



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

To: **ALL MEMBERS OF THE COUNCIL**

YOU ARE HEREBY SUMMONED to attend a Meeting of Woodley Town Council at 8:00pm on Tuesday 23 June 2020. This will be a virtual meeting, as authorised by the Coronavirus Act (2020), Section 78.

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

Deborah Mander
Town Clerk

Town Forum

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

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

A G E N D A

1. **ELECTION OF TOWN MAYOR**

To elect a Town Mayor for the 2020/21 municipal year.

The outgoing Mayor will address the Council.

The outgoing Mayor will then call for nominations for the office of Town Mayor for 2020/21.

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

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

The newly elected Town Mayor to take the chair. The Declaration of Acceptance of Office to be signed as soon as possible following the meeting.

The Town Mayor to address the Council.

3. **APOLOGIES**

4. **DECLARATIONS OF INTEREST**

To receive any declarations of interest from Members.

5. **ELECTION OF DEPUTY TOWN MAYOR**

To elect a Deputy Town Mayor for the 2020/21 municipal year.

The Town Mayor will call for nominations for the office of Deputy Town Mayor for 2020/21.

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

6. **ACCEPTANCE OF OFFICE**

To note the election of Councillor Darren Smith to the Town Council and that Councillor Smith has signed the declaration of acceptance of office as required by law.

7. **MINUTES OF COUNCIL MEETING HELD ON 4 FEBRUARY 2020**

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To approve the minutes of the Council Meeting held on 4 February 2020, and that they be signed by the Chairman.

8. **MINUTES OF THE URGENCY COMMITTEE MEETING - 19 MARCH 2020**

To receive the minutes of the Urgency Committee meeting, which took place via email, concluding on 19 March 2020. (**Report No. FC 2/20**)

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9. **COMMITTEE REPORTS**

To receive reports from the following:

9.1	Planning and Community Committee	25 February 2020	Page 19
9.2	Planning and Community Committee	19 May 2020	Page 25
9.3	Planning and Community Committee	16 June 2020	Page 33

10. **MEMBERSHIP OF STANDING COMMITTEES**

Under the provisions of the Coronavirus Act 2020, the majority of Members currently serving on the Council's standing committees will remain in place for the 2020/21 municipal year. It is proposed that the membership of each of the standing committees for the 2020/21 municipal year will be as listed below. Members are asked to approve the membership of the standing committees for the 2020/21 municipal year.

Newly appointed members are underlined.

10.1 **Strategy and Resources Committee**

Cllr K. Baker (Chairman)
Cllr S. Brindley (Vice Chairman)
Cllr J. Anderson
Cllr A. Chadwick
Cllr J. Cheng
Cllr K. Gilder
Cllr T. McCann
Cllr B. Rowland
Cllr P. Wicks

- 10.2 **Leisure Services Committee**
Cllr D. Bragg (Chairman)
Cllr B. Soane (new Vice Chairman)
Cllr K. Baker
Cllr M. Doyle
Cllr M. Green
Cllr A. Heap
Cllr S. Rahmouni
Cllr D. Smith
Cllr A. Swaddle

- 10.3 **Planning and Community Committee**
Cllr P. Wicks (Chairman)
Cllr J. Cheng (Vice Chairman)
Cllr K. Baker
Cllr D. Bragg
Cllr M. Forrer
Cllr K. Gilder
Cllr C. Jewell
Cllr J. MacNaught
Cllr D. Mills
Cllr S. Rahmouni
Cllr R. Skegg
1 vacant place (Liberal Democrat place)

11. **MEMBERSHIP OF WORKING PARTIES AND SUB-COMMITTEES**
Under the provisions of the Coronavirus Act 2020, Members currently serving on the Council's working parties and sub-committees will remain in place for the 2020/21 municipal year. It is proposed that the membership of each of the working parties and sub-committees for the 2020/21 municipal year will be as listed below. Members are asked to approve the membership of the working parties and sub-committees for the 2020/21 municipal year.

11.1 **Strategy and Resources Committee**

- a) **Investments Working Party**
Cllr J. Anderson
Cllr K. Baker
Cllr S. Brindley
Cllr B. Rowland
- b) **Risk Management Working Party**
Cllr D. Bragg
Cllr M. Doyle
Cllr M. Green
Cllr D. Mills
- c) **Catering Partnership**
Cllr S. Brindley
Cllr J. Cheng
Cllr M. Green
Cllr J. MacNaught
Cllr R. Skegg

- d) **Standing Orders and Financial Regulations Working Party**
Cllr K. Baker
Cllr C. Jewell
Cllr D. Mills
Cllr A. Swaddle

- e) **PR/Marketing Working Group**
Cllr K. Baker
Cllr S. Brindley
Cllr T. McCann
Cllr A. Swaddle

- f) **Personnel Sub Committee**
Cllr J. Anderson
Cllr C. Jewell
Cllr J. Sartorel
Cllr B. Soane

- g) **Climate Emergency Working Party**
Cllr K. Baker
Cllr C. Jewell
Cllr P. Wicks

11.2 **Strategy and Resources Committee and Leisure Services Committee**

Woodford Park Leisure Centre Regeneration Task and Finish Group

Cllr K. Baker
Cllr D. Bragg
Cllr S. Brindley
Cllr K. Gilder
Cllr A. Heap
Cllr A. Swaddle

11.3 **Leisure Services Committee**

a) **Community Youth Partnership**

Cllr N. Al-Sanjari
Cllr J. Cheng
Cllr M. Forrer
Cllr K. Gilder
Cllr S. Rahmouni
Cllr R. Skegg

b) **3G Pitch Steering Group**

Cllr K. Baker
Cllr S. Rahmouni
Cllr R. Skegg

11.4 **Planning and Community Committee**

Cycling in Woodley Working Party

Cllr K. Baker
Cllr D. Bragg
Cllr A. Chadwick
Cllr A. Heap
Cllr C. Jewell
Cllr J. MacNaught

11.5 **Full Council**

Bulmershe Site of Urban Landscape Value (SULV) Joint Working Party

Cllr K. Baker
Cllr K. Gilder
Substitute: Cllr D. Bragg

12. **REPRESENTATIVES ON OUTSIDE BODIES**

It is proposed that the Council's current representatives on outside bodies remain in place for the 2020/21 municipal year. The current representatives on outside bodies are listed below. Members are asked to approve the representatives on outside bodies for the 2020/21 municipal year.

Berkshire Association of Local Councils (BALC) – 2 places
Cllr D. Bragg and Cllr B. Rowland

Wokingham District Association of Local Councils – 2 places (Both vacant)
No appointment to be made until the future of the association is determined

ARC – 2 places
Cllr K. Gilder and Mrs S. Flower

Campaign Against Waste – 1 place + 1 deputy
Cllr P. Wicks Deputy: Cllr C. Jewell

Citizens Advice Wokingham – 1 place
Cllr D. Bragg

Highwood Management Conference – 2 places
Cllr K. Gilder and Mrs M. Holmes

Museum of Berkshire Aviation Trust – 1 place
Cllr M. Green

Poor's Land Charity – 4 places
Cllr D. Mills and Cllr B. Rowland serving to 2022
Cllr J. Cheng and Mrs S. Flower to be reappointed to serve to 2024

ReadiBus – 1 place
Cllr J. MacNaught

Road/Street Works Major Projects Meeting – 1 place + 1 deputy
Cllr D. Bragg Deputy: Cllr C. Jewell

Robert Palmer’s Almshouse Charity – 1 place
Cllr S. Rahmouni to be reappointed to serve to 2024

Sonning & District Welfare & Education Trust – 1 place
Cllr D. Smith

The Bulmershe School: Governor – 1 place
Cllr N. Al-Sanjari

Wokingham Borough/Parish Working Group – 1 place + 1 deputy
Cllr M. Nagra Deputy: Cllr T. McCann
NB. Deputy may attend all meetings, but cannot vote if 1st representative is present.

Woodley Airfield Centre Management Committee – 2 places
Cllr K. Gilder and Cllr B. Soane
[No longer meeting but leave on the list]

Woodley Bowling Club Management Committee – 1 place
Cllr S. Rahmouni

Woodley and North Earley Community Forum
Cllr K. Baker and Cllr D. Bragg

Woodley Town Centre Management Initiative – 2 places
Cllr K. Baker and Mrs M. Holmes

Woodley Volunteer Centre – 1 place
Cllr J. MacNaught

13. **2019/20 YEAR END**
To note the 2019/20 year end outturn figures, in summary and by committee.
(Appendix 13) Page 41
14. **FINANCIAL STATEMENTS AND ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2019/20**
- a) To approve the Financial Statements for 2019/20 and authorise the signing of the statements by the Mayor and the Town Clerk. Appendix Pages 1 - 12
- The Financial Statements have been prepared as supporting accounting working papers to the Accounting Statements as set out in Section 2 of the Annual Governance and Accountability Return.
- b) (i) To receive and note the interim internal audit report for the period from November 2019 to February 2020. **(Appendix 14b(i))** Page 45
- (ii) To receive and note the Annual Internal Audit Report (as set out in the Annual Governance and Accountability Return 2019/20). Appendix Page 15
- c) To approve the Annual Governance Statement for 2019/20 as set out in Section 1 of the Annual Governance and Accountability Return, and authorise the signing of the document by the Mayor and the Town Clerk. Appendix Page 16

Supporting information to the Annual Internal Audit Report and Annual Governance Statement is provided. Appendix Pages 19 – 23

- d) To approve the Accounting Statements for 2019/20, as set out in Section 2 of the Annual Governance and Accountability Return, and authorise the signing of the statements by the Mayor. Appendix Page 17

Attached for Members' information is an explanation of the variances, which has been prepared for the external audit. Appendix Pages 25 - 26

Please note that the documents for this agenda item are enclosed separately in the Financial Statements and Annual Governance and Accountability Return 2019/20 Appendix.

15. **LEADER'S STATEMENT**

To receive a statement from the Leader of the Council.

16. **BUDGET 2020/21 UPDATE**

To receive an update from the Deputy Town Clerk on the 2020/21 budget and any outcome of a request for funds from Wokingham Borough Council. The Borough Council received funding from Government that included allocations to town and parish councils that were facing severe financial difficulties as a result of the COVID-19 pandemic.

17. **SECTION 106 FUNDING**

To consider **Report No. FC 3/20**.

