



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 25 June 2019 at the Oakwood Centre.

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. **APOLOGIES**
2. **DECLARATIONS OF INTEREST**
To receive any declarations of interest from Members.
3. **MINUTES OF COUNCIL MEETING HELD ON 14 MAY 2019** Page 4
To approve the minutes of the Annual Meeting held on 14 May 2019, and that they be signed by the Chairman.
4. **COMMITTEE REPORTS**
To receive reports from the following:

4.1	Planning and Community Committee	21 May 2019	Page 19
4.2	Leisure Services Committee	4 June 2019	Page 25
4.3	Strategy and Resources Committee	11 June 2019	Page 29
4.4	Planning and Community Committee	18 June 2019	Page 39

5. **2018/19 YEAR END**
To note the 2018/19 year end outturn figures, in summary and by committee. **(Appendix 5)** Page 49
6. **FINANCIAL STATEMENTS AND ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2018/19** Appendix Pages 1 - 13
- a) To approve the Financial Statements for 2018/19 and authorise the signing of the statements by the Mayor and the Town Clerk.
- 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) To receive and note the Annual Internal Audit Report (as set out in the Annual Governance and Accountability Return 2018/19). Appendix Page 17
- c) To approve the Annual Governance Statement for 2018/19 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 18
- Supporting information to the Annual Internal Audit Report and Annual Governance Statement is provided. Appendix Pages 21 – 33
- d) To approve the Accounting Statements for 2018/19, 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 19
- Attached for Members' information is an explanation of the variances, which has been prepared for the external audit. Appendix Pages 35 - 37
- Please note that the documents for this agenda item are enclosed separately in the Financial Statements and Annual Governance and Accountability Return 2018/19 Appendix.**
7. **COMMITTEE MEMBERSHIP**
To consider an appointment to the vacant position on the Planning and Community Committee.
8. **LEADER'S STATEMENT**
To receive a statement from the Leader of the Council.
9. **CAPITAL PROGRAMME 2019/20**
To consider **Report No. FC 4/19**. Page 53
10. **OUTSIDE BODIES**
- a) The Town Council has been invited to send a representative to the Sandford Farm Liaison Group meetings. Members to consider appointing a representative.
- b) To receive any reports from Town Council representatives on outside bodies. **(Appendix 10)** Page 55

11. **TOWN MAYOR'S ENGAGEMENTS**

To note the list of engagements undertaken by Councillor Kay Gilder as Town Mayor. (***Appendix 11***)

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

12. **FUTURE AGENDA ITEMS**

To consider any items for inclusion in future Council agendas.

**Minutes of the Annual Meeting of the Town Council held at the Oakwood Centre
on Tuesday 14 May 2019 at 8 pm**

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

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

Also present: *Recipients of grant cheques
8 members of the public*

*Before the start of the meeting, the Town Mayor presented grant cheques to representatives of local community groups, organisations and individuals, as reported in **Appendix A**.*

Following the presentation of the cheques 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.

1. ELECTION OF TOWN MAYOR

The outgoing Mayor, Councillor Rahmouni, addressed the Council and said that it had been an honour to serve as the Town Mayor and he had very much enjoyed representing the people of Woodley. Particular highlights had been the school visits, where he had seen the amazing work of students of all ages, and the charity AGMs that he had attended, where he had seen the results of the many hard-working volunteers. Councillor Rahmouni thanked the Committee Officer and the Town Clerk for their support and thanked the Deputy Mayor, Councillor Stares, for attending functions when needed.

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

It was proposed by Councillor Baker, seconded by Councillor Brindley and

RESOLVED:

- ◆ To elect Councillor Gilder to the office of Town Mayor of Woodley for the 2019/20 municipal year.

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

Councillor Gilder made and signed the Declaration of Acceptance of Office of Town Mayor and took the chair.

Councillor Gilder said that it was a great honour to be given the opportunity of serving as Town Mayor again. She looked forward to the challenge and promised to serve the residents of Woodley to the best of her ability. Councillor Gilder welcomed all returning and new members to the Council and said that she believed everyone could work together for the benefit of the residents of Woodley.

Councillor Gilder announced that her charity for the year would be Prostate Cancer UK. She then presented Councillor Rahmouni with a Past Mayor's badge.

3. **WOODLEY TOWN COUNCIL ELECTION 2019**

The list of Councillors elected on 2 May 2019 was noted and is attached to these minutes at **Appendix B**.

4. **DECLARATIONS OF ACCEPTANCE OF OFFICE**

The Town Clerk reported that all Councillors elected on 2 May 2019 had made and signed their Declaration of Acceptance of Office, as required by law.

5. **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors Green and Soane.

6. **DECLARATIONS OF INTEREST**

Councillor Gilder	Agenda item 13.3a: Appointment of Working Parties and Sub Committees: Community Youth Partnership	Personal interest – Trina Farrance, who was nominated to be a voluntary sector representative to the Community Youth Partnership, is Councillor Gilder's daughter.
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Councillor Gilder did not take part in the discussion or the decision on agenda item 13.3a: Appointment of Working Parties and Sub Committees: Community Youth Partnership.

7. **ELECTION OF DEPUTY TOWN MAYOR**

It was proposed by Councillor Baker, seconded by Councillor Brindley and

RESOLVED:

- ◆ To elect Councillor Mills to the office of Deputy Mayor for the 2019/20 municipal year

8. **COMPOSITION OF THE COUNCIL**

RESOLVED:

- ◆ To note the current composition of the Council:
18 Conservative Members, 6 Liberal Democrat Members and 1 Labour Member.

9. **POLITICAL GROUP LEADERS**

RESOLVED:

- ◆ To note the appointment of Councillor Cheng as Leader and Councillor Brindley as Deputy Leader of the Conservative Group.
- ◆ To note the appointment of Councillor Jewell as Leader and Councillor Rowland as Deputy Leader of the Liberal Democrat Group.

10. **LEADERSHIP OF THE COUNCIL**

10.1 It was proposed by Councillor Cheng, seconded by Councillor Brindley and

RESOLVED:

- ◆ To elect Councillor Baker as Leader of the Council for the 2019/20 municipal year.

10.2 It was proposed by Councillor Baker, seconded by Councillor Cheng and

RESOLVED:

- ◆ To elect Councillor Brindley as Deputy Leader of the Council for the 2019/20 municipal year.

11. **STANDING COMMITTEES**

11.1 **Strategy and Resources Committee**

RESOLVED:

- ◆ That there be 9 places on the Strategy and Resources Committee for the 2019/20 municipal year.
- ◆ To appoint Councillors Anderson, Baker, Brindley, Chadwick, Cheng, Gilder, McCann, Rowland and Wicks to the Strategy and Resources Committee for the 2019/20 municipal year.

11.2 **Leisure Services Committee**

RESOLVED:

- ◆ That there be 9 places on the Leisure Services Committee for the 2019/20 municipal year.
- ◆ To appoint Councillors Bragg, Gilder, Green, Heap, Rahmouni, Skegg, Soane, Stares and Swaddle to the Leisure Services Committee for the 2019/20 municipal year.

11.3 **Planning Committee**

RESOLVED:

- ◆ To change the name of the committee to Planning and Community Committee to more accurately reflect the work of the committee.
- ◆ That there be 12 places on the Planning and Community Committee for the 2019/20 municipal year.
- ◆ To appoint Councillors Baker, Bragg, Cheng, Doyle, Forrer, Jewell, MacNaught, Mills, Nagra, Skegg and Wicks to the Planning and Community Committee for the 2019/20 municipal year, with one vacant place to be filled at a future meeting.

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

Under Standing Order 4 d members of the standing committees appointed the Chairmen and Vice Chairmen of the standing committees as follows:

12.1 **Strategy and Resources Committee**

a) **Chairman:**

It was proposed by Councillor Cheng, seconded by Councillor Brindley and

RESOLVED:

- ◆ To appoint Councillor Baker Chairman of the Strategy & Resources Committee for the municipal year.

b) **Vice Chairman:**

It was proposed by Councillor Cheng, seconded by Councillor Baker and

RESOLVED:

- ◆ To appoint Councillor Brindley Vice Chairman of the Strategy & Resources Committee for the municipal year.

12.2 **Leisure Services Committee**

a) **Chairman:**

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

RESOLVED:

- ◆ To appoint Councillor Stares Chairman of the Leisure Services Committee for the municipal year.

b) **Vice Chairman:**

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

RESOLVED:

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

12.3 **Planning and Community Committee**

a) **Chairman:**

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

RESOLVED:

- ◆ To appoint Councillor Cheng Chairman of the Planning and Community Committee for the municipal year.

b) **Vice Chairman:**

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

RESOLVED:

- ◆ To appoint Councillor Wicks Vice Chairman of the Planning and Community Committee for the municipal year.

13. **APPOINTMENT OF WORKING PARTIES AND SUB COMMITTEES**

Under Standing Order 4 e members of the parent standing committee considered the terms of reference and appointed places and members to the working parties as follows:

13.1 **Strategy and Resources Committee**

a) **Investments Working Party:**

RESOLVED:

- ◆ To approve the terms of reference of the Investments Working Party.
- ◆ That there be 4 places on the Investments Working Party for the 2019/20 municipal year.
- ◆ To appoint Councillors Anderson, Baker, Brindley and Rowland to the Investments Working Party for the municipal year.

b) **Risk Management Working Party:**

RESOLVED:

- ◆ To approve the terms of reference of the Risk Management Working Party.
- ◆ That there be 4 places on the Risk Management Working Party for the 2019/20 municipal year.
- ◆ To appoint Councillors Bragg, Doyle, Green and Mills to the Risk Management Working Party for the municipal year.

c) **Catering Partnership:**

RESOLVED:

- ◆ To approve the terms of reference of the Catering Partnership.
- ◆ That there be 5 places on the Catering Partnership for the 2019/20 municipal year.
- ◆ To appoint Councillors Brindley, Cheng, Green, MacNaught and Skegg to the Catering Partnership for the municipal year.

d) **Standing Orders and Financial Regulations Working Party:**

RESOLVED:

- ◆ To approve the terms of reference of the Standing Orders and Financial Regulations Working Party.
- ◆ That there be 4 places on the Standing Orders and Financial Regulations Working Party for the 2019/20 municipal year.
- ◆ To appoint Councillors Baker, Jewell, Mills and Swaddle to the Standing Orders and Financial Regulations Working Party for the municipal year.

e) **PR/Marketing Working Group:**

RESOLVED:

- ◆ To approve the terms of reference of the PR/Marketing Working Group.
- ◆ That there be 4 places on the PR/Marketing Working Group for the 2019/20 municipal year.
- ◆ To appoint Councillors Baker, Brindley, McCann and Swaddle to the PR/Marketing Working Group for the municipal year.

f) **Personnel Sub Committee:**

RESOLVED:

- ◆ To approve the terms of reference of the Personnel Sub Committee.
- ◆ That there be 4 places on the Personnel Sub Committee for the 2019/20 municipal year.
- ◆ To appoint Councillors Anderson, Jewell, Sartorel and Soane to the Personnel Sub Committee for the municipal year.

