



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 8 December 2020. This will be a virtual meeting, as authorised by the Coronavirus Act (2020), Section 78.

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

The Mayor will ask for a minute's silence in memory of Councillor John MacNaught.

1. **APOLOGIES**

2. **DECLARATIONS OF INTEREST**

To receive any declarations of interest from Members.

3. **MINUTES OF COUNCIL MEETING HELD ON 23 JUNE 2020**

To approve the minutes of the Council Meeting held on 23 June 2020, and that they be signed by the Chairman. These minutes have been amended as requested at the Council meeting on 29 September 2020.

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4. **MINUTES OF EXTRAORDINARY COUNCIL MEETING HELD ON 21 JULY 2020** Page 15
 To approve the minutes of the Extraordinary Council Meeting held on 21 July 2020, and that they be signed by the Chairman. These minutes have been amended as requested at the Council meeting on 29 September 2020.
5. **MINUTES OF COUNCIL MEETING HELD ON 29 SEPTEMBER 2020** Page 19
 To approve the minutes of the Council Meeting held on 29 September 2020, and that they be signed by the Chairman.
6. **COMMITTEE REPORTS**
 To receive reports from the following:
- | | | | |
|-----|---|------------------|---------|
| 6.1 | Planning and Community Committee | 6 October 2020 | Page 27 |
| 6.2 | Strategy and Resources Committee
Extraordinary Meeting | 27 October 2020 | Page 35 |
| 6.3 | Planning and Community Committee | 3 November 2020 | Page 37 |
| 6.4 | Leisure Services Committee | 17 November 2020 | Page 47 |
| 6.5 | Strategy and Resources Committee | 24 November 2020 | Page 53 |
| 6.6 | Planning and Community Committee | 1 December 2020 | Page 65 |
7. **MINUTES OF URGENCY COMMITTEE MEETING HELD ON 5 OCTOBER 2020**
 To receive the minutes of the Urgency Committee meeting, which took place via video conferencing on 5 October 2020. (**Report No. FC 5/20**) Page 71
8. **MINUTES OF URGENCY COMMITTEE MEETING HELD ON 9 NOVEMBER 2020**
 To receive the minutes of the Urgency Committee meeting, which took place via video conferencing on 9 November 2020. (**Report No. FC 6/20**) Page 77
9. **MINUTES OF URGENCY COMMITTEE MEETING HELD ON 17 NOVEMBER 2020**
 To receive the minutes of the Urgency Committee meeting, which took place via video conferencing on 17 November 2020. (**Report No. FC 7/20**) Page 89
10. **AUDIT 2018/19**
- a) To receive the external auditor's opinion on the audit of the Annual Governance and Accountability Return for 2019/20. (**Appendix 10a**) Page 99
 - b) To adopt the Audited Annual Governance and Accountability Return for 2019/20.
 - c) To note that the Notice of Conclusion of Audit was displayed on public noticeboards at the Oakwood Centre and on the Council's website from 16 November 2020. (**Appendix 10c**) Page 102
11. **REQUEST FOR LEAVE OF ABSENCE**
 To consider Councillor Rahmouni's request for leave of absence for six months due to poor health.

12. **COMMITTEE MEMBERSHIP**

- a) Following the death of Councillor John MacNaught, to consider appointing a replacement on the Planning and Community Committee.
- b) Following the request from Councillor Rahmouni for leave of absence, to consider appointing a replacement on the Leisure Services Committee.

13. **LEADER'S STATEMENT**

To receive a statement from the Leader of the Council.

14. **CAPITAL PROGRAMME 2020/21**

To consider **Report No. FC 8/20.**

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15. **OUTSTANDING DEBTS OWED TO THE COUNCIL**

Members of Council are asked to consider writing off the following debts:

- (i) A former member of staff who had given notice to end their employment did not complete their notice, leaving a sum of £132.09 owing to the Council. Despite requests for repayment no funds were returned to the Council.
- (ii) Two British Telecom credits totalling £120.83 owed to the Council in 2015/16 were never refunded. It is not likely that this sum will be received, despite this being followed up at the time.

16. **OAKWOOD CENTRE**

The Woodley Covid Support Group and the Friendship Alliance have requested free use of a room at the Oakwood Centre to prepare packages of food and gifts for local families at Christmas on 23 December. There would be around four people preparing these packages. Members are asked to consider the request from these groups.

17. **WOODLEY MEMORIAL RECREATION GROUND CHARITY**

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

18. **OUTSIDE BODIES**

- a) Following the death of Councillor John MacNaught, to consider appointing a Town Council representative to the following outside bodies:
 - (i) ReadiBus
 - (ii) Woodley Volunteer Centre
- b) To receive any reports from Town Council representatives on outside bodies. **(Appendix 18)**

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19. **TOWN MAYOR'S ENGAGEMENTS**

To receive a report from Councillor Dave Mills on his engagements as Town Mayor. **(Appendix 19)**

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

20. **FUTURE AGENDA ITEMS**

To consider any items for inclusion in future Council agendas.

**Minutes of a Meeting of the Town Council held remotely on
Tuesday 23 June 2020 at 8 pm**

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

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

Also present: 5 members of the public

Before the start of the meeting:

- The Town Mayor asked for a minute's silence in memory of those who lost their lives in the terrorist attack in Reading during the previous weekend.
- A maximum of 30 minutes was set aside for members of the public to pose questions to the Council in the Town Forum, as reported in **Appendix A**.

1. ELECTION OF TOWN MAYOR

The outgoing Mayor, Councillor Gilder, addressed the Council and said that it had been a great honour to serve as the Town Mayor for the past year and she had been very proud to have been given the opportunity to serve for a third term. Councillor Gilder believed that Woodley was the best town in which to live, raise a family and enjoy community life to the full and this had been proved by the wonderful community spirit shown over the past four months of the Covid-19 pandemic, with volunteers giving help to residents in need. Council Gilder also thanked all the members of staff, for their magnificent effort to keep the Council functioning during the pandemic whilst working from home.

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

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

RESOLVED:

- ◆ To elect Councillor Mills to the office of Town Mayor of Woodley for the 2020/21 municipal year.

2. TOWN MAYOR'S DECLARATION OF ACCEPTANCE OF OFFICE

Councillor Mills took the chair. As the meeting was being held remotely, it was noted that Councillor Mills would sign the Declaration of Acceptance of Office of Town Mayor as soon as possible following the meeting.

Councillor Mills said that he was honoured to be elected to serve as Town Mayor for the second time and he would carry out his duties to the best of his ability.

Councillor Mills then announced that his charity for the year would be Macmillan Cancer Support.

3. **APOLOGIES FOR ABSENCE**

Apologies were received from the Town Clerk.

4. **DECLARATIONS OF INTEREST**

There were no declarations of interest made by Members.

5. **ELECTION OF DEPUTY TOWN MAYOR**

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

RESOLVED:

- ◆ To elect Councillor Chadwick to the office of Deputy Mayor for the 2020/21 municipal year

6. **ACCEPTANCE OF OFFICE**

RESOLVED:

- ◆ To note the election of Councillor Darren Smith to the Town Council and that Councillor Smith had signed the Declaration of Acceptance of Office as required by law.

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

The Town Mayor presented the minutes of the Council meeting held on 4 February 2020.

Minute No. 67.3: Committee Reports:

Strategy and Resources Committee: 21 January 2020: Minute No. 81

Councillor Doyle said that he had contacted the Town Clerk after the last Council meeting to point out errors in the statement that it was not appropriate for the Council to carry out an equality impact assessment on the Just Around the Corner (JAC) charity and he had not yet received a response.

In response to a question about the progress of the survey of young people being carried out to determine their needs, Councillor Al-Sanjari said that the design of the survey had been completed and was awaiting the approval of head teachers before being given to students for completion; however, due to the Covid-19 pandemic, it had not yet been possible to meet with the head teachers to discuss the survey. Councillor Al-Sanjari stated that the survey had not been commissioned by the Community Youth Partnership and that it was her own idea to carry out a survey. She had not felt it appropriate for JAC to be involved as they were not independent and the survey would have been compromised. She stressed that no payment for the survey had been made by the Community Youth Partnership. Councillor Baker confirmed that funds were available to be used by the Community Youth Partnership, but that no payment had been made for a youth survey to be commissioned. Councillor Baker asked that the Town Clerk respond to Councillor Al-Sanjari to clear up any confusion about the commissioning of the survey, whether provision had been made for any payment related to the survey and what involvement JAC had had with regard to a survey and that the response be circulated to all Members.

Minute No. 72: Notice of Motion (Motion No. 65)

[Town Clerk's note: this item refers to Motion No. 67 and the minutes would be amended accordingly before signing.]

In reply to a question about when the discussion of this motion would be concluded, the Deputy Town Clerk said that unfinished business would normally be concluded at the following meeting, but due to the volume of work that needed to

be considered at this meeting there would not be time to complete the discussion of this motion. The motion would therefore be carried forward to a future meeting.

Minute No. 73

A request was made for the minute to more clearly state that the proposal to extend the meeting was not carried.

At this point in the meeting, in reply to a question, the Deputy Town Clerk confirmed that the meeting was being recorded to the iCloud, for internal use. The intention had been to broadcast the meeting live on YouTube, but a technical problem had prevented this.

RESOLVED:

- ◆ To approve the minutes of the Council meeting held on 4 February 2020, as amended, and that they be signed by the Mayor as a correct record.

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

The Town Mayor presented Report No. FC 2/20, the minutes of the Urgency Committee meeting which took place via email, concluding on 19 March 2020.

RESOLVED:

- ◆ To receive the minutes of the Urgency Committee meeting held on 19 March 2020.

9. **COMMITTEE REPORTS**

9.1 **Minutes of the Planning and Community Committee: 25 February 2020**

Councillor Wicks presented the minutes of the Planning and Community Committee meeting held on 25 February 2020.

Minute No. 191: Tree Preservation Orders (TPOs)

In reply to a question about one of the applications for work to trees protected by a TPO, the Committee Officer informed Members that, as the Council was not consulted on tree works, the Committee was notified of the applications for information only and detailed information on the proposed work was not provided to the Council.

RESOLVED:

- ◆ To receive the minutes of the Planning and Community Committee meeting held on 25 February 2020.

9.2 **Minutes of the Planning and Community Committee: 19 May 2020**

Councillor Wicks presented the minutes of the Planning and Community Committee meeting held on 19 May 2020.

RESOLVED:

- ◆ To receive the minutes of the Planning and Community Committee meeting held on 19 May 2020.

9.3 **Minutes of the Planning and Community Committee: 16 June 2020**

Councillor Wicks presented the minutes of the Planning and Community Committee meeting held on 16 June 2020.

Minute number 29: Local Green Space designations

In reply to a question, the Committee Officer confirmed that this item had been specifically brought to the attention of all Members when the agenda for the Committee meeting had been issued.

Minute number 28: Reading Borough Council: Transport Strategy consultation

Councillor Jewell pointed out that although members of the Cycling in Woodley Working Party had been delegated to look at this consultation, much of the consultation documentation concerned matters other than cycling and should therefore be viewed and considered by all members of the Planning and Community Committee.

RESOLVED:

- ◆ To receive the minutes of the Planning and Community Committee meeting held on 16 June 2020.

10. **MEMBERSHIP OF STANDING COMMITTEES**

Under the provisions of the Coronavirus Act 2020, it was proposed that the majority of Members currently serving on the Council's standing committees would remain in place for the 2020/21 municipal year.

10.1 **Strategy and Resources Committee**

RESOLVED:

- ◆ To appoint Councillors Anderson, Baker, Brindley, Chadwick, Cheng, Gilder, McCann, Rowland and Wicks to the Strategy and Resources Committee for the 2020/21 municipal year, with Councillor Baker as Chairman and Councillor Brindley as Vice Chairman.

10.2 **Leisure Services Committee**

RESOLVED:

- ◆ To appoint Councillors Bragg, Baker, Doyle, Green, Heap, Rahmouni, Smith, Soane and Swaddle to the Leisure Services Committee for the 2020/21 municipal year, with Councillor Bragg as Chairman and Councillor Soane as Vice Chairman.

10.3 **Planning and Community Committee**

RESOLVED:

- ◆ To appoint Councillors Baker, Bragg, Cheng, Forrer, Gilder, Jewell, MacNaught, Mills, Rahmouni, Skegg and Wicks to the Planning and Community Committee for the 2020/21 municipal year, with Councillor Wicks as Chairman and Councillor Cheng as Vice Chairman. One vacant place remains to be filled at a future meeting.

11. **MEMBERSHIP OF WORKING PARTIES AND SUB-COMMITTEES**

Under the provisions of the Coronavirus Act 2020, it was proposed that Members currently serving on the Council's working parties and sub-committees would remain in place for the 2020/21 municipal year.

- 11.1 Under Standing Order 13(a)(ix), the following motion was proposed by Councillor Baker and seconded by Councillor Brindley:

“That the appointment of Members to the Council’s working parties and sub-committees for the 2020/21 municipal year be made in accordance with Standing Order 4(f) i.e. reflecting the political proportionality of the Members of the Council. Although the Coronavirus Act 2020 allows the Council to continue with its existing committee and working party appointments until May 2021, it is appropriate that the Council recognises the change in political representation on the Council since the appointments were made at the last Annual Meeting. This impacts two of the working parties in the following way:

1. Woodford Park Leisure Centre Regeneration Task and Finish Group would have 4 Conservative places and 2 Liberal Democrat places.
2. The Community Youth Partnership would have 4 Conservative places and 2 Liberal Democrat places.”

In reply to a question regarding the legality of this motion under the provisions of the Coronavirus Act 2020, the Deputy Town Clerk confirmed that the Coronavirus Act enabled membership of councils’ committees and working parties to continue in the absence of an Annual Meeting being held, but did not prevent changes being made if approved by the Council.

Councillors Baker and Swaddle spoke in support of the motion. Councillors Al-Sanjari, Doyle, Heap, Skegg, Rowland and Jewell spoke against the motion.

Councillor Jewell called for a recorded vote on this motion.

Following a vote, it was

RESOLVED:

- ◆ That the motion be carried.

Voting:

FOR	AGAINST
J. Anderson	N. Al-Sanjari
K. Baker	M. Doyle
D. Bragg	A. Heap
S. Brindley	C. Jewell
A. Chadwick	T. McCann
J. Cheng	M. Nagra
M. Forrer	B. Rowland
K. Gilder	R. Skegg
M. Green	
J. MacNaught	
D. Mills	
S. Rahmouni	
J. Sartorel	
D. Smith	
B. Soane	
A. Swaddle	
P. Wicks	
For: 17	Against: 8

Councillor Jewell then proposed a motion to suspend Standing Order 4(f) to allow the membership of the Community Youth Partnership to remain as it had been for 2019/20. The motion was seconded by Councillor Doyle and Councillor Jewell called for a recorded vote.

Following a vote, the motion was defeated.

Voting:

FOR	AGAINST
N. Al-Sanjari	J. Anderson
M. Doyle	K. Baker
M. Forrer	D. Bragg
A. Heap	S. Brindley
C. Jewell	A. Chadwick
T. McCann	J. Cheng
M. Nagra	K. Gilder
B. Rowland	M. Green
R. Skegg	J. MacNaught
	D. Mills
	S. Rahmouni
	J. Sartorel
	D. Smith
	B. Soane
	A. Swaddle
	P. Wicks
For: 9	Against: 16

11.2 It was proposed by the Chairman and

RESOLVED:

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

11.3 Members continued to discuss the membership of working parties and sub-committees and the Liberal Democrat group stated that, at the present time, they would only appoint one member to the Woodford Park Leisure Centre Regeneration Task and Finish Group and the Community Youth Partnership. In reply to a question the Deputy Town Clerk said that he would arrange a meeting of the Climate Emergency Working Party as soon as practically possible.

11.4 **Strategy and Resources Committee**

a) **Investments Working Party:**

RESOLVED:

- ◆ To appoint Councillors Anderson, Baker, Brindley and Rowland to the Investments Working Party for the 2020/21 municipal year.

b) **Risk Management Working Party:**

RESOLVED:

- ◆ To appoint Councillors Bragg, Doyle, Green and Mills to the Risk Management Working Party for the 2020/21 municipal year.

c) **Catering Partnership:**

RESOLVED:

- ◆ To appoint Councillors Brindley, Cheng, Green, MacNaught and Skegg to the Catering Partnership for the 2020/21 municipal year.

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

RESOLVED:

- ◆ To appoint Councillors Baker, Jewell, Mills and Swaddle to the Standing Orders and Financial Regulations Working Party for the 2020/21 municipal year.

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

RESOLVED:

- ◆ To appoint Councillors Baker, Brindley, McCann and Swaddle to the PR/Marketing Working Group for the 2020/21 municipal year.

f) **Personnel Sub Committee:**

RESOLVED:

- ◆ To appoint Councillors Anderson, Jewell, Sartorel and Soane to the Personnel Sub Committee for the 2020/21 municipal year.

g) **Climate Emergency Working Party:**

RESOLVED:

- ◆ To appoint Councillors Baker, Jewell and Wicks to the Climate Emergency Working Party for the 2020/21 municipal year.

11.5 **Strategy and Resources Committee and Leisure Services Committee**

Woodford Park Leisure Centre Regeneration Task and Finish Group:

RESOLVED:

- ◆ To appoint Councillors Baker, Bragg, Brindley, Gilder and Heap to the Woodford Park Leisure Centre Regeneration Task and Finish Group for the 2020/21 municipal year, with one place remaining vacant.

11.6 **Leisure Services Committee**

a) **Community Youth Partnership:**

RESOLVED:

- ◆ To appoint Councillors Cheng, Forrer, Gilder, Rahmouni and Skegg to the Community Youth Partnership for the 2020/21 municipal year, with one place remaining vacant.

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

RESOLVED:

- ◆ To appoint Councillors Baker, Rahmouni and Skegg to the 3G Pitch Steering Group for the 2020/21 municipal year.