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18. **COMMUNITY INFRASTRUCTURE LEVY**

To consider a request from Wokingham Borough Council that the Town Council allocate £15,000 of its CIL funds towards the Natural Flood Risk Management Scheme south of the M4 to reduce the risk of flooding to infrastructure and properties affected by fluvial flooding from the River Loddon, north of the motorway. Other parishes north of the M4 have been asked to allocate CIL funds to this project. The total cost anticipated from parish and town councils is £100,000.

19. **OUTSIDE BODIES**

- a) To note correspondence received from Wokingham United Charities, attached at **Appendix 19a**, and to consider appointing a representative. Page 51

- b) To receive any reports from Town Council representatives on outside bodies. **(Appendix 19b)** Page 53

20. **TOWN MAYOR'S ENGAGEMENTS**

To note the engagements attended by Councillor Kay Gilder as Town Mayor since the last meeting. **(Appendix 20)** Page 54

There have been no engagements for the Deputy Mayor since the last meeting.

**Minutes of a Meeting of the Town Council held at the Oakwood Centre on
Tuesday 4 February 2020 at 8 pm**

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

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

Also present: Matthew Barber, Deputy Police and Crime Commissioner for the Thames Valley
1 member of the press
2 members of the public

Before the start of the meeting:

- Matthew Barber, Deputy Police and Crime Commissioner for the Thames Valley spoke about his role and answered questions from Councillors, as reported in **Appendix A**.
- A maximum of 30 minutes was set aside for members of the public to pose questions to the Council in the Town Forum. As there were no members of the public wishing to address the Council the Town Forum did not take place.

Before opening the meeting, the Town Mayor asked for a minute's silence in memory of Colin Lott, a local resident who had been a leading member of the Woodley War Memorial Committee, which raised funds for the war memorial installed in 2014 on the Memorial Ground.

63. It was noted that the member of the press present was recording proceedings without having first obtained the Council's written consent, as required by Standing Order 1f. It was

RESOLVED:

- ◆ To suspend Standing Order 1f for this meeting to allow the member of the press to record the meeting without having first obtained the written permission of the Council

64. **APOLOGIES FOR ABSENCE**
Apologies were received from Councillors M. Green and P. Wicks.

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

66. **MINUTES OF COUNCIL MEETING HELD ON 10 DECEMBER 2019**
The Town Mayor presented the minutes of the Council meeting held on 10 December 2019.

RESOLVED:

- ◆ To approve the minutes of the Council meeting held on 10 December 2019 and that they be signed by the Mayor as a correct record.

67. **COMMITTEE REPORTS**

67.1 **Minutes of the Planning and Community Committee: 7 January 2020**

Councillor Cheng presented the minutes of the Planning and Community Committee meeting held on 7 January 2020.

RESOLVED:

- ◆ To receive the minutes of the Planning and Community Committee meeting held on 7 January 2020.

67.2 **Minutes of the Leisure Services Committee: 14 January 2020**

Councillor Bragg presented the minutes of the Leisure Services Committee meeting held on 14 January 2020.

Minute No. 51: Future agenda items

It was noted that a typographical error had been made and that the Council's aim was to become carbon neutral by 2030, and not 2010. The minutes would be amended accordingly.

RESOLVED:

- ◆ To receive the minutes of the Leisure Services Committee meeting held on 14 January 2020.

67.3 **Minutes of the Strategy and Resources Committee: 21 January 2020**

Councillor Baker presented the minutes of the Strategy and Resources Committee meeting held on 21 January 2020.

Minute No. 66: Risk Management Working Party

Councillor Baker presented the Risk Register to Council. In reply to a question, the Deputy Town Clerk advised that First Aid training had been undertaken by staff in 2019 and the Risk Register would be amended to show this.

RESOLVED:

- ◆ To adopt the Risk Management Strategy 2020/21.
- ◆ To receive the Risk Register.

Minute No. 68: Charges 2020/21

a) Oakwood Centre charges

It was suggested that the Council allow free use of rooms in the Oakwood Centre for youth organisations based in Woodley, if the rooms had not been booked by paying clients. Councillor Baker suggested that this could be reviewed by the Community Youth Partnership and their findings reported back to the Leisure Services and Strategy and Resources Committees.

RESOLVED:

- ◆ To approve the 2020/21 charges at the Oakwood Centre, as set out in the Proposed Charges 2020/21 Appendix.

b) Leisure Services charges 2020/21

Councillor Baker commended the Leisure Services Manager for all the work he had carried out to determine comparable proposed charges at other facilities, as in these were generally not published and were not readily available.

RESOLVED:

- ◆ To approve the charges for Leisure Services for 2020/21, as set out in the Proposed Charges 2020/21 Appendix.

Minute No. 70: Budget Estimates 2020/21

c) Budget and precept 2020/21

Councillor Baker presented the 2020/21 budget and the recommended precept level for 2020/21 to the Council.

In reply to a question, Councillor Baker informed Members that the Council had not allocated a specific budget for measures aimed at reducing the Council's carbon footprint, but that money would be made available across all budget headings to enable the necessary measures to be taken as they were identified. Councillor Baker confirmed that the steps being taken by the Council would be publicised.

RESOLVED:

- ◆ To approve the budget for 2020/21, as presented in the Budget Appendix.
- ◆ To approve a precept level of £1,203,188 for the 2020/21 financial year, as set out in the Budget Appendix.

Minute No. 81: Youth Services Service Level Agreement

In reply to a question about whether an equality assessment had been carried out on the Just Around the Corner charity (JAC), the Town Clerk said that it was not appropriate for the Council to carry out an assessment on JAC, but that JAC could be asked to carry out an assessment themselves. There was a lengthy discussion about the decision taken by the Strategy and Resources Committee to delay the tendering of the contract for the provision of detached youth work and associated support and activities for young people in Woodley and to extend the existing Service Level Agreement provided by JAC for a period of one year. The Town Clerk emphasised that this decision had been taken to enable a survey of young people to be carried out to determine what their needs were. The survey was being designed by Councillor Al-Sanjari and the results of the survey would be used to focus the youth services to be provided under a new Service Level Agreement. The Town Clerk confirmed that the Service Level Agreement would go out to tender before the agreed extension of the current agreement came to an end, in order to prevent a break in the service. Councillors stressed the importance of auditing the work carried out under any Service Level Agreement and members of the Leisure Services Committee pointed out that Sam Milligan from JAC attended every meeting of the Leisure Services Committee to report on the work carried out by JAC and a written report was included with every agenda. A suggestion was made that a pro forma could be devised by the Leisure Services Committee to be completed by JAC as a method of ensuring that the service provided was being duly scrutinised by the Committee.

RESOLVED:

- ◆ To receive the minutes of the Strategy and Resources Committee meeting held on 21 January 2020.

- 67.4 **Minutes of the Planning and Community Committee: 28 January 2020**
Councillor Cheng presented the minutes of the Planning and Community Committee meeting held on 28 January 2020.

Minute No. 169: Current planning applications

A question was asked regarding the possibility of requesting Wokingham Borough Council to increase the consultation period for some planning applications so that the consultation end date would always be several days after the Town Council Planning meetings, as this would ensure sufficient time for Borough Councillors to list an application for consideration by the Borough Council Planning Committee if requested by the Town Council. This was not felt to be feasible due to the large number of applications that would be affected. Councillor Baker pointed out that members of the public could ask for a planning application to be listed without waiting for the Town Council to consider the application.

RESOLVED:

- ◆ To receive the minutes of the Planning and Community Committee meeting held on 28 January 2020.

68. **COMPOSITION OF THE COUNCIL**

a) **RESOLVED:**

- ◆ To note that Councillor Nagra had resigned from the Conservative Group and was now an independent councillor.

b) **RESOLVED:**

- ◆ To note the current composition of the Council:
Conservative: 16
Liberal Democrat: 6
Labour: 1
Independent: 1
Vacant: 1

c) **RESOLVED:**

- ◆ To note that a by-election in Coronation East ward had been called for 27 February 2020 to fill the vacant position on the Council.

69. **COMMITTEE MEMBERSHIP**

Members noted that, following Councillor Nagra's resignation from the Conservative Group, there was a vacant position on the Planning and Community Committee.

RESOLVED:

- ◆ That an appointment to the vacant position on the Planning and Community Committee be deferred until a future meeting.

70. **LEADER'S STATEMENT**

The Leader of the Council made the following statement:

"First of all may I wish you a belated Happy New Year to everyone. New Years Eve seems to be a decade ago with months whizzing by. Before we know it we will be holding our Annual Meeting.

I know several of you here were heavily involved with the General Election and I hope you have now recovered from all your efforts. The outcome of that election

was quite emphatic and we now need to move on. We must find those things which we can agree on and use that as a basis for bringing everyone closer together.

Being a Town Council, we are relatively immune from some of the shenanigans of the Borough and above and long may it continue. Unfortunately, there are small signs of this creeping into this council and I urge all of us to try and remember who we are here to serve, our residents.

I have sat in on every committee's debates on their respective budget and I was pleased how everyone, regardless of political persuasion, reacted. The discussions were forthright with some extremely well thought out questions asked. I am pleased that all budget decisions were unanimous on all committees bar one where the opposition abstained "because it was not their budget". Never the less the scrutiny, especially from the opposition, was first class asking very probing questions.

So now we have our precept set with a slight increase of 12p per week or 51p per month. However, it still is the lowest since financial year 2008/09. My ward has been running its annual survey and for this year included a question on how acceptable a town council tax rise was. The vast majority opted for a slightly higher rise than we have agreed which suggests we have got it right.

Turning to projects, we now have three important projects which are underway.

1. To provide better accommodation for grounds staff.
2. To invest in a new play area just behind this building. It is interesting to note that it is likely to be a bigger play area than that at Sol Joel Park in Earley, which has been a huge success.
3. To renovate area around the trees in the precinct. All will be revealed later this month."

71. **BULMERSHE SULV JOINT WORKING PARTY**

Councillor Baker presented Report No. FC 1/20 of the Bulmershe SULV Joint Working Party meeting held on 19 December 2019. He informed Members that Wokingham Borough Council had confirmed that an application could be made for the land to be classified as a Local Green Space (LGS) while retaining the Site of Urban Landscape Value (SULV) designation. Therefore the SULV designation would not be lost if the LGS application was unsuccessful.