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

Woodford Park Leisure Centre Regeneration Task and Finish Group:

RESOLVED:

- ◆ To approve the terms of reference of the Woodford Park Leisure Centre Regeneration Task and Finish Group.
- ◆ That there be 6 places on the Woodford Park Leisure Centre Regeneration Task and Finish Group for the 2019/20 municipal year.
- ◆ To appoint Councillors Baker, Bragg, Brindley, Gilder, Heap and Stares to the Woodford Park Leisure Centre Regeneration Task and Finish Group for the municipal year.

13.3 **Leisure Services Committee**

a) **Community Youth Partnership:**

In reply to a question about the lack of notice of the proposal to suspend Standing Order 4 f in order to propose that the Labour Member be appointed to the Community Youth Partnership, the Town Clerk informed members that the proposal had been provided in Appendix 11 of the agenda.

RESOLVED:

- ◆ To approve the terms of reference of the Community Youth Partnership.
- ◆ That there be 6 places on the Community Youth Partnership for the 2019/20 municipal year, together with up to 10 representatives from the voluntary sector.
- ◆ To suspend Standing Order 4 f in order to propose that the Labour Member be appointed to the Community Youth Partnership.
- ◆ To appoint Councillors Al-Sanjari, Cheng, Forrer, Gilder, Skegg and Stares to the Community Youth Partnership for the municipal year.
- ◆ To appoint the following voluntary sector representatives to the Community Youth Partnership for the municipal year:
Sam Milligan (Just Around the Corner charity), Graham Sumbler (Woodley Baptist Church), Trina Farrance (Bulmershe Gym Club), Steve Outen (Woodley United FC), Paul Cassidy (ARC) and Laurie-Ann Price (Emmanuel Church).

b) **3G Pitch Steering Group:**

RESOLVED:

- ◆ To approve the terms of reference of the 3G Pitch Steering Group.
- ◆ That there be 3 places on the 3G Pitch Steering Group for the 2019/20 municipal year.
- ◆ To appoint Councillors Rahmouni, Skegg and Stares to the 3G Pitch Steering Group for the municipal year.

13.4 **Full Council**

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

RESOLVED:

- ◆ To note the terms of reference of the Bulmershe SULV Joint Working Party.
- ◆ To appoint Councillors Baker and Gilder to the Bulmershe SULV Joint Working Party for the 2019/20 municipal year.

For the position of named substitute for the Bulmershe SULV Joint Working Party, Councillors Bragg and Jewell were proposed and seconded. On being put to the vote it was

RESOLVED:

- ◆ To appoint Councillor Bragg as the named substitute for the Bulmershe SULV Joint Working Party for the 2019/20 municipal year

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

Having being duly nominated it was

RESOLVED:

- ◆ To appoint the following:

Berkshire Association of Local Councils (BALC) – 2 places

Councillors Bragg and Rowland

Wokingham District Association of Local Councils – 2 places

No representative

ARC – 2 places

Councillor Gilder, Councillor Rowland and Mrs S. Flower were nominated to be the representative on this body.

On being put to the vote it was:

RESOLVED:

- ◆ To appoint Councillor Gilder and Mrs S. Flower as the Town Council's representative on ARC.

Campaign Against Waste – 1 place (plus 1 deputy)

Councillors Jewell and Wicks were nominated to be the representative on this body.

On being put to the vote it was

RESOLVED:

- ◆ To appoint Councillor Wicks as the Town Council's representative on the Campaign Against Waste with Councillor Jewell as the deputy.

Citizens Advice Wokingham – 1 place

Councillor Bragg

Highwood Management Conference – 2 places

Councillor Gilder, Councillor Jewell and Mrs M. Holmes were nominated to be the representatives on this body.

On being put to the vote it was

RESOLVED:

- ◆ To appoint Councillor Gilder and Mrs M. Holmes as the Town Council's representatives on the Highwood Management Conference.

Museum of Berkshire Aviation Trust – 1 place

Councillor Green

ReadiBus – 1 place

Councillors MacNaught and Rowland were nominated to be the representative on this body.

On being put to the vote it was

RESOLVED:

- ◆ To appoint Councillor MacNaught as the Town Council's representative on Readibus

Road/Street Works Major Projects Meeting – 1 place (plus 1 deputy)

Councillors Bragg and Jewell were nominated to be the representative on this body.

On being put to the vote it was

RESOLVED:

- ◆ To appoint Councillor Bragg as the Town Council's representative at the Road/Street Works Major Projects meetings with Councillor Jewell as the deputy.

Sonning & District Welfare & Education Trust – 1 place

Mr D. Smith

The Bulmershe School: Governor – 1 place

Councillor Al-Sanjari

Wokingham Borough/Parish Working Group – 1 place (plus 1 deputy)

Councillors McCann and Nagra were nominated to be the representative on this body.

On being put to the vote it was

RESOLVED:

- ◆ To appoint Councillor Nagra as the Town Council's representative on the Wokingham Borough/Parish Working Group with Councillor McCann as the deputy.

Woodley Airfield Centre Management Committee – 2 places

Councillors Gilder, Heap and Soane were nominated to be the representative on this body.

On being put to the vote it was

RESOLVED:

- ◆ To appoint Councillors Gilder and Soane as the Town Council's representatives on the Woodley Airfield Centre Management Committee.

Woodley Bowling Club Management Committee – 1 place

Councillor Stares

Woodley and North Earley Community Forum

Councillors Baker, Bragg and Rowland were nominated to be the representatives on this body.

On being put to the vote it was

RESOLVED:

- ◆ To appoint Councillors Baker and Bragg as the Town Council's representatives on the Woodley and North Earley Community Forum.

Woodley Town Centre Management Initiative – 2 places

Councillor Baker, Councillor Rowland and Mrs M. Holmes were nominated to be the representatives on this body.

On being put to the vote it was

RESOLVED:

- ◆ To appoint Councillor Baker and Mrs M. Holmes as the Town Council's representatives on the Woodley Town Centre Management Initiative.

Woodley Volunteer Centre – 1 place

Councillors Doyle and MacNaught were nominated to be the Council's representatives on this body.

On being put to the vote it was

RESOLVED:

- ◆ To appoint Councillor MacNaught as the Town Council's representative to the Woodley Volunteer Centre.

Representation on the following outside bodies was noted:

Poor's Land Charity – 4 places

Councillor Cheng and Mrs S. Flower serving until 2020

Councillor Mills and Mr L. Day serving until 2022

Robert Palmer Almshouse Charity – 1 place

Councillor Rahmouni serving until 2020

15. **CHEQUE SIGNATORIES 2019/20**

RESOLVED:

- ◆ To appoint Councillors Baker, Bragg, MacNaught and Mills as signatories to sign cheques and transfers on behalf of the Council.

16. **MINUTES OF THE COUNCIL MEETING HELD ON 5 FEBRUARY 2019**

The Town Mayor presented the minutes of the Council Meeting held on 5 February 2019.

RESOLVED:

- ◆ To approve the minutes of the Council meeting held on 5 February 2019 and that they be signed by the Mayor as a correct record.

17. **COMMITTEE REPORTS**

17.1 **Minutes of the Planning Committee: 26 February 2019**

Councillor Cheng presented the Planning Committee minutes of the meeting held on 26 February 2019.

RESOLVED:

- ◆ To receive the minutes of the Planning Committee held on 26 February 2019.

17.2 **Minutes of the Planning Committee: 26 March 2019**

Councillor Cheng presented the Planning Committee minutes of the meeting held on 26 March 2019.

RESOLVED:

- ◆ To receive the minutes of the Planning Committee held on 26 March 2019.

17.3 **Minutes of the Leisure Services Committee: 9 April 2019**

Councillor Stares presented the Leisure Services Committee minutes of the meeting held on 9 April 2019.

RESOLVED:

- ◆ To receive the minutes of the Leisure Services Committee held on 9 April 2019.

17.4 **Minutes of the Strategy and Resources Committee: 16 April 2019**

Councillor Baker presented the Strategy and Resources Committee minutes of the meeting held on 16 April 2019.

RESOLVED:

- ◆ To adopt the Risk Management Strategy 2019/20.
- ◆ To receive the minutes of the Strategy and Resources Committee held on 16 April 2019.

17.6 **Minutes of the Planning Committee: 23 April 2019**

Councillor Cheng presented the Planning Committee minutes of the meeting held on 23 April 2019.

RESOLVED:

- ◆ To receive the minutes of the Planning Committee held on 23 April 2019.

18. **LEADER'S STATEMENT**

The Leader of the Council made the following statement:

"This is the first meeting since the elections on the 2nd May as we start the next 4-year cycle.

I would like to welcome all councillors who have been elected, especially those who are here for the first time. I offer my commiserations to those candidates who were unsuccessful.

My group's approach to business is highly inclusive, aiming to leave party politics to the bear pit of the Borough. As the Mayor has already said we are all here for the benefit of the residents of Woodley not for our political parties.

In this town council I want to have consensus decision making and will, when appropriate, consult the leader of the opposition about a forthcoming decision. A prime example of this is the appointment of non councillors on the outside bodies. Unfortunately, I did not get any response from them on this matter, probably because they had not had time to sort themselves out.

We have had quite a long meeting so I won't take any more of your time. Here's to a harmonious future 4 years."

Following the Leader's statement, some of the Liberal Democrat members responded that they had not received the email from the Leader of the Council.

19. **CAPITAL PROGRAMME**

The Deputy Town Clerk presented Report No. FC 3/19.

Members noted the capital projects that had been undertaken in 2018/19 and those that were proposed for 2019/20. In reply to a question the Deputy Town Clerk explained that the capital programme was based on estimated costs and that sometimes it was possible to make savings when the final costs were known. He explained that if the projected costs of a project were found to be significantly higher than the approved budget, Council would be asked to approve the additional spending. The Deputy Town Clerk also explained that sometimes it was necessary to carry a project forward into the next year for operational reasons.

RESOLVED:

- ◆ To note Report No. FC 3/19.
- ◆ To approve the 2019/20 Capital Programme as set out in the schedule at **Appendix C.**

20. **RESIDENTS SURVEY 2018**

The Town Clerk presented the report of the 2018 Residents' Survey, which had been circulated with the agenda and explained that the survey was not carried out by the Town Council, but was undertaken by an independent organisation.

In reply to a question about whether the responses were weighted to take account of the fact that some age groups did not appear to be fully represented, the Town Clerk replied that the report stated that the responses were representative of local households with an accuracy of 95%, but that she would need to check whether this was with regard to age groups. It was suggested that the Town Council's use of social media might be shown to be more effective if all age groups were fully recognised by the survey. The Leader of the Council explained that 500 households were specifically targeted by the survey organisation to produce a group that was statistically significant. The Town Clerk suggested that a representative from the survey organisation could be invited to attend a future Council meeting to answer Members' questions.

The small number of responses in the Youth category was noted and a suggestion made that this category could be targeted in future to ascertain their needs. The Town Clerk suggested that this could perhaps be a matter that could be discussed by the Community Youth Partnership.

In response to a question about testing the market with regard to the cost of the survey, the Town Clerk said this had not been undertaken for the biennial survey.

RESOLVED:

- ◆ To receive the report of the 2018 Residents' Survey.
- ◆ To invite a representative from the survey organisation to attend a future Council meeting to explain how the survey is carried out and answer Members' questions.

21. **REPRESENTATIVES ON OUTSIDE BODIES**

Members noted the following written reports:

- Citizens Advice Wokingham report from Councillor Bragg.
- Poor's Land Charity report from Councillor Cheng.
- ARC report from Shelagh Flower, which had been tabled at the meeting.

22. **TOWN MAYOR'S ENGAGEMENTS**

Members noted the 10 engagements attended by Councillor Rahmouni as Town Mayor since the last meeting

23. **FUTURE AGENDA ITEMS**

There were no further suggestions for future agenda items.

The meeting closed at 9:45pm

Town Mayor

Meeting of the Town Council on 14 May 2019

Before the start of the meeting the Mayor presented grant cheques to representatives of the following local community groups and other organisations:

1st Woodley Boys Brigade
2nd Woodley Scout Group
Emmanuel Church Woodley
Friends of Woodford Park
Me2 Club
School Days Project
Woodley Festival of Music and Arts
Woodley United Football Club

Individual:
Hannah Evans

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

Bulmershe Ward

Nada Al-Sanjari
Mark Green
Sam Rahmouni
Alison Swaddle

Coronation Central Ward

Juliet Anderson
David Bragg

Coronation East Ward

Keith Baker
John MacNaught
David Stares

Loddon Airfield Ward

Anne Chadwick
Alexander Heap
Philip Wicks

Loddon South Ward

Majid Nagra
Janet Sartorel
Bill Soane

Loddon West Ward

Martin Doyle
Michael Forrer

South Lake North ward

Jenny Cheng
Tom McCann
Richard Skegg

South Lake South Ward

Kay Gilder
Carol Jewell
Beth Rowland

Warren Ward

Shadi Brindley
Dave Mills

APPENDIX C

CAPITAL PROGRAMME 2019/20

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

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

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

Minutes of a Meeting of the Planning and Community Committee held at the Oakwood Centre on Tuesday 21 May 2019 at 7:45 pm

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

Officer present: *L. Matthews, Committee Officer*

Also present: *3 members of public*

1. **APOLOGIES**

Apologies for absence were received from Councillor M. Doyle.

2. **DECLARATIONS OF INTEREST**

There were no declarations of interest made by Members.

3. **MINUTES OF THE PLANNING COMMITTEE MEETING HELD ON 23 APRIL 2019**

RESOLVED:

- ◆ That the minutes of the Planning Committee meeting held on 23 April 2019 be approved and signed by the Chairman as a true and accurate record.

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

Application: 182995

Location: 37 Crockhamwell Road, Woodley, RG5 3LE.

Proposal: Householder application for the proposed erection of a detached outbuilding. (Part retrospective)

7. **TREE PRESERVATION ORDERS**

RESOLVED:

- ◆ To note that Wokingham Borough Council had confirmed the following Tree Preservation Order:
TPO 1674/2019 – relating to an oak tree located on the front boundary of 8 Butts Hill Road, Woodley, RG5 4NH.

8. **COMMUNITY SPEEDWATCH UPDATE**

Councillor MacNaught gave a verbal update on the operation of the Woodley Speedwatch scheme for the benefit of Members who were new to the committee.

9. **WOKINGHAM BOROUGH COUNCIL: PROPOSED INSTALLATION OF CONTROLLED PEDESTRIAN CROSSINGS**

Members noted the proposal by Wokingham Borough Council to install a toucan crossing on Spitfire Way, Woodley.

RESOLVED:

- ◆ To send a response to Wokingham Borough Council stating the Town Council fully supports the proposal to install a toucan crossing on Spitfire Way.

10. **CITIZENS ADVICE WOKINGHAM**

Members noted the correspondence received from Citizens Advice Wokingham regarding the new Help to Claim service for people making a Universal Credit claim.

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

Members noted the report of the Woodley and North Earley Community Forum meeting held on 10 April 2019.

12. **FUTURE AGENDA ITEMS**

There were no suggestions for future agenda items.

13. **PUBLICITY/WEBSITE**

There were no suggestions for items to be publicised.

14. **EXCLUSION OF PUBLIC AND PRESS**

RESOLVED:

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

15. **ENFORCEMENT ISSUES**

The Chairman informed Members of five ongoing enforcement matters and two enforcement investigation closure notifications.

The meeting closed at 9:00 pm

Woodley Town Council

Page 1

Date :- 22/05/2019

Observations on the following Planning Applications

<u>Application No</u>	<u>DateRecd</u>	<u>Applicant Name</u>	<u>Location</u>
Approved on the following applications;			
190711	01/05/2019	Mr & Mrs Humphries	5 Cody Close Cody Close Woodley RG5 4XN
Proposal : Householder application for the proposed erection of single storey front extension to form a porch, and first floor side extension to existing dwelling.			
Observations : No objections.			
190750	18/04/2019	Mr & Mrs Jones	Acorns Waingels Road Charvil RG10 0UA
Proposal : ADJOINING PARISH CONSULTATION Householder application for the proposed conversion of existing garage to create habitable accommodation, plus changes to fenestration.			
Observations : No comment.			
190919	17/04/2019	Mr & Mrs Hillyard	4 Retford Close Retford Close Woodley RG5 4TP
Proposal : Householder application for the proposed erection of a single storey rear extension including three rooflights, a first floor side extension, and internal alterations to dwelling.			
Observations : No objections.			
190922	09/05/2019	Mr & Mrs Brandon	25 Copse Mead Copse Mead Woodley RG5 4RP
Proposal : Householder application for the proposed erection of part single/part two storey side/rear extension following demolition of existing single storey rear extension.			
Observations : No objections.			
190950	18/04/2019	Mr & Mrs Walker	64 Tippings Lane Tippings Lane Woodley RG5 4RY
Proposal : Householder application for proposed part conversion of garage to habitable accommodation and raising of roof of garage.			
Observations : No objections.			
190955	18/04/2019	Mr & Mrs Lowe	20 Mitchell Way Mitchell Way Woodley RG5 4NQ
Proposal : Householder application for a proposed erection of a single storey front extension to form a porch plus garage conversion to create habitable accommodation.			
Observations : No objections.			

Date :- 22/05/2019

Observations on the following Planning Applications

<u>Application No</u>	<u>DateRecd</u>	<u>Applicant Name</u>	<u>Location</u>
190988	23/04/2019	Mr Hopping	2 Rothwell Gardens Rothwell Gardens Woodley RG5 4TJ

Proposal : Householder application for the proposed erection of single storey front extension, single storey side extension with rooflight and alterations to fenestration, following demolition of existing car port/ garage/store.

Observations : No objections.

Date :- 22/05/2019

Observations on the following Planning Applications

<u>Application No</u>	<u>DateRecd</u>	<u>Applicant Name</u>	<u>Location</u>
190916	29/04/2019	Unknown	Unit 5, E Reading Retail Centr Shepherds Hill Woodley RG6 1FE

Concerns on the following applications;

Proposal : Full planning application for a proposed change of use from A1 retail to Sui Generis (Tanning Salon).

Observations : The Committee had concerns about the available parking capacity at this location and the possible parking problems that might result if this was to become a successful business.

191050	09/05/2019	Mr G Bertram	29 Duncan Road Duncan Road Woodley RG5 4HR
<p>Proposal : Householder application for a proposed conversion of an existing garage to create habitable accommodation.</p> <p>Observations : Two residents were present at the meeting to voice concern about this application.</p> <p>The Committee considered the proposal and had concerns about the parking provision at the property if the garage was converted to habitable accommodation, especially as local residents had expressed concern about exacerbation of the current parking problems in the cul de sac.</p>			

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**Minutes of a meeting of the Leisure Services Committee held at the Oakwood Centre
on Tuesday 4 June 2019 at 8:00 pm**

Present: *Councillors D. Stares (Chairman); D. Bragg; K. Gilder; A. Heap;
S. Rahmouni; R. Skegg; A. Swaddle*

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

Also present: *Councillor K. Baker*

1. **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillor B. Soane

2. **DECLARATIONS OF INTEREST**

There were no declarations of interest made by Members.

3. **MINUTES OF THE MEETING HELD ON 9 APRIL 2019**

RESOLVED:

- ◆ That the minutes of the Leisure Services Committee meeting of 9 April 2019 be approved and signed by the Chairman as a correct record.

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

Members noted the contents of the JAC report, and the Chairman commented that the atmosphere among the young people in Woodley seemed to be very good.

For the benefit of the new committee members, Councillor Gilder explained the proposals for the Loddon Mead project. She also said that JAC were doing fantastic work with young people and had been supported in this work by the Town Council for 21 years.

5. **COMMUNITY YOUTH PARTNERSHIP**

Councillor Gilder presented Report No. LS 11/19 of the Community Youth Partnership meeting held on 22 May 2019.

The latest proposals for the Loddon Mead area had been reported at the meeting and the use of timber logs for stepping stones and jumps was under consideration as a low cost start to the park, providing an area for younger people or a training area before moving on to more complex parkour equipment. Sam Milligan was hoping to visit local schools to engage staff and young people with the project.

Members noted the update on the parents self-help groups project. In reply to a question, Councillor Gilder explained that the project was developing slowly, not due to a lack of interest, but because there was a need to gain peoples' confidence in the project and this would take time. The Town Clerk informed Members that discussions had taken place on the ways in which families in need of this type of support could be targeted.

Members also noted that the difficulties encountered in running and managing youth clubs had been discussed and it had been reported that the Friday night youth club at Woodley Baptist Church was struggling to find volunteers to help at the sessions and may not be

able to continue operating after July. The Community Youth Partnership had agreed to look at the provision of youth clubs in Woodley.

RESOLVED:

- ◆ To note Report No. LS 11/19

6. **BUDGETARY CONTROL**

The Town Clerk presented Report No. LS 12/19.

RESOLVED:

- ◆ To note Report No. LS 12/19.

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

The Leisure Services Manager presented Report No. LS 13/19 and informed Members of the success of the Woodley 10km and 2.5km races, which had taken place on 14 April. There had been 635 participants in the 10km race and 75 children had taken part in the 2.5km race. Barnes Fitness, who had organised the event, had donated £1,000 to the Mayor's charity, The Multiple Sclerosis Society, Reading, Wokingham and Districts branch, in recognition of the support given by the Town Council for the event.

The Leisure Services Manager also reported on Woodley Schools Sports Week, which had been another successful event with an estimated 3,000 children taking part. Particular highlights of the week had been the opening ceremony Dance Festival and the Paralympics celebration.

Members were pleased to note that, following on from the success of the Silver Circuit sessions, which provided exercise classes for older people or those recovering from a period of inactivity, the Leisure Services Manager had been invited to meet with a NHS linked Pulmonary Rehabilitation group and this had resulted in a number of the patients becoming regular attendees at the Silver Circuits classes.

Members were also informed that the redecoration of the function room at Woodford Park Leisure Centre was nearing completion, the colour-changing lights in the gym had been repaired, the two small tears in the 3G pitch carpet had been repaired at no cost to the Council and the paddling pool liner had been replaced by the supplier. The work to replace the liner had resulted in the paddling pool being opened to the public slightly later than usual, on 1 June.

RESOLVED:

- ◆ To note Report No. LS 13/19.

8. **PARKS AND BUILDINGS**

The Deputy Town Clerk presented Report No. LS 14/19. He informed Members that the liner to the paddling pool at Woodford Park Leisure Centre had been replaced by the supplier under warranty, following problems with the new liner that was installed last year.

Members noted the work that had been undertaken in Woodford Park, including refurbishment of seats in the Rotary Garden, and in the park generally, installation of new memorial seats, preparation and seeding of wildflower beds, planting and path repairs in the Garden of Remembrance, and preparation of the Bowls Green for the new season. The Friends of Woodford Park continued to maintain the Rotary Garden and borders in the park.

The Deputy Town Clerk reported that new signage would be installed around the lake in Woodford Park in the coming weeks and this would include advice on appropriate food for ducks. He informed Members that water and marginal plants had been ordered and would

be planted by the Grounds Team, with help from volunteers. The Grounds Team would also reinstate a low level fence around the eastern end of the lake and would lay a hogging path along the northern bank.

Members were informed that the Council had received a response to its request to Wokingham Borough Council to take ownership of Malone Park. The Borough Council wished to retain the freehold for the site and had offered the Town Council either a lease on the previous terms or a community asset transfer lease of up to 30 years. After lengthy discussion and taking into consideration the £50,000 spent on the park by the Town Council since the previous lease lapsed in 2008, Members agreed that the offer from Wokingham Borough Council was thoroughly unsatisfactory and they agreed to recommend to the Strategy and Resources Committee that the Borough Council should be robustly challenged to transfer the ownership of the land.

The Deputy Town Clerk then gave an update on matters relating to the allotments, as noted in the report. Members were very interested to hear about the Bee Roadz project, which was supported by the Allotment Tenants Committee, and about which a presentation had been held in the Oakwood Centre the previous evening. The intention was to encourage bees and other pollinators through the planting of wildflowers and other appropriate plants at key locations and the allotment site had been identified as a good location for some of this planting. The Deputy Town Clerk reported that the Town Council and the Allotment Tenants Committee were also looking at the possibility of encouraging bee keeping at the allotments site.

Finally Members noted that the removal of asbestos from the roof space at Coronation Hall was scheduled to take place in August and would include replacement of the suspended ceiling and redecoration of the hall.

RESOLVED:

- ◆ To note Report No. LS 14/19.
- ◆ To make the following recommendation to the Strategy and Resources Committee:
That the offer from Wokingham Borough Council of a lease on the previous terms or a community asset transfer lease of up to 30 years for Malone Park is thoroughly unsatisfactory, and it is therefore recommended that Wokingham Borough Council be robustly challenged to transfer ownership of the land at Malone Park to Woodley Town Council.

9. **TOWN CENTRE PUBLIC TOILET UPDATE**

The Town Clerk informed Members that she was waiting for Danfo to agree a date to carry out training on the operation of the public toilet and when this had taken place the toilet could be opened to the public.

10. **FUTURE AGENDA ITEMS**

There were no suggestions for future agenda items.

11. **PUBLICITY AND WEBSITE**

Under this item it was suggested that the Partnership page on the Council's website could be used to publicise volunteering opportunities in the town and the call for volunteers to help with the Friday night youth club at the Baptist Church could be advertised.

The meeting closed at 9:20 pm

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Minutes of a meeting of the Strategy & Resources Committee held at the Oakwood Centre on Tuesday 11 June 2019 at 8:00 pm

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

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

1. **APOLOGIES**

Apologies for absence were received from Councillors K. Gilder and P. Wicks.

2. **DECLARATIONS OF INTEREST**

There were no declarations of interest made by Members.

3. **MINUTES OF THE MEETING HELD ON 16 APRIL 2019**

RESOLVED:

- ◆ That the minutes of the Strategy and Resources Committee meeting of 16 April 2019 be approved and signed by the Chairman as a correct record.

4. **FINANCE**

a) **Budgetary Control**

The Town Clerk presented Report No. SR 14/19.

RESOLVED:

- ◆ To note Report No. SR 14/19.

b) **Payments**

RESOLVED:

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

	Current account	Imprest account
April 2019	£99,470.42	£196,435.60
May 2019	£190,289.75	£51,345.46

5. **OAKWOOD CENTRE UPDATE**

The Deputy Town Clerk presented Report No. SR 15/19 and reported that the periodic load testing of the winches and lighting rig in the theatre would take place that week together with an electrical inspection. Members were also informed that new signage was planned for the front of the Oakwood Centre, including signage for the theatre.

Members were pleased to note that there were two new regular hirers of rooms at the Oakwood Centre since the last report, and there had been five new one-off hirers. It was noted that income from room hire was on track for the year.

The Deputy Town Clerk updated Members on the investigations and recommendations for remedial works to the Oakwood Centre roof and windows. RAMS Consultancy had carried out intrusive investigations into the structure of the walls and roof in May and measured leak testing and an aerial survey of the roof had previously been carried out. RAMS Consultancy had recommended further investigation of the wall structure beneath the cladding before a specification and recommendations for remedial work were drawn up. These investigations were being carried out by the Council's Maintenance Team to avoid unnecessary costs. In reply to a question as to whether the leaks were due to maintenance issues, the Deputy Town Clerk replied that the maintenance of the building had been improved significantly to ensure that this was not the case and the investigations had shown multiple issues due to leaking window seals and waterproofing membranes etc.

Members also received an update on the Oakwood Centre flooring, where the problems were believed to be a combination of a leak in the toilet area, which had been rectified, and historic issues with moisture in the floor slab which were addressed through considerable remedial works in 2012, but which had presented again in a couple of areas of the building. These problems were being investigated and were likely to require repair works to some areas of the floor screed and replacement of the floor finish in the affected areas, along with replacement of skirting in the toilets and corridor.

RESOLVED:

- ◆ To note Report No. SR 15/19.

6. **MALONE PARK**

The Town Clerk presented Report No. SR 16/19, which gave the background to the Council's request to Wokingham Borough Council to take ownership of Malone Park, as resolved by Full Council (5 February 2019, minute number 69). A response had subsequently been received stating that the Borough Council wished to retain the freehold for the site and offering the Town Council either a lease on the previous terms or a community asset transfer lease of up to 30 years. This offer had been considered by the Leisure Services Committee (4 June 2019, minute number 8) and the following recommendation had been made to the Strategy and Resources Committee:

"That the offer from Wokingham Borough Council of a lease on the previous terms or a community asset transfer lease of up to 30 years for Malone Park is thoroughly unsatisfactory, and it is therefore recommended that Wokingham Borough Council be robustly challenged to transfer ownership of the land at Malone Park to Woodley Town Council."

Members discussed the situation and agreed that Wokingham Borough Council had treated the Town Council abysmally over this matter. It was agreed that the recommendation from the Leisure Services Committee should be considered by Full Council.

RESOLVED:

- ◆ To note Report No. SR 16/19.

- ◆ To make the following recommendation to Council:
That the offer from Wokingham Borough Council of a lease on the previous terms or a community asset transfer lease of up to 30 years for Malone Park is thoroughly unsatisfactory, and it is therefore recommended that Wokingham Borough Council be robustly challenged to transfer ownership of the land at Malone Park to Woodley Town Council.

7. **WOODLEY TOWN CENTRE MANAGEMENT INITIATIVE (WTCMI)**

The Chairman informed Members that, following the retirement of Jacques Lherbier in April, the new Town Centre Manager was Brian Fennelly. He said that Brian Fennelly was very keen to work in co-operation with the Town Council as he viewed the town centre as a facility provided for residents. The Chairman suggested that all Members should get to know the Town Centre Manager.

In reply to a question about funding, the Town Clerk informed Members that the Town Council gave £13,000 to the WTCMI each year. It was also noted that £15,000 was given by Wokingham Borough Council, a smaller amount was given by the traders and approximately £80,000 was raised by events in the town centre.

RESOLVED:

- ◆ To note the report of the Woodley Town Centre Management Initiative meeting held on 17 April 2019.

8. **PROJECTS SCHEDULE 2019/20**

The Deputy Town Clerk presented the updated Projects Schedule 2019/20.

With regard to the Woodford Park lake restoration project, the Deputy Town Clerk reported that a great deal of planting would be taking place shortly and that this would be done with the help of volunteers. In reply to a question about the poor state of repair of some of the railings around the lake, the Deputy Town Clerk said that some of these would be removed and the others would be repaired or replaced.

In response to a question about the Woodford Park destination play area, the Deputy Town Clerk confirmed that the equipment would be fully accessible and an extensive public consultation process would be carried out before the equipment was chosen.

In response to a question about the cricket team's use of the football wing for changing, the Deputy Town Clerk confirmed that the showers had been disconnected some time previously, due to insufficient use and maintenance costs, but that the cricketers were able to use the indoor sports showers.

RESOLVED:

- ◆ To note the information contained in the updated Projects Schedule 2019/20.

9. **WOODLEY TOWN COUNCIL WEBSITE STATISTICS**

Members noted the statistics for website views, searches and usage given in the agenda. The increasing numbers of referrals to the website from social media was noted.

10. **PUBLIC TOILET UPDATE**

The Town Clerk reported that the town centre public toilet was opened to the public on 8 June 2019. She confirmed that the public toilet had been added to the contract of the Oakwood Centre cleaners.

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

- a) Members noted that the March Neighbourhood CIL Proportion (Transfer to Parish/Town Councils) Report identified potential CIL funds to the Town Council of £59,307.
- b) Members noted that the Council had been notified that CIL payment of £91,010 was due to the Town Council.
- c) Members noted that CIL payment of £22,001 had been paid to the Town Council in April 2019 and was allocated to the CIL earmarked reserve.

12. **FUTURE AGENDA ITEMS**

Under this item there was some discussion about aiming to increase disabled access to play and exercise equipment in Woodley. It was suggested that this could be an agenda item for a future Leisure Services Committee meeting.

13. **PUBLICITY AND WEBSITE**

No items were put forward to be publicised or added to the website.

14. **EXCLUSION OF PUBLIC AND PRESS**

RESOLVED:

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

15. **PERSONNEL SUB COMMITTEE**

Councillor Anderson presented Report No. SR 17/19.

RESOLVED:

- ◆ That one post of Sports Officer, when vacated, be deleted from the staffing establishment.
- ◆ That a post of Duty Manager be added to the staffing establishment on a pay scale range of spinal column points 1 to 4, as set out in the job description.
- ◆ That the pay scale of the two remaining Sports Officer posts be revised from the present range of spinal column points 7 to 11, to spinal column points 12 to 16.
- ◆ That the two remaining Sports Officer post holders be placed on the recommended point in the scale with effect from the date of the deletion of the Sports Officer post.

The meeting closed at 9:40 pm

Woodley Town Council 2019/2020

Current Account

List of Payments made between 01/04/2019 and 30/04/2019

<u>Date Paid</u>	<u>Payee Name</u>	<u>Amount</u>	<u>Paid</u>
17-Apr-19	360Media Studio Ltd	120.00	Photographer - Citizens Awards Reception
17-Apr-19	Advanced Maintenance UK Ltd	1074.00	WPLC electrical repairs
30-Apr-19	Advanced Maintenance UK Ltd	168.00	WP flat maintenance
30-Apr-19	Alan Hadley Ltd	297.00	Refuse collection
17-Apr-19	All Glass Window Cleaning	60.00	Window cleaning
30-Apr-19	AYS Cleaning Contractors Ltd	1656.30	Contract Cleaning
12-Apr-19	Be Fuelcards Ltd	0.76	Admin charge
23-Apr-19	Be Fuelcards Ltd	51.18	Petrol - Depot
18-Apr-19	Bourne Amenity Ltd	1090.75	Lake project-top soil
18-Apr-19	Bowak Ltd	177.98	Cleaning supplies
17-Apr-19	Brake Bros Foodservice Ltd	245.28	Vending supplies
30-Apr-19	Brake Bros Foodservice Ltd	228.05	Vending supplies
30-Apr-19	Brake Bros Foodservice Ltd	479.58	Vending supplies
30-Apr-19	Brammer UK Ltd	12.00	Chain links-Depot
18-Apr-19	Brown Bag Cafe Ltd	806.40	Catering services
30-Apr-19	Brown Bag Cafe Ltd	1326.32	Catering services
17-Apr-19	Broxap Ltd	684.00	Cast iron seats
18-Apr-19	Castle Water	186.97	Water rates
30-Apr-19	Castle Water	6783.50	Water rates
30-Apr-19	CDK Casting Ltd	96.60	Bronze Plaque
17-Apr-19	Central Sports UK Ltd	629.47	WPLC sports equipment
01-Apr-19	Club Manager Ltd	80.40	Club Manager membership
17-Apr-19	CoolerAid Ltd	60.00	Bottled water
30-Apr-19	CoolerAid Ltd	175.38	Bottled water
30-Apr-19	Craigievar Ceilidh Band	150.00	Entertainment town centre
23-Apr-19	Crown Gas & Power	851.52	Gas supply
23-Apr-19	Crown Gas & Power	842.11	Gas supply
23-Apr-19	Crown Gas & Power	215.94	Gas supply
23-Apr-19	Crown Gas & Power	215.70	Gas supply
17-Apr-19	DCK Accounting Solutions Ltd	497.40	Pre-Year end finance health check
30-Apr-19	Dejac Associates Ltd	2700.00	Annual maintenance support
30-Apr-19	Ebsford Environmental Ltd	28545.65	Lake project-board walk-duck feeding area
18-Apr-19	EDF Energy 1 Ltd	14.30	Electrical supply
11-Apr-19	Epos Now Ltd D/D	30.00	EPOS till mthly charge
30-Apr-19	Eurodec Ltd	88.90	Building supplies
30-Apr-19	Eurodec Ltd	49.20	Building supplies
30-Apr-19	Eventu	85.00	Citizens Awards - technical support
17-Apr-19	Fencing Products Ltd	411.00	Lake project-sleepers/boards
17-Apr-19	Fraser Office Supplies Ltd	40.41	Stationery supplies
18-Apr-19	Fraser Office Supplies Ltd	52.74	Stationery supplies
09-Apr-19	Global 4 Communications	297.90	Phone
17-Apr-19	Gymnastics Enterprises Ltd	165.66	Badges certificates for trampolining
18-Apr-19	Helen Masey	1350.00	Residents Survey 2018 final payment
30-Apr-19	HMRC Cumbernauld	15527.61	PAYE & NI - employers and employees
01-Apr-19	InTouch	35.99	Website support
17-Apr-19	John Willis	125.00	Window cleaning
30-Apr-19	John Willis	125.00	Window cleaning

17-Apr-19	Keep Britian Tidy	390.00	Green Flag application 2019
17-Apr-19	Lantec Security Ltd	990.00	Annual intruder alarm support/service
18-Apr-19	Lantec Security Ltd	2920.80	Annual fire & emergency servicing
30-Apr-19	Lantec Security Ltd	1908.07	New alarm - Oakwood
18-Apr-19	Laundry Depot	134.00	Laundry table cloths
29-Apr-19	Les Mills Fitness UK Ltd	197.76	Coach
02-Apr-19	Lloyds Bank D/D	30.98	Bank sevice charge
12-Apr-19	Lloyds Bank D/D	245.24	Monthly cardnet service charge
30-Apr-19	Lloyds Bank D/D	36.00	Bank sevice charge
08-Apr-19	Mailcoms Ltd D/D	83.94	Franking machine update support
15-Apr-19	Mainstream Digital Ltd	60.99	Phone
15-Apr-19	Merchant Rentals Ltd	15.44	Monthly cardnet charge
15-Apr-19	Merchant Rentals Ltd	15.29	Monthly cardnet charge
30-Apr-19	PHS Group	346.66	Dust mats - qtrly rental
18-Apr-19	Playsafety Ltd	722.00	Staff training-play area inspection course
12-Apr-19	Plusnet Plc	52.20	Phone
18-Apr-19	Plusnet Plc	52.20	Phone
30-Apr-19	Prudential	7.24	AVC payment deducted from pay
01-Apr-19	Public Works Loan Board	79847.40	Loan repayment
17-Apr-19	Readyhedge Ltd	3157.20	Box hedging - Garden of Remembrance
18-Apr-19	Rialtas Business Solutions Ltd	348.00	Annual support-Bookings
12-Apr-19	SGW Payroll Ltd	178.22	Payroll services
18-Apr-19	SGW Payroll Ltd	12.00	Payroll services
30-Apr-19	SGW Payroll Ltd	243.50	Payroll services
15-Apr-19	Siemens Financial Services	1100.80	Gym equip monthly rental
18-Apr-19	South East Employers	717.60	Annual associate membership
17-Apr-19	SSE Southern Electric	452.57	Electrical supply
18-Apr-19	SSE Southern Electric	1847.73	Electrical supply
30-Apr-19	SSE Southern Electric	1505.56	Electrical supply
30-Apr-19	T H White Ltd	143.35	Gardening supplies-Depot
30-Apr-19	The Berkshire Pension Fund	16685.17	Pension - employers and employees
18-Apr-19	The Wokingham Paper Ltd	120.00	WTCMI - advert
18-Apr-19	Trade UK - BandQ	621.07	Building supplies
18-Apr-19	Trade UK - Screwfix	629.57	Building supplies
17-Apr-19	Travis Perkins Trading Co	74.64	Building supplies
18-Apr-19	Travis Perkins Trading Co	162.05	Building supplies
30-Apr-19	Travis Perkins Trading Co	38.47	Building supplies
30-Apr-19	Unison Collection Ac	34.00	Union fees deducted from pay
30-Apr-19	Veolia ES - UK Ltd	636.63	Refuse collection
23-Apr-19	Vodafone	295.05	Phone
17-Apr-19	Winnersh Plant Hire Ltd	667.56	Lake project-digger hire
01-Apr-19	Wokingham BC - Rates	2249.25	Rates - WPLC
01-Apr-19	Wokingham BC - Rates	362.30	Rates - Coronation Hall
01-Apr-19	Wokingham BC - Rates	162.30	Rates - Chapel Hall
01-Apr-19	Wokingham BC - Rates	882.00	Rates - Oakwood

190289.75

CLERKS IMPREST A/C**List of Payments made between 01/04/2019 and 30/04/2019**

<u>Date Paid</u>	<u>Payee Name</u>	<u>Amount</u>	
01-Apr-19	(Personal Information)	100.00	Refund deposit
01-Apr-19	(Personal Information)	45.00	Refund deposit
02-Apr-19	(Personal Information)	45.00	Refund deposit
15-Apr-19	(Personal Information)	50.00	Refund deposit
29-Apr-19	(Personal Information)	15.00	Refund deposit
10-Apr-19	Firstaid.co.uk	35.46	First Aid supplies
16-Apr-19	iStock.com	7.00	Sign - Lake project
18-Apr-19	Keysigns.co.uk	162.00	Site traffic signs
24-Apr-19	Lloyds Bank	50398.17	April 2019-Net payroll
12-Apr-19	Lloyds Bank D/D	11.16	Bank service charge
23-Apr-19	Microsoft Office	59.99	Office 365 software
18-Apr-19	MonkeyOffice.co.uk	64.20	Wallets-Box file - councillors
01-Apr-19	Oasis Pool Products	68.50	Paddling pool supplies
17-Apr-19	Suigeneris.co.uk	181.14	Anti-slip stair -Lake project
02-Apr-19	Waitrose	102.84	Civic award wine refund
		51345.46	

Woodley Town Council 2019/2020

Current Account

List of Payments made between 01/05/2019 and 31/05/2019

<u>Date Paid</u>	<u>Payee Name</u>	<u>Amount</u>	<u>Transaction Detail</u>
		<u>Paid</u>	
10-May-19	Advanced Maintenance UK Ltd	288.00	Annual boiler service charge
24-May-19	Advanced Maintenance UK Ltd	966.00	Remove water tank - Chapel Hall
24-May-19	Alan Hadley Ltd	297.00	Refuse collection
17-May-19	Angel Springs Ltd	411.65	Annual charge - hot water for drinks
24-May-19	ARC	5000.00	Grant
10-May-19	Be Fuelcards Ltd	42.66	Petrol - Depot
31-May-19	Be Fuelcards Ltd	30.86	Petrol - Depot
24-May-19	Bowak Ltd	343.74	Cleaning supplies
10-May-19	Brake Bros Foodservice Ltd	466.40	Vending supplies
17-May-19	Brake Bros Foodservice Ltd	218.93	Vending supplies
24-May-19	Brake Bros Foodservice Ltd	484.26	Vending supplies
24-May-19	Brewers Decorator Centres	129.26	Building supplies
24-May-19	Brown Bag Cafe Ltd	884.22	Catering services
24-May-19	BT Telephone Payment Centre	153.72	Phone
17-May-19	Castle Water	2566.04	Water rates
17-May-19	Churchill Contract Services Ltd	9516.19	Contract Cleaning
24-May-19	Churchill Contract Services Ltd	2372.15	Contract Cleaning
01-May-19	Club Manager Ltd	80.40	Club Manager membership
24-May-19	CoolerAid Ltd	192.26	Bottled water
22-May-19	Crown Gas & Power	141.51	Gas supply
22-May-19	Crown Gas & Power	192.79	Gas supply
22-May-19	Crown Gas & Power	662.61	Gas supply
22-May-19	Crown Gas & Power	764.42	Gas supply
10-May-19	DCK Accounting Solutions Ltd	527.40	Year End finance closedown
24-May-19	Energy Electrical Distributors Ltd	44.10	Electrical supplies
10-May-19	Epos Now Ltd D/D	30.00	EPOS till mthly charge
10-May-19	Eurodec Ltd	508.30	Building supplies
24-May-19	Fraser Office Supplies Ltd	112.95	Stationery supplies
10-May-19	Global 4 Communications	294.71	Phone
24-May-19	Hampshire Association of Loca	137.50	Good Cllrs guide books
17-May-19	HMRC Cumbernauld	14432.00	PAYE & NI - Employers & employees
17-May-19	IBS Office Solutions Ltd	337.20	Qtrly photocopier charge
01-May-19	InTouch	35.99	Website support
17-May-19	J Mould	846.00	Lake project-hardcore
24-May-19	Just Around The Corner	6338.00	Grant
24-May-19	Keep Mobile	600.00	Grant
24-May-19	Lantec Security Ltd	1665.60	Emergency lights-WPLC
17-May-19	Laundry Depot	151.00	Laundry table cloths
28-May-19	Les Mills Fitness UK Ltd	197.76	Coach
24-May-19	Lister Wilder Ltd	449.99	Service charge Kubota
09-May-19	Lloyds Bank	25.00	Bank charge
15-May-19	Lloyds Bank	-25.00	Bank charge refunded
15-May-19	Lloyds Bank D/D	234.78	Monthly cardnet service charge
15-May-19	Mainstream Digital Ltd	0.61	Phone
15-May-19	Merchant Rentals Ltd	15.44	Monthly cardnet charge
15-May-19	Merchant Rentals Ltd	15.29	Monthly cardnet charge
10-May-19	MKR Electrical Services Ltd	730.60	Electrical supplies
17-May-19	Office Furniture Online	4221.96	Chairs - WPLC
10-May-19	Plusnet Plc	52.20	Phone

20-May-19	Plusnet Plc	52.20	Phone
17-May-19	Prudential	7.24	AVC payment deducted from pay
24-May-19	Readibus	9380.50	Grant
17-May-19	Rialtas Business Solutions Ltd	142.80	Annual support-Planning package
10-May-19	Seton	374.28	Gloves/sign/safety glasses
24-May-19	Seton	31.82	Air freshners
16-May-19	SGW Payroll Ltd	178.22	Payroll services
15-May-19	Siemens Financial Services	1100.80	Gym equip monthly rental
24-May-19	Southern Electric	-9.06	Electrical supply
24-May-19	SSE Southern Electric	2975.90	Electrical supply
28-May-19	SWALEC	9.06	Electrical supply
24-May-19	Thames Valley Water Services L	204.00	Water safety checks
17-May-19	The Berkshire Pension Fund	16072.98	Pension - employers and employees
10-May-19	The Big Display Co	70.66	Engraving - Mayor's Award
24-May-19	Token Security Solutions Ltd	96.00	Alarm - call out
24-May-19	Trade UK - BandQ	64.91	Building supplies
17-May-19	Trade UK - Screwfix	7.39	Building supplies
24-May-19	Trade UK - Screwfix	447.51	Building supplies
10-May-19	Travis Perkins Trading Co	288.22	Building supplies
17-May-19	Travis Perkins Trading Co	84.50	Building supplies
24-May-19	Tudor Environmental	297.03	Safety wader/gloves/rope
17-May-19	Ukactive	946.68	Music licence
17-May-19	Unison Collection Ac	34.00	Union fees deducted from pay
10-May-19	Universal Services	111.60	Trampoline service
24-May-19	Veolia ES - UK Ltd	645.71	Refuse collection
20-Jan-19	Vodafone	316.34	Phone
10-May-19	Winnersh Plant Hire Ltd	394.68	Lake project-digger hire
01-May-19	Wokingham BC - Rates	2246.00	Rates - WPLC
01-May-19	Wokingham BC - Rates	358.00	Rates - Coronation Hall
01-May-19	Wokingham BC - Rates	162.00	Rates - Chapel Hall
01-May-19	Wokingham BC - Rates	884.00	Rates - Oakwood
24-May-19	Wokingham-Citizens Advice	3310.00	Grant
		99470.42	

CLERKS IMPREST A/C

List of Payments made between 01/05/2019 and 31/05/2019

<u>Date Paid</u>	<u>Payee Name</u>	<u>Amount</u>	<u>Transaction Detail</u>
			Paid
07-May-19	(Personal Information)	178.20	Refund deposit
07-May-19	(Personal Information)	50.00	Refund deposit
07-May-19	(Personal Information)	50.00	Refund deposit
07-May-19	(Personal Information)	50.00	Refund deposit
07-May-19	(Personal Information)	50.00	Refund deposit
07-May-19	(Personal Information)	15.00	Refund deposit
13-May-19	(Personal Information)	50.00	Refund deposit
13-May-19	(Personal Information)	202.00	Refund deposit
14-May-19	(Personal Information)	100.00	Grant - May 2019
20-May-19	(Personal Information)	50.00	Refund deposit
20-May-19	(Personal Information)	45.00	Deposit refund
14-May-19	1st Wdly Boys Brigade	250.00	Grant - May 2019
14-May-19	2nd Wdly Scout Group	250.00	Grant - May 2019
28-May-19	Adobe Systems Software	150.92	Adobe software renewal

01-May-19	Amazon Mkt Place	4.99	Vintage wall tin plaque
02-May-19	Amazon Mkt Place	5.66	Oasis floral foam table
02-May-19	Amazon Mkt Place	31.05	Carnival Back to the Future
03-May-19	Amazon Mkt Place	3.77	Carnival Back to the Future
07-May-19	Amazon Mkt Place	21.11	Carnival Back to the Future
23-May-19	Amazon Mkt Place	28.00	Snap A4 poster frames
24-May-19	Amazon Mkt Place	29.30	JVL Vibrance waste paper bins
24-May-19	Amazon Mkt Place	54.50	50Lt Green plastic flip top bi
22-May-19	Anchor Van	500.00	Ford Transit van deposit
01-May-19	Displaysense.co.uk	42.83	A4 wall mounted sign holder
14-May-19	Emmanuel Church Wdly	250.00	Grant - May 2019
20-May-19	First Days Child	250.00	Grant - May 2019
10-May-19	Friends of Woodford Park	250.00	Grant - May 2019
09-May-19	Janitorial supplies	72.49	78 inch litter pickers
20-May-19	Lloyds Bank	49120.41	Net payroll - May 2019
10-May-19	Lloyds Bank D/D	11.43	Bank charge
14-May-19	ME2 Club	250.00	Grant-May 2019
31-May-19	Lloyds Bank	142775.00	Transfer excess funds
07-May-19	PETTY CASH A/C	168.67	Top up petty cash
20-May-19	PETTY CASH A/C	106.12	Top up petty cash
20-May-19	SLCC Enterprises	427.00	Renewal full membership SLCC
03-May-19	Viking.uk	14.63	Card for printing
14-May-19	Wdly Festival of Music & Arts	250.00	Grant - May 2019
14-May-19	Woodley United FC	250.00	Grant - May 2019
03-May-19	Workwear Express	27.52	Combat black shorts

196435.60

Minutes of a Meeting of the Planning and Community Committee held at the Oakwood Centre on Tuesday 18 June 2019 at 7:45 pm

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

Officer present: *L. Matthews, Committee Officer*

Also present: *14 members of public*

16. **APOLOGIES**

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

17. **DECLARATIONS OF INTEREST**

Councillor R. Skegg – Personal interest: Agenda item 4, planning application 191323: 65 Cartmel Drive, as he lives close to this property.

18. **MINUTES OF THE PLANNING COMMITTEE MEETING HELD ON 21 MAY 2019**

RESOLVED:

- ◆ That the minutes of the Planning Committee meeting held on 21 May 2019 be approved and signed by the Chairman as a true and accurate record.

19. **CURRENT PLANNING APPLICATIONS**

RESOLVED:

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

20. It was proposed by the Chairman and

RESOLVED:

- ◆ That as the business had not been completed by 10pm the meeting continue in order to complete the business set out in the agenda.

21. **PLANNING DECISIONS**

RESOLVED:

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

22. **PLANNING APPEALS**

RESOLVED:

- ◆ To note the following appeal decision:

Application: 183082

Location: 57a Colemans Moor Lane, Woodley, RG5 4BT.

Details: Appeal against the refusal of planning permission for the proposed erection of a detached garage.

Decision: The appeal was allowed and planning permission granted.

23. **TREE PRESERVATION ORDERS**

RESOLVED:

- ◆ To note that Wokingham Borough Council had made the following Tree Preservation Order:
TPO 1686/2019 – relating to an oak tree located on the rear boundary of 45 and 47 Knowle Road, Woodley, RG5 3QE.
This order took effect, on a provisional basis, on 4 June 2019 and would continue in force for 6 months or until the order was confirmed by Wokingham Borough Council.

24. **BUDGETARY CONTROL**

RESOLVED:

- ◆ To note Report No. PC 2/19.

25. **COMMUNITY SPEEDWATCH UPDATE**

No update was given for the Woodley Speedwatch scheme.

26. **WOKINGHAM BOROUGH COUNCIL: PROPOSED INTRODUCTION OF ADDITIONAL WAITING RESTRICTIONS ON ROADS IN WOODLEY**

Information regarding this item had been circulated to Members in advance of the meeting as a response had been required by Wokingham Borough Council by 13 June 2019

RESOLVED:

- ◆ To note the proposal by Wokingham Borough Council to vary, or introduce, waiting restrictions on the following roads in Woodley:
 - Keane Close and Ravensbourne Drive – protect junction with new double yellow lines.
 - Duffield Road – extend double yellow lines outside school by approximately 20 metres and re-align School Keep Clear markings and install controlled crossing extents.
 - Hurricane Way – extend yellow lines, re-align School Keep Clear markings and install controlled crossing extents.
- ◆ To note that, in accordance with replies received from two Committee members, a response was sent to Wokingham Borough Council stating that the Committee had no objections to the proposals, but sought assurance that residents in Ravensbourne Drive, on either side of Keane Close, had been made aware of the proposal to install new double yellow lines in this location.
- ◆ To note that correspondence had subsequently been received from the Traffic Management team confirming that consultation letters had been sent to residents in Keane Close and residents in Ravensbourne Drive close to the proposed location.

27. **WOKINGHAM BOROUGH COUNCIL: PEDESTRIAN CROSSING INSTALLATION - HURRICANE WAY, WOODLEY**

Members noted correspondence received from Wokingham Borough Council notifying residents of the installation of a pedestrian crossing on Hurricane Way, Woodley. The works were scheduled to take place between 25 July and 16 August 2019 and would be carried out under a full road closure.

28. **READING BOROUGH LOCAL PLAN**

Members noted that Reading Borough Council was consulting on the Main Modifications to the Local Plan following the recent public examination. Comments had been requested by 24 July 2019.

29. **PUBLICATIONS/INFORMATION**

RESOLVED:

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

30. **FUTURE AGENDA ITEMS**

A future agenda item to consider the poor cycling facilities in Woodley was requested. It was agreed that the Committee Officer would consult the Town Clerk to determine whether this should be considered by the Planning and Community Committee or the Leisure Services Committee.

31. **PUBLICITY/WEBSITE**

RESOLVED:

- ◆ To publicise the following:
 - A summary of items discussed at this meeting to be provided on the website.
 - The new zebra crossing on Hurricane Way to be publicised on the website.

32. **EXCLUSION OF PUBLIC AND PRESS**

RESOLVED:

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

33. **ENFORCEMENT ISSUES**

The Chairman informed Members of nine enforcement notifications and four enforcement investigation closure notifications.

The meeting closed at 10:25 pm

Woodley Town Council

Page 1

Date :- 19/06/2019

Observations on the following Planning Applications

<u>Application No</u>	<u>DateRecd</u>	<u>Applicant Name</u>	<u>Location</u>
Approved on the following applications;			
190409	24/05/2019	Mr J Hayward	242 Loddon Bridge Road Loddon Bridge Road Woodley RG5 4BS
Proposal : Householder application for the proposed erection of first floor side extension to existing dwelling, plus internal alterations and changes to fenestration.			
Observations : No objections.			
190851	20/05/2019	Mr Iftikhar Ahmed	78 Antrim Road Antrim Road Woodley RG5 3NY
Proposal : Householder application for the proposed erection of single storey side/rear extension following the demolition of existing garage and shed, plus internal alterations.			
Observations : Two residents were present at the meeting to voice concerns about this application and one letter of concern had been received.			
The Committee considered the application and had no objections to the proposal but asked that the neighbour's concerns about flooding, due to the proposed additional hard paving in the front garden, be taken into consideration.			
190904	29/05/2019	Mr & Mrs Clark	1 Constable Close Constable Close Woodley RG5 4US
Proposal : Full application for the proposed erection of a single storey rear extension to include 2 No. rooflights and change of use from amenity land to garden use.			
Observations : No objections.			
191116	05/06/2019	Mr Long	7 Halstead Close Halstead Close Woodley RG5 4LD
Proposal : Householder application for the proposed single storey side/rear extension to existing dwelling including the insertion of 4 No. rooflights.			
Observations : No objections.			
191131	28/05/2019	Mr & Mrs Bhupathiraju	24 Hudson Road Hudson Road Woodley RG5 4EW
Proposal : Householder application for the proposed part single storey, part two storey side extension, single storey front extension to form porch, plus the proposed front and rear pitched roof, insertion of 2 No. rooflights following the demolition of existing garage.			
Observations : No objections.			

Date :- 19/06/2019

Observations on the following Planning Applications

<u>Application No</u>	<u>DateRecd</u>	<u>Applicant Name</u>	<u>Location</u>
191153	04/06/2019	Mr & Mrs M Bigus	14 Scott Close Scott Close Woodley RG5 4UP
Proposal : Householder application for the proposed first floor side extension to existing dwelling.			
Observations : No objections.			
191154	20/05/2019	Stephanie Taylor	14 Cornfield Road Cornfield Road Woodley RG5 4QA
Proposal : Householder application for the proposed first floor side extension, single storey rear extension and porch extension to the front, including internal alterations and changes to fenestration to existing dwelling.			
Observations : No objections.			
191160	04/06/2019	Mr J Marrotto	65 Norton Road Norton Road Woodley RG5 4AJ
Proposal : Householder application for the proposed part single storey/ part two storey side extension to existing dwelling.			
Observations : No objections.			
191166	22/05/2019	Mr Kamphon Thampanichawong	10 Sussex Gardens Sussex Gardens Woodley RG5 4JN
Proposal : Householder application for the proposed erection of single storey front extension, single storey rear extension, single storey front extension to form porch plus changes to fenestration.			
Observations : No objections.			
191197	04/06/2019	Mr & Mrs S Begg	14 Welford Road Welford Road Woodley RG5 4QS
Proposal : Householder application for the proposed single storey rear extension, pitched roof to garage plus alterations to the front porch to existing dwelling.			
Observations : No objections.			
191198	22/05/2019	Mr & Mrs Vimalan	32A Warren Road Warren Road Woodley RG5 3AR
Proposal : Householder application for the erection of carport.			
Observations : One letter of concern had been received about this application.			
The Committee had no objections to the proposal but supported the neighbour's concerns about the overhanging tree that is covered by a TPO.			

Date :- 19/06/2019

Observations on the following Planning Applications

<u>Application No</u>	<u>DateRecd</u>	<u>Applicant Name</u>	<u>Location</u>
191213	21/05/2019	Mr & Mrs Long	112 Butts Hill Road Butts Hill Road Woodley RG5 4NR
Proposal : Householder application for proposed erection of single storey front extension and open porch; replacement of tile hung cladding to cedar board cladding to front and side elevations and changes to fenestration.			
Observations : No objections.			
191218	21/05/2019	Mr M Sokoli	2 Welford Road Welford Road Woodley RG5 4QS
Proposal : Householder application for the proposed erection of a first floor side extension over existing garage, a part single/part two storey side/rear extension with 1 No. rooflight, part conversion of existing garage into habitable accommodation, and internal alterations to dwelling.			
Observations : No objections.			
191237	10/06/2019	Mr & Mrs Hudson	11 Ravensbourne Drive Ravensbourne Drive Woodley RG5 4LH
Proposal : Householder application for the proposed single storey side and rear extension following the demolition of existing conservatory.			
Observations : No objections.			
191297	24/05/2019	Mr & Mrs Jacob	16 Kingsford Close Kingsford Close Woodley RG5 4DT
Proposal : Householder application for the proposed erection of single storey rear extension following the demolition of existing conservatory, conversion of garage into habitable accommodation, insertion of 4 No. rooflights and internal alterations to dwelling.			
Observations : No objections.			
191321	11/06/2019	Mr Vincenzo Cannizzaro	77 Campbell Road Campbell Road Woodley RG5 3NB
Proposal : Householder application for the erection of wooden fence to west of existing garden. (Retrospective)			
Observations : One letter of concern had been received about this application.			
The Committee considered the application and had no objections to the proposal.			
191323	28/05/2019	Mr & Mrs Clark	65 Cartmel Drive Cartmel Drive Woodley RG5 3NQ
Proposal : Householder application for proposed erection of single storey side/rear extension and conversion of existing store to provide habitable accommodation.			

Date :- 19/06/2019

Observations on the following Planning Applications

<u>Application No</u>	<u>DateRecd</u>	<u>Applicant Name</u>	<u>Location</u>
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Observations : No objections.

191341

31/05/2019

Mr & Mrs Chard

61 Woodlands Avenue
Woodlands Avenue
Woodley
RG5 3HF

Proposal : Householder application for proposed erection of single storey rear extension following demolition of existing rear conservatory extension.

Observations : No objections.

Date :- 19/06/2019

Observations on the following Planning Applications

<u>Application No</u>	<u>DateRecd</u>	<u>Applicant Name</u>	<u>Location</u>
Refused on the following applications;			
190748	22/05/2019	Mr Stuart Hall	Land S of Sandford Farm Cottag Perimeter Road Woodley RG5 4SU

Proposal : Full application for the proposed erection of a new dwelling and relocation of access, including enhancement of TPO and landscape proposals, re-submission of 182696.

Observations : Two residents were present at the meeting to voice their concerns and one letter of concern had been received.

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

- The route along Perimeter Road and Beggars Hill Road is a single track, no-through road, with no passing or turning places and additional vehicles associated with the proposed development will have a significant impact on existing users of this road, which is well used by joggers, dog walkers and horse riders.
- The proposed development will change the look and feel of this country lane (Perimeter Road).
- Overlooking and loss of privacy to Sandford Farm Cottage, which is a Grade 2 listed building.

190779	31/05/2019	Miss V Shehu	46 Woodlands Avenue Woodlands Avenue Woodley RG5 3HJ
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Proposal : Householder application for the proposed erection of single storey rear/side extension to existing dwelling, conversion of loft space to provide habitable accommodation including the erection of side flat roof dormers, plus internal alterations.

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

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

- The proposed extension is very large.
- Overlooking of neighbouring gardens due to the very large floor to ceiling window to the first floor of the rear elevation.
- The four large flat roof dormers are overbearing and, as a whole, not subservient to the existing building.
- Changing the front elevation hipped roof to a gable end is out of character with the majority of the street scene.
- The large, windowless dormers are visually unacceptable.

If planning permission is granted, the Committee requested that there be a condition that the property cannot be used as a house of multiple occupation.

190880	30/05/2019	Mr M Elliott	27 Beechwood Avenue Beechwood Avenue Woodley RG5 3DE
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Proposal : Householder application for proposed single storey side and rear extensions and garage conversion into habitable accommodation.

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

- Overdevelopment of the site.
- The Proposed Ground Floor Plan does not show that the existing garage is going to be converted into habitable accommodation.

Date :- 19/06/2019

Observations on the following Planning Applications

<u>Application No</u>	<u>DateRecd</u>	<u>Applicant Name</u>	<u>Location</u>
191132	31/05/2019	Mr N Mustoe	57 Beechwood Avenue Beechwood Avenue Woodley RG5 3DF
<p>Proposal : Householder application for the proposed part single storey, part two storey front extension, single storey side/rear extension, following demolition of existing garage, insertion of 9 No. rooflights, and main roof gable change for the insertion of 9 No. solar panels.</p> <p>Observations : Five residents were present at the meeting to voice their concerns and one letter of concern had been received.</p> <p>After listening to the residents' concerns, the Committee considered the proposal and recommended that the application be refused on the following grounds:</p> <ul style="list-style-type: none"> - Out of keeping with the street scene. - Overbearing. - Massing effect. 			
191219	21/05/2019	Mr M Sokoli	2 Welford Road Welford Road Woodley RG5 4QS
<p>Proposal : Householder application for the proposed erection of a detached outbuilding in rear garden.</p> <p>Observations : Two residents were present at the meeting to voice their concerns about this application.</p> <p>The Committee considered the proposal and recommended that the application be refused due to the height of the proposed building.</p> <p>If planning permission is granted, the Committee asked for there to be a condition stating that the use of the building should be ancillary to the main dwelling.</p>			

Date :- 19/06/2019

Observations on the following Planning Applications

<u>Application No</u>	<u>DateRecd</u>	<u>Applicant Name</u>	<u>Location</u>
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Concerns on the following applications;**191006**

06/06/2019

Mr H Kang

123 Loddon Bridge Road
Loddon Bridge Road
Woodley
RG5 4AG

Proposal : Householder application for the proposed erection of boundary wall, new side access and cross-over to front drive.

Observations : Two letters of concern had been received for this application. The applicant was present at the meeting.

The Committee considered the application and had no objections to the proposal to move the access to the property. However, the Committee had concerns about reduced sight lines due to the height of the proposed wall to the front and side of the property.

191027

03/06/2019

Mr J Atkinson

184 Loddon Bridge Road
Loddon Bridge Road
Woodley
RG5 4AA

Proposal : Full application for the proposed erection of 3 No. dwellings (2 x 2 bedroom semi detached houses and 1 x 2 bedroom bungalow), following the demolition of existing dwelling.

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

The Committee considered the proposal and had the following concerns:

- Road access and parking.
- The boundary treatment adjacent to Loddon Bridge Road and Colemans Moor Lane should include shrubs and bushes.
- If planning permission is granted, the Committee requested that the permitted development rights that would allow conversion of the loft space in the bungalow to habitable accommodation, be removed.

191280

05/06/2019

Mr & Mrs Perfilyyev

20 Clivedale Road
Clivedale Road
Woodley
RG5 3RD

Proposal : Householder application for conversion of loft space to create habitable accommodation, proposed single storey front side and rear extension, following demolition of existing conservatory, removal of existing shed plus internal alterations, and insertion of 6 No. rooflights plus dormer extension to rear of existing dwelling.

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

The Committee considered the application and had the following concerns:

- The rear dormer is level with the ridge of the existing roof.
- Insufficient parking for what could be a 4 bedroom house.

BUDGET SUMMARY 2018/19

	<u>2017/18</u>	<u>2018/19</u>	<u>2018/19</u> <u>Revised</u>	<u>2018/19</u> <u>Actual</u>
	<u>Actual</u>	<u>Budget</u>	<u>Budget</u> <u>Estimates</u>	
REVENUE EXPENDITURE				
Strategy & Resources	787865	841455	848450	841402
Leisure Services	570397	620198	608545	623658
Planning	31498	31662	31662	31662
	<u>1389760</u>	<u>1493315</u>	<u>1488657</u>	<u>1496722</u>
INCOME				
Strategy & Resources	236978	229634	235384	229237
Leisure Services	466479	445251	469102	497799
Community Infrastructure Levy (CIL)	0	0	4583	4583
	<u>703457</u>	<u>674885</u>	<u>709069</u>	<u>731619</u>
NET REVENUE EXPENDITURE				
	<u>686303</u>	<u>818430</u>	<u>779588</u>	<u>765103</u>
CAPITAL & PROJECT EXPENDITURE				
Strategy & Resources	45000	45000	45000	45000
Capital Programme				
Capital & Projects	262429	262428	262428	262427
CIL			4583	4583
	<u>307429</u>	<u>307428</u>	<u>312011</u>	<u>312010</u>
TOTAL NET EXPENDITURE				
	<u>993732</u>	<u>1125858</u>	<u>1091599</u>	<u>1077113</u>
Financed as follows				
Precept Support Grant (from WBC)	25932	17288	17288	17288
Precept	1081303	1101119	1101119	1101119
Precept and grant funding	<u>1107235</u>	<u>1118407</u>	<u>1118407</u>	<u>1118407</u>
Funds to (-) or from (+) Council's general reserve (a minus figure shows contribution to reserves)	-113503	7451	-26808	-41294
TOTAL NET FUNDING	<u>1107235</u>	<u>1118407</u>	<u>1118407</u>	<u>1118407</u>
TAX BASE	10133.1	10318.8	10318.8	10318.8
£ Band D pa	106.71	106.71	106.71	106.71
RESERVES - General Reserve				
General Reserve at 1st April	459018	485587	485587	485587
2017/18 - 1% incr precept - allocation to special projects	-10741			
Releases to general reserve	15503			
GR to EMR-mayoral £4.7K lake £70K WPLC £10K, SpdW£7K	-91700			
2018/19 Utility V £12,170		-12170	-12170	-12170
Transfer to Building & Facilities Fund			-50000	-50000
Additional funds to Mayoral regalia EMR			-1850	-1850
Funds held re BLC fuel costs not billed - released to general reserve			4157	4156
General reserve at 31st March	485587	465966	452532	467017

STRATEGY AND RESOURCES COMMITTEE - BUDGET SUMMARY 2018/19

Expenditure		Actual	Estimate	Revised Est	Actual
		2017/18	2018/19	2018/19	2018/19
Code	Description				
	Central Costs	211821	237117	231644	219065
	Democratic Costs	48647	50227	56179	56619
	Corporate Management	296351	326005	317575	312492
	Capital Projects	45000	45000	45000	45000
	Grants -Section 137	3400	4000	3940	3940
	Oakwood Centre	156783	154436	171079	178929
	Maintenance HQ	7807	6100	5400	5708
	Woodley Town Centre Man Init	63056	63570	62633	64649
	Capital and Projects	262429	262428	262428	262427
Total		1095294	1148883	1155878	1148829
Income		Actual	Estimate	Revised Est	Actual
		2017/18	2018/19	2018/19	
Code	Description				
	Central Costs	9917	7346	8039	7631
	Democratic Costs	1053	0	0	0
	Corporate Management	8990	9180	9180	9302
	Capital Projects	0	0	0	0
	Grants -Section 137	0	0	0	0
	Oakwood Centre	166590	167171	168933	159242
	Maintenance HQ	0	0	1232	1232
	Woodley Town Centre Man Init	50428	45937	48000	51830
	Capital and Projects	0	0	0	0
Total		236978	229634	235384	229237
Net		858316	919249	920494	919592

LEISURE SERVICES COMMITTEE - BUDGET SUMMARY 2018/19					
Expenditure		Actual	Estimate	Revised Est	Actual
		2017/18	2018/19	2018/19	2018/19
Code	Description				
	Woodford Park Leisure Centre	350480	355800	359972	368253
	Grounds Maintenance-Depot	29577	30365	31296	31491
	Football	13900	20671	20511	18630
	Cricket	7771	10886	10947	10205
	Bowling Green	11175	13569	13211	13734
	Woodford Park	27776	33242	32422	33003
	Memorial Ground	7143	9612	9379	9183
	Garden of Remembrance	5445	7017	6784	9688
	Play Areas /Open Spaces	12792	14684	13994	12958
	Coronation Hall	32184	28312	29191	29114
	Chapel Hall	19542	20209	19352	21369
	Allotments	15612	19032	17726	24562
	Amenities	5757	7972	5599	4407
	Events	6798	10443	10219	10013
	Public toilet	0	10718	894	0
	Youth services	24445	27666	27048	27048
Total		570397	620198	608545	623658
Income		Actual	Estimate	Revised Est	Actual
		2017/18	2018/19	2018/19	2018/19
Code	Description				
	Woodford Park Leisure Centre	366972	341201	364555	392016
	Grounds Maintenance-Depot	523	600	300	332
	Football	5606	6729	5676	5947
	Cricket	2467	2500	3441	3441
	Bowling Green	7040	7319	7280	7280
	Woodford Park	6710	6250	6793	6730
	Memorial Ground	226	292	115	115
	Garden of Remembrance	970	1100	1100	1266
	Play Areas /Open Spaces	0	0	0	0
	Coronation Hall	29390	30000	34000	34419
	Chapel Hall	35273	36200	34000	34213
	Allotments	11302	11600	11720	12040
	Amenities	0	0	0	0
	Events	0	0	0	0
	Public toilet	0	1460	122	0
	Youth services	0	0	0	0
Total		466479	445251	469102	497799
Net		103918	174947	139443	125859

PLANNING COMMITTEE BUDGET SUMMARY 2018/19					
Expenditure		Actual	Estimate	Revised Est	Actual
		2017/18	2018/19	2018/19	
Code	Description				
	Grants and Service Level	31498	31662	31662	31662
	Agreements				
Total		31498	31662	31662	31662
Income		Actual	Estimate	Revised Est	Actual
		2017/18	2018/19	2018/19	
Code	Description				
Total		0	0	0	0
Net		31498	31662	31662	31662

CAPITAL PROGRAMME 2019/20

REPORT OF THE DEPUTY TOWN CLERK

Purpose of Report

To ask Members to consider allocating £3,500 to the 2019/20 Capital Programme to fund the installation of a combination boiler to replace the existing boiler at Coronation Hall.

Background

The servicing of the existing boiler at Coronation Hall carried out in May 2019 identified a number of issues that require attention, including a descale of the hot water storage tank and replacement of the pump.

The cost of this work is likely to be in the region of £2000. It is proposed that a new combination boiler be installed to replace the old boiler at a cost of £3,500. This will remove the requirement for tank descaling and provide a more reliable and efficient hot water system going forwards.

The installation of the boiler could be carried out during August while other works are being carried out to avoid any impact on hirers or bookings.

Capital Programme Balance

The current 2019/20 Capital Programme is shown at **Appendix A**.

The Capital Programme fund is showing a balance of £14,640 taking into account the anticipated expenditure on projects already approved. The allocation of £3,500 for the new boiler will leave an estimated carry forward balance of £11,140 into next year.

Recommendations:

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

- ◆ **That Members approve the allocation of £3,500 to the Capital Programme to fund the replacement of the boiler at Coronation Hall as detailed in the report.**

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

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

SINKING FUNDS	Allocation	Total in fund
Buildings & Facilities fund	53,579	10000
Playground Equipment fund	17,662	5000
		63579
		22662

REPORTS FROM OUTSIDE BODIES

Citizens Advice Wokingham

I attended the Trustees meeting on 29th May when updates were given of the recent new service introductions.

Help to claim Outreach Project has been widely advertised and is beginning to prove a valuable new service to our residents. Open every Tuesday in Woodley, between 9.30 am and 2.30pm this helps people apply for Universal Credit. Exact figures of use and success are not yet available due to the recent introduction of the policy. Likewise the **Council Tax Outreach Project** had a small number on the first session and it will be a little while before we can assess the success of this venture, although as a joint project with WBC, we are both determined that it will succeed.

Following on from the **Finchampstead Community Project**, the Bureau is determined to introduce new services for the public particularly looking towards those people who are unable to currently access our services. You will appreciate however, that logistical matters such as experienced staff and advisors need to be addressed before we are able to proceed in this area.

The last 6 months have seen major amendments to the service provided in the Borough and new advisors are being trained to cope with the increase in workload this has incurred and some consolidation may be needed temporarily to ensure further projects can succeed. Citizens Advice have recently acquired adjacent offices, vacated by the previous occupants, and these have now been transformed to provide a fully equipped training and meeting rooms.

In the year 2018/2019 a total of 2258 clients have been helped which includes 618 in Woodley. The breakdown for Woodley is as follows;

<u>Ward</u>	<u>Clients</u>	<u>Top Issue</u>
Bulmershe and Whitegates	225 Clients	Council Tax Arrears
Coronation Ward	96 Clients	Employment Support Allowance
Loddon	194 Clients	Council Tax Arrears
South Lake	103 Clients	Credit, Store and Charge Card Debts

This is a particularly exciting time for Citizens Advice, Wokingham as it aims to provide the best service possible to residents throughout the Borough. the Annual General Meeting is planned for Friday 27th September. Our normal venue of Wokingham Town Hall is unfortunately already booked for that date so it may be necessary to change the date or venue. I will however keep Councillors advised as to date and location as soon as I hear.

The latest Impact Report for 2018/2019 is due for publication this week, copies of which will be sent to the various Town Clerks, so a copy should be held in the Offices should anyone like to view this. Alternatively, I have my own personal copy which I am happy for any Councillor to read.

Cllr David Bragg
18 June 2019

Poor's Land Charity

The Poor's Land Charity has bought a defibrillator. After we had bought it we discovered it needed an electrical connection and this is now being organised so it can be installed outside the committee room.

We have placed an advert for applications to take up residency in the vacant flat.

Ongoing repairs have been made as usual. Repairs to the fencing are being organised as is work to the cedar and poplar trees. Chubb Security have provided five pull cords free of charge as a goodwill gesture as they failed to replace some perished ones.

Cllr Jenny Cheng
13 June 2019

Town Mayor's Engagements – 15 May 2019 to 25 June 2019

May	20	Woodley Schools Sports Week – Dance Festival
	20	Woodley Sports Week – Presentation to the winners of the Kwik Cricket tournament
June	9	Woodley Carnival
	11	Berkshire & Surrey Armed Forces Briefing at the Royal Military Academy, Sandhurst