visit your organisation.

CORPORATE (£1,250pa/£125pcm)

Corporate membership is for our larger corporate members who will be the first to hear about and take advantage of new Sunflower developments as well as having the opportunity of keeping our Sunflower wearers informed about how you support them in featured articles.

A comparison of the membership plans can be found in **APPENDIX A**.

Further details of the scheme can be found on the organisation's website.

Proposals

The original email correspondence was shared with the Town Mayor and it was agreed that, in order to raise awareness and promote the 'Sunflower' scheme, Full Council should consider whether the Town Council should sign up as a member of the scheme.

At the lowest end the Basic membership is free. The Town Council would be added to the scheme's directory and location map, and would receive information, a media pack and a training video. Other membership options range from £250pa to £1,250pa however it is not believed that the Council would benefit from paying for additional membership benefits.

By signing up to the Basic membership the Town Council would be committing to train staff to recognise the logo and understand more about supporting individuals with hidden disabilities. It is envisaged that training would be undertaken in house utilising existing staff resource.






The Council would be able to publicise its' membership in order to promote the scheme and show support for those with hidden disabilities.

Impacts

Resources
If signing up to the Basic membership there would be no resource impact.
Equality
Associated staff training will enable the Council to provide a better service to those residents with hidden and non-visible disabilities. Associate signage, marketing and PR will promote the Sunflower scheme to Woodley residents, improving inclusion for those with hidden and non-visible disabilities.
Environmental
There are no identified environmental impacts.

Recommendations:

- ◆ **That Members note the information contained in the report.**
- ◆ **That Members consider signing up to the Sunflower scheme under the Basic membership option.**

	BASIC <small>with a Sunfloweronline account</small>	STANDARD £250 Annual / £25.00pcm	PROFESSIONAL £500 Annual / £50.00pcm	CORPORATE £1,250 Annual / £125.00pcm
📍 WHERE CAN I FIND THE SUNFLOWER? (MAP)				
Add your company name and location	✓	✓	✓	✓
Your company logo and contact details		✓	✓	✓
How accessible is your organisation?		✓	✓	✓
Describe your organisation incl. photos		✓	✓	✓
Do you provide free Sunflower items?		✓	✓	✓
👤 SUNFLOWER MEMBERS DIRECTORY				
Add your company name	✓	✓	✓	✓
Add your company logo		✓	✓	✓
Featured Sunflower member				✓
📅 EXPERIENCES & EVENTS				
Add Sunflower-friendly experiences and events		✓	✓	✓
🧠 INVISIBLE DISABILITIES INDEX				
Summary of non-visible disabilities	✓	✓	✓	✓
Detailed overview of each non-visible disability		✓	✓	✓
Workpace considerations			✓	✓
Videos about specific invisible disabilities			✓	✓
📢 MEDIA				
Sunflower media pack	✓	✓	✓	✓
Sunflower launch support		✓	✓	✓
Opportunity to receive Sunflower wearers' feedback			✓	✓
Submit articles			✓	✓
Featured articles				✓
📖 TRAINING				
Sunflower training summary video	✓	✓	✓	✓
Sunflower training videos		✓	✓	✓
Purple Tuesday 365 discount (33%)		✓	✓	✓
Sunflower live training webinar with Q&A			ANNUAL	QUARTERLY
Sector-specific implementation advice			✓	✓
📦 PRODUCTS & DISCOUNTS				
Access to Sunflower business products		✓	✓	✓
Volume product discounts		✓	✓	✓
Business starter pack discount		✓	✓	✓
Free Corporate Starter pack			✓	✓
Loyalty reward program			✓	✓
Carbon neutral programme membership			✓	✓
 Please choose your subscription level:	BASIC <small>with a Sunfloweronline account</small>	STANDARD £250 Annual / £25.00pcm	PROFESSIONAL £500 Annual / £50.00pcm	CORPORATE £1,250 Annual / £125.00pcm
				

REPORTS FROM OUTSIDE BODIES

Full Council – 8 February 2022

ReadiBus (February 2022)**CT Awards**

In November The CT (Community Transport) Awards named ReadiBus as the best community transport service in England – and a runner-up for the whole of the UK – for its service provision during the pandemic. The award was in the headline category of 'Community Transport Provider of the Year' and the ceremony highlighted the service provided during the last 21 months by community transport organisations throughout the length and breadth of the country. See more on the WTC Website.

West Berkshire

The Ombudsman's report on its findings against West Berkshire Council (WBC) was published just before Christmas 2021. Following an investigation spanning 21 months, the Local Government & Social Care Ombudsman has found that West Berkshire Council was at fault for failing to carry out a public consultation about its 68% reduction in grant funding to ReadiBus in its 2019/20 budget proposals and that 'this caused injustice'. The council had said: "Public consultation with service users on the proposals was not considered to be appropriate by officers due to a significant number of them having learning difficulties. The Ombudsman stated, "If this was the council's reason for not carrying out a public consultation, this is concerning as many of ReadiBus' clients have mobility issues and not learning disabilities. In addition, a public consultation could have engaged with the families and carers of those with learning disabilities and to exclude them from this process on the basis they may not understand the process is fault."

West Berkshire Council has been told to apologise to ReadiBus, to pay compensation and to review its procedures. The apology has been made to ReadiBus. Readibus wants a meeting with West Berkshire Council with a view to fully exploring what went wrong and how it can put right.

Cllr Alex Heap, February 2022

Poor's Land Charity (February 2022)

May I begin with an apology to Council. Since the charity decided to meet face to face rather than remotely I have been unable, because of my medical advice, to attend meetings. I am able to do this report because of the very good notes that are produced from these meetings but also there is a constant chain of emails involving ongoing issues.

It was recently revealed that the Charities Commission records and website had not been updated for some time, this has now been rectified and the details of Trustees is up to date.

Some flats have become available because of the sad deaths of several residents. I am very grateful to my colleagues for interviewing applicants and providing information regarding their situation and suitability to Trustees to enable them to select people who will benefit from what is offered.

The death of residents has also given an opportunity to redecorate and do further maintenance on both individual flats and communal areas. As Trustees we need to be very thankful that Evelyn Fidler, our clerk, is so skilful and experienced at both identifying

suppliers and workmen but also monitoring what is done so that we get value for money, jobs done well and in a timely manner, and reliable information to make decisions.

The trust is still in negotiations with Wokingham Borough Council regarding the replacement of the Elm tree that was removed last year after being damaged by strong winds.

Sadly, Christmas Parties were not held this year as a result of the pandemic, however residents did receive gifts from the Trustees as normal. Hopefully things will be better this year.

Cllr Beth Rowland, February 2022

MAYORAL ENGAGEMENTS – 8th December 2021 to 7th February 2022

Town Mayor’s Engagements

January	12 th	HQ Supermarket Opening – Woodley Town Centre
	26 th	Wokingham North PCN / Berkshire Healthcare Foundation Trust – Lower Leg Clinic Opening

Deputy Town Mayor’s Engagements

The Deputy Town Mayor has not attended any engagements during this period.