RESOLVED:

- ◆ To note Report No. FC 1/20.

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

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

"This Council notes the recent decision to dissolve the agreement in respect of the Woodley Airfield Youth and Community Centre and resolves that capital receipt funds to be paid by Wokingham Borough Council under the terms of the agreement are ringfenced for capital spending on the acquisition of new, or significant enhancement of existing, fixed assets. This Council resolves that any new, or enhanced existing, assets acquired using these funds are to be specifically to provide a youth centre for the use of young people in Woodley."

Councillor Doyle spoke in favour of the motion. Councillor Rowland reserved the right to speak later in the debate.

The following amendment was proposed by Councillor Baker and seconded by Councillor Bragg:

"This Council notes the recent decision to dissolve the agreement in respect of the Woodley Airfield Youth and Community Centre and resolves that capital receipt funds to be paid by Wokingham Borough Council under the terms of the agreement are ringfenced for capital spending on the acquisition of new, or significant enhancement of existing, fixed assets. This Council resolves that any new, or enhanced existing, assets acquired using these funds will give full regard to their appropriate use by the youth of Woodley."

Councillor Baker spoke in favour of the motion.

At this point in the meeting Councillor Swaddle noted the lateness of the hour and asked for a vote to be called on the amendment.

73. It was then proposed by the Chairman that as business had not been completed by 10pm, the meeting continue until 10:30pm in order to complete the business set out in the agenda.

Following a vote the proposal was not carried.

Meeting closed at 10:00 pm

Presentation by Matthew Barber, Deputy Police and Crime Commissioner for the Thames Valley

The Town Mayor welcomed Matthew Barber to the meeting.

Matthew Barber began by saying that the role of Police and Crime Commissioner (PCC) had only been in existence for 8 years and in many ways the role was not fully understood by members of the public. The role was non-political and its main functions were to set the priorities for policing, holding the Chief Constable to delivering these priorities and setting Council tax.

Matthew Barber explained that, with regard to reducing crime, the PCC's priorities were:

- Prevention
- Early intervention – carrying out school visits to make contact with every child, working with other agencies to identify families that need support
- Rehabilitation – making sure that there are programs in place to help people coming out of prison, finding them somewhere to live etc.

The Deputy PCC chairs the Justice Board for the Thames Valley, which oversees the criminal justice system – the police, the probation system and the courts. The aim of the Justice Board is to try to overcome the administrative hurdles that may prevent justice being served. Examples of some of the initiatives being introduced are the introduction of more video links in courts, so that witnesses do not necessarily have to attend in person, and a pilot scheme to get domestic abuse cases to court within 48 – 72 hours.

In reply to a question about whether this pilot scheme would eventually be used for other crimes, Matthews Barber said that it was hoped that this would be the case, but that domestic abuse cases were being prioritised as this was a particular area where victims were less likely to give evidence as time went by. He explained that it was not more expensive to get cases to court quickly, but it did take more effort. The use of a digital evidence management system to capture all the evidence allowed easier access to the evidence in court and sped up the process.

When asked whether the police had sufficient capacity to carry out the prevention and early intervention work, Matthew Barber admitted that police capacity was always a challenge, but that much of this work was not, or did not need to be, carried out by the police – for example, social intervention and liaising with schools was undertaken by social workers. That was why the Home Office had asked the PCC to oversee this work. Matthew Barber informed Members that due to the Government's initiative to recruit 20,000 more police officers, Thames Valley had so far been given financing for an additional 183 police officers and had currently recruited 80 of these. It was hoped that there would eventually be funding for a total of 600 extra police officers in the Thames Valley area. Matthew Barber admitted that there had always been a problem with officers transferring from the Thames Valley to London but this was not currently as great a challenge as it had been in the past.

In reply to a question about how the extent to which police forces acted on the PCC's priorities was measured, especially with regard to the aim of reducing drugs offences, Matthew Barber explained that the Force Delivery Plan scheduled regular performance meetings to scrutinise the crime data. With regard to the recorded number of drug possessions, this had increased recently, but that was due to a deliberate increase in use of the stop and search powers rather than an increasing problem. The stop and search powers were being used as a method of early intervention, as those caught with drugs

could be given a warning and be sent on a drugs awareness course instead of being prosecuted for a first offence. If the offender was not compliant, or if there were further offences, this would lead to prosecution.

The Mayor thanked Matthew Barber for coming to the meeting to talk to members and answer their questions.

Minutes of the Urgency Committee - Thursday 19 March 2020.

Councillors K. Baker, D. Bragg, K. Gilder, C. Jewell and P. Wicks were contacted by email on Friday 13 March and provided with the agenda setting out the matter for the Committee's consideration (attached to these minutes).

Councillors Baker, Bragg, Gilder, Jewell and Wicks responded by email to the Town Clerk before 5pm on Wednesday 18 March 2020 and confirmed they were in agreement with the proposed recommendations.

RESOLVED:

- ◆ That Members of the Urgency Committee approve the use of the Council Seal on the following legal documents:
 - the Deed of Surrender in respect of the former Woodley Airfield Youth and Community Centre
 - the Deed of Transfer of land at Malone Park to the Town Council.

RESOLVED:

- ◆ That the payment in respect of the freehold of Malone Park be allocated from the Council's general reserve.



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To: **Members of the Urgency Committee**

Councillors: K. Baker, D. Bragg, K. Gilder, C. Jewell, P. Wicks

NOTICE IS HEREBY GIVEN that the Urgency Committee is required to give consideration to Agenda Items 1 and 2 and to respond to the Town Clerk, by email, before 5pm on Wednesday 18 March 2020.

A handwritten signature in black ink that reads "Deborah Mander". The signature is written in a cursive style and is set against a light grey rectangular background.

Deborah Mander
Town Clerk

A G E N D A

1. TO SEEK PERMISSION TO USE THE COUNCIL SEAL ON TWO LEGAL DOCUMENTS

Woodley Airfield Youth and Community Centre - deed of surrender

At the Council meeting on 10 December 2019 the Town Council agreed to the terms of the dissolution of the agreement between Wokingham Borough Council and the Town Council in respect of the former Woodley Airfield Youth and Community Centre. The two parties have agreed that a sum of £89,400 be paid by Wokingham Borough Council to the Town Council under the terms of the original legal agreement between the parties made in 1992.

Transfer of the title relating to land at Malone Park from Wokingham Borough Council to Woodley Town Council

A proposal from Wokingham Borough Council to transfer the land at Malone Park to the Town Council for a sum of £10,000, with an overage clause in respect of any future development at the site, was approved at the Council meeting held on 10 December 2019.

A copy of the report provided to the Council meeting on 10 December 2019 is attached for information.

At the last meeting of Council on 4 February 2020 the agenda item seeking approval to use the Council Seal on legal documents relating to the above two matters was not considered because the meeting was drawn to a close when a question put at 10pm, to continue the meeting until 10.30pm, was not agreed.

In order to complete both these matters in the 2019/20 financial year, rather than wait until the next scheduled meeting of Council on 14 May 2020, it is:

RECOMMENDED:

- ◆ That Members of the Urgency Committee approve the use of the Council Seal on the following legal documents:
 - the Deed of Surrender in respect of the former Woodley Airfield Youth and Community Centre
 - the Deed of Transfer of land at Malone Park to the Town Council.

2. TO CONSIDER EXPENDITURE OF £10,000 FROM THE GENERAL RESERVE IN RESPECT OF THE TRANSFER OF THE FREEHOLD OF MALONE PARK FROM WOKINGHAM BOROUGH COUNCIL TO THE TOWN COUNCIL

At the Council meeting on 10 December 2019 Members approved the transfer of the title of land at Malone Park from Wokingham Borough Council to Woodley Town Council and agreed the proposed sum of £10,000 payable in this respect. However, the source of funding for this purpose was not confirmed at that meeting. It is proposed that the payment be made using funds from the Council's general reserve.

RECOMMENDED:

- ◆ That the payment in respect of the freehold of Malone Park be allocated from the Council's general reserve.

Minutes of a Meeting of the Planning and Community Committee held at the Oakwood Centre on Tuesday 25 February 2020 at 7:45 pm

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

Officer present: *K. Murray, Deputy Town Clerk*

Also present: *Councillor K. Gilder
6 members of public*

184. **APOLOGIES**

Apologies for absence were received from Councillors J. Cheng and M. Forrer.

185. **DECLARATIONS OF INTEREST**

There were no declarations of interest made by Members.

186. **MINUTES OF THE PLANNING AND COMMUNITY COMMITTEE MEETING HELD ON 28 JANUARY 2020**

RESOLVED:

- ◆ That the minutes of the Planning and Community Committee meeting held on 28 January 2020 be approved and signed by the Chairman as a true and accurate record.

187. **CURRENT PLANNING APPLICATIONS**

RESOLVED:

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

188. **PLANNING DECISIONS**

RESOLVED:

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

189. **NEIGHBOUR CONSULTATION SCHEME**

RESOLVED:

- ◆ To note application 200226
 - Location: 50 Howth Drive, Woodley, RG5 3EB.
 - Proposal: Application for prior approval for the erection of a single storey rear extension, which would extend beyond the rear wall of the original house by 6m, for which the maximum height would be 3m and the height of the eaves 3m.
- ◆ To note application 200438
 - Location: 22 Reading Road, Woodley, RG5 3DB.
 - Proposal: Application for prior approval for the erection of a single storey rear extension, which would extend beyond the rear wall of the original house by 4.8m, for which the maximum height would be 4m and the height of the eaves 2.75m.

190. **TELECOMMUNICATIONS NOTIFICATION**

RESOLVED:

- ◆ To note application 200203
Location: Land opposite 179 Headley Road East.
Proposal: Prior approval application for the erection of a 20m monopole housing 6 No. antennas and 1 No. microwave dish and installation of 2 No. equipment cabinets and 1 No. meter.

191. **TREE PRESERVATION ORDERS**

RESOLVED:

- ◆ To note application 193384
Location: TPO 256/1984: 4 Philips Close, Woodley.
Proposal: To fell two Oak trees.
- ◆ To note application 200079
Location: TPO 682/1994: 8 Welford Road, Woodley.
Proposal: To selectively prune one Oak tree.
- ◆ To note application 200151
Location: TPO 143/1977, Area 1: 27 Sandford Drive, Woodley.
Proposal: To selectively prune one Oak tree.
- ◆ To note application 200256
Location: TPO 3/1951, Area 1: Land adjacent to 23 Kingfisher Drive, Woodley.
Proposal: To selectively prune one multi-stemmed Alder.
- ◆ To note application 200266
Location: TPO 1696/2019, Area 1 and T2: 3 Church Mews, Woodley.
Proposal: To selectively prune one Bay tree and one Copper Beech.