11.7 **Planning and Community Committee**

Cycling in Woodley Working Party

RESOLVED:

- ◆ To appoint Councillors Baker, Bragg, Chadwick, Heap, Jewell and MacNaught to the Cycling in Woodley Working Party for the 2020/21 municipal year.

11.8 **Full Council**

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

RESOLVED:

- ◆ To appoint Councillors Baker and Gilder to the Bulmershe SULV Joint Working Party for the 2020/21 municipal year with Councillor Bragg as the named substitute.

12. **REPRESENTATIVES ON OUTSIDE BODIES**

Under the provisions of the Coronavirus Act 2020, it was proposed that Members currently serving as the Council's representatives on outside bodies would remain in place for the 2020/21 municipal year.

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 and Mrs S. Flower

Campaign Against Waste – 1 place (plus 1 deputy)

Councillors Wicks, with Councillor Jewell as the deputy

Citizens Advice Wokingham – 1 place

Councillor Bragg

Highwood Management Conference – 2 places

Councillor Gilder and Mrs M. Holmes

Museum of Berkshire Aviation Trust – 1 place

Councillor Green

ReadiBus – 1 place

Councillor MacNaught

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

Councillor Bragg, with Councillor Jewell as the deputy

Robert Palmer Almshouse Charity

Councillor Rahmouni was re-appointed to serve until 2024

Sonning & District Welfare & Education Trust – 1 place

Councillor Smith

The Bulmershe School: Governor – 1 place

Councillor Al-Sanjari

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

Councillor Nagra with Councillor McCann as the deputy

Woodley Airfield Centre Management Committee – 2 places

Councillors Gilder and Soane

Woodley Bowling Club Management Committee – 1 place

Councillor Rahmouni

Woodley and North Earley Community Forum

Councillors Baker and Bragg

Woodley Town Centre Management Initiative – 2 places

Councillor Baker and Mrs M. Holmes

Woodley Volunteer Centre – 1 place

Councillor MacNaught

Poor's Land Charity

Councillors Mills and Rowland continue to serve to 2022

Following a vote, Councillor Cheng and Mrs S. Flower were re-appointed to serve to 2024.

Voting:

Councillor Rowland called for a recorded vote.

Voting for Councillor Cheng:

FOR	AGAINST	ABSTAINED
J. Anderson	M. Doyle	N. Al-Sanjari
K. Baker	C. Jewell	A. Heap
D. Bragg	T. McCann	M. Nagra
S. Brindley	B. Rowland	
A. Chadwick	R. Skegg	
J. Cheng		
M. Forrer		
K. Gilder		
M. Green		
J. MacNaught		
D. Mills		
S. Rahmouni		
J. Sartorel		
D. Smith		
B. Soane		
A. Swaddle		
P. Wicks		
For: 17	Against: 5	Abstentions: 3

Voting for Mrs S. Flower:

FOR	ABSTAINED
J. Anderson	N. Al-Sanjari
K. Baker	J. MacNaught
D. Bragg	M. Nagra
S. Brindley	
A. Chadwick	
J. Cheng	

M. Doyle	
M. Forrer	
K. Gilder	
M. Green	
A. Heap	
C. Jewell	
T. McCann	
D. Mills	
S. Rahmouni	
B. Rowland	
J. Sartorel	
R. Skegg	
D. Smith	
B. Soane	
A. Swaddle	
P. Wicks	
For: 22	Abstentions: 3

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

Meeting closed at 10:30 pm

TOWN FORUM

23 June 2020

A written question had been submitted in advance by Mrs Mary Holmes, Mrs Zofia Frasinski and Mrs Marguerite Risby, in case they were unable to join the virtual meeting. This question was read out by the Committee Officer, as follows:

“As members of the public, we’d like to sincerely request that Woodley Town Council sets in motion as soon as possible a plan to consult all Woodley residents about what should happen over the future of the Tree Garden in the town centre. Two notices could be placed inside the wall at each end of the Tree Garden informing the public of how to submit their ideas by phone or email to Woodley Town Council.”

Members agreed that this was very good idea as the plan had always been for this area to be a community garden. The Deputy Town Clerk reported that some ideas regarding the garden had already been received by the Town Council from members of the public and consultation with residents would continue. It was noted that the Town Centre Manager had been consulted from the start of the project and the plans had been made public on the Council’s website and through social media. A suggestion was made that Borough Councillors should also be involved in the consultation.

**Minutes of an Extraordinary Meeting of the Town Council held remotely on
Tuesday 21 July 2020 at 8 pm**

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

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

Also present: *Borough Councillor R. Dolinski
3 members of the public*

14. **APOLOGIES FOR ABSENCE**

Apologies were received from Councillors M. Forrer, M. Green and D. Smith.

15. **DECLARATIONS OF INTEREST**

There were no declarations of interest made by Members.

16. **2019/20 YEAR END**

The Town Clerk presented the 2019/20 year end figures, in summary and by committee.

RESOLVED:

- ◆ To note the 2019/20 year end figures.

17. **FINANCIAL STATEMENTS AND ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2019/20**

a) **Financial Statements 2019/20**

The Town Clerk presented the Financial Statements for 2019/20.

In reply to a question about the financial impact of the Covid-19 pandemic, the Town Clerk confirmed that this had caused a significant reduction of income in the figures for March 2020. The Town Clerk informed Members that she would be meeting with a member of the Finance Team at Wokingham Borough Council later in the week to discuss possible support from the Borough Council to help with the severe financial effects of the pandemic. Following a question about the Precept Support Grant, the Town Clerk confirmed that this grant had been reduced each year since its introduction.

RESOLVED:

- ◆ To approve the Financial Statements for 2019/20 and that they be signed by the Deputy Mayor and the Town Clerk.

b) (i) **Interim Internal Audit Report - November 2019 to February 2020**

Members noted that the interim internal audit report had not been received by the Strategy and Resources Committee as the Committee had been unable to meet due to the measures put in place to limit the spread of the Covid-19 pandemic. The Town Clerk informed Members that it was hoped that a meeting of the Strategy and Resources Committee could be arranged

before the end of August and she agreed to publish the date as soon as possible.

RESOLVED:

- ◆ To receive the interim internal audit report for the period from November 2019 to February 2020.

(ii) **Annual Internal Audit Report for 2019/20**

Members considered the annual internal audit report as set out in the Annual Governance and Accountability Return and

RESOLVED:

- ◆ To receive the annual internal audit report for 2019/20.

c) **Annual Governance Statement for 2019/20**

The Town Clerk explained that the Annual Governance Statement required the Council to consider the statements set out on page 4 of the Annual Governance and Accountability Return and pages 19 to 23 of the appendix had been provided to help Members do so. She also explained that statement 5 had been affirmed by the internal auditor in the interim internal audit report – November 2019 to February 2020 – as shown on page 10 of the agenda, and the Council could therefore answer “yes” to statement No. 5.

RESOLVED:

- ◆ To approve the Annual Governance Statement for 2019/20.
- ◆ To approve the signing of the Annual Governance Statement 2019/20 by the Mayor and the Town Clerk.

d) **Accounting Statements for 2019/20**

Members considered the Accounting Statements for 2019/20 and

RESOLVED:

- ◆ To approve the Accounting Statements for 2019/20.
- ◆ To approve the signing of the Accounting Statements 2019/20 by the Mayor.

Following a request for an update on the effect of the Covid-19 pandemic on the Council’s finances, the Town Clerk informed Members that the Council had received very little income since the start of the 2020/21 municipal year and, although the Council had been able to furlough some staff, which had provided some income, and the gym and 3G pitch at Woodford Park Leisure Centre would be able to reopen shortly, it seemed likely that all of the Council’s general reserves would have disappeared by the end of the year. As mentioned previously, the Town Clerk would be meeting with representatives from Wokingham Borough Council later in the week to discuss the Town Council’s financial situation and possible support from the Borough Council. Members raised concerns about whether individual Councillors might be personally liable to cover any debts that might not be met by the Council and the Town Clerk agreed to clarify this situation.

The Town Clerk agreed to provide Councillors with a spreadsheet showing the estimates of projected income for the year and the calculations of potential shortfall in income, so that Members would be fully briefed on the severity of the situation. The Town Clerk stressed that the figures in the spreadsheet were estimates and the spreadsheet was highly confidential and must not be shared with anyone outside of the Town Council.

In reply to a question, the Town Clerk confirmed that the reserves earmarked for the payment of loans taken out by the Council could not be used for any other purpose. She stated that the SLCC and NALC were looking at ways of funding further loans for Councils to help them through the current difficulties, but commented that the Council might not want to take that course of action.

The Leader of the Council informed Members that he was in conversation with the local Members of Parliament, and through them with the Secretary of State, regarding help that might be available to prudent Councils who were experiencing these difficulties through no fault of their own.

18. **SECTION 106 FUNDING**

The Deputy Town Clerk presented Report No. FC 3/20, which advised Members that Wokingham Borough Council was currently holding approximately £28,000 Section 106 funding for projects in Woodley and proposed that the Town Council request this available funding be transferred to the Town Council. Members were asked to approve the allocation of £15,000 of this funding towards the Town Centre Community Garden project.

It was proposed by Councillor Jewell and seconded by Councillor Rowland that the wording of the second recommendation in the report be changed from:

“That Members approve the allocation of £15,000 of this funding towards the Town Centre Community Garden project as set out in the report”

to:

“That Members approve the allocation of funding to provide equipment and materials for the Town Centre Community Garden following consultation with the WTCMI, traders and residents”.

In reply to a question about the cost of the project so far, the Deputy Town Clerk informed Members that the construction of the garden had been funded by Wokingham Borough Council and the Town Council had not contributed to the cost. The Deputy Town Clerk did not know how much the Borough Council had spent on the project.

The Deputy Town Clerk confirmed that the Town Council had consulted with residents before the start of the project with regard to the materials to be used in the project. He informed Members that the Town Council was currently consulting with residents about what they would like to see in the new garden area and had received 60 replies so far.

In reply to a question about possible sponsorship for the Community Garden, the Deputy Town Clerk confirmed that the Rotary Club had offered to contribute towards the cost of the garden.

When asked about the use of Section 106 funding, the Town Clerk confirmed that Section 106 funding could only be used for capital projects and could not be used to help with the budget deficit.

Following further discussion, it was

RESOLVED:

- ◆ That the proposal to change the wording of the second recommendation in Report No. FC 3/20 be carried.

Members then voted on the recommendations, as amended, in Report No. FC 3/20 and

RESOLVED:

- ◆ To request the transfer of all available Section 106 funding for Woodley projects to the Town Council.
- ◆ To allocate funding from the available Section 106 funds to provide equipment and material for the Town Centre Community Garden, following consultation with the WTCMI, traders and residents.

Councillor Al-Sanjari stressed the importance of consulting with disability groups before plans for the Community Garden were finalised and was asked to provide details of all the local disability groups and their contact information to officers to enable them to be contacted.

Meeting closed at 9:38 pm

Following the end of the meeting it was pointed out that Councillor Nagra had raised his hand to the camera before the end of the meeting, but had not been called to speak.

**Minutes of a Meeting of the Town Council held remotely on
Tuesday 29 September 2020 at 8 pm**

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

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

Also present: 2 members of the public

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

26. **APOLOGIES FOR ABSENCE**

Apologies were received from Councillors Cheng, Nagra and Rahmouni.

27. **DECLARATIONS OF INTEREST**

There were no declarations of interest made by Members.

28. **MINUTES OF COUNCIL MEETING HELD ON 23 JUNE 2020**

The Town Mayor presented the minutes of the Council meeting held on 23 June 2020.

Minute No. 7: Minutes of Council meeting held on 4 February 2020:

Minute No. 67.3: Committee Reports:

Strategy and Resources Committee: 21 January 2020: Minute No. 81

Councillor Al-Sanjari asked for the minutes of the Council meeting held on 23 June to be amended to record that Councillor Baker had said that funds were available for a youth survey to be commissioned. Councillor Baker confirmed that funds were available to be used by the Community Youth Partnership, but that no payment had been made for a youth survey to be commissioned.

The minutes would be amended and presented to the next Council meeting.

29. **MINUTES OF EXTRAORDINARY COUNCIL MEETING HELD ON 21 JULY 2020**

The Town Mayor presented the minutes of the Extraordinary Council meeting held on 21 July 2020.

Minute No. 17: Financial Statements and Annual Governance and Accountability Return 2019/20

In reply to a question asking whether the situation regarding the possible personal liability of individual Councillors for any future debts that might not be met by the Council, the Town Clerk confirmed that she had raised this matter with Wokingham Borough Council and was awaiting advice.

Councillor Al-Sanjari asked for the minutes to be amended to show that Councillor Nagra had tried to speak at the end of the meeting, but had not been called by the Chair.

The minutes would be amended and presented to the next council meeting

30. **MINUTES OF EXTRAORDINARY COUNCIL MEETING HELD ON 25 AUGUST 2020**

The Town Mayor presented the minutes of the Extraordinary Council meeting held on 25 August 2020.

RESOLVED:

- ◆ To approve the minutes of the Extraordinary Council meeting held on 25 August 2020 and that they be signed by the Mayor as a correct record.

31. **COMMITTEE REPORTS**

31.1 **Minutes of the Planning and Community Committee: 14 July 2020**

Councillor Wicks presented the minutes of the Planning and Community Committee meeting held on 14 July 2020.

RESOLVED:

- ◆ To receive the minutes of the Planning and Community Committee meeting held on 14 July 2020.

31.2 **Minutes of the Planning and Community Committee: 11 August 2020**

Councillor Wicks presented the minutes of the Planning and Community Committee meeting held on 11 August 2020.

RESOLVED:

- ◆ To receive the minutes of the Planning and Community Committee meeting held on 11 August 2020.

31.3 **Minutes of the Leisure Services Committee: 1 September 2020**

Councillor Bragg presented the minutes of the Leisure Services Committee meeting held on 1 September 2020.

Minute No. 4: Just Around the Corner (JAC)

Following discussion, it was agreed that the last sentence of the second paragraph of minute No. 4 would be amended to read: "In reply to a question about how the Council could ensure that the work JAC was carrying out was providing value for money, Sam Milligan said that JAC was providing the services specified in the service level agreement and that numerical data would be reported at future meetings."

Minute No.6: Woodford Park Leisure Centre, sports development and activities

In reply to a question asking whether all leisure centre staff would be back at work by October, the Town Clerk informed Members that the duty managers and most of the staff working in the reception area were already back at work, but that the casual staff who ran the children's birthday parties would not be able to return to work in October as the Covid restrictions meant that birthday parties could not take place.

RESOLVED:

- ◆ To receive the minutes of the Leisure Services Committee meeting held on 1 September 2020.

- 31.4 **Minutes of the Planning and Community Committee: 8 September 2020**
Councillor Wicks presented the minutes of the Planning and Community Committee meeting held on 8 September 2020.

Minute No. 81: Planning application 200996: Addington School, Woodlands Avenue

In reply to a question about the felling of mature trees located within the SULV that was required under this proposal, the Town Clerk said that she did not think the felling had taken place yet. Councillor Rowland reported that a resident had told her that the trees were 49 years old but had been represented as being under 40 years old.

RESOLVED:

- ◆ To receive the minutes of the Planning and Community Committee meeting held on 8 September 2020.

- 31.5 **Minutes of the Strategy and Resources Committee: 15 September 2020**
Councillor Baker presented the minutes of the Strategy and Resources Committee meeting held on 15 September 2020.

Minute No. 5: Council Finances

Under this confidential item, the Strategy and Resources Committee had resolved that the Urgency Committee would meet monthly to review the Council's financial position. Following a question by Councillor McCann, the protocols governing the operation of the Urgency Committee were discussed.

[Town Clerk's note: The protocols governing the use of the Urgency Committee would be reviewed at the next meeting of the Standing Orders and Financial Regulations Working Party.]

Minute No. 6: Minutes of the meeting held on 21 January 2020

In reply to a question, the Town Clerk confirmed that information regarding the organisations that were given use of the Oakwood Centre for free, or for a discounted rate, would be provided at the next meeting of the Strategy and Resources Committee, as had been stated in the minutes.

The Town Clerk informed Members that some of the commentary provided in the payments lists appended to the Strategy and Resources Committee minutes was inaccurate and would be amended before the minutes were signed. She thanked Councillor Heap for bringing this to her attention.

RESOLVED:

- ◆ To receive the minutes of the Strategy and Resources Committee meeting held on 15 September 2020.

32. **MINUTES OF URGENCY COMMITTEE HELD ON 22 SEPTEMBER 2020**

Councillor Baker presented Report No. FC 4/20 of the Urgency Committee meeting held on 22 September 2020. At a meeting held on 15 September 2020, minute number 5, the Strategy and Resources Committee had agreed that the Urgency Committee would meet monthly to review the Council's financial position.

In reply to questions about the protocols and standing orders governing the operation of the Urgency Committee, the Town Clerk explained that the Urgency Committee was not a standing committee, sub-committee or working party and her advice was that the protocols that applied to standing committees, sub-committees and working parties did not therefore apply to the Urgency Committee. Under Standing Order 10, all Councillors were entitled to attend any meeting of a standing

committee, sub-committee or working party, but this did not apply to the Urgency Committee. Councillor Baker informed Members that the standing orders would be reviewed at the next meeting of the Standing Orders and Financial Regulations Working Party and that any proposals for changes should be submitted to the Town Clerk.

Following questions about the need for the projected accounts to be confidential, Councillor Baker explained why this was necessary for commercial and employee confidentiality reasons and the Town Clerk agreed to provide more commentary in future to explain how the projected figures had been obtained.

In reply to a question about the precept consultation that had been approved by the Urgency Committee to seek residents' views on various levels of precept increase, the Town Clerk agreed to send the draft consultation document to all Councillors for comment before the final version was printed.

At this point in the meeting, the following motion was proposed by Councillor Jewell and seconded by Councillor Heap:

"I propose a motion to Council under Standing Order 13(ix) that a Financial Monitoring Sub-Committee be appointed to monitor the Council's financial situation in view of the impact of the Covid-19 pandemic and the subsequent loss/reduction in income streams.