192. **COMMUNITY SPEEDWATCH UPDATE**

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

193. **CYCLING IN WOODLEY WORKING PARTY**

Councillor Jewell informed Members that a meeting of the Cycling in Woodley Working Party would be held on 4 March 2020 and would be attended by a representative from Wokingham Borough Council.

194. **WOKINGHAM BOROUGH COUNCIL: DRAFT LOCAL PLAN CONSULTATION**

Members considered the Wokingham Borough Council Draft Local Plan and noted that none of the areas identified for development were located within Woodley. The Bulmershe Site of Urban Landscape Value (SULV) was still designated as SULV, but was also classified in the draft Plan as a Local Green Space (LGS).

RESOLVED:

- ◆ To send a "no comment" response to the Wokingham Borough Council Draft Local Plan consultation.

195. **CENTRAL AND EASTERN BERKSHIRE AUTHORITIES – JOINT MINERALS AND WASTE PLAN FOCUSED REGULATION 18 CONSULTATION: SAND AND GRAVEL PROVISION AND OPERATOR PERFORMANCE**

Members considered the Central and Eastern Berkshire Authorities Joint Minerals and Waste Plan Focused Regulation 18 Consultation for Sand and Gravel Provision and Operator Performance.

RESOLVED:

- ◆ To send a “no comment” response to the Central and Eastern Berkshire Authorities Joint Minerals and Waste Plan Focused Regulation 18 Consultation for Sand and Gravel Provision and Operator Performance.

196. **PUBLICATIONS/INFORMATION**

RESOLVED:

- ◆ To note receipt of the following:
 - *Me2 Club Newsletter – January 2020*
 - *Woodley Town Centre Newsletter – February 2020*

197. **FUTURE AGENDA ITEMS**

There were no suggestions for future agenda items.

198. **PUBLICITY/WEBSITE**

RESOLVED:

- ◆ To publicise the following:
 - The Wokingham Borough Council Draft Local Plan consultation.
 - A summary of the planning application observations submitted by the Committee following each meeting.

199. **ENFORCEMENT ISSUES**

No enforcement notifications had been received since the last meeting.

The meeting closed at 9:05 pm

Woodley Town Council

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Date :- 27/02/2020

Observations on the following Planning Applications

<u>Application No</u>	<u>Date Recd</u>	<u>Applicant Name</u>	<u>Location</u>
Approved on the following applications;			
200172	06/02/2020	Mr & Mrs Arnel Tan	29 Beechwood Avenue Beechwood Avenue Woodley RG5 3DE
Proposal : Householder application for proposed erection of a single storey front extension to form a porch, single storey rear extension, plus changes to fenestration.			
Observations : No objections.			
200291	14/02/2020	N Renkin	3 Quentin Road Quentin Road Woodley RG5 3NF
Proposal : Householder application for the proposed garage conversion to create habitable accommodation with changes to fenestration.			
Observations : No objections.			
200345	13/02/2020	Mr Parmjit Singh	299 Loddon Bridge Road Loddon Bridge Road Woodley RG5 4BE
Proposal : Householder application for the proposed erection of a single storey front extension, part single part two storey rear extension with 4 No. rooflights, loft conversion to create habitable accommodation with 7 No. rooflights.			
Observations : The Committee had no objections to the application but asked that the neighbours' concerns be taken into consideration.			
200352	14/02/2020	Mr J Redman	27 Leyburn Close Leyburn Close Woodley RG5 4PX
Proposal : Householder application for the proposed conversion of garage to create habitable accommodation, canopy roof to create front porch following demolition of existing conservatory and side porch, changes to fenestration.			
Observations : No objections.			
200390	17/02/2020	Mr & Mrs Shehi	46 Woodlands Avenue Woodlands Avenue Woodley RG5 3HJ
Proposal : Householder application for the proposed erection of a detached shed. (Part-retrospective)			
Observations : One letter of concern had been received for this application.			
The Committee had no objection to the application, but asked that the neighbours' concerns be taken into consideration.			

Date :- 27/02/2020

Observations on the following Planning Applications

<u>Application No</u>	<u>Date Recd</u>	<u>Applicant Name</u>	<u>Location</u>
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Refused on the following applications;**193409**

17/02/2020

Mr James Burroughs

2b Butts Hill Road
Butts Hill Road
Woodley
RG5 4NH

Proposal : Householder application for proposed erection of a single storey rear extension to create habitable accommodation annex, plus changes to fenestration.

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

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

- The proposal will require the felling of a mature tree that is protected by a Tree Preservation Order.
- The proposal will have a detrimental effect on the mature sycamore tree in the adjacent garden of Powerscourt, Western Avenue.
- Massing.
- Overbearing to neighbouring properties.

200191

29/01/2020

Mr & Mrs Kalsi

314 Kingfisher Drive
Kingfisher Drive
Woodley
RG5 3LH

Proposal : Householder application for the proposed erection of a two storey side extension, new driveway and dropped kerb.

Observations : Two residents were present at the meeting to voice concerns about the proposal and Councillor Gilder was present to voice concerns on behalf of local residents.

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

- The estate was designed with vehicular access provided to the rear of all properties, with pedestrian access at the front. This proposal is out of character and would set a precedent for cars to park in front gardens with access over footpaths.
- Providing vehicular access over the footpath would have safety implications, particularly for children, as the presence of vehicles would not be expected. Children regularly use these footpaths on their journey to school, which is in close proximity, and to the Southlake Play Area.
- Providing vehicular access from the road to the proposed parking spaces by a dropped kerb will reduce the number of parking spaces available in the road.
- The example given to evidence an existing precedence is totally inappropriate for the location of this application. The walkways serving each group of houses are significantly different. The walkway serving 3 Kingfisher Drive serves only 4 houses and is open plan with no bushes/trees in front of the 4 houses. The walkway at the applicant's location is smaller, serves dozens of houses and is not open plan, with the boundaries of the properties it serves all having trees/bushes.

200204

05/02/2020

Mr N Looby

1 Windermere Close
Windermere Close
Woodley
RG5 4EZ

Proposal : Full application for the proposed installation of an automated vehicular entrance gate and manual pedestrian gate at Windermere Close.

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

- The restricted access from Loddon Bridge Road could result in vehicles backing up onto Loddon Bridge Road.
- Concerns about the noise produced by the proposed rumble strips located in close proximity to houses.

Date :- 27/02/2020

Observations on the following Planning Applications

<u>Application No</u>	<u>Date Recd</u>	<u>Applicant Name</u>	<u>Location</u>
200342	14/02/2020	Mr R Teader	62 Woodlands Avenue Woodlands Avenue Woodley RG5 3HL

Proposal : Householder application for the proposed loft conversion with gable ends to replace pitched roof on front and rear elevations.

Observations : The Committee recommended that this application be refused on the following grounds:
- Out of character with the street scene.

200350	13/02/2020	Mr & Mrs Giamattei	12 Sandford Drive Sandford Drive Woodley RG5 4RR
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Proposal : Householder application for the proposed erection of a detached carport and new dropped kerb.

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

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

- Out of character with neighbouring properties.
- Overbearing to neighbouring properties.
- Unneighbourly.

**Minutes of a Meeting of the Planning and Community Committee held remotely
on Tuesday 19 May 2020 at 7:45 pm**

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

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

Also present: *Councillor T. McCann
1 member of public*

1. **APOLOGIES**

There were no apologies for absence.

2. **DECLARATIONS OF INTEREST**

Councillor K. Baker – Prejudicial interest: Agenda item 4, planning application 200996: Addington School, Woodlands Avenue, as he is a governor of Addington School.

Councillor Baker left the meeting and did not take part in the discussion or decision for this application.

3. **MINUTES OF THE PLANNING AND COMMUNITY COMMITTEE MEETING HELD ON
25 FEBRUARY 2020**

RESOLVED:

- ◆ That the minutes of the Planning and Community Committee meeting held on 25 February 2020 be approved and be signed by the Chairman as a true and accurate record when it was possible to do so.

4. **CURRENT PLANNING APPLICATIONS**

RESOLVED:

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

5. **PLANNING DECISIONS**

RESOLVED:

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

6. **PLANNING APPEALS**

RESOLVED:

- ◆ To note the following appeal decision:
Application: 191105
Location: 181 Headley Road East, Woodley, RG5 4JG.

Proposal: Full planning application for the proposed erection of one 2 bedroom detached dwelling with new associated driveway, private garden and bike storage.
Details: Appeal against refusal of planning permission.
Decision: The appeal was dismissed.

- ◆ To note the following appeal decision:
Application: 192571
Location: 29 Duncan Road, Woodley, RG5 4HR.
Proposal: Full application for the proposed sub-division to form 2 No. two bedroom dwellings with parking and amenity space.
Details: Appeal against refusal of planning permission.
Decision: The appeal was allowed.

7. **NEIGHBOUR CONSULTATION SCHEME**

RESOLVED:

- ◆ To note application 200454
Location: 14 Hanwood Close, Woodley, RG5 3AB.
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 3.5m, for which the maximum height would be 3.12m and the height of the eaves 2.42m.
- ◆ To note application 200599
Location: 49 Rowan Drive, Woodley, RG5 4LN.
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 4.5m, for which the maximum height would be 3m and the height of the eaves 3m.
- ◆ To note application 200932
Location: 41 Caldbeck Drive, Woodley, RG5 4JX.
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 4.5m, for which the maximum height would be 3m and the height of the eaves 3m.
- ◆ To note application 200936
Location: 15 Walmer Road, Woodley, RG5 4PN.
Proposal: Application for the prior approval of the erection of a single storey rear extension, which would extend beyond the rear wall of the original house by 4.8m, for which the maximum height would be 4m and the height of the eaves 2.75m.

8. **ADVERTISEMENT CONSENT NOTIFICATION**

RESOLVED:

- ◆ To note application 200783
Location: Unit 4, East Reading Retail Centre, Shepherds Hill, Woodley, RG6 1FE.
Proposal: Application for advertisement consent for 3 No. external illuminated fascia signs fixed to the high-level cladding.
Advertisement period 30/09/2019 to 30/09/2024

9. **TELECOMMUNICATIONS NOTIFICATION**

RESOLVED:

- ◆ To note application 200608
Location: Henley Wood Road, Earley, RG6 7EE.
Proposal: Prior approval application for the erection of a base station consisting of 1 No. 10 metre high 'Alpha 26' street pole, 3 No. shrouded antennas and 3 No. ground-based equipment cabinets plus ancillary development.

- ◆ To note application 200876
Location: Headley Park 8, Headley Road East, Woodley, RG5 4SA.
Proposal: Prior approval submission for proposed installation of non-ground penetrative electronic communications equipment comprising 18 metre high mast, cabin support steelwork, concrete blocks, electricity meter cabinet, antennas, dishes, GPS antenna, close boarded timber fencing and associated ancillary development.

10. **TREE PRESERVATION ORDERS**

RESOLVED:

- ◆ To note application 200105
Location: TPO 143/1977, Area 1: 19 Sandford Drive, Woodley.
Proposal: To selectively prune two trees.

- ◆ To note application 200285
Location: TPO 1611/2017, Area 4: The Old Pump House, Beggars Hill Road, Woodley.
Proposal: To selectively prune seven trees and fell one tree.

- ◆ To note application 200561
Location: TPO 4/1961, Area 1: 93 & 94 Antrim Road, Woodley.
Proposal: To selectively prune one oak tree.

- ◆ To note application 200622
Location: TPO 3/1951: 23 Fairwater Drive, Woodley.
Proposal: To fell one multi-stemmed Silver Birch.

- ◆ To note application 200826
Location: TPO 3/1951: 31 Malone Road, Woodley.
Proposal: To fell two conifers.

- ◆ To note application 200854
Location: TPO 1647/2018: Bulmershe Leisure Centre, Woodlands Avenue, Woodley.
Proposal: To selectively prune one oak tree.

- ◆ To note application 201132
Location: TPO 3/1951: 18 Bruce Road, Woodley.
Proposal: To fell and replace one Tree of Heaven.

- ◆ To note that Wokingham Borough Council had created the following Tree Preservation Order:
TPO 1715/2020 – relating to the trees to the east of Wheble Drive, Woodley.
This order took effect, on a provisional basis, on 5 March 2020 and would continue in force for 6 months or until the order was confirmed by Wokingham Borough Council.

- ◆ To note that Wokingham Borough Council had confirmed the following Tree Preservation Order:
TPO 1696/2019 – relating to trees associated with Church Mews, Woodley.

11. **CYCLING IN WOODLEY WORKING PARTY**

Councillor Jewell presented Report PC 3/20 of the Cycling in Woodley Working Party meeting held on 4 March 2020

RESOLVED:

- ◆ To receive Report No. PC 3/20.

12. **CYCLING IMPROVEMENTS IN WOODLEY**

Members considered the request from Wokingham Borough Council for the Town Council's views on the use of Section 106 money to improve cycling routes in Woodley. The possible projects suggested by the Borough Council were:

- a) Upgrade the existing footway along the south and east side of Kingfisher Drive to provide a shared use footway/cycleway to improve accessibility towards Earley Station.
- b) Upgrade the existing footway along the south side of Beechwood Avenue to provide a shared use footway/cycleway to improve accessibility between The Bulmershe School and Woodley Shopping Centre.

Members felt that there was already sufficient provision of cycle paths in the Kingfisher Drive area. They agreed that a cycle path along Beechwood Avenue would make cycling safer for children cycling in the vicinity of the local schools, but were concerned that the proposed cycle path would not be connected to any other cycle paths and would therefore not be conducive to road safety. Members of the Cycling in Woodley Working Party stressed the importance of providing a network of connected cycle routes. Members discussed the items that had been listed in the Section 106 Agreement for the Parklands Development in Woodlands Avenue and asked the Committee Officer to find out how much of this work had been carried out and how much of the sum allocated for improvements to footpaths and cycleways had already been spent and what it had been spent on.

RESOLVED:

- ◆ To write to Wokingham Borough Council asking how the two potential projects were chosen, how much of the Section 106 agreed sum of £175,000 has already been spent on improvements to footpaths and cycleways and what has it been spent on, and which other items listed under the Highways and Transport heading in the Section 106 Agreement have been undertaken so far.

13. **READING BOROUGH COUNCIL: TRANSPORT STRATEGY CONSULTATION**

RESOLVED:

- ◆ To defer this item to the next meeting of the Planning and Community Committee, to be held on 16 June 2020.
- ◆ That Members of the Cycling in Woodley Working Party would look at this consultation and report back to the Committee.

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

RESOLVED:

- ◆ To note that an Order had been made by the Department of Transport under the provisions of the Town and Country Planning Act 1990, Section 247, for the stopping-up of the highway at 14 South Lake Crescent, Woodley.

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

Members noted the press release from Wokingham Borough Council regarding the Public Rights of Way Improvement Plan.

16. **ARBORFIELD AND BARKHAM NEIGHBOURHOOD PLAN**

Members noted that Wokingham Borough Council had formally adopted the Arborfield and Barkham Neighbourhood Plan on 22 April 2020.

17. **ENFORCEMENT ISSUES**

RESOLVED:

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

The meeting closed at 8:55 pm

Woodley Town Council

Observations on the following Planning Applications

Application No. & Address	Proposal
200179 21 Anthian Close. Woodley, RG5 4XA	Householder application for the proposed raising of the roof to create habitable accommodation and garage conversion, also first floor side extension above garage and changes to fenestration.
Observations: No objections.	
200824 184 Loddon Bridge Road, Woodley, RG5 4AA	Application to vary condition 2 of planning consent 192193 for the full application for the erection of 2 No. 2 bedroom semi detached dwellings and 1 No. 2 bedroom bungalow following demolition of existing buildings. Condition 2 refers to Approved Details and the variation is to change the elevations, floor plans and block plans including an increase in the roof height of all three dwellings by 500mm.
Observations: Planning permission 192193 included a condition that removed the permitted development rights from the roof spaces of these dwellings (Condition 17), in order to remove the potential for overlooking of neighbouring properties. In seeking to vary Condition 2 with changes to the elevations, floor plans and roof heights, application 200824 shows development of the roof space in plots 1 and 3 and effectively removes Condition 17. The Committee therefore recommended that this application be refused.	
200846 19 Silver Fox Crescent. Woodley, RG5 3JA	Householder application for the proposed single storey rear extension with canopy roof and proposed conversion of roof form to existing dwelling.
Observations: No objections.	
200902 8 Wroxham Road, Woodley, RG5 3AT	Householder application for the proposed erection of a first floor side extension and a single storey rear extension with 2 No. rooflights.
Observations: The Committee had no objections to the proposal, but asked that any concerns raised by the neighbours be taken into consideration.	
200924 196 Loddon Bridge Road, Woodley, RG5 4BS	Householder application for the proposed erection of a single storey front extension to create porch, plus part single storey, part two storey, side/rear extension.
Observations: No objections, subject to sufficient parking provision being made, and subject to there being no objections from the neighbours at No. 198.	

<p>200996 Addington School, Woodlands Avenue, Woodley, RG5 3EU</p>	<p>Full planning application for the proposed new vehicular access to Addington School.</p>
<p>Observations: The Committee had the following concerns regarding this application:</p> <ul style="list-style-type: none"> - The site is located within the Bulmershe Site of Urban Landscape Value (SULV), but this is not mentioned in the application documents. The application should consider the impact of the proposal on the SULV. - The application should consider the impact of the proposal on cyclists and pedestrians. - Traffic waiting to turn right into the site will cause queues on the westbound carriageway of Woodlands Avenue. <p>The Committee recommended that consideration be given to staggering the start times at the local schools in order to reduce the traffic density at peak times.</p>	
<p>201001 Land to North of Norris Green, Waingels Road, Charvil, RG5 4RU</p>	<p>ADJOINING PARISH CONSULTATION Full planning application for the proposed installation of an air ventilation column.</p>
<p>Observations: No comment.</p>	
<p>201012 3 Quentin Road, Woodley, RG5 3NF</p>	<p>Application to vary conditions 5 and 6 of planning consent 200291 for the Householder application for the proposed garage conversion to create habitable accommodation with changes to fenestration. Condition 5 refers to access surfacing and condition 6 refers to widening of access, and the variation is to remove conditions 5 and 6.</p>
<p>Observations: The Committee had no objection to the removal of Condition 5, but recommended that Condition 6 be retained, in order to prevent damage to the kerb and pavement.</p>	
<p>201015 21 Farriers Close, Woodley, RG5 3DD</p>	<p>Householder application for the proposed erection of a single storey side/rear extension with 2 No. rooflights, following the demolition of the existing conservatory, plus conversion of garage to create habitable accommodation.</p>
<p>Observations: No objections.</p>	
<p>201029 30 Colemans Moor Lane, Woodley, RG5 4BT</p>	<p>Householder application for the proposed erection of a single storey rear extension with 2 No. rooflights.</p>
<p>Observations: No objections.</p>	

<p>201038 4 Addington Gardens, Woodley, RG5 3EW</p>	<p>Householder application for the proposed loft conversion including the installation of 3 No. rooflights and rear facing dormer.</p>
<p>Observations: No objections.</p>	
<p>201079 41 Butts Hill Road, Woodley, RG5 4NJ</p>	<p>Householder application for the proposed erection of a single storey rear extension including 5 No. rooflights following demolition of existing conservatory, part conversion of garage, raising of side roof and 1 No. rear facing dormer to create habitable accommodation.</p>
<p>Observations: No objections.</p>	
<p>201090 7 Brunel Drive, Woodley, RG5 4PW</p>	<p>Householder application for the proposed erection of a single storey front extension.</p>
<p>Observations: No objections.</p>	
<p>201125 4 Seaford Gardens, Woodley, RG5 3LN</p>	<p>Householder application for the proposed erection of a part single storey part two storey side extension including 4 No. rooflights following demolition of existing conservatory.</p>
<p>Observations: The Committee had no objections to the proposal, but asked that any concerns raised by the neighbours be taken into consideration.</p>	

**Minutes of a Meeting of the Planning and Community Committee held remotely
on Tuesday 16 June 2020 at 7:45 pm**

Present: *Councillors: P. Wicks (Chairman); D. Bragg; M. Doyle; C. Jewell; D. Mills*

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

18. **APOLOGIES**

Apologies for absence were received from Councillors K. Baker, J. Cheng, M. Forrer, J. MacNaught, S. Rahmouni and R. Skegg.

19. **DECLARATIONS OF INTEREST**

There were no declarations of interest made by Members.

20. **MINUTES OF THE PLANNING AND COMMUNITY COMMITTEE MEETING HELD ON
19 MAY 2020**

RESOLVED:

- ◆ That the minutes of the Planning and Community Committee meeting held on 19 May 2020 be approved and be signed by the Chairman as a true and accurate record when it was possible to do so.

21. **CURRENT PLANNING APPLICATIONS**

RESOLVED:

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

22. **PLANNING DECISIONS**

RESOLVED:

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

23. **PLANNING APPEALS**

RESOLVED:

- ◆ To note that the following appeal against refusal of planning permission had been lodged with the Planning Inspectorate:
Application: 192825
Location: Edgefield, Western Avenue, Woodley, RG5 3BH.
Proposal: Full planning application for the change of use of residential swimming pool to a mixed use of residential swimming pool and use for the provision of baby and toddler swimming classes. (Retrospective)
- ◆ To note that an appeal had been made to the Secretary of State against the decision of Wokingham Borough Council to issue an enforcement notice to remedy a breach of planning control:
Location: Edgefield, Western Avenue, Woodley, RG5 3BH.

Requirements of the enforcement notice:

1. Cease the use of the residential swimming pool for the provision of swimming classes.
2. Cease the use of the swimming pool for the purposes other than for a use incidental to the enjoyment of the dwelling house as such.

24. **TREE PRESERVATION ORDERS**

RESOLVED:

- ◆ To note application 201171
Location: TPO 1182/2007: Sandford Croft, Sandford Lane, Woodley.
Proposal: To fell and replace one Corsican Pine.
- ◆ To note application 201227
Location: TPO 256/1984, Area 2: 4 Phillips Close, Woodley.
Proposal: To selectively prune one Ash and seven Oak trees.
To fell one Oak tree.
- ◆ To note application 201348
Location: TPO 832/1996, Group 2: 10 Highcliffe Close, Woodley.
Proposal: To selectively prune one Horse Chestnut.
- ◆ To note application 201360
Location: TPO 3/1951, Woodland 3: 68 Nightingale Road, Woodley.
Proposal: To fell one Scots Pine.
- ◆ To note that Wokingham Borough Council had created the following Tree Preservation Order:
TPO 1732/2020 – relating to trees in Loddon Gardens, Woodley.
This order took effect, on a provisional basis, on 5 June 2020 and would continue in force for 6 months or until the order was confirmed by Wokingham Borough Council.
- ◆ To note that Wokingham Borough Council had confirmed the following Tree Preservation Order:
TPO 1708/2020 – relating to trees on the south-east boundary of 7 Lanark Close, Woodley.

25. **BUDGETARY CONTROL**

RESOLVED:

- ◆ To note Report No. PC 4/20.

26. **CYCLING IN WOODLEY WORKING PARTY**

Councillor Jewell noted that there had been an increase in cycling during the lockdown measures introduced to limit the spread of Covid-19 and she was keen to encourage and maintain this increase as life returned to normal. A meeting of the Cycling in Woodley Working Party would therefore be arranged as soon as possible to discuss this matter.

27. **CYCLING IMPROVEMENTS IN WOODLEY**

Members noted that a response was awaited from Wokingham Borough Council to the questions raised at the last meeting with regard to the Section 106 Agreement for the Parklands development in Woodlands Avenue. (Planning and Community Committee, 19 May 2020, minute number 12)

28. **READING BOROUGH COUNCIL: TRANSPORT STRATEGY CONSULTATION**

This item had been deferred from the Planning and Community Committee meeting held on 19 May 2020 (minute number 13).

RESOLVED:

- ◆ To defer this item to the next meeting of the Planning and Community Committee, to be held on 14 July 2020.
- ◆ That Members of the Cycling in Woodley Working Party would look at this consultation and report back to the Committee.

29. **LOCAL GREEN SPACE DESIGNATIONS**

Members considered suggestions of areas of green open space of particular importance to local communities in Woodley for submission for possible designation as a Local Green Space (LGS) in the Local Plan, as requested by Wokingham Borough Council.

RESOLVED:

- ◆ To publicise this matter on the Town Council's website, together with the areas identified by the Committee, and to request further suggestions from members of the public.
- ◆ To send a provisional list of suggestions to Wokingham Borough Council for consideration for designation as a Local Green Space by the response deadline of 18 June 2020. The list of areas identified by the Committee is attached at **Appendix B**.
- ◆ To request an extension of the deadline to allow time for suggestions to be submitted by members of the public.

30. **APPLICATION FOR A GOODS VEHICLE OPERATORS LICENCE:
1 VISCOUNT WAY, WOODLEY**

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

Operator: Melanie Dudman and Garry Dudman
Operating Centre: 1 Viscount Way, Woodley, RG5 4DZ
Authorisation: 1 vehicle

The views of Committee members had been sought prior to the meeting as any objections were required by 1 June 2020.

RESOLVED:

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

31. **APPLICATION FOR PREMISES LICENCE:
CRUMBS, 4 LIBRARY PARADE, WOODLEY**

Information regarding this item had been circulated to Members in advance of the meeting, and Member's views sought, as a response had been required by Wokingham Borough Council by 16 June 2020.

RESOLVED:

- ◆ To note the application under the Licensing Act 2003 for a premises licence to permit the sale of alcohol at Crumbs, 4 Library Parade, Woodley, RG5 3LX.
- ◆ To note that a response was sent to the Licensing Officer, Wokingham Borough Council, stating that the Town Council had no objections to the application, in accordance with the replies received from Committee members.

32. **WOKINGHAM BOROUGH COUNCIL: SPEED LIMIT REVIEW**

Members noted the press release regarding the speed limit review being undertaken by Wokingham Borough Council.

RESOLVED:

- ◆ To contact members of the Woodley Speedwatch team to identify areas where speeding has been identified as a problem, by use of the data logger and speed camera, and to draft a response requesting appropriate signage to indicate the speed limit in these areas.
- ◆ To circulate the draft response to all members of the Town Council and request comments so that a final response can be agreed at the next meeting of the Committee, on 14 July 2020.

33. **ANNUAL GRANTS 2020/21**

Members noted that a letter of thanks had been received from Revitalise for the grant given by the Town Council and the Revitalise Annual Review 2018/19 had also been received.

34. **PUBLICATIONS/INFORMATION**

RESOLVED:

- ◆ To note receipt of the following:
 - *Swan Lifeline Newsletter – Spring 2020*
 - *Me2 Club Newsletter – May 2020*
 - *Woodley Town Centre Newsletter – June 2020*

35. **FUTURE AGENDA ITEMS**

There were no suggestions for future agenda items.

36. **PUBLICITY/WEBSITE**

RESOLVED:

- ◆ To publicise the following:
 - The request from Wokingham Borough Council for suggestions of areas within Woodley to be considered for designation as a Local Green Space.

37. **ENFORCEMENT ISSUES**

RESOLVED:

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

The meeting closed at 8:55 pm

Woodley Town Council

Observations on the following Planning Applications

Application No. & Address	Proposal
200482 96 Kingfisher Drive, Woodley, RG5 3LG	Householder application for the proposed part single storey part two storey front, single storey side and rear extension to existing dwelling.
Observations: No objections.	
201055 14 Church Road, Woodley, RG5 4QH	Full application for the proposed sub-division of the plot and the erection of one 2 bedroom dwelling with associated amenity space.
Observations: The Committee recommended that this application be refused on the following grounds: <ul style="list-style-type: none"> - Dangerous access to the site as it located on a bend in the road, leading to poor visibility. - Lack of parking provision on the site of the new dwelling. It is unacceptable to have an allocated parking space in the adjacent property. 	
201150 9 Malvern Close, Woodley, RG5 4HL	Householder application for the proposed erection of a single storey front extension and single storey rear and side extension.
Observations: No objections.	
201173 119 Western Avenue, Woodley, RG5 3BL	Householder application for the proposed erection of a single storey rear extension including 2 No. rooflights, erection of canopy roof to create front porch, erection of pitched roof to existing flat roof dormers to front of dwelling and changes to fenestration.
Observations: No objections.	
201200 20 Wingate Road, Woodley, RG5 4JU	Householder application for the proposed erection of a part single storey part two storey front/side/rear extension, including garage conversion to create habitable accommodation, plus new hardstanding.
Observations: The Committee was concerned that there could be insufficient parking provision for the proposed size of the property and wanted to ensure that the front garden would be paved to provide the three parking spaces shown on the drawings.	
201202	Householder application for the proposed erection of single storey

18 Coppice Road, Woodley, RG5 3QX	front, side and rear extension with 2 No. rooflights following demolition of existing garage.
<p>Observations: The Committee was concerned that there were only two parking spaces proposed for a 4 bedroom property. If planning permission is granted, the Committee would like this to be subject to a condition that the proposed new bedroom and shower room must be ancillary to the main dwelling.</p>	
201216 66 Mannock Way, Woodley, RG5 4XW	Householder application for the proposed erection of a single storey front extension, part raising of the roof and part garage conversion.
<p>Observations: The Committee had no objections to the proposal, but pointed out that the garage would no longer be large enough to house a car.</p>	
201285 14 Wallace Close, Woodley, RG5 3HW	Householder application for proposed conversion of existing garage into habitable accommodation, plus changes to fenestration.
<p>Observations: The Committee was concerned that it would not be possible to park three cars in the front garden, as shown on the drawings, unless the hedges at the front of the property were removed – and the hedges might not belong to 14 Wallace Close.</p>	
201304 9 Lunds Farm Road, Woodley, RG5 4PY	Householder application for the proposed erection of a single storey front extension, two storey side extension, single storey rear extension, plus the insertion of 4 No. rooflights, following demolition of existing garage and conservatory.
<p>Observations: The Committee had no objections to the proposal, but asked that any comments from the neighbours be taken into consideration.</p>	

Areas to be considered for designation as a Local Green Space

	Reasonably close proximity to the community it serves	Demonstrably special to a local community and holds a particular local significance, for example because of its beauty, historic significance, recreational value (including as a playing field), tranquillity or richness of its wildlife				Local in character and is not an extensive tract of land
		<i>Beauty</i>	<i>Historic significance</i>	<i>Recreational value</i>	<i>Tranquillity/wildlife</i>	
Land over the river from the Loddon Park estate	✓	✓		✓	✓	
The park between Masters Close and Marathon Close	✓			✓		✓
The area between Mohawk Way and the old (closed off) Coleman's Moor Road.	✓	✓	✓	✓	✓	✓
Hearn Road play area	✓			✓		✓
Crescent Park in Southlake Crescent	✓			✓		✓
Mortimer's Meadow	✓	✓		✓	✓	✓
Redwood play area	✓			✓		✓
Bulmershe Fields	✓			✓		✓
Woodford Park and Coronation Fields	✓	✓	✓	✓	✓	✓
Sandford Park, between Hurricane Way and Mohawk	✓			✓		✓
Dinton Pastures	✓	✓	✓	✓	✓	
Ashenbury Park	✓	✓	✓	✓	✓	✓
Aldermoors Nature Reserve	✓	✓	✓	✓	✓	✓
Vauxhall Park	✓	✓		✓		✓
South Lake	✓		✓	✓	✓	✓
Malone Park	✓			✓		✓

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BUDGET SUMMARY 2019/20

	<u>2018/19</u>	<u>2019/20</u>	<u>2019/20</u>	<u>Actual</u>
	Actual	Budget	Revised Budget Estimates	2019/20
REVENUE EXPENDITURE				
Strategy & Resources	841212	879995	892491	915531
Leisure Services	623848	657440	648450	713060
Planning & Community	31662	31581	31581	31581
	1496722	1569016	1572522	1660172
INCOME				
Strategy & Resources	229237	237734	243611	360812
Leisure Services	497799	478908	534913	615756
Community Infrastructure Levy (CIL)			43221	43221
	727036	716642	821745	1019789
NET REVENUE EXPENDITURE	769686	852374	750777	640383
CAPITAL & PROJECT EXPENDITURE				
Strategy & Resources	45000	45000	45000	45000
Capital Programme				
Capital & Projects	262427	271610	271610	361307
CIL			43221	38288
	307427	316610	359831	444595
TOTAL NET EXPENDITURE	1077113	1168984	1110608	1084978
Financed as follows				
Precept Support Grant (from WBC)	17288	8644	8644	8644
Precept	1101119	1123528	1123528	1123528
Precept and grant funding	1118407	1132172	1132172	1132172
Funds to (-) or from (+) Council's general reserve (a minus figure shows contribution to reserves)	-41294	36812	-21564	-47194
TOTAL NET FUNDING	1118407	1132172	1132172	1132172
TAX BASE	10318.8	10528.8	10528.8	10528.8
£ Band D pa	106.71	106.71	106.71	106.71
RESERVES - General Reserve				
General Reserve at 1st April	485587	467017	467017	467017
2018/19 Utility V £12,170	-12170			
Transfer to Building & Facilities Fund	-50000			
2018/9 Additional funds to Mayoral regalia EMR	-1850			
Funds held BLC fuel costs not billed-released to general reserve	4156			
Purchase of Malone Park			-10000	-10000
General reserve at 31st March	467017	430205	478581	504214

STRATEGY AND RESOURCES COMMITTEE - BUDGET SUMMARY 2019/21

Expenditure					
		Actual	Estimate	Revised Est	Actual
		2018/19	2019/20	2019/20	
Code	Description				
	Central Costs	219065	244102	252614	232512
	Democratic Costs	56619	52535	61054	60719
	Corporate Management	312492	345240	342338	342904
	Capital Projects	45000	45000	45000	45000
	Grants -Section 137	16573	17000	17450	17000
	Oakwood Centre	178929	167478	169751	168795
	Maintenance HQ	5708	5100	3800	3834
	Woodley Town Centre Man Init	51826	48540	45484	89767
	Capital and Projects	262427	271610	271610	361307
Total		1148639	1196605	1209101	1321838
Income					
		Actual	Estimate	Revised Est	Actual
		2018/19	2019/20	2019/20	
Code	Description				
	Central Costs	7631	9205	8454	8655
	Democratic Costs	0	0	1891	2094
	Corporate Management	9302	9180	9480	9499
	Capital Projects	0	0	0	0
	Grants -Section 137	0	0	0	0
	Oakwood Centre	159242	171349	165302	161390
	Maintenance HQ	1232	0	0	0
	Woodley Town Centre Man Init	64463	61000	58484	89774
	Capital and Projects	0	0	0	89400
Total		241870	250734	243611	360812
Net		906769	945871	965490	961026

LEISURE SERVICES COMMITTEE - BUDGET SUMMARY 2019/20					
Expenditure		Actual	Estimate	Revised Est	Actual
		2018/19	2019/20	2019/20	2019/20
Code	Description				
201	Woodford Park Leisure Centre	368253	383381	385092	375540
401	Grounds Maintenance-Depot	31491	31126	31401	29888
402	Football	18630	21743	21945	20831
403	Cricket	10205	11647	12102	11946
404	Bowling Green	13734	13993	14998	14019
405	Woodford Park	33003	34757	34766	46019
406	Memorial Ground	9183	10017	9530	9275
407	Garden of Remembrance	9688	8575	7097	6866
408	Play Areas /Open Spaces	12958	15280	12732	12533
501	Coronation Hall	29114	29000	28012	28275
502	Chapel Hall	21369	20165	20299	21872
601	Allotments	24562	19399	19833	19035
602	Amenities	4407	6571	5398	4221
603	Events	10013	12503	9529	8039
604	Public toilet	0	10718	7814	78899
608	Youth services	27048	28565	27902	25802
Total		623658	657440	648450	713060
Income		Actual	Estimate	Revised Est	Actual
		2018/19	2019/20	2019/20	2019/20
Code	Description				
201	Woodford Park Leisure Centre	392016	372279	426067	435687
401	Grounds Maintenance-Depot	332	500	500	410
402	Football	5947	5075	6559	8640
403	Cricket	3441	2455	2506	2572
404	Bowling Green	7280	7919	8023	7639
405	Woodford Park	6730	6750	7784	7784
406	Memorial Ground	115	118	236	236
407	Garden of Remembrance	1266	1100	520	480
408	Play Areas /Open Spaces	0	0	0	0
501	Coronation Hall	34419	34000	35000	34447
502	Chapel Hall	34213	35000	34000	31977
601	Allotments	12040	12252	13268	13424
602	Amenities	0	0	0	0
603	Events	0	0	0	0
604	Public toilet	0	1460	450	72460
608	Youth services	0	0	0	0
Total		497799	478908	534913	615756
Net		125859	178532	113537	97304

PLANNING & COMMUNITY COMMITTEE BUDGET SUMMARY

PLANNING & COMMUNITY COMMITTEE BUDGET SUMMARY				
Expenditure		Actual	Estimate	Revised Est
		2018/19	2019/20	2019/20
Code	Description			
	Grants and Service Level	31662	31581	31581
	Agreements			
Total		31662	31581	31581
Income		Actual	Estimate	Revised Est
		2018/19	2019/20	2019/20
Code	Description			
Total		0	0	0
Net		31662	31581	31581



7 Hodder Close, Chandlers Ford, Hants, SO53 4QD.
Tel: 07762 780605 Email: Tim.Light1@hotmail.co.uk

9 March, 2020

The Town Clerk

Woodley Town Council

The Oakwood Centre,

Headley Road, Woodley,

Berkshire,

RG5 4JZ

Dear Deborah

Interim Internal Audit Report

Woodley Town Council – November 2019 to February 2020

The Accounts and Audit (England) Regulations 2015 (as amended) require all Town and Parish Councils to undertake an effective internal audit to evaluate the effectiveness of their risk management, control and governance processes, considering public sector internal auditing standards or guidance.

We confirm that we are independent of the Council.

The internal audit work we have carried out has been planned to enable us to give our opinion on the control objectives set out in the Annual Internal Auditor's Report on the 2019-20 Annual Governance and Accounts Return.

We have complied with the legal requirements and proper practices set out in:

- 'Governance and Accountability for Local Councils – A Practitioners' Guide (England)' 2019
- The Accounts and Audit (England) Regulations 2015 (as amended).

Good practice

- The Council continues to maintain its books and records on RBS Omega software
- The Clerk is aware of the requirements of GDPR
- The Council is registered with the ICO
- Details of total payments authorised at meetings are recorded in the Minutes
- All records continue to be up to date and easy to follow
- Income is receipted, recorded, banked and entered in the financial ledger on a regular basis
- The budgeting process continues to be monitored throughout the year
- Bank reconciliations continue to be carried out promptly each month and were accurate
- The Strategy and Resources Committee continue to take an active scrutiny role
- VAT reimbursement claims continue to be made regularly
- Action has been taken, or is underway on all the recommendations in the last internal audit report

Recommendations

Risk Management Policy

The Risk Management Strategy agreed at the February 2020 Council meeting should be posted on the Council website to ensure the requirements of the Transparency Code Regulations 2015 are met.

Other matters to be brought to the Council's attention

- A spot check visit took place on Wednesday 04 March 2020 in the presence of the Finance Officer at Woodford Park to ensure that the cash collection procedures in operation were sound. We checked the cashier till to agree that the daily takings tallied with the till report for the time of day when the till was read. We confirmed that the information was correctly recorded and we checked the totals held for cash floats and petty cash held on site.
- The Deputy Town Clerk has updated the Contract information held on Suppliers and Contractors shown on the Town Council Website to ensure that compliance with the Transparency Code 2015 is maintained.
- It is noted that the Town Clerk continues to review Financial Regulations and Standing Orders. They will be adapted from the NALC template versions to ensure that they are fit for purpose to ensure that they reflect the operations in practice by the Town Council. The Financial Regulations should be ready at the beginning of 2020/2021. The Standing Orders will be ready later in 2020/2021.
- The issues relating to Malone Park have now been resolved with Wokingham Borough Council and the Town Council but there are some legal and administrative points still to be cleared in the agreement before taking ownership of the Park.

- The Finance Officer continues to explore the options available so that sales invoice information can be cross-referenced to income received on the Woodford Park Leisure Centre daily takings sheet. Once implemented this will allow the Finance Officer to post details of sales invoices in the financial ledger on the Omega system and these will remain pending to clear until the income is shown on the bank statement. It is intended to implement this enhancement in control in 2020/2021.
- The Council will be taking over the responsibility for the Woodley Town Centre Management Initiative (WTCMI) from the 1 April 2020. Sufficient due diligence has been carried out to ensure the budget provision for 2020/2021 provides for a balanced budget effect and that the transfer of reserves held by the WTCM committee will be transferred to the Town Council and held as earmarked reserves as at 31 March 2020.
- The Town Clerk and Finance Officer will also ensure that the Asset Register is correct as at the 31 March 2020 to ensure that the details of all new purchases have been recorded and to ensure these can be accounted for when completing Box 9 of the Accounting Statements on the AGAR 2019/2020.
- We are pleased to report that the Council has reviewed its risks for 2019/20 at its February 2020 meeting. This action has ensured that the Council can answer “Yes” to assertion 5 on the 2019/20 Annual Governance and Accountability Return (AGAR) Governance Statement and we are able to answer “Yes” on the Annual Internal Audit Report on the AGAR objective C to confirm that the risks have been reviewed during the financial year.
- The Website Accessibility Regulations 2018 will need to be considered to ensure that Town Council can comply with the regulations for existing websites by the 23 September 2020. It is suggested that the Council should consider if this may affect the budget planning for 2020/2021. Information has already been sent to the Town Clerk on the advice provided from the Society of Local Council Clerks on the Internal Audit email dated 5 December 2019.
- The 2019/2020 AGAR Internal Audit Report will require the Internal Auditor to check the Council has correctly provided the proper opportunity for the exercise of public rights in accordance with the requirements of the Accounts and Audit Regulations during 2019/2020. This will include the Internal Auditor being shown evidence that the posting of the notice on the website was done at least one clear day before the 30-working day period begins. The Internal Auditor will complete “Not Covered” on the Internal Audit Report on the AGAR if the evidence of the posting date is not available.

Conclusion

Based on the tests we have carried out at this interim internal audit visit, in our view, the internal control procedures in operation are good to meet the needs of Woodley Town Council except where a recommendation has been made in this report.

Next visit

The next internal audit visit has been arranged for 5 June 2020.

At this visit detailed checks will be carried out on:

- Minutes of Council Meetings
- Bank and cash
- Investments
- Petty Cash
- Income and expenditure
- VAT claims
- Asset Register
- End of Year Procedures

Next Steps

This report should be noted and taken to the next meeting of the Strategy and Resources Committee.

They should decide what action will be taken on the recommendations we have made.

Tim Light FMAAT
Internal auditor

Woodley Town Council

SECTION 106 FUNDING

REPORT OF THE DEPUTY TOWN CLERK

Purpose of Report

To advise Members of currently available Section 106 developers funding and propose that the Town Council request this available funding be transferred to the Town Council, and that a portion of this funding be allocated to the Town Centre Community Garden project.

Background

Wokingham Borough Council is currently holding approximately £28,000 Section 106 funding for projects in Woodley. This is from developers contributions relating to the Sandford Farm development. Previous Town Council projects funded from the Sandford Farm development include the civic space/war memorial and the public toilet in the town centre.

It is proposed that the town council request the transfer of the available Section 106 funding for Woodley projects (£28,000) to the Town Council.

Community Garden

Wokingham Borough Council has completed work on the construction of a walled garden in the town centre to address the issues of tree root damaged paving, which had made the area unsafe for pedestrians. The garden provides a solution that retains the mature trees and adds a new feature to the town centre.

It is proposed that £15,000 of the available Section 106 funding be allocated to provide the following additions in relation to the Community Garden project;

- Seating £8,000
- Plants and materials £3,000
- Notice/information boards £2,700
- Weed control membrane & bark chip £1,300

The exact type and location of the seating is being considered. The proposed notice boards would be similar in design to those in Woodford Park, with an interpretation map of the town centre and current information for visitors. Planting would initially be an attractive mix of drought resistant, low maintenance plants at different heights and textures to provide year round interest and colour. The Town Council's grounds team would prepare and plant the garden initially.

Community and volunteers

Officers are looking at opportunities for volunteer involvement in the maintenance and different uses of the garden going forwards. Various suggestions for use have been received and it is hoped that this can be developed to include community groups, schools and individuals.

Recommendations:

- ◆ **That Members approve the request the transfer of all available Section 106 funding for Woodley projects to the Town Council.**
- ◆ **That Members approve the allocation of £15,000 of this funding towards the Town Centre Community Garden project as set out in the report.**

Correspondence received from Wokingham United Charities

Dear All

We have recently had approval from the charity commission to increase our Area of Benefit to the whole of Wokingham Borough.

We currently provide Almshouse accommodation (27 flats in Wokingham) and have a substantial relief in need fund that provides grants to individuals and charities.

As a result, we are looking to invite representatives from the new parishes with local experience of any particular concerns/ needs in those areas to join our board. This could be councillors, church leaders, anyone with insight of local issues.

I am therefore reaching out to these parishes to ask for the names and contact details of anyone who may be interested in shaping our work. Alternatively, interested parties can contact me directly by email or phone. There is also the option to sit on either the Almshouse or Grants committees if individuals felt unable to commit to becoming trustees.

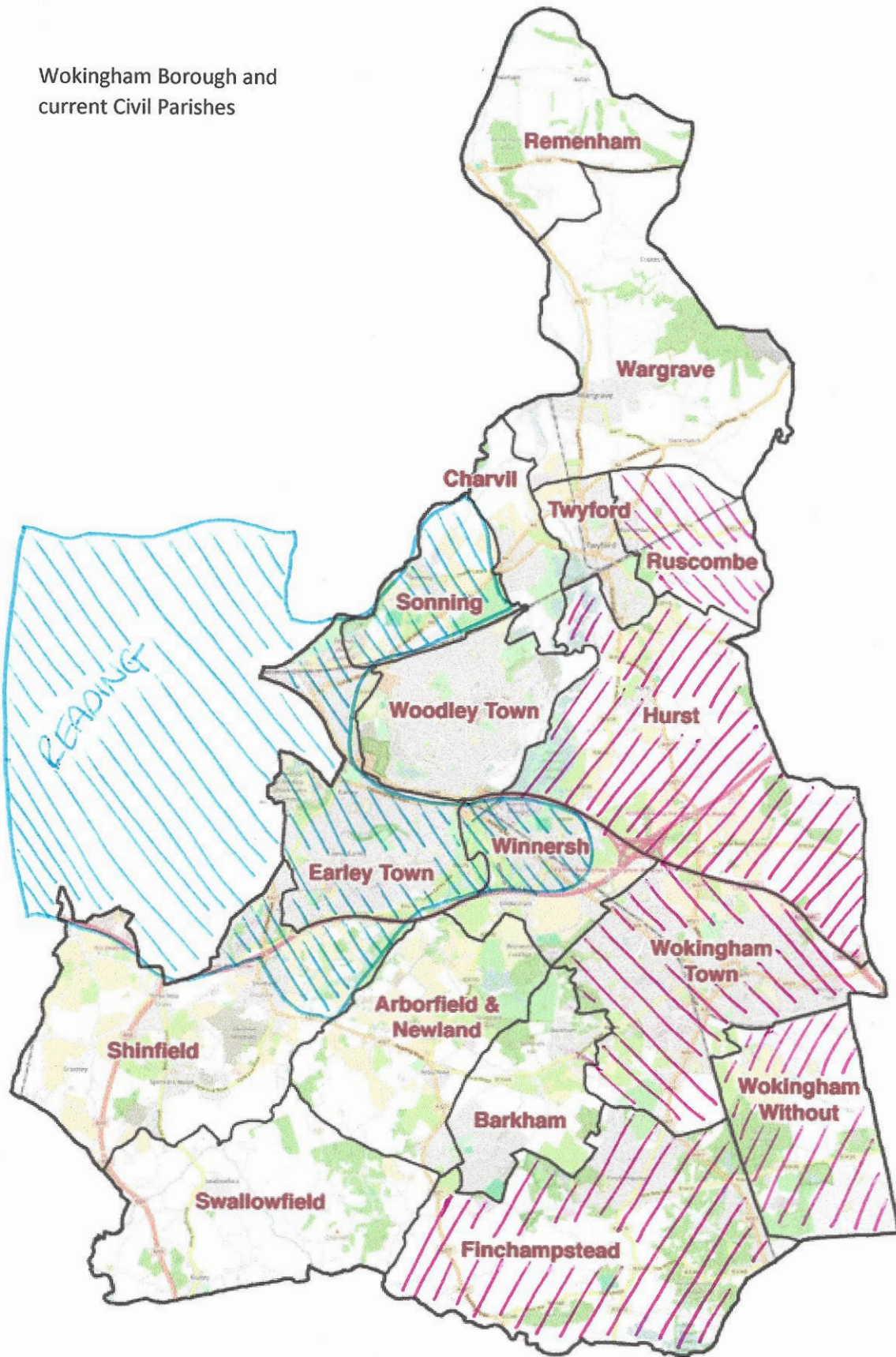
I look forward to hearing from you.

Regards

Tracey Hedgecox
Operations Manager
Wokingham United Charities

A map showing the current Area of Benefit is attached

Wokingham Borough and
current Civil Parishes



Blue diagonal hatching: Earley Charity
Area of Benefit

Pink diagonal hatching: WUC
Current
Area of Benefit

REPORTS FROM OUTSIDE BODIES

ARC

ARC has closed their offices during the current lockdown but are working from home, with some clients opting to be counselled by phone. They have also set up Zoom counselling sessions for those who may want it.

Obviously, all meetings and the AGM are cancelled.

Once the current situation is over it is anticipated there will be a huge demand for emotional support. To this end they are interviewing for new counsellors with interviews being done via Zoom.

ARC have been working with Wokingham's Schools Federation, putting together a training package for teachers and parents on parenting skills – with workshops for school staff and evening sessions for parents. The purpose of this is to try to reduce school exclusions across the Borough.

Shelagh Flower

Town Mayor's Engagements – 5 February 2020 to 23 June 2020

February	12	Woodley Schools' Bake-Off Challenge at The Bulmershe School
May	15	Visit to Woodley Food Bank collection point