This committee should meet on a monthly basis, comprise 6 members and report to the Strategy and Resources Committee. The Sub-Committee's remit should be:

- To carry out a monthly review of income and expenditure, both actual and estimated, once the previous month is closed.
- To review earmarked reserves and other budget allocations that could be released to the general reserve this year or in 2021/22."

Councillors Jewell, Heap, Doyle and McCann spoke in support of the motion. Councillor Baker spoke against the motion.

Following a vote it was

RESOLVED:

- ◆ That the motion be defeated.

Voting: For: 7 Against: 13 Abstentions: 2

It was then

RESOLVED:

- ◆ To receive Report No. FC 4/20 of the Urgency Committee meeting held on 22 September 2020.

33. **LEADER'S STATEMENT**

In order to give more time for the remaining business to be completed, the Leader of the Council did not make a statement to the meeting.

34. **NOTICE OF MOTION (MOTION NO. 67)**

34.1 The debate of this motion continued from the Town Council meeting held on 4 February 2020, when there had been insufficient time to conclude the debate.

The following motion had been proposed by Councillor Doyle and seconded by Councillor Rowland:

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

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

The following amendment had been proposed by Councillor Baker and seconded by Councillor Bragg:

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

Councillor Baker had spoken in favour of the motion. Councillor Swaddle had called for a vote on the amendment, but the vote had not been taken before the meeting ended.

The debate on the amendment was now continued. Councillor Bragg spoke in favour of the amendment. Councillors McCann, Al-Sanjari, Rowland, Jewell and Doyle spoke against the amendment.

Following a vote, it was

RESOLVED:

- ◆ That the amendment be agreed.

Voting:

FOR	AGAINST
J. Anderson	N. Al-Sanjari
K. Baker	M. Doyle
D. Bragg	A. Heap
S. Brindley	C. Jewell
A. Chadwick	T. McCann
K. Gilder	B. Rowland
M. Green	R. Skegg
J. MacNaught	
D. Mills	
J. Sartorel	
D. Smith	
B. Soane	
A. Swaddle	
P. Wicks	
For: 14	Against: 7

34.2 It was proposed by the Chairman and

RESOLVED:

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

34.3 The substantive motion was then debated. Councillor McCann said that he would abstain when the vote was taken. Councillors Al-Sanjari and Doyle spoke against the substantive motion.

A recorded vote was then taken on the substantive motion.

RESOLVED:

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

Voting:

FOR	ABSTAINED
J. Anderson	N. Al-Sanjari
K. Baker	A. Heap
D. Bragg	C. Jewell
S. Brindley	T. McCann
A. Chadwick	B. Rowland
K. Gilder	R. Skegg
M. Green	
J. MacNaught	
D. Mills	
J. Sartorel	
D. Smith	
B. Soane	
A. Swaddle	
P. Wicks	
For: 14	Abstentions: 6

35. **COMMUNITY INFRASTRUCTURE LEVY**

Members considered a request from Wokingham Borough Council that the Town Council allocate £15,000 of its CIL funds towards the Natural Flood Risk Management Scheme south of the M4 to reduce the risk of flooding to infrastructure and properties affected by fluvial flooding from the River Loddon, north of the motorway.

RESOLVED:

- ◆ To refuse the request from Wokingham Borough Council that the Town Council allocate £15,000 of its CIL funds towards the Natural Flood Risk Management system south of the M4 to reduce the risk of flooding to infrastructure and properties affected by fluvial flooding from the River Loddon, north of the motorway.

36. **OUTSIDE BODIES**

- a) Under the provisions of the Coronavirus Act 2020, it was proposed that Members currently serving as the Council's representatives on the following outside bodies would remain in place for the remainder of the 2020/21 municipal year.

RESOLVED:

- ◆ To appoint the following:

Sandford Farm Liaison Group - 1 place

Councillor Chadwick

Wokingham Borough Council Climate Emergency Working Group

Councillor Baker

- b) **RESOLVED:**

- ◆ To note correspondence received from Wokingham United Charities inviting the Town Council to appoint a representative.
- ◆ To appoint Councillor Rowland as the Council's representative to Wokingham United Charities.

- c) Members noted the following written reports, which had been included in the agenda:

- ARC reports by Mrs Shelagh Flower
- Citizens Advice Wokingham report by Councillor Bragg
- Poor's Land Charity report by Councillor Rowland
- Woodley Volunteers report by Councillor MacNaught

An update to the Poor's Land Charity report had been provided by Councillor Rowland after the agenda had been issued and had been circulated to Members.

Councillor Bragg gave a verbal update to the Citizens Advice Wokingham report.

- d) Members noted that a copy of the Poor's Land Charity audited accounts and Annual Report for the year ending 31 December 2019 had been received.

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

Meeting closed at 10:30 pm

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**Minutes of a Meeting of the Planning and Community Committee held remotely
on Tuesday 6 October 2020 at 7:45 pm**

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

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

Also present: *3 members of public*

88. **APOLOGIES**

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

89. **DECLARATIONS OF INTEREST**

There were no declarations of interest made by Members.

90. **MINUTES OF THE PLANNING AND COMMUNITY COMMITTEE MEETING HELD ON
8 SEPTEMBER 2020**

RESOLVED:

- ◆ That the minutes of the Planning and Community Committee meeting held on 8 September 2020 be approved and be signed by the Chairman as a true and accurate record.

91. **CURRENT PLANNING APPLICATIONS**

RESOLVED:

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

92. **PLANNING DECISIONS**

RESOLVED:

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

93. **EXISTING LAWFUL DEVELOPMENT CERTIFICATE NOTIFICATION**

RESOLVED:

- ◆ To note application 202509
Location: Sandford Mill, Sandford Lane, Woodley, RG5 4TB.
Proposal: Application for a certificate of existing lawful development for change of use of land to residential curtilage.

94. **TREE PRESERVATION ORDERS**

RESOLVED:

- ◆ To note application 201595
Location: TPO 141/1977, Area 1: 20 Radcot Close, Woodley.
Proposal: To selectively prune one Oak tree.
- ◆ To note application 202278
Location: TPO 4/1961, Area 1: 92 Antrim Road, Woodley.
Proposal: To fell three Scots Pines.
- ◆ To note application 202284
Location: TPO 1153/2006, Group 1: 22 Pitts Lane, Earley.
Proposal: To selectively prune four Oak trees.
- ◆ To note application 202369
Location: TPO 141/1977: 22 Radcot Close, Woodley.
Proposal: To selectively prune one Ash tree.
- ◆ To note application 202384
Location: TPO 170/1980, Area 3: 14 Anthian Close, Woodley.
Proposal: To selectively prune three Oak trees.
- ◆ To note application 202396
Location: TPO 3/1951, Woodland 3: 63 Woodlands Avenue, Woodley.
Proposal: To selectively prune one Oak tree.
To fell one dying Oak tree.
- ◆ To note application 202435
Location: TPO 4/1961, Area 1: 58 Antrim Road, Woodley.
Proposal: To fell one dead Scots Pine.
- ◆ To note application 202495
Location: TPO 173/1980: 2 Keane Close, Woodley.
Proposal: To selectively prune one Oak tree.
- ◆ To note that Wokingham Borough Council had made the following Tree Preservation Order:
TPO 1752/2020 – relating to trees on the land north west of Redwood Lake, Woodley.
This order took effect, on a provisional basis, on 15 September 2020 and would continue in force for 6 months or until the order was confirmed by Wokingham Borough Council.
- ◆ To note that Wokingham Borough Council had confirmed the following Tree Preservation Order:
TPO 1717/2020 – relating to three Sycamore trees to the east of 179/181 Headley Road East.

95. **PROPOSED CHANGES TO THE PLANNING SYSTEM**

At the Planning and Community Committee meeting held on 8 September 2020 (minute number 83), Members had agreed to support Wokingham Borough Council's attempt to reduce the number of homes that would need to be built in Wokingham Borough under the Government's proposed changes to the planning system. A proposed joint response to the Government's white paper consultation, from all the Town and Parish Councils in Wokingham Borough, was drafted by Finchampstead Parish Council. This had been circulated to

Committee members for comment prior to this meeting, as representations were required by 1 October 2020. Nine replies were received from Committee members, as follows:

- 7 supported the letter.
- 1 did not support the letter
- 1 did not express an opinion.

Woodley Town Council was therefore added to the list of signatories to the letter, as attached at **Appendix B**.

96. **CENTRAL AND EASTERN BERKSHIRE AUTHORITIES - JOINT MINERALS AND WASTE PLAN REGULATION 19 PROPOSED SUBMISSION CONSULTATION**

Members noted the correspondence received from Wokingham Borough Council and considered a response to the Joint Mineral and Waste Plan Regulation 19 Proposed Submission consultation.

RESOLVED:

- ◆ To make a "No comment" response to the Central and Eastern Berkshire Authorities Joint Minerals and Waste Plan Regulation 19 Proposed Submission consultation.

97. **PUBLICATIONS/INFORMATION**

RESOLVED:

- ◆ To note receipt of the following:
 - *Connecting Communities in Berkshire E-Bulletin – September 2020*
 - *Me2 Club Newsletter – September 2020*

98. **FUTURE AGENDA ITEMS**

There were no suggestions for future agenda items.

99. **PUBLICITY/WEBSITE**

There were no suggestions for items to be publicised.

In reply to a question, the Committee Officer informed Members that any suggestions for items to be included in the Herald could be made under this agenda item or could be sent directly to the Town Clerk.

100. **ENFORCEMENT ISSUES**

The latest enforcement notifications had been received from the planning authority after the agenda had been issued. These would be circulated to Committee members for information and would be listed in the agenda for the next meeting, on 3 November 2020.

The meeting closed at 8:55 pm

6 October 2020

Woodley Town Council

Observations on the following Planning Applications

Application No. & Address	Proposal
201964 64 Headley Road, Woodley, RG5 4JE	Application to vary conditions 2 and 4 of planning consent 191128 for the proposed single storey rear extension, following the demolition of existing garage; conversion of existing loft space to create habitable accommodation plus erection of a side dormer (part retrospective). Condition 2 refers to the approved documents and condition 4 to the restriction of permitted development rights. The variation is to allow the addition of 3 No. rooflights, first floor French doors with a Juliet balcony and a side door.
Observations: One letter of concern had been received regarding this application. The Committee considered the proposal and recommended that the application be refused on the following grounds: <ul style="list-style-type: none"> - The approved drawings of application 191128 provide sufficient windows to give plenty of light to the first floor, and the extra rooflights and first floor French doors are not necessary. 	
202199 29a Warren Road, Woodley, RG5 3AR	Householder application for the proposed erection of a single storey front, side and rear extension with 2 No. rooflights
Observations: No objections.	
202250 30 Shackleton Way, Woodley, RG5 4UT	Householder application for proposed erection of a part single part two storey side extension.
Observations: No objections.	
202293 93 Loddon Bridge Road, Woodley, RG5 4AE	Full application for the proposed change of use from a home office to a Solicitor's Office. (Retrospective)
Observations: No objections.	
202315 299 Loddon Bridge Road, Woodley, RG5 4BE	Householder application for the proposed erection of single storey front extension including new porch, part single and part two storey rear extension with internal alterations and changes to fenestration.
Observations: No objections.	

202317 Sandford Farm, Perimeter Road, Woodley, RG5 4TE	Householder application for the proposed erection of a single storey workshop/store.
Observations: The Committee recommended that this application be refused on the following grounds: <ul style="list-style-type: none"> - The very large size of the proposed workshop/store detracts from the neighbouring properties in this residential area. - Concern that the workshop/store could be put to commercial use. <p>If planning permission is granted, the Committee asked that a condition be imposed stating that the use of the workshop/store must be ancillary to the domestic use of the residential dwelling.</p>	
202326 50 Reading Road, Woodley, RG5 3DB	Householder application for the proposed erection of a single storey rear extension including 1 No. rooflight, Juliet balcony and dropped kerb.
Observations: The Committee did not object to the application, but had the following concerns: <ul style="list-style-type: none"> - Possible damage to the apple tree located close to the extension. - The proposed balcony is very large and unneighbourly. 	
202344 Unit 3, The Point, London Road, Woodley	Full application for the proposed change of use from Class A1 (retail) to Class D1 (veterinary practice).
Observations: No objections.	
202348 26 Nimrod Close, Woodley, RG5 4UW	Application for a certificate of existing lawful development for partial conversion of garage to create habitable accommodation and single storey rear extension.
Observations: No objections.	
202352 7 Sycamore Close, Woodley, RG5 3RY	Householder application for proposed conversion of existing garage to create habitable accommodation.
Observations: No objections.	
202355 15 The Ridgeway, Woodley, RG5 3QD	Householder application for the proposed insertion of 1 No. dormer to the front of the property.
Observations: No objections.	

<p>202373 11 Caldbeck Drive, Woodley, RG5 4LA</p>	<p>Householder application for the proposed erection of a single storey rear extension including 2 No. rooflights, and first floor side/rear extension including 2 No. rooflights.</p>
<p>Observations: No objections.</p>	
<p>202399 36 Wallace Close, Woodley, RG5 3HW</p>	<p>Householder application for the proposed creation of a dropped kerb and installation of hardstanding to create 2 No. parking spaces to the front of the property.</p>
<p>Observations: No objections.</p>	
<p>202413 30 Pitts Lane, Earley, RG6 1BT</p>	<p>ADJOINING PARISH CONSULTATION Application to vary conditions 2, 4 and 7 of planning consent 191011 for the proposed erection of 1 No. 4 bedroom detached house and 2 No. 3 bedroom semi-detached houses with associated parking, access and landscaping. Condition 2 refers to the approved documents, condition 4 to landscaping details and condition 7 to a landscape management plan. The variation is to allow substitution of new plans with updated landscaping details relating to the amenity land east of Plot 3 and changes to the wording of conditions 4 and 7 to be in accordance with these plans and details.</p>
<p>Observations: No comment.</p>	
<p>202430 2 Stonehaven Drive, Woodley, RG5 4DE</p>	<p>Householder application for the proposed erection of a first floor side extension following removal of front dormer window.</p>
<p>Observations: No objections.</p>	
<p>202443 46 Woodlands Avenue, Woodley, RG5 3HJ</p>	<p>Application to vary condition 3 of planning consent 192557 for the proposed part single part two storey rear/side extension to include conversion and extension of existing loft space to create habitable accommodation (3 No. bedrooms and bathroom) and the insertion of 4 No. dormers to side, insertion of pitched roof to front and changes to fenestration to existing bungalow. Condition 3 refers to external materials - the materials to be used in the construction of the external surfaces; and the variation is to use alternative external materials to those described in the original application.</p>
<p>Observations: One letter of concern had been received regarding this application.</p> <p>The Committee considered the proposal and recommended that the application be refused on the following grounds:</p> <ul style="list-style-type: none"> - The proposed external materials are not an acceptable alternative to those described in the original application, with regard to appearance. 	

<p>202464 Unit 2, East Reading Retail Park, Shepherds Hill, Woodley, RG6 1BE</p>	<p>Application to vary condition 19 of planning consent 060681 (F/2006/6775) for the proposed erection of buildings (3 units) for A1 use (amendment to consent F/2004/3647). Condition 19 restricts the types of A1 retail allowed at the site and the variation is to allow unrestricted A1 retail use at Unit 2.</p>
<p>Observations: No objections.</p>	
<p>202470 16 Martinet Road, Woodley, RG5 4TQ</p>	<p>Householder application for the proposed conversion of a garage into a habitable room and the erection of a porch.</p>
<p>Observations: No objections.</p>	
<p>202520 1 Halstead Close. Woodley, RG5 4LD</p>	<p>Householder application for the proposed erection of a single storey side extension.</p>
<p>Observations: No objections.</p>	
<p>202531 2 Penrose Avenue, Woodley, RG5 3PA</p>	<p>Application to vary conditions 2, 3, 4, 5 and 6 of planning consent 201384 for the Full application for the proposed erection of 2 No. semi-detached dwellings (one 3 bed and one 2 bed) with associated parking and gardens, and extended parking area to the front of the existing dwelling. Condition 2 refers to approved details to allow minor material amendment to plot 1, condition 3 refers to construction method statement, condition 4 refers to landscaping details, condition 5 refers to sustainable drainage measures and condition 6 refers to landfill gas and risk assessment details. To allow changes to wording of all the above conditions (2, 3, 4, 5 and 6).</p>
<p>Observations: No objections.</p>	
<p>202557 9 Dowding Close, Woodley, RG5 4NL</p>	<p>Householder application for the proposed erection of a single storey rear extension after the demolition of existing conservatory and proposed erection of a single storey side extension.</p>
<p>Observations: No objections.</p>	

Rt Hon Robert Jenrick MP

29 September 2020

Minister of Housing, Communities & Local Government
House of Commons
London SW1A 0AA

By email to Robert.jenrick.mp@parliament.uk

Dear Sir,

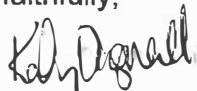
This is a collective response by the seventeen Parish and Town Councils within Wokingham Borough Council (WBC) to the Government's white paper "Planning for the Future" published in August 2020. This sets out potential new planning rules which have mixed benefits although the emphasis on the quality of the design of new houses and the adaptation of designs that blend with local tradition is to be welcomed. Accompanying the main white paper and issued at the same time is the document "Changes to the Current Planning System". This covers many issues of the planning process but the issue that most concerns our parishioners relates to the number of dwellings that Wokingham would be mandated to accommodate in the future.

In past years Wokingham Borough has fully accepted that considerable numbers of additional dwellings will be required, and has risen to the challenge and provided a steady stream of new homes commensurate with the Five Year Land Supply requirement. This has been in spite of developers, in some instances, dragging their feet in commencing house building after planning permission has been granted. The ongoing construction at the current Strategic Development Locations in Wokingham will ensure that this building will continue for the foreseeable future. However, this volume of building has already greatly reduced the availability of green spaces and put severe stress on local infrastructure, particularly roads.

This continued development has been seen by local residents as excessive and WBC has in the past approached the Ministry for Housing Communities & Local Government to request that the required housing numbers be reduced. In 2019 WBC consulted its residents in a house to house poll and 47,000 said that the then proposed 800 homes per annum were too many. Consider their anger therefore when they learn that the number of dwellings to be built in Wokingham per annum, as required by the new proposed formula, is 1600. This is wholly unacceptable as it would mean that two towns the size of Wokingham town would have to be built every 15 years.

We, the towns and parishes of Wokingham, strongly request that the Secretary of State for Housing Communities & Local Government reconsiders the methodology for calculating the Local Housing Need so that a realistic and manageable plan can be put in place, which is both achievable and which does not create more problems than it solves.

Yours faithfully,



Councillor Simon Weeks
Chair, Finchampstead Parish Council

On behalf of the Parish and Town Councils of: Arborfield & Newland; Barkham; Charvil; Earley; Finchampstead; Remenham; Ruscombe; St. Nicholas Hurst; Shinfield; Sonning; Swallowfield; Twyford; Wargrave; Wokingham; Winnersh; Wokingham Without; Woodley.

cc. Rt Hon Theresa May MP; Rt Hon Sir John Redwood MP; Matt Rodda MP; James Sunderland MP.
Cllr John Halsall, Leader of Wokingham Borough Council; Susan Parsonage, Chief Executive, WBC.

Minutes of an Extraordinary meeting of the Strategy & Resources Committee held remotely on Tuesday 27 October 2020 at 8:00 pm

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

Officers present: *D. Mander, Town Clerk; K. Murray, Deputy Town Clerk*

18. **APOLOGIES**

Apologies for absence were received from Councillors Gilder, McCann, Nagra and Wicks.

19. **DECLARATIONS OF INTEREST**

There were no declarations of interest made by Members.

20. **EXCLUSION OF PUBLIC AND PRESS**

RESOLVED:

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

21. **SETTLEMENT AGREEMENT**

RESOLVED:

- ◆ To note Report No. SR 19/20.
- ◆ To approve terminating the employment of a member of staff by way of a settlement agreement as detailed in Report No. PSC 1/20.
- ◆ That the Town Clerk be delegated to negotiate the settlement agreement, as set out in Report No. PSC 1/20.

22. **COMMITTEE OFFICER POST**

RESOLVED:

- ◆ To note Report No. SR 20/20.
- ◆ That a decision on the recruitment to the post of Committee Officer be deferred pending a review of staff capacity, duty and skills and that this be provided to the next scheduled meeting of the Personnel Sub Committee on 16 November 2020.
- ◆ That members of the Personnel Sub Committee be delegated to approve, or otherwise, to the recruitment to the Committee Officer post.

The Meeting closed at 8.25pm

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**Minutes of a Meeting of the Planning and Community Committee held remotely
on Tuesday 3 November 2020 at 7:45 pm**

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

Officers present: *L. Matthews, Committee Officer*

Also present: *1 member of public*

101. **APOLOGIES**

Apologies for absence were received from Councillors J. Cheng, K. Gilder and S. Rahmouni.

102. **DECLARATIONS OF INTEREST**

Councillor R. Skegg - Prejudicial interest: Agenda item 5, planning application 202705: 35 Cartmel Drive, as he owns the property opposite to No. 35.

Councillor Skegg took no part in the discussion or the decision on planning application 202705.

103. **MINUTES OF THE PLANNING AND COMMUNITY COMMITTEE MEETING HELD ON
6 OCTOBER 2020**

RESOLVED:

- ◆ That the minutes of the Planning and Community Committee meeting held on 6 October 2020 be approved and be signed by the Chairman as a true and accurate record.

104. **MINUTES OF URGENCY COMMITTEE MEETING - 5 OCTOBER 2020**

RESOLVED:

- ◆ To note Report No. PC 6/20 - the minutes of the Urgency Committee meeting held on 5 October 2020.

105. **CURRENT PLANNING APPLICATIONS**

RESOLVED:

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

106. **PLANNING DECISIONS**

RESOLVED:

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

107. **NEIGHBOUR CONSULTATION SCHEME**

RESOLVED:

- ◆ To note application 202709
Location: 32 Colemans Moor Lane, Woodley, RG5 4BT.
Proposal: Application for the prior approval of the erection of a single storey rear extension, which would extend beyond the rear wall of the original house by 5.47m, for which the maximum height would be 3.15m and the height of the eaves 2.9m.

- ◆ To note application 202724
Location: 10 Crediton Close, Woodley, RG5 4DQ.
Proposal: Application for the prior approval of the erection of a single storey rear extension, which would extend beyond the rear wall of the original house by 3.31m, for which the maximum height would be 3.5m and the height of the eaves 2.51m.

- ◆ To note application 202785
Location: 70 Colemans Moor Lane, Woodley, RG5 4BT.
Proposal: Application for the prior approval of the erection of a single storey rear extension, which would extend beyond the rear wall of the original house by 6m, for which the maximum height would be 3.25m and the height of the eaves 3m.

108. **TREE PRESERVATION ORDERS**

RESOLVED:

- ◆ To note application 202541
Location: TPO 173/1980: 1 Keane Close, Woodley.
Proposal: To selectively prune one Oak tree.

- ◆ To note application 202544
Location: TPO 173/1980: 2 Keane Close, Woodley.
Proposal: To selectively prune one Oak tree.

- ◆ To note application 202617
Location: TPO 78/1975: 21 Duffield Road, Woodley.
Proposal: To selectively prune one Ash tree.

- ◆ To note application 202619
Location: TPO 665/1994: 10 Tiverton Close, Woodley.
Proposal: To fell one Norway Maple tree.

- ◆ To note application 202630
Location: TPO 1745/2020: 263 Loddon Bridge Road, Woodley.
Proposal: To selectively prune one Birch tree and one Tulip tree.

- ◆ To note that Wokingham Borough Council had varied the following Tree Preservation Order:
TPO 1717/2020 – relating to trees to the east of 179/181 Headley Road East, Woodley.

The variation altered the species of trees T1 and T3 from Sycamore to Ash.

109. **CYCLING IN WOODLEY WORKING PARTY**

Members noted that, following the death of Councillor John MacNaught, there were now two vacant positions on the Cycling in Woodley Working Party.

RESOLVED:

- ◆ That no appointments would be made to the vacant positions on the Cycling in Woodley Working Party at the current time.

110. **WOKINGHAM BOROUGH COUNCIL: PROPOSED WAITING RESTRICTIONS - VARIOUS ROADS**

Members considered the proposal by Wokingham Borough Council to introduce waiting restrictions (double yellow lines) at the following locations:

- At the entrance to Addington School from Woodlands Avenue.
- In Loddon Bridge Road, adjacent to and opposite the entrance to Millers Grove.
- In Millers Grove.
- In Loddon Bridge Road, adjacent to and opposite the entrance to Addington Gardens.
- At the western end of Nightingale Road, adjacent to the entrance to the electrical substation.

RESOLVED:

- ◆ To object to the proposal to introduce double yellow lines in Nightingale Road adjacent to the entrance to the electrical substation, as this space was required for parking for people using Earley Station, and to suggest that a "Keep clear" sign be painted on the road just in the area immediately outside the entrance to the substation.
- ◆ That no objection be made to the proposed double yellow lines in the following locations:
 - At the entrance to Addington School from Woodlands Avenue.
 - In Loddon Bridge Road, adjacent to and opposite the entrance to Millers Grove.
 - In Millers Grove.
 - In Loddon Bridge Road, adjacent to and opposite the entrance to Addington Gardens.

111. **READING BOROUGH COUNCIL: CONSULTATION ON DRAFT AFFORDABLE HOUSING SUPPLEMENTARY PLANNING DOCUMENT**

Members noted that Reading Borough Council had published a Draft Affordable Housing Supplementary Planning Document for consultation.

112. **PUBLICATIONS/INFORMATION**

RESOLVED:

- ◆ To note receipt of the following:
 - *Connecting Communities in Berkshire E-Bulletin – October 2020*
 - *The Link Visiting Scheme Newsletter – Autumn 2020*

113. **FUTURE AGENDA ITEMS**

There were no suggestions for future agenda items.

Under this item, a suggestion was made that the Committee's comments on planning applications be sent to all the Borough Councillors representing Woodley. Members discussed this suggestion and it was

RESOLVED:

- ◆ That the Committee's comments on planning applications would not be sent to all the Borough Councillors representing Woodley.

114. **PUBLICITY/WEBSITE**

There were no suggestions for items to be publicised.

115. **ENFORCEMENT ISSUES**

RESOLVED:

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

The meeting closed at 8:50 pm

3 November 2020

Woodley Town Council

Observations on the following Planning Applications

Application No. & Address	Proposal
202330 4 Wildwood Close, Woodley, RG5 3BY	Householder application for the proposed erection of a single storey rear extension including the insertion of 6 No. rooflights plus extension to existing garage.
Observations: No objections.	
202385 63 Welford Road, Woodley, RG5 4QS	Householder application for the proposed erection of a single storey rear extension with 2 No. rooflights following demolition of existing conservatory, raising of existing flat roof, plus changes to fenestration and insertion of chimney flue.
Observations: No objections.	
202450 7 The Ridgeway, Woodley, RG5 3QD	Householder application for the proposed single storey rear extension, single storey front extension to form porch, plus raising of existing roof to create first floor accommodation with dormer extensions.
Observations: The Committee was concerned about the large size of the proposed extension and asked that any concerns raised by the neighbours be taken into account.	
202455 194 Colemans Moor Road, Woodley, RG5 4DP	Full application for the proposed subdivision of the site and erection of a 3 No. bedroom detached dwelling with associated access, parking and amenity space, following demolition of existing conservatory.
Observations: The Committee recommended that this application be refused on the following grounds: <ul style="list-style-type: none"> - The proposed new dwelling is too large for the site and the site will be cramped. - Out of character with the street scene. - The proposal could encroach on communal amenity land. The Committee had concerns about the safety of the trees to the front of the property and asked that a landscaping plan be requested if planning permission is granted.	
202501 5 Fairwater Drive, Woodley, RG5 3JG	Householder application for proposed erection of a two storey side extension and single storey front porch.
Observations: No objections.	

<p>202506 8 Armstrong Way, Woodley, RG5 4NW</p>	<p>Application to vary condition 2 of planning consent 181600 for the proposed erection of part two storey, part single storey side extension to create one 2 No. bedroom terraced dwelling. Condition 2 refers to the approved documents and the variation is to allow a revision of the parking layout and access, and changes to fenestration on the rear elevation. (Retrospective)</p>
<p>Observations: No objections.</p>	
<p>202571 3 Penrose Avenue, Woodley, RG5 3PA</p>	<p>Householder application for the proposed erection of a first floor side/rear extension and re-pitching of roof.</p>
<p>Observations: No objections.</p>	
<p>202572 136 Kingfisher Drive, Woodley, RG5 3QL</p>	<p>Householder application for the proposed erection of a single storey rear extension after the demolition of existing conservatory.</p>
<p>Observations: No objections.</p>	
<p>202612 58 Headley Road, Woodley, RG5 4JE</p>	<p>Full planning application for the proposed change of use of existing part ground floor restaurant (A3) and first floor dwelling comprising 6 No. residential units, with a commercial shop. Erection of part single storey, part two storey rear extension to existing building following demolition of existing rear ground floor and conversion of existing loft to create habitable accommodation with side dormer extensions.</p>
<p>Observations: The Committee recommended that the application be refused on the following grounds:</p> <ul style="list-style-type: none"> - The proposed side dormer is very large. - Impact on the neighbouring property. - Insufficient parking provision. - The application is confusing and the proposal needs to be clarified. 	
<p>202616 15 Spruce Road, Woodley, RG5 4BB</p>	<p>Householder application for erection of an outbuilding to the rear of existing dwelling. (Part retrospective)</p>
<p>Observations: No objections.</p>	

<p>202626 29-34 Mannock Way, Woodley, RG5 4XW</p>	<p>Full application for the replacement of all white single-glazed top hung timber mock sash windows and PVCu windows with white top hung double-glazed PVCu windows to give the windows a more uniform look. The front communal door is to be changed with like for like timber as per the plans.</p>
<p>Observations: No objections.</p>	
<p>202634 19 Warren Road, Woodley, RG5 3AR</p>	<p>Householder application for the proposed erection of single storey side extension to form garage and single storey rear extension including 1 No. rooflight.</p>
<p>Observations: No objections.</p>	
<p>202643 Little Hungerford Substation, Off Nightingale Road, Woodley, RG5 3RY</p>	<p>Full application for the proposed installation of telecommunications equipment consisting of 3 No. replacement antennae on existing steelwork, GPS antenna and new ancillary radio equipment to existing mast along with installation of replacement cabinets and upgrade to feeder cables, plus ancillary development.</p>
<p>Observations: No objections.</p>	
<p>202685 Land adjacent to 2-6 Hudson Road, Woodley, RG5 4EW</p>	<p>Full application for the erection of 1 No. retail kiosk and 3 No. retail pods.</p>
<p>Observations: The Committee recommended that this application be refused on the following grounds:</p> <ul style="list-style-type: none"> - The kiosk would restrict access to the stairs providing fire escape for the first-floor areas above the shops. - Potential safety hazard, especially in front of the shops. - Out of character with the street scene. - Inappropriate development, as there is nothing like this anywhere else in Wokingham borough. - There is no established need for these units. - The existing parking difficulties in this area will be exacerbated. <p>It was noted that this application had already been listed by Councillor Soane for determination by the Wokingham Borough Council Planning Committee.</p>	
<p>202705 35 Cartmel Drive, Woodley, RG5 3NG</p>	<p>Householder application for the proposed erection of a single storey front extension, two storey side and single storey rear extensions, following demolition of existing conservatory.</p>
<p>Observations: No objections.</p>	

<p>202720 41 Wroxham Road, Woodley, RG5 3AX</p>	<p>Householder application for proposed erection of a single storey front extension to form a porch, single storey rear extension including the insertion of 1 No. rooflight following the demolition of existing conservatory, plus changes to fenestration.</p>
<p>Observations: No objections.</p>	
<p>202745 65 Quentin Road, Woodley, RG5 3NE</p>	<p>Application to vary conditions 2 & 3 of planning consent 190021 for the householder application for the proposed erection of single storey front extension to form porch, single storey side extension following the demolition of existing garage, single storey rear extension including the replacement of existing pitched roof to flat roof, plus internal alterations and changes to fenestration. Condition 2 refers to approved details and condition 3 refers to external materials.</p>
<p>Observations: No objections.</p>	
<p>202755 3 Harris Close, Woodley, RG5 4XH</p>	<p>Householder application for proposed erection of a single storey rear extension including the insertion of 2 No. rooflights following the demolition of existing conservatory.</p>
<p>Observations: No objections.</p>	
<p>202770 10 Nightingale Road, Woodley, RG5 3LP</p>	<p>Householder application for the proposed erection of a single storey rear extension including the insertion of 3 No. rooflights, plus changes to fenestration.</p>
<p>Observations: No objections.</p>	
<p>202811 34 Colemans Moor Lane, Woodley, RG5 4BT</p>	<p>Householder application for the proposed erection of a detached outbuilding in the rear garden for ancillary residential use.</p>
<p>Observations: The Committee had no objections to the proposal, but requested that a condition be imposed stating that use should be ancillary to the domestic use of the main dwelling.</p>	
<p>202855 9 Caldbeck Drive, Woodley, RG5 4LA</p>	<p>Application to vary condition 2 of planning consent 202172 for the householder application for proposed first floor side extension and ground floor rear extension. Condition 2 refers to approved details. This permission is in respect of the submitted application plans and drawings and the variation is to substitute approved drawings 100B and 101A with 100C and 101B.</p>
<p>Observations: No objections.</p>	

202867 6a Sussex Gardens, Woodley, RG5 4JN	Householder application for the proposed erection of single storey side and rear extensions, conversion of existing garage and a single storey front extension.
Observations: The Committee had no objections to the proposal, but had concerns about the limited amount of parking available.	

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**Minutes of a meeting of the Leisure Services Committee held remotely
on Tuesday 17 November 2020 at 8:00 pm**

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

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

Also present: *Sam Milligan, Just Around the Corner charity
1 member of the public*

19. **APOLOGIES FOR ABSENCE**

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

20. **DECLARATIONS OF INTEREST**

There were no declarations of interest made by Members.

21. **MINUTES OF THE MEETING HELD ON 1 SEPTEMBER 2020**

Minute No. 4: Just Around the Corner (JAC)

Councillor Doyle commented that Sam Milligan had said that JAC worked closely with other agencies but had only mentioned one, which was ARC. Sam Milligan informed the meeting that JAC also worked closely with PCSOs, schools and social care providers.

Minute No. 9: Equality Impact Assessment - Service level agreement for the provision of detached youth work in Woodley

Councillor Doyle wanted it to be recorded that he did not agree with the minutes relating to this item.

Following a vote, it was

RESOLVED:

- ◆ That the minutes of the Leisure Services Committee meeting of 1 September 2020 be approved and signed by the Chairman as a correct record.

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

- a) Sam Milligan, Just Around the Corner charity (JAC), was welcomed to the meeting. Before presenting the JAC report, Sam Milligan asked for his thanks to be passed to the former Mayor, Councillor Kay Gilder, who had honoured him with the Mayor's Award earlier in the year.

During his presentation of the JAC report, Sam Milligan highlighted how popular the skate park in Woodford Park had been and he informed Members that the young people who used the skate park had expressed a wish to have the landing area widened. Sam Milligan passed on a request from the young people who used the skate park later in the evening - students in years 11 and 12 - that the Council consider installing lights on a timer to enable the skate park to be used when the evenings were dark.

In reply to a question about paint cannisters being left at the Loddon Mead site, Sam Milligan said that the group that were creating art work at this site had already been spoken to about this matter and had suggested that the provision of rubbish bins at the site would help the situation.

When asked about groups of young people that seemed to be gathering during lockdown, Sam Milligan reported that the number of groups gathering had reduced during lockdown and the small groups that were around said that they were meeting in their school bubbles.

The Chairman thanked Sam Milligan for the JAC report.

- b) Members discussed the letter received from JAC requesting a suspension of the remaining period of the roll-over year of their service level agreement for detached youth work in Woodley. The letter also suggested that the tendering of the next service level agreement be delayed in order to allow time to evaluate and plan what youth provision would be required in Woodley after the pandemic.

Concern was expressed by some Members that youth work was still required during the pandemic and others commented that it was difficult to determine what the requirements were in the current circumstances and what the situation would be when Covid restrictions started to be lifted. Sam Milligan clarified that JAC would still continue their work in Woodley, but it would not be provided under a service level agreement with the Town Council. He stressed that this request was not being made because JAC was unable to provide the service, but because the number of young people out on the streets had declined and the service requirements needed to be re-evaluated. It had been hoped that the results of the youth survey being carried out for the Community Youth Partnership would help to determine the requirements for youth provision, but the survey had not yet been concluded.

It was noted that matters regarding a service level agreement came under the remit of the Strategy and Resources Committee and the concerns raised by some Members at this meeting - that provision should not cease and that tendering for the next service level agreement should not be delayed - would be passed on to the Strategy and Resources Committee.

RESOLVED:

- ◆ To note the letter from JAC requesting a suspension of the remaining period of the roll-over year of their service level agreement with the Town Council for detached youth work in Woodley.

23. **COMMUNITY YOUTH PARTNERSHIP**

a) **RESOLVED:**

- ◆ To appoint Councillor Doyle to the vacant position on the Community Youth Partnership.

b) **RESOLVED:**

- ◆ To note Report No. LS 14/20 of the Community Youth Partnership meeting held on 15 October 2020.

- c) Members discussed the progress of the survey of young people, which Councillor Al-Sanjari had sent to the secondary schools in Woodley. Concern was expressed that members of the Community Youth Partnership were not aware of the contents of the survey. The Town Clerk confirmed that it had previously been agreed that Councillor Al-Sanjari would circulate the survey to the Community Youth Partnership before it was

sent to the schools. The Town Clerk agreed to contact Councillor Al-Sanjari to ask her to share the contents of the survey.

RESOLVED:

- ◆ To note Report No. LS 15/20 of the Community Youth Partnership meeting held on 4 November 2020.

24. **BUDGETARY CONTROL**

The Town Clerk presented Report No. LS 16/20 and informed Members that revised budget estimates for 2020/21 would be presented to the Committee at the next meeting, on 12 January 2021.

RESOLVED:

- ◆ To note Report No. LS 9/20.

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

The Leisure Services Manager presented Report No. 17/20 and informed Members that Woodford Park Leisure Centre and all associated facilities had been closed from 5 November, in line with the latest Government restrictions to limit the spread of Covid-19. He noted that the forced closure was disappointing as business at the leisure centre had only recently returned to a good level following the first national lockdown. All Centre staff had been re-furloughed.

Members were informed that the leisure centre was ready to open on 2 December, the scheduled end of the national lockdown, but backup plans were in place in case a longer lockdown was necessary, or if only a partial reopening was possible.

Members noted that budgets had been prepared that related to the three-tier system for national lockdowns and that these were currently being restructured to reflect full closure for varying lengths of time.

The Leisure Services Manager reported that the leisure centre had been acting as a drop-off point throughout the lockdown for people wishing to donate to the First Days Children's Charity Christmas campaign, which encouraged people to donate items for potential Christmas presents to be distributed to children living in poverty in the local area. Discussions were underway with the Woodley Food Bank and it was hoped that a similar drop-off point could be set up at the leisure centre for people to donate to the food bank.

The Leisure Services Manager informed Members that he was developing a survey to gauge how customers had felt whilst using the leisure centre with the new restrictions and protocols in place.

RESOLVED:

- ◆ To note Report No. LS 17/20.

26. **PARKS AND BUILDINGS**

The Deputy Town Clerk presented Report No. 18/20 and reported on matters relating to Woodford Park. Usage of the park had been high over the first lockdown period and during the summer and the park provided a much needed recreation space for residents at a particularly difficult time. The play areas had been permitted to stay open during the second lockdown, subject to the restrictions and guidelines set out by the Government to limit the spread of Covid-19. Members noted that the pandemic had caused the cancellation of Woodley Carnival and the suspension of Park Run, and it had not been possible to accommodate visiting fairs and circus events.

The Deputy Town Clerk informed Members that a number of poplar trees that were in a dangerous condition had been felled along the boundary with St Dominic Savio School and would be replaced to reinstate wildlife habitat. Rose bushes had been planted in the Rotary Garden Memorial Rose Bed and Rotary had funding for further plants. Members noted that a new memorial seat had been installed near the Garden of Remembrance and also received an update on the antisocial behaviour that continued to be a problem in the Garden of Remembrance in the summer months. The Friends of Woodford Park continued to maintain the beds around the park, along with other tasks.

Members were very pleased to note that Woodford Park had been awarded Green Flag status for the third year running and also noted the progress of the Woodford Park Play Area project, for which a public consultation would be carried out in the new year on submissions received from specialist play companies by the deadline of 18 December 2020. The Deputy Town Clerk confirmed that funding for the Play Area project would come from Section 106 funds and would not require capital funding by the Town Council.

The Deputy Town Clerk reported on maintenance work that had been carried out by the Maintenance Team at Woodford Park Leisure Centre and at Chapel Hall. Bookings had remained very quiet at Coronation Hall and Chapel Hall after the first lockdown was relaxed and officers were maintaining contact with hirers with a view to accommodating as many bookings as was possible, whilst observing the Covid restrictions in place at the time.

Members received an update on the Depot project in Woodford Park and noted that the tractor building, the office space and the Grounds Team workshop were all almost complete. The toilet/shower unit had been completed and was in use.

Members also noted the updates provided in the agenda on the Council's wildlife and environmental initiatives, and on matters relating to the allotments, which had been very busy over the summer and where there was currently a waiting list of 60 prospective tenants.

RESOLVED:

- ◆ To note Report No. LS 18/20.

27. **TOWN CENTRE TREE GARDEN**

The Deputy Town Clerk presented Report No. LS 19/20 and informed Members of the proposed planting options for the garden, the offers of community involvement for initial planting and ongoing maintenance, the factors that would be considered when putting together proposals for seating around the garden and the sources of funding for the garden.

In reply to a question, the Deputy Town Clerk said that the manhole covers within the garden would be raised so that they would not be covered by topsoil. He also noted the concern that raising the level of top soil too high might cause the trees to die and agreed to seek advice from the Tree Officer at Wokingham Borough Council regarding this matter.

Members considered the following two planting options:

Option 1

30 tonnes topsoil	£700
Shade wildflower woodland seed mix	£260
3,000 snowdrops	£450
3,000 bluebells	£510
2,000 mixed crocus	<u>£180</u>
Total =	<u>£2,100</u>

<u>Option 2</u>	
30 tonnes topsoil	£700
5 tonnes compost	£375
300 assorted plants/shrubs	£1,500
Larger central shrubs	£500
3,000 bluebells	£180
2,000 mixed crocus	£180
100 wood anemone	<u>£200</u>
Total =	<u>£4,500</u>

RESOLVED:

- ◆ To note Report No. LS 19/20.
- ◆ To proceed with the planting scheme set out in Option 2.
- ◆ To allocate £4,500 from available Section 106 monies for the material and plants itemised in Option 2.

28. It was proposed by the Chairman and

RESOLVED:

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

29. **FUTURE AGENDA ITEMS**

There were no suggestions for future agenda items.

30. **PUBLICITY AND WEBSITE**

RESOLVED:

- ◆ To publicise the following:
 - The wildlife initiatives being undertaken by the Town Council.
 - To note on the website that the Scouts will not be carrying out their usual Christmas card deliveries this year.

31. **URGENCY COMMITTEE**

a) Members discussed Report No. LS 20/20, in particular the proposal considered by the Urgency Committee to apply for an extension of the Council's seven annuity loans.

RESOLVED:

- ◆ To note Report No. LS 20/20 - the minutes of the Urgency Committee meeting held on 5 October 2020.

b) **RESOLVED:**

- ◆ To note Report No. LS 21/20 - the minutes of the Urgency Committee meeting held on 9 November 2020.

The meeting closed at 10:10 pm

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**Minutes of a meeting of the Strategy & Resources Committee held remotely
on Tuesday 24 November 2020 at 7:30 pm**

- Present:** *Councillors K. Baker (Chairman); J. Anderson; S. Brindley; A. Chadwick; K. Gilder; T. McCann; B. Rowland; P. Wicks*
- Officers present:** *D. Mander, Town Clerk; K. Murray, Deputy Town Clerk; L. Matthews, Committee Officer*
- Also present:** *Councillors N. Al-Sanjari; M. Doyle; A. Heap; C. Jewell
2 members of the public*

Before starting the meeting, the Chairman noted that there were several councillors present who were not members of the committee. He informed all present that, as the agenda for this meeting was very long, in order to complete all of the business on the agenda, priority would be given to committee members to speak and ask questions during consideration of agenda items. If non-committee members did not have the opportunity to ask any questions that they wanted to raise, he asked that they send their questions to the Committee Officer.

23. **APOLOGIES**
Apologies for absence were received from Councillor M. Nagra.

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

25. **EXCLUSION OF PUBLIC AND PRESS**

RESOLVED:

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

26. **CATERING PARTNERSHIP**

The Deputy Town Clerk presented Report No. SR 21/20 of the Catering Partnership meeting held on 17 November 2020.

RESOLVED:

- ◆ To note Report No. SR 21/20.
- ◆ To extend the current contract for catering services in the Oakwood Centre for a period of 5 years, from February 2021, in accordance with the terms of the current contract.

Members of the public were able to rejoin the meeting prior to consideration of the next item.

27. **CATERING PARTNERSHIP VACANCY**

Following the death of Councillor John MacNaught, it was

RESOLVED:

- ◆ To appoint Councillor Brindley to the vacant position on the Catering Partnership.

28. **MINUTES OF THE MEETING HELD ON 15 SEPTEMBER 2020**

RESOLVED:

- ◆ That the minutes of the Strategy and Resources Committee meeting of 15 September 2020 be approved and signed by the Chairman as a correct record.

29. **MINUTES OF THE EXTRAORDINARY MEETING HELD ON 27 OCTOBER 2020**

It was noted that the minutes incorrectly stated that this meeting took place on 27 September 2020.

RESOLVED:

- ◆ That the minutes of the Extraordinary Strategy and Resources Committee meeting of 27 October 2020 be approved and signed by the Chairman as a correct record, following an amendment to correctly record the date of the meeting.

30. Under Standing Order 13(a)(ix), the following motion was proposed by Councillor Rowland and seconded by Councillor McCann:

"This motion proposes the setting up of a Financial Review Sub-committee reporting to this committee and, according to Standing Order 7 a), all members would be sent the notice of meeting.

This would address the present lack of information and accountability concerning ongoing pandemic-related financial issues which are being discussed by the Urgency Committee behind closed doors.

Using the sub-committee to address these important matters would allow the most qualified councillors available to participate and ensure public scrutiny of the financial process, protecting the credibility of the Council's decision-making process. Necessary confidential actions would still be addressed using Part 2 arrangements."

Councillors Rowland and McCann spoke in favour of the motion. Councillor Baker spoke against the motion, following which Councillor Jewell made a point of personal explanation.

Councillor Rowland exercised her right of reply before a vote was taken.

Following a vote, it was.

RESOLVED:

- ◆ That the motion be defeated.

Voting: For: 2 Against: 6 Abstentions: 0

31. **FINANCE**

a) **Budgetary Control**

The Town Clerk presented Report No. SR 22/20 and was questioned on the effect the Covid restrictions and the second national lockdown were having on the Council's budget. She assured Members that everything possible was being done to reduce

expenditure and reported that most of the staff were currently furloughed to enable the Council to claim income from the Government's furlough scheme.

RESOLVED:

- ◆ To note Report No. SR 22/20.

b) **Payments**

RESOLVED:

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

	Current account	Imprest account
September 2020	£141,379.39	£65,030.43
October 2020	£167,938.94	£51,534.82

Voting: For: 7 Against: 0 Abstentions: 1

c) **Internal audit**

RESOLVED:

- ◆ To receive the report of the Council's internal auditors for the period from April to August 2020 and to note that recommendations made by the internal auditors had been addressed, apart from the approval of draft minutes for the June and July meetings of Council.

32. **OAKWOOD CENTRE UPDATE**

- a) The Deputy Town Clerk presented Report No. SR 23/20. He informed Members that the Oakwood Centre had been required to close from 5 November, under the national lockdown regulations, and the coffee shop had also been closed since that date. Blood donation sessions had been allowed to continue in the Oakwood Centre. Members considered a proposal to contact local healthcare providers with a view to utilising the Council's venues in the roll out of the Covid vaccination programme.

Members noted that in-house repairs to the Oakwood Centre roof had started.

RESOLVED:

- ◆ To note Report No. SR 23/20.
 - ◆ To make initial enquiries to local healthcare providers with a view to utilising the Council's venues in the roll out of the Covid vaccination programme.
- b) As requested at the Strategy and Resources Committee meeting held on 15 September (minute number 6), the Town Clerk informed Members that the Committee had approved the free use of rooms in the Oakwood Centre to:
- The Woodley Business Club - for the use of the centre for its annual fair and meetings relating to the arrangements for the fair.
 - The Community Youth Partnership - for the conference it held on addressing anxiety for parents and practitioners.

Members noted that during the pandemic, the Council had also provided rooms free of charge to Citizens Advice Wokingham for advisers to meet with clients who needed to be seen in person.

Regular hirers were given a small discount in recognition of their ongoing bookings.

33. **PERSONNEL SUB COMMITTEE**

Councillor Anderson presented Report No. SR 24/20 of the Personnel Sub Committee meeting held on 16 November 2020.

Councillor Anderson reported that, in line with the authority delegated by the Strategy and Resources Committee at a meeting on 27 October 2020 (minute number 22), the Personnel Sub Committee had agreed that the Committee Officer post be recruited to, following notice of the retirement of the current post holder.

The Chairman thanked the Committee Officer for the fantastic work she had done over the many years she had worked for the Council.

RESOLVED:

- ◆ To note Report No. SR 24/20.

34. **INVESTMENTS WORKING PARTY**

The Town Clerk presented Report No. SR 25/20 of the Investments Working Party meeting held on 6 November 2020.

During consideration of the report, it was suggested that the Council should consider using environmentally friendly investments, in line with its commitment to fight climate change. The Chairman commented that this would need to be reviewed by the Council's investment advisors and could be an agenda item for the next meeting of the Investments Working Party.

RESOLVED:

- ◆ To note Report No. SR 25/20.
- ◆ That Rathbones be engaged as the Council's investment advisors for a further five years to 2025.

RECOMMENDED:

- ◆ That the Draft Treasury Management Strategy 2021/22, as presented, be adopted.

Voting: For: 7 Against: 0 Abstentions: 1

35. **COMMUNITY GRANTS**

Members considered the requests for grant funding, as set out in Report No. SR 26/20, in line with the community grants criteria and

RESOLVED:

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

AFC Reading	£250	Towards the cost of running 2 football tournaments for primary school girls in Years 4 and 5.
Berkshire Multiple Sclerosis Therapy Centre	£250	Towards the cost of providing a range of treatments and therapies.

Wokingham Job Support Centre	£250	Towards the cost of providing internet access, training and support for job seekers.
Woodley Adopt A Street Project (WASP)	£250	To purchase additional equipment for the volunteers to use.
<u>Individual</u> Jade Croakley (Kick Twist Cheerleading)	£100	Towards the cost of travelling and accommodation for the 2021 World Cheerleading Championships in USA. This grant to be subject to the condition that the event takes place.

36. **ALLOTMENT RENT REVIEW**

The Deputy Town Clerk presented Report No. SR 27/20, setting out the proposed allotment charges from January 2022.

RESOLVED:

- ◆ To note Report No. SR 27/20.
- ◆ To increase the allotment plot charges from January 2022 by 1.1% in line with the Retail Price Index figure in September 2020.
- ◆ That the following charges be made for allotment plots at the Reading Road site in 2022:

Poles		Rent	Water	Total		Rent	Water	Total
10	Woodley Resident	£48.00	£4	£52.00	Woodley Resident – State pensioner	£36.00	£4	£40.00
	Non Woodley	£72.00	£4	£76.00	Non Woodley – State pensioner	£54.00	£4	£58.00
5	Woodley Resident	£24.00	£2	£26.00	Woodley Resident – State pensioner	£18.00	£2	£20.00
	Non Woodley	£36.00	£2	£38.00	Non Woodley – State pensioner	£27.00	£2	£29.00

Voting: For: 7 Against: 0 Abstentions: 1

37. **WOODLEY BOWLING CLUB - LEASE AND LICENCE TO OCCUPY**

The Town Clerk presented Report No. SR 28/20.

RESOLVED:

- ◆ To note Report No. SR 28/20.
- ◆ To renew the Lease and Licence for the use of the Land and Bowling Green on terms similar to those currently existing, as proposed in Report No. SR 28/20, and including the requirement for equality and environmental policies, for a period of 20 years from 1 May 2021 to 30 April 2041.

38. **COUNCILLORS' FINANCIAL LIABILITY**

The Town Clerk informed Members that, following a request to the National Association of Local Councils (NALC) regarding an individual councillor's liability should the Council run out of funds, the legal team at NALC had replied with the following information:

"The Town Council is a body corporate and therefore the financial consequences of its activities are those of the Town Council and not the individual councillor."

The Town Clerk agreed to circulate to all councillors the full response received from NALC, for information.

39. **WOODLEY TOWN CENTRE MANAGEMENT INITIATIVE**

RESOLVED:

- ◆ To note the report of the Woodley Town Centre Management Initiative meeting held on 7 October 2020.

40. **PROJECTS SCHEDULE 2020/21**

The Deputy Town Clerk presented the updated Projects Schedule 2020/21.

The Chairman remarked that it would be useful to know which committee was responsible for each project and asked for this information to be provided in future.

RESOLVED:

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

41. **COUNCIL MEETING DATES 2021/22**

RECOMMENDED:

- ◆ That the schedule of meetings for the 2021/22 municipal year, as attached at **Appendix C**, be approved.

Voting: For: 6 Against: 0 Abstentions: 1

42. **WOKINGHAM BOROUGH COUNCIL: CONSULTATION ON MEMBERS' CODE OF CONDUCT**

Members considered the Wokingham Borough Council consultation on Members' Code of Conduct.

RESOLVED:

- ◆ To respond to the consultation stating that the proposals are acceptable to Woodley Town Council, and under the heading "Best Practice 9" to state that the Town Council supports Option 3.

Voting: For: 7 Against: 1 Abstentions: 0

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

a) Members noted that the September Neighbourhood CIL Proportion (Transfer to Parish/Town Councils) Report identified potential CIL funds to the Town Council of £71,778.

b) Members noted that CIL payment of £37,778 was paid to the Town Council in October 2020 and that a further £40,723 due to the Town Council had been invoiced by Wokingham Borough Council but not yet received by them.

44. **BOROUGH/PARISH LIAISON FORUM**

Members noted the minutes of the Borough/Parish Liaison Forum held on 19 October 2020. Councillor Baker and the Deputy Town Clerk had attended this meeting to give a presentation on the steps taken by Woodley Town Council in declaring a Climate Emergency and developing a Climate Emergency Action Plan.

It was noted that the Council's representative on the forum was not present at the meeting and Members asked that the representative be reminded to inform the Town Clerk if he was unable to attend a meeting, so that the substitute could attend if available.

45. **FUTURE AGENDA ITEMS**

An agenda item to consider a green investment strategy for the Council was requested. The Chairman agreed that this was a very important topic, but noted that officers were currently working hard to deal with the situation resulting from the Covid pandemic and were unlikely to be able to investigate this subject during the current fiscal year. He asked that this subject be investigated when time permitted.

46. It was proposed by the Chairman and

RESOLVED:

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

Voting: For: 7 Against: 0 Abstentions: 1

47. **PUBLICITY AND WEBSITE**

The Chairman asked that any items to be publicised be sent to the Committee Officer.

48. **MINUTES OF THE URGENCY COMMITTEE**

a) Councillor McCann repeated the concerns he had raised previously, during the debate of the motion put forward by Councillor Rowland (minute No. 30), regarding the Council's finances and the openness of the Urgency Committee overseeing this.

RESOLVED:

- ◆ To note report No. SR 29/20 - the minutes of the Urgency Committee meeting held on 5 October 2020.

b) **RESOLVED:**

- ◆ To note Report No. SR 30/20 - the minutes of the Urgency Committee meeting held on 9 November 2020.

c) **RESOLVED:**

- ◆ To note Report No. SR 31/20 - the minutes of the Urgency Committee meeting held on 17 November 2020.

Before the end of the meeting, Councillor McCann criticised the Chairman for not allowing non-committee members to speak during the meeting. The Chairman replied that the Council's Standing Orders did not automatically permit non-committee members to speak at a meeting; permission to speak was at the discretion of the Chairman.

The meeting closed at 10:10 pm

Woodley Town Council**Current Account****List of Payments made between 01/09/2020 and 30/09/2020**

Date Paid	Payee Name	Amount Paid	
04/09/2020	Advanced Maintenance UK Ltd	3348.00	Water pressure accumulator - Depot
17/09/2020	Alan Hadley Ltd	297.00	Refuse collection
04/09/2020	AYS Cleaning Contractors Ltd	51.24	Contract cleaning
25/09/2020	AYS Cleaning Contractors Ltd	2366.43	Contract cleaning
11/09/2020	Be Fuelcards Ltd	0.77	Admin charge
18/09/2020	Be Fuelcards Ltd	32.40	Unlead petrol-Depot
17/09/2020	Bowak Ltd	62.24	Cleaning supplies
17/09/2020	Bowak Ltd	191.04	Cleaning supplies
17/09/2020	Brewers Decorator Centres	45.29	Building supplies
17/09/2020	Brown Bag Cafe Ltd	28.35	Catering services
04/09/2020	CDK Casting Ltd	96.60	Bronze plaque
01/09/2020	CF Corporate Finance Ltd	166.32	Qtrly photocopier charge - WPLC
25/09/2020	Churchill Contract Services Ltd	2629.02	Contract cleaning -WPLC
25/09/2020	Circus Scene	150.00	WTCMI lights
02/09/2020	Club Manager Ltd	80.40	Monthly gym software
18/09/2020	Ecotricity	47.06	Gas supply-Coronation Hall
18/09/2020	Ecotricity	159.55	Gas supply-Oakwood Centre
18/09/2020	Ecotricity	49.07	Gas supply-Chapel Hall
10/09/2020	Epos Now Ltd D/D	30.00	Monthly WPLC till charge
25/09/2020	Ethos Communications Solutions Ltd	108.00	Qtrly photocopier charge - WPLC
09/09/2020	Global 4 Communications	1145.65	Phone/Mobiles
17/09/2020	HMRC Cumbernauld	18534.89	PAYE & NI
11/09/2020	IBS Office Solutions Ltd	375.65	Photocopier - Oakwood Centre
25/09/2020	John Willis	125.00	Window cleaning
17/09/2020	Lantec Security Ltd	126.31	Intruder alarm - install
28/09/2020	Les Mills Fitness UK Ltd	203.69	Bodybalance-Coach WPLC
01/09/2020	Lloyds Bank D/D	17.69	Bank services-Current a/c
14/09/2020	Lloyds Bank D/D	93.20	Monthly Cardnet service
29/09/2020	Lloyds Bank D/D	24.49	Current service charges
15/09/2020	Merchant Rentals Ltd	15.44	Cardnet machine rental
15/09/2020	Merchant Rentals Ltd	18.40	Cardnet machine rental
11/09/2020	Personal Information	500.00	Sat Mkt Mgr - WTCMI
14/09/2020	Plusnet Plc	52.20	Phone- Oakwood Centre
18/09/2020	Plusnet Plc	52.20	Phone-WPLC
25/09/2020	PNC FS UK Ltd-Arnold Laver & Co Ltd	2295.79	Building supplies
17/09/2020	Prudential	307.24	AVC payment deducted from pay
01/09/2020	Public Works Loan Board	5874.06	Public Works Loan Board loan payment
25/09/2020	Public Works Loan Board	1528.12	Public Works Loan Board loan payment
30/09/2020	Public Works Loan Board	69298.08	Public Works Loan Board loan payment
11/09/2020	R.I.D. Ltd	810.00	Repairs to tractor shed - Depot
04/09/2020	Sentinal Roof Consultants Ltd	450.00	Conduct E.L.D test - WPLC roof
04/09/2020	Seton	69.58	Burns first aid kit
11/09/2020	SGW Payroll Ltd	170.06	Payroll services
15/09/2020	Siemens Financial Services	1100.80	Gym equip rental
11/09/2020	SSE Southern Electric	2018.32	Electric supply
17/09/2020	The Berkshire Pension Fund	19598.83	Pension - employers and employees
17/09/2020	Trade UK - BandQ	439.70	Building supplies
17/09/2020	Trade UK - Screwfix	294.58	Building supplies
17/09/2020	Travis Perkins Trading Co	44.97	Building supplies
25/09/2020	Travis Perkins Trading Co	10.15	Building supplies

17/09/2020	Tudor Environmental	130.86	Litter pickers/gloves
01/09/2020	TV Licensing	157.50	WPLC TV Licence
17/09/2020	Unison Collection Ac	34.00	Union fees deducted from pay
25/09/2020	Veolia ES - UK Ltd	769.36	Refuse collection
11/09/2020	Winnersh Plant Hire Ltd	763.23	Hire - mini excavator/oil
01/09/2020	Wokingham BC - Rates	2283.00	Rates-Woodford Park Leisure Centre
01/09/2020	Wokingham BC - Rates	364.00	Rates-Coronation Hall
01/09/2020	Wokingham BC - Rates	165.00	Rates-Chapel Hall
01/09/2020	Wokingham BC - Rates	898.00	Rates-Oakwood Centre
01/09/2020	Wokingham BC - Rates	245.00	Rates- Public Toilet
25/09/2020	Wokingham Borough Council	35.57	Electric supply-Clock tower
		141379.39	

Clerks Imprest Account

List of Payments made between 01/09/2020 and 30/09/2020

Date Paid	Payee Name	Amount Paid	
29/09/2020	(Personal Information)	21.48	Postage-Attot letters
14/09/2020	(Personal Information)	150.00	Cancel WPLC refund
14/09/2020	(Personal Information)	19.99	Gym member refund
21/09/2020	(Personal Information)	19.99	Gym member refund
14/09/2020	(Personal Information)	86.40	Cancel WPLC refund
07/09/2020	(Personal Information)	24.99	Gym member refund
02/09/2020	(Personal Information)	24.99	Gym member refund
07/09/2020	(Personal Information)	34.20	Allot termination refund
25/09/2020	2nd Woodley Scout Group	250.00	Grant 2020
01/09/2020	Amazon Marketplace	48.99	A4 Snap frames-WPLC
08/09/2020	Amazon Marketplace	35.96	2x Keyboards for computers
15/09/2020	Amazon Marketplace	217.50	3x Panel heaters-Depot
21/09/2020	Amazon Marketplace	204.20	5x Solar outdoor lights
09/09/2020	Amazon.co.uk	15.47	2 x Optical mouse for computers
09/09/2020	Alan Hadleys Ltd	973.80	Refuse collection
25/09/2020	Berkshire Vision	250.00	Grant 2020
15/09/2020	Defibshop.co.uk	186.00	WPLC-Defibrillator equip
23/09/2020	DIY Kitchens.co.uk	4027.94	Building supplies-Depot
25/09/2020	EE top up	15.00	Top up office moblie
15/09/2020	Hicks Holding	253.02	Van service
25/09/2020	Home Start-Wokingham District	250.00	Grant 2020
25/09/2020	Kick Twist Cheerleading	250.00	Grant 2020
02/09/2020	Libra Pilates	120.00	Invoice credit refund
23/09/2020	Lloyds Bank	53018.37	Sept 2020-Net payroll
14/09/2020	Lloyds Bank D/D	13.50	Imprest-bank charges
25/09/2020	Me2 Club	250.00	Grant 2020
02/09/2020	RBL Poppy Appeal	75.00	Poppy wreaths
24/09/2020	Rubberroofing.co.uk	1817.51	OC Roof repair sealant
16/09/2020	Run My Car Ltd	100.00	Insuance excess payment
22/09/2020	Solopress Ltd	44.50	Signage boards-WTCMI
03/09/2020	Wickes	738.23	Building supples-Depot
24/09/2020	Wickes Building.co.uk	180.00	24x Plastic storage bins-Depot
25/09/2020	Woodley Festival of Music & Ar	250.00	Grant 2020
01/09/2020	Woodley Light Opera	288.40	Refund deposit
28/09/2020	Woodley Photographic Club	525.00	
25/09/2020	Woodley United FC	250.00	Grant 2020
		65030.43	

Woodley Town Council**Current Account****List of Payments made between 01/10/2020 and 31/10/2020**

Date Paid	Payee Name	Amount Paid	
15/10/2020	Adcock Refridgeration & Air Conditionin	577.38	Engineer repair pump-WPLC
15/10/2020	Advanced Maintenance UK Ltd	436.80	Boiler servicing
22/10/2020	Alan Hadley Ltd	676.80	Refuse collection
15/10/2020	ASAP Computer Services	138.00	Annual anti-virus charge-WPLC
01/10/2020	AYS Cleaning Contractors Ltd	15.19	Contract cleaning
22/10/2020	AYS Cleaning Contractors Ltd	2366.43	Contract cleaning
09/10/2020	Be Fuelcards Ltd	0.77	Admin charge
22/10/2020	Bowak Ltd	49.07	Cleaning supplies
22/10/2020	Brewers Decorator Centres	124.82	Building supplies
22/10/2020	Brown Bag Cafe Ltd	28.35	Catering service
01/10/2020	Broxap Ltd	654.00	Cast iron Ripon seat
22/10/2020	CDK Casting Ltd	178.20	Bronze plaques
01/10/2020	Club Manager Ltd	80.40	Gym-Club manager-mthly charge
20/10/2020	Ecotricity	77.35	Gas supply - Coronation Hall
20/10/2020	Ecotricity	363.25	Gas supply - Oakwood Centre
20/10/2020	Ecotricity	57.76	Gas supply-Chapel Hall
15/10/2020	EDF Energy 1 Ltd	15.62	Electric supply
12/10/2020	Epos Now Ltd D/D	30.00	Monthly -WPLC till charge
09/10/2020	Global 4 Communications	1266.06	Office phones & mobiles
27/10/2020	HMRC Cumbernauld	15646.97	PAYE & NI
28/10/2020	HMRC VAT	14105.91	VAT 2nd Qtr 2020
15/10/2020	John Stacey - Sons Ltd	696.00	Refuse collection
22/10/2020	Lamps-Tubes Luminations Ltd	1440.00	Christmas lighting-2020 WTCMI
27/10/2020	Les Mills Fitness UK Ltd	203.69	Bodybalance-Gym coach
01/10/2020	Lightatouch	1083.33	Internal Audit 2020/2021
14/10/2020	Lloyds Bank D/D	96.03	Cardnet service charges
22/10/2020	Lyreco UK Ltd	147.91	Stationery supplies
14/10/2020	Mainstream Digital Ltd	60.76	Phone/Qtrly rental
15/10/2020	Merchant Rentals Ltd	15.44	Carnet machine rental
15/10/2020	Merchant Rentals Ltd	18.40	Cardnet machine rental
15/10/2020	Personal Information	300.00	Mkt Mgr - WTCMI
15/10/2020	Personal Information	400.00	Sat Mkt Mgr-WTCMI
15/10/2020	Mrs K Vevers	650.00	Survey delivery to Woodley households
12/10/2020	Plusnet Plc	52.20	Phone-WTC
19/10/2020	Plusnet Plc	52.20	Phone-WPLC
01/10/2020	PNC FS UK Ltd-Arnold Laver & Co Ltd	191.16	Building supplies
27/10/2020	Prudential	307.24	AVC deducted - pay
01/10/2020	Public Works Loan Board	6676.72	Public Works Loan Board - loan payment 2020/2021 Investment fund re Oakwood
02/10/2020	Rathbones Investment	80000.00	Centre capital repayment
15/10/2020	SGW Payroll Ltd	165.98	Payroll services
15/10/2020	Siemens Financial Services	1100.80	Gym equip rental
15/10/2020	SSE Southern Electric	2380.63	Electric supply
12/10/2020	SWALEC	29.80	Electric supply-Toilet
26/10/2020	SWALEC	30.64	Electric supply-Toilet
15/10/2020	Technical Surfaces Ltd	360.00	3G pitch - Matchfit services
15/10/2020	Thames Valley Water Services Ltd	204.00	Monthly water checks
27/10/2020	The Berkshire Pension Fund	17827.89	Pension - employers and employees
22/10/2020	Trade UK - BandQ	1238.78	Building supplies

22/10/2020	Trade UK - Screwfix	583.29	Building supplies
27/10/2020	Unison Collection Ac	34.00	Union fees deducted from pay
22/10/2020	Veolia ES - UK Ltd	752.22	Refuse collection
15/10/2020	West Country Steel Buildings Ltd	9783.36	Building supplies-Depot project
15/10/2020	Wingfield Engineering Ltd	212.34	Clutch/brake fluid-KD51WTW
01/10/2020	Wokingham BC - Rates	2283.00	Rates - WPLC
01/10/2020	Wokingham BC - Rates	364.00	Rates - Coronation Hall
01/10/2020	Wokingham BC - Rates	165.00	Rates - Chapel Hall
01/10/2020	Wokingham BC - Rates	898.00	Rates - Oakwood Centre
01/10/2020	Wokingham BC - Rates	245.00	Rates - Toilet
		167938.94	

Clerk's Imprest Account

List of Payments made between 01/10/2020 and 31/10/2020

Date Paid	Payee Name	Amount Paid	
14/10/2020	(Personal Information)	38.50	Allotment keys cut
26/10/2020	(Personal Information)	59.97	Gym cancel refund
26/10/2020	(Personal Information)	197.00	Refund Credit Note
14/10/2020	(Personal Information)	13.00	OC keys cut
26/10/2020	(Personal Information)	20.40	WPLC cancel refund
21/10/2020	(Personal Information)	125.00	Refund deposit
30/10/2020	(Personal Information)	60.00	Refund Credit Note
20/10/2020	(Personal Information)	102.00	WPLC party cancelled
13/10/2020	Amazon.co.uk	67.15	Sq Frame blackboard
22/10/2020	Amazon.co.uk	5.55	400x Map push pins
21/10/2020	Clean-Hands.co.uk	252.89	99.9% Alcohol Sanitizer gel
23/10/2020	(Personal Information)	24.69	Gym cancel refund
01/10/2020	DIY-Kitchens.co.uk	116.97	Building supplies-Depot
27/10/2020	EE Mobile	15.00	Top up - EE Mobile WTC
06/10/2020	Kaspersky.com	54.99	Internet security
09/10/2020	Lloyds Bank D/D	13.50	Imprest service charges
28/10/2020	Lloyds Bank-WTC	49120.14	October 20 net payroll
07/10/2020	Solopress.com	433.00	Folded flyers & leaflets
13/10/2020	Solopress.com	-20.65	Refund Credit Note
20/10/2020	Solopress.com	-20.00	Folded flyers & leaflets
29/10/2020	Solopress.com	74.80	Folded leaflets & flyers
26/10/2020	The Oddfellows-Thames & Kennet	55.00	Refund Credit Note
30/10/2020	The Woodley WI	30.00	WTCMI refund-The Wdly WI
16/10/2020	Wickes Building	695.92	Building supplies-Depot
		51534.82	

SCHEDULE OF MEETINGS - 2021/22

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

PLANNING & COMMUNITY	LEISURE SERVICES	STRATEGY & RESOURCES	FULL COUNCIL
<u>2021</u> 18 May 15 June	<u>2021</u> 1 June (SH)	<u>2021</u> 8 June	<u>2021</u> Annual Meeting: 11 May 22 June
13 July 10 August (SH) 7 September	31 August (SH)	14 September	28 September
5 October 2 November 30 November	16 November	23 November	7 December
<u>2022</u> 4 January 1 February	<u>2022</u> 18 January	<u>2022</u> 25 January	<u>2022</u> 8 February
1 March 29 March 26 April	12 April (SH)	19 April (SH)	Town Electors: 8 March Annual Meeting: 10 May

(SH = School Holidays)

SCHOOL TERM DATES

2021 Monday 19 April to Wednesday 21 July
Wednesday 1 September to Friday 17 December
(NOTE: Training days - to be agreed)

Half Term: 31 May - 4 June
Half Term: 25 October - 29 October

Good Friday: 2 April 2021
WBC Elections: 6 May 2021

2022 Tuesday 4 January to Friday 8 April
Monday 25 April to Thursday 21 July
(NOTE: Training days - to be agreed)

Half Term: 21 - 25 February
Half Term: 30 May - 3 June

Good Friday: 15 April 2022
WBC Elections: 5 May 2021

**Minutes of a Meeting of the Planning and Community Committee held remotely
on Tuesday 1 December 2020 at 7:45 pm**

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

Officers present: *L. Matthews, Committee Officer*

Also present: *3 members of public*

116. **APOLOGIES**

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

117. **DECLARATIONS OF INTEREST**

There were no declarations of interest made by Members.

118. **MINUTES OF THE PLANNING AND COMMUNITY COMMITTEE MEETING HELD ON
3 NOVEMBER 2020**

RESOLVED:

- ◆ That the minutes of the Planning and Community Committee meeting held on 3 November 2020 be approved and be signed by the Chairman as a true and accurate record.

119. **CURRENT PLANNING APPLICATIONS**

RESOLVED:

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

120. **PLANNING DECISIONS**

RESOLVED:

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

121. **PLANNING APPEALS**

RESOLVED:

- ◆ To note that the following appeal against refusal of planning permission had been lodged with the Planning Inspectorate:
Application: 201216
Location: 66 Mannock Way, Woodley, RG5 4XW.
Proposal: Householder application for the proposed erection of a single storey front extension, part raising of the roof and part garage conversion.

122. **NEIGHBOUR CONSULTATION SCHEME**

RESOLVED:

- ◆ To note application 202982
Location: 184 Colemans Moor Road, Woodley, RG5 4DP.
Proposal: Application for the prior approval of the erection of a single storey rear extension, which would extend beyond the rear wall of the original house by 4.45m, for which the maximum height would be 3.70m and the height of the eaves 2.50m.

123. **PRIOR APPROVAL SUBMISSION**

RESOLVED:

- ◆ To note application 202996
Location: 81-107 Crockhamwell Road, Woodley, RG5 3JP.
Proposal: Prior approval submission for the construction of one additional storey to existing terraced building for 11 No. residential flats (7 No. 2 bedroom units and 4 No. 1 bedroom units).

124. **TREE PRESERVATION ORDERS**

RESOLVED:

- ◆ To note application 202771
Location: TPO 256/1984: 4 Cody Close, Woodley.
Proposal: To selectively prune one Oak tree.
- ◆ To note application 203069
Location: TPO 170/1980: 24 Mollison Close, Woodley.
Proposal: To selectively prune one Oak tree.
- ◆ To note application 203080
Location: TPO 1255/2008: 216 Colemans Moor Road, Woodley.
Proposal: To selectively prune one Oak tree.

125. **PRE-APPLICATION CONSULTATION:**
PROPOSED TELECOMMUNICATIONS INSTALLATION:
194-198 CROCKHAMWELL ROAD, WOODLEY

Members considered the proposed telecommunications installation at 194-198 Crockhamwell Road, Woodley.

RESOLVED:

- ◆ To respond to the consultation stating that the Committee feels that it is totally inappropriate to install such a large mast in a busy town centre with a high footfall and located in close proximity to the outside seating area of a public house.

126. **CITIZENS ADVICE WOKINGHAM**

Members noted that the Citizens Advice Wokingham Annual Impact Report 2019/20 had been circulated to all Members by Councillor Bragg.

127. **PUBLICATIONS/INFORMATION**

RESOLVED:

- ◆ To note receipt of the following:
 - *Me2 Club Newsletter – October 2020*
 - *Connecting Communities in Berkshire E-Bulletin – November 2020*

128. **FUTURE AGENDA ITEMS**

There were no suggestions for future agenda items.

129. **PUBLICITY/WEBSITE**

There were no suggestions for items to be publicised.

130. **ENFORCEMENT ISSUES**

RESOLVED:

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

131. **MINUTES OF THE URGENCY COMMITTEE**

a) **RESOLVED:**

- ◆ To note Report No. PC 8/20 - the minutes of the Urgency Committee meeting held on 9 November 2020.

b) **RESOLVED:**

- ◆ To note Report No. PC 9/20 - the minutes of the Urgency Committee meeting held on 17 November 2020.

The meeting closed at 8:30 pm

1 December 2020

Woodley Town Council

Observations on the following Planning Applications

Application No. & Address	Proposal
202673 58A Crockhamwell Road, Woodley, RG5 3LB	Householder application for proposed erection of a single storey rear extension including the insertion of 1 No. rooflight, following the demolition of existing conservatory.
Observations: No objections.	
202738 4 Mollison Close, Woodley, RG5 4XG	Householder application for the proposed erection of a part single storey part two storey side extension, including the insertion of 2 No. rooflights, plus changes to fenestration.
Observations: The applicant was present at the virtual meeting. The Committee considered the application and had no objections to the proposal.	
202746 31 Denmark Avenue, Woodley, RG5 4RS	Householder application for proposed erection of single storey rear extension, garage conversion and alterations to existing roof.
Observations: No objections.	
202758 8 Rivermead Road, Woodley, RG5 4 DH	Householder application for the proposed erection of a single storey front extension, first floor side extension, part single storey part two storey rear extension, plus the insertion of 3 No. rooflights.
Observations: No objections.	
202792 181 Headley Road East, Woodley, RG5 4JG	Householder application for the erection of a two metre high fence to the front garden. (Retrospective)
Observations: No objections.	
202837 50 Reading Road, Woodley, RG5 3DB	Householder application for the proposed erection of a single storey rear extension including 1 No. rooflight, removal of existing balcony and replacement with Juliet balcony, plus the formation of a dropped kerb.
Observations: No objections.	

202873 35 Messenger Road, Woodley, RG5 4TR	Householder application for proposed conversion of existing garage to create habitable accommodation.
Observations: No objections.	
202876 11 Caldbeck Drive, Woodley, RG5 4LA	Application to vary condition 2 of planning consent 202373 for the proposed erection of a single storey rear extension including 2 No. rooflights, and first floor side/rear extension including 2 No. rooflights. Condition 2 refers to the approved documents and the variation is to allow the widening of the first floor side extension by 1 metre, plus the addition of 1 No. rooflight.
Observations: No objections.	
202889 81 Ravensbourne Drive, Woodley, RG5 4LJ	Householder application for the proposed erection of a detached double garage.
Observations: No objections.	
202909 14 Cornfield Road, Woodley, RG5 4QA	Householder application for the proposed erection of a part first floor part two storey side extension and single storey rear extension with 4 No. rooflights, plus changes to fenestration. (Part retrospective)
Observations: No objections.	
202947 21 Duffield Road, Woodley, RG5 4RL	Householder application for the proposed erection of a detached outbuilding incorporating the existing pump and shower room to form a new pool house with canopy roof and 2 No. rooflights, following demolition of existing timber pool house.
Observations: No objections.	
203003 26 Nimrod Close, Woodley, RG5 4UW	Householder application for the proposed erection of a single storey rear extension including 2 No. rooflights and partial conversion of garage to create habitable accommodation.
Observations: No objections.	
203049 Headley Road East, Woodley, RG5 4SN	Full application for the proposed erection of various boundary fencing.
Observations: No objections.	

203187 1 Woodlands Avenue, Woodley, RG5 3HN	Householder application for the proposed erection of a first floor rear extension and addition of 1 No. front and 1 No. side dormers to facilitate conversion of the loft to habitable accommodation, with 3 No. rooflights.
Observations: No objections.	

Woodley Town Council

**Minutes of the Urgency Committee - held via video conferencing on
Monday 5 October 2020 at 6:00pm.**

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

Officers Present: *D. Mander, Town Clerk; K. Murray, Deputy Town Clerk*

1. **DECLARATIONS OF INTEREST**

There were no declarations of interest made by Members.

2. **MINUTES OF THE MEETING HELD ON 22 SEPTEMBER 2020**

Members noted the minutes of the meeting held on 22 September 2020.

Under this item the Town Clerk reported that a total sum of £73,504.05 from Earmarked reserves had been identified and added to the Council's general reserve, slightly higher than the figure of £71,893.65 reported in the minutes of the meeting on 22 September 2020.

Under this item Councillor Jewell expressed her disappointment that her comments relating to the use of the Urgency Committee to oversee the Council's financial situation had not been reported. She also questioned the urgency of this, given that there had been a meeting of the Strategy and Resources Committee a week earlier. Councillor Jewell believed that this matter could wait until another Strategy and Resources Committee meeting and also suggested that the Urgency Committee membership be reviewed, as part of the Standing Orders review, to allow the Leader of the Opposition or a nominated substitute to attend an Urgency Committee meeting.

3. **WOODLEY TOWN COUNCIL TAX (PRECEPT CONSULTATION)**

The Chairman introduced this item and commented that there was no crystal ball in the current situation and no one could know at this point the level of detail or the actions that may need to be taken in the future, in terms of the Council's financial situation. He also stressed that the Town Council Tax consultation would provide guidance and information to the Council which would be taken into account as part of the budget setting for next year.

The Town Clerk explained that the draft consultation included 4 options of increase in the precept level for residents to respond to. In response to a question from the Liberal Democrat Group about the monthly cost of each option, the Town Clerk had provided this before the meeting to members of the Committee. On current figures the Council was facing a shortfall of around £265,000 and the Council would have a more accurate picture in December/January when the budget and precept need to be set. The Council needed to carry forward a general reserve of at least £231,000 into the 2021/22 financial year. The review of the Earmarked Reserves had released £73,504 and, along with the £14,000 Repairs and Renewals budget also added, the general reserves are currently estimated to be £352,316. It should be noted that some of these funds may be needed to support year-end income or expenditure. The Council also needed to plan going forward into 2022/23 with reasonable reserves levels.

Members then discussed the confidential draft consultation seeking residents' views on the level of Town Council tax increase that households would support for the 2021/22 financial year. This had been provided to all councillors for comment or amendment. The Chairman made it clear that the options to be presented had been generated by officers, for consideration by the Urgency Committee.

Members discussed the comments/questions received from the Liberal Democrat councillors:

How much would each option raise?

A 43p increase would raise an additional £240,638

A 65p increase would raise an additional £360,956

An 87p increase would raise an additional £481,275

A £1.09 increase would raise an additional £601,594

How long would it take to regenerate reserves under each option?

The Chairman confirmed that all the standing committees and Full Council would receive the agenda and minutes from the Urgency Committee meetings. The make up of the Urgency Committee included the 3 chairmen of committees, the Mayor and the Leader of the largest opposition group who should all be able to contribute and guide the Council to deliver the budget.

Councillor Jewell proposed to leave the Group's third comment for a later meeting.

A suggestion that providing the monthly increase figure for each option would better inform residents of the cost as most people budgeted monthly - or providing a percentage increase, which would be more open and transparent.

The Chairman referred to his background in marketing and explained that people relate more to prices of ordinary items, eg a cup of coffee, than percentage increases. This often led to a higher return rate because it was tangible. Councillor Jewell expressed concern about those on lower incomes.

What would happen if residents agree the 43p weekly increase – possibly leading to closures/redundancies – what would the Council close?

The Chairman responded that if this level was not appropriate then the precept charge would have to be higher, if need be. The Council had not so far looked at possible closures or redundancies.

The Council should quantify the amount raised against each option to show the public.

The Chairman responded that this, in terms of marketing, would look huge and residents would be concerned about the level of expenditure, without having further information.

Should there be other choices to give residents ie cutting/not cutting capital projects against less/more precept income.

On this question Councillor Jewell asked whether the Council was spending any money from reserves on projects and said the Council should just be looking at funding repairs and renewals.

The Town Clerk responded to report that ongoing projects at Woodford Park Leisure Centre and the Grounds/Maintenance depot were paid from a Public Works Loan Board loan and that the only other project about to get underway was the new play area behind the Oakwood Centre which had Section 106 funds allocated by Wokingham Borough Council of £200,000. The Council did not have any other projects planned. It was also confirmed that £45,000 allocated this year to the Capital Programme fund had been withdrawn in order to support the Council's General Reserve.

No other comments or amendments were received from members of the Council.

Voting:

FOR	Abstentions
K. Baker	C. Jewell
D. Bragg	
D. Mills	
P. Wicks	
For: 4	Abstentions: 1

Meeting closed at 6:35pm

To: **Members of the Urgency Committee**

Councillors: K. Baker (*Chairman*), D. Bragg, C. Jewell, D. Mills, P. Wicks

NOTICE IS HEREBY GIVEN that a meeting of the Urgency Committee will be held at 6 pm on Monday 5 October 2020, at which your attendance is requested. This will be a virtual meeting, as authorised by the Coronavirus Act (2020), Section 78.



Deborah Mander
Town Clerk

A G E N D A

1. APOLOGIES

2. DECLARATIONS OF INTEREST

To receive any declarations of interest from Members relating to the business of the meeting.

3. MINUTES OF THE MEETING HELD ON 22 SEPTEMBER 2020.

To note the minutes of the meeting held on 22 September 2020 (**Appendix A**). These minutes were included in the agenda of the Council meeting held on 29 September 2020.

4. WOODLEY TOWN COUNCIL TAX (PRECEPT) CONSULTATION

- a) To note the confidential draft consultation document seeking residents' views on the level of Town Council tax increase that households would support for the 2021/22 financial year (**Appendix B**).
- b) To note that the draft consultation document (marked confidential) was provided to all Town Councillors on 1 October 2020 and who were invited to make comments on or amendments to the draft by Sunday 4 October 2020.
- c) To consider any comments and suggestions received from Councillors and to make any amendments to the draft consultation document, as agreed.
- d) To approve the final draft of the consultation document.
(Current timings are to print the consultation document on 6 October and to start delivery to all households from 8 October 2020.)



Consultation on Woodley Town Council Tax

This is an important question about the funding of
Town Council Services in 2021/22.

Dear Resident

Financial problems caused by Covid-19 mean that the Town Council is facing a difficult year in 2021/22. To continue to deliver our services we need to increase the level of Town Council tax (the precept).

We work for the people of Woodley and pride ourselves in providing good facilities and services for the town. We want to be able to continue to do this. If each household pays a little more next year, we should be able to protect the community of the town and keep its service and facilities for years to come.

For more information please see overleaf, or contact taxconsultation@woodley.gov.uk

Please reply. It is important that we hear from as many local people as possible.

Please tick ONE box, then cut off this section of the card and return it to us by putting in in your local Royal Mail post box.

To save the Council money you can:

- Add a stamp to the reply card
- Put the reply card in the collection box at the Oakwood Centre
- Answer online at www.woodley.gov

-----✂-----Please complete, tear off and return the section below-----✂-----

The Question

We have four options to increase the precept in 2021/22. This will be added to your Council Tax.

Which one do you choose?

For a Band D house:	Amount of Increase per week per household	What this means, (Depending on how the Covid-19 situation develops)	Please tick one box to show your choice
Option A	£0.43p per week	We would have to reduce/close Town Council Services	<input type="checkbox"/>
Option B	£0.65p per week	We would have to reduce some Town Council Services but could run some	<input type="checkbox"/>
Option C	£0.87p per week	Some services may be reduced but we could run most services as they used to be	<input type="checkbox"/>
Option D	£1.09 per week	Services could run as they used to be	<input type="checkbox"/>

What is your Postcode? _____

Woodley Town Council income comes from an amount you pay as part of your Wokingham Borough Council tax (the precept) and income from our facilities.

This year, our income from facilities was expected to be £763,000. Due to COVID-19 it could be less than £200,000. We will have to use a significant amount of our reserves to cover this shortfall. We need to increase the precept next year to cover the lost income and make sure we have a safe level of reserves.

If we do this, we can continue to provide services and facilities in Woodley. The extra amount will be added to your council tax next year.

The amount you pay will help to fund many local facilities and community activities.

These include

- Local parks (including Woodford Park, Malone and Wheble Parks and Bulmershe Open Space)
- Woodford Park Leisure Centre and The Gym on the Park
- The allotments at Reading Road, the Garden of Remembrance and Centre Stage
- Halls for hire (Coronation and Chapel Halls, the Oakwood Centre)
- Maintaining designated bus shelters, the public toilet, street lighting, noticeboards, public seating
- Providing detached youth work in the town
- Contributions to the Town Centre and community activities and events.



Add a stamp
to save the
council
money

FREEPOST
Woodley Town Council
The Oakwood Centre
Headley Road
Woodley
Berkshire
RG5 4JZ

Woodley Town Council

**Minutes of the Urgency Committee - held via video conferencing on
Monday 9 November 2020 at 5:00pm.**

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

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

1. **APOLOGIES FOR ABSENCE**

There were no apologies for absence.

2. **DECLARATIONS OF INTEREST**

There were no declarations of interest made by Members.

3. **MINUTES OF THE MEETING HELD ON 5 OCTOBER 2020**

Members noted the minutes of the meeting held on 5 October 2020.

4. **ACTUAL AND ESTIMATED INCOME AND EXPENDITURE 2020/21**

The Town Clerk presented the updated income and expenditure spreadsheet as at 30 October 2020, as shown in Agenda Appendix B. She explained that the October income figure of £33,924 included quarterly payments that had been invoiced by the leisure centre and the Oakwood Centre for the period ending in December. As the leisure centre and the Oakwood Centre were now closed, some of this income would have to be carried forward until the premises could open again, or may have to be refunded. Therefore, the income figure for November might be zero, or even a minus figure, and the income figure for subsequent months could also be affected.

The Town Clerk noted that the savings previously identified in the earmarked reserves had been moved into the general reserve and therefore the projected general reserve figure to be carried forward to next year had increased from the previous report. She also explained that the estimated income figures for January to March 2021 assumed that the leisure centre would open again in January. The Town Clerk agreed to add an explanation of the assumptions made when compiling the estimated figures in future reports.

It was noted that principal councils were conducting a review of the eligibility for single persons Council Tax discount of 25%. This could impact on the Town Council's tax base figure and Councillor Baker agreed to contact the Deputy Chief Executive and Chief Finance Officer at Wokingham Borough Council to establish the possible impact on the Town Council's tax base.

5. **EARMARKED RESERVES**

Members noted the updated information provided regarding the earmarked reserves, as shown in Agenda Appendix C.

Councillor Jewell questioned whether money should be earmarked for refurbishment of playgrounds at this time and suggested that it would be sufficient just to ensure that the play equipment was safe and properly maintained. The

Town Clerk pointed out that the initial review of the earmarked reserves had identified the savings that could be made without having to make difficult decisions on the Council's spending intentions. Further savings, requiring more difficult decisions to be taken, could be considered in the future, if necessary.

6. **WOODLEY TOWN COUNCIL TAX (PRECEPT) CONSULTATION**

Members noted the information given in the agenda regarding the progress of the consultation that was currently being undertaken. The deadline for responses to be received was 16 November and the Town Clerk agreed that a reminder asking people to respond would be posted on the Council's website and social media.

It was agreed that when the final results of the consultation had been analysed, the data would be presented to the Strategy and Resources Committee. As the next Strategy and Resources Committee meeting was scheduled for 24 November, and the consultation data was unlikely to be available by then, it might be necessary to hold an extraordinary meeting of the Strategy and Resources Committee for this matter to be considered.

7. **REVIEW OF BUDGET SPENDING**

The Town Clerk informed members that the review of the 2020/21 budget was currently being undertaken. She explained that due to the current lockdown, there were fewer staff working, but she hoped that the review would be completed by the end of the week. The Town Clerk agreed that the results of the review would include notes on the assumptions that had been made.

8. **PUBLIC WORKS LOAN BOARD - LOAN EXTENSIONS**

The Town Clerk informed Members that she was preparing an application to the Ministry of Housing, Communities and Local Government (MHCLG) to extend the payment dates of the Council's annuity loans (seven in total) by two years. It was not proposed that the Council seek to extend the three loans relating to the £2M, borrowed to build the Oakwood Centre (maturity loans payable from 2025/26 in three tranches). A spreadsheet giving details on the Council's existing loans is attached at Agenda Appendix E.

In reply to a question regarding the annuity loans taken out in the 1980s, on which a high interest rate was being paid, the Town Clerk informed Members that it was not possible to reduce the interest rate and the penalties that would be charged if the loans were paid off early did not make this a feasible course of action. The Town Clerk explained that it was her understanding that by extending the payment dates of the annuity loans the Council would not incur any additional expenses, as the loans would not cost any more, but would just be paid off later.

Councillor Jewell asked how approval would be given for the loan extension applications to be made, and Councillor Baker replied that in order to prevent delays, the applications would be approved by the Urgency Committee and the standing committees and Full Council would be informed of the actions taken. The chairmen of the standing committees and the leader of the largest opposition group sat on the Urgency Committee and could consult their members prior to any meeting, if they felt it was appropriate. The Town Clerk apologised for not issuing electronic copies of the agenda to Committee members for this meeting, but this had been due to time constraints. Printed copies of the agenda had been delivered to Committee members. In future, a printed copy of the agenda and an electronic copy would be provided to the Urgency Committee members.

In reply to a question, the Town Clerk said that MHCLG had confirmed that making an application for an extension to the loan payment dates in the current

circumstances would not affect the Council's credit rating, and she did not believe that this would have a detrimental effect on the Council's chances of being approved for future loans.

9. **TO NOTE THE FOLLOWING ACTIONS UNDERTAKEN IN RESPECT OF THE COUNCIL'S FINANCIAL SITUATION**

RESOLVED:

- ◆ To note the following actions undertaken in respect of the Council's financial situation:
 - Review of the Earmarked Reserves and capital expenditure resulting in £73,506 being transferred to the General Reserve, giving a new total of £577,718, as shown in Agenda Appendix C.
 - Roll out of the consultation on a precept increase - delivered to 10,755 households. The consultation ends on 16 November. At the last count (on 6 November) a total of 2,083 cards or responses via the website had been received.

Before the meeting ended, The Town Clerk informed Members that she would be contacting Theresa May and Matt Rodda, the two Woodley Members of Parliament, to notify them that the Town Council had not received any financial help from Wokingham Borough Council from the funds given to principal authorities by the Government, and to ask them to lobby the Government for assistance on behalf of town and parish councils. She would also ask the Members of Parliament to seek clarification from Government regarding whether town and parish councils could apply for financial aid in respect of lost income from leisure centres forced to close during lockdown, as principal authorities were able to do.

Meeting closed at 5:48pm

To: **Members of the Urgency Committee**

Councillors: K. Baker (*Chairman*), D. Bragg, C. Jewell, D. Mills, P. Wicks

NOTICE IS HEREBY GIVEN that a meeting of the Urgency Committee will be held at 5 pm on Monday 9 November 2020, at which your attendance is requested. This will be a virtual meeting, as authorised by the Coronavirus Act (2020), Section 78.

Deborah Mander

Deborah Mander
Town Clerk

A G E N D A

1. APOLOGIES

2. DECLARATIONS OF INTEREST

To receive any declarations of interest from Members relating to the business of the meeting.

3. MINUTES OF THE MEETING HELD ON 5 OCTOBER 2020.

To note the minutes of the meeting held on 5 October 2020 (**Appendix A**). These minutes will be included in the agendas of the Leisure Services, Planning and Community and Strategy and Resources Committees and Full Council on 8 December.

4. ANNUAL ESTIMATED INCOME AND EXPENDITURE

To receive the updated income and expenditure spreadsheet as at 30 October 2020, (**Appendix B**).

5. EARMARKED RESERVES

To receive the updated earmarked reserves as set out in **Appendix C**.

6. WOODLEY TOWN COUNCIL TAX (PRECEPT) CONSULTATION

To note that 10,755 consultation cards were delivered to households in Woodley by 3 November. So far there has been a 19.4% return rate; 8.15% via the website and 11.25% by returning cards either by post or delivery at the Oakwood Centre. Helen Masey, who has helped the Council conduct the survey has confirmed that this is a very good return rate. The consultation closes on Monday 16 November.

7. REVIEW OF BUDGET SPENDING

Officers are reviewing the 2020/21 budgets in preparation for the forthcoming budget process. This exercise will also assist with the requirements in submitting a request for loan extensions.

8. PUBLIC WORKS LOAN BOARD - LOAN EXTENSIONS

To note that the Town Clerk is preparing an application to the Ministry of Housing, Communities and Local Government (MHCLG) to extend the payment dates of the Council's Annuity Loans (seven in total) by two years. This is because of the nature of the Council's income and the impact that Covid is having on activities where people are in close proximity to each other which is likely to be the case for another year or so. It is not proposed that the Council seek to extend the three loans relating to the £2M. borrowed to build the Oakwood Centre (Maturity loans payable from 2025/6 in three tranches).

Attached at **Appendix D** is the letter and form from MHCLG giving details of the process. The application from the Council has to be made by 20 November 2020.

Attached at **Appendix E** is a spreadsheet showing the Council's existing loans and payment amounts and expiration dates.

8. TO NOTE THE FOLLOWING ACTIONS UNDERTAKEN IN RESPECT OF THE COUNCIL'S FINANCIAL SITUATION

- i) Review of the Earmarked Reserves and capital expenditure resulting in £73,506 being transferred to the General Reserve, giving a new total of £577,718 (see **Appendix C**).
- ii) Roll out of the consultation on a precept increase - delivered to 10,755 households. The consultation ends on 16 November. At the last count (6 November) a total of 2083 cards or responses via the website had been received.

**THIS PAGE HAS BEEN OMITTED
AS THE CONTENT IS
CONFIDENTIAL**

WOODLEY TOWN COUNCIL

EARMARKED RESERVES	Opening Balance	Net Transfers	5/11/20 Closing Balance	Amounts transferred to General Reserve		
					Unspent funds	Funds that have been released
325 O/C Marketing reserve	86.86	-86.86	0.00	86.86		
339 Mayoral Regalia	1,610.40	-1,610.40	0.00	1,610.40	Unspent funds	
340 Bookings Software Reserve	30,000.00	-30,000.00	0.00	25,475.00	Bookings software fund - lower than anticipated cost of suitable software	
349 Speedwatch Reserve	1,246.08	-1,246.08	0.00	1246.08	Remainder of speedwatch funds allocated	
320 Capital Programme Fund	39,718.56	-8,352.00	31,366.56	45,000.00	Capital Programme Fund for equipment and small projects - these are agreed by Council	
358 WPLC Gym Reserve Fund	85.71	-85.71	0.00	85.71		
338 Play Area Reserve	22,662.06		22,662.06		Fund for play area refurbishment, equipment replacement.	
345 WPLC Bursary Fund	1,500.00		1,500.00		Woodford Park LC - funds for staff training	
348 Allotment Toilets	1,595.00	55.00	1,650.00		Fund to maintain on site toilet and emptying of septic tank	
341 3G Pitch Carpet Replacement Fund	48,000.00		48,000.00		Condition of grant for 3G pitch that Council allocate funds each year towards carpet replacement	
321 Buildings & Facilities	28,688.94	-7,378.85	21,310.09		Funds for larger repairs /refurbishment at Council's properties	Funds allocated
322 WPLC Roof Fund	0.00	40,000.00	40,000.00	S & R 15/9/20	Funds allocated for new roof at Woodford Park Leisure Centre	for specific
323 Cap-Receipt-Assets	89,400.00		89,400.00		Capital receipt in respect of former arrangement re Woodley Airfield Centre Depot/Maintenance building project	
326 Maintenance Workshop Project	61,102.85	-36,410.69	24,692.16		Fund for refurbishment of football changing rooms at Woodford park Leisure Centre	purpose
332 WPLC Changing Room refurb	10,000.00		10,000.00			
336 Oakwood Centre Roof funds	0.00	3,485.41	3,485.41	S & R 15/9/20	Funds allocated for roof repairs at the Oakwood Centre	
342 Youth shelter	686.73		686.73		Funds for repairs to youth shelter - Section 106 funds allocated to Council	
343 CYP Loddon Mead Project	2,500.00		2,500.00		General project at Loddon Mead - intended for purchase of steel container for use at the site	
346 WPLC Community Sports Grants	8,334.22	-50.00	8,284.22		Sports grant funding received by Woodford Park Leisure Centre - to be spent on sports activities	
347 Election Reserve	0.00		0.00		Reserve to be built up over 4 years to fund all out elections	
351 WPLC Refurbishment Project	31,169.42		31,169.42		Funds allocated from Public Works Loan Board for works on the reception area	
353 Allotment Security	333.23	55.00	338.23		Funds used for security of site	
355 Anxiety Self Help Fund	778.75		778.75		Fund allocated for anxiety self help parents groups	
356 Loddon Mead Art Project	800.00		800.00		Fund allocated for Art project at Loddon Mead	
357 Clock/Pagoda Reserve	2,983.83		2,983.83		Funds from Wokingham BC towards repair costs for pagoda and clock in town centre	
360 CIL Funds	37,875.61	80,633.59	118,509.20			Could be considered in future
330 Repairs and Renewals Fund	25,369.28		25,369.28		For purchase of items such as computer equipment, tables & chairs ,desks etc	
333 Special Projects Fund	25,040.30		25,040.30		Fund used for start up of potential projects	
334 TCMI Fund	37,064.68	-5,710.51	31,354.17	N/A	TCMI Funds	
337 Sinking Fund Balance	19,372.72	-10,852.49	8,520.23	N/A		
350 Capital Receipt RSV (INV)	39,105.00	-39,105.00	0.00	N/A		
354 Investment Adjustment Account	1,394,335.54	67,320.52	1,549,255.66	N/A		
361 Town Centre 106 funds	0	28,112.80	28,112.80	N/A	Section 106 funds for town centre	
Total	1,961,445.77	78,773.73	2,127,769.10	73,504.05	Total of £73,506.05 transferred to General Reserve - as approved by Urgency	
					In addition £14,000 allocated to Repairs and Renewals in the 2020/21 budget will be allocated to the General Reserve, giving a total of £87,506.05.	

Appendix C



From: Parish Borrowing Parish.Borrowing@communities.gov.uk
Subject: RE: Woodley Town Council - Loan payments and request for extension of loan terms
Date: 22 October 2020 at 10:16
To: Deborah Mander townclerk@woodley.gov.uk
Cc: Parish Borrowing Parish.Borrowing@communities.gov.uk, PWLB Nilo.PWLB@dmo.gov.uk

Dear Deborah,

Thank you for your enquiry regarding what support can be offered in relation to your current PWLB loan repayment(s). In order to be considered for a waiver of any late fees incurred as a result of going into arrears, you will need to fill out the attached template and meet the criteria which have been set out.

Please find attached the application form. All supporting evidences and the application form must be sent to this email.

I would kindly appreciate a reply by **FRI 20 NOVEMBER** in order to proceed with the application.

Your completed application will be used to assess the parish or town council's ability to meet the original repayment date. Where it is evident there is a need for a temporary relief we will look to agree a revised repayment date for your next loan repayment and will advise the DMO to waive the late fees which would normally be incurred in the interim. Please note it is ultimately the decision of the DMO to waive the late fees and that this support will only be considered where a revised date can be identified and met. Moreover, it is the responsibility of the town or parish council to ensure that the terms and conditions of the original loan continue to be met.

If your application is approved, we will confirm a temporary revised repayment with you and advise the PWLB lending facility acting on behalf of HMT to waive the late fees relating to the late repayment in the intervening period.

Important Information:

- The terms and conditions of the loan(s) on which they were advanced remain unchanged.
- The DMO will continue to issue repayment notices around 28 calendar days before each repayment as this is an automated process.
- If your application is approved, the DMO will switch off the direct debit process and the authority will be expected to make all repayments manually until such time that it is agreed that the direct debit process can be reinstated.
- Please note that if your next repayment is due within 10 calendar days of the deferred repayment agreement then it may still be collected by direct debit. The DMO cannot halt the process but will not chase the authority if it fails due to lack of funds.
- The authority should note that any repayment successfully collected by direct debit cannot be returned.

If you have any questions or would like to discuss this further, please do not hesitate to contact me.

Kind regards,
Nathalia

Nathalia Pulice



Ministry of Housing,
Communities &
Local Government

APPLICATION FORM FOR A TEMPORARY REVISED REPAYMENT DATE FOR
A PARISH OR TOWN COUNCIL IN ENGLAND

1. Name of Council				
2. Name of Clerk				
Working Address: (inc. Postcode)				
Email address				
Telephone				
3. Name of Local County Association				
Name of County Association Officer				
Email address				
4. Details of the loan(s)	PWLB Borrowing Approval Reference(s)	Amount Borrowed £	Current loan principal outstanding £	Loan Repayment (1/2 yearly cost) £
	1)	£	£	£
	2)	£	£	£
	3)	£	£	£
	4)	£	£	£
5. Information on the amount(s) that will be delayed for each of the loans	The amount that will be delayed £	Original repayment date	Preferred deferred repayment date	Preferred date for reinstating your Direct Debit
	£			
	£			
	£			
	£			



Ministry of Housing,
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<p>6. Why do you not think you can meet your loan repayment(s)?</p>			
<p>7. Which income streams have been affected by Covid-19 which have resulted in the inability to meet your upcoming loan repayment(s)?</p>			
<p>8. What was your original PLAN B scenario, and have you exhausted all of your options? <i>(where applicable to the application which was submitted)</i></p>	<p>Outline your PLAN B options</p>	<p>Please circle the appropriate boxes below</p>	
	<p>Reserve Balance</p>	<p>YES</p>	<p>NO</p>
	<p>Reprioritise your expenditure</p>	<p>YES</p>	<p>NO</p>
	<p>Increase precept</p>	<p>YES</p>	<p>NO</p>



Ministry of Housing,
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Local Government

	(other)	YES	NO
	(other)	YES	NO
9. Have you provided the following supporting evidence and explanation?	Please circle the appropriate boxes below		
a) 19/20 Budget	YES	NO	
b) original 20/21 budget	YES	NO	
c) revised 20/21 budget <i>(showing any income streams that have been affected by Covid-19)</i>	YES	NO	
d) reserves statement/projections	YES	NO	
e) What portion (£ and %) of your expenditure is flexible (uncommitted expenditure)?	Please write/type your answer below		
10.			
SIGNED (Clerk of the Council)			
NAME			
DATE			
SIGNED (Responsible Financial Officer)			
NAME			
DATE			

Woodley Town Council Loans as at 31/3/2021

Loan Ref	Amount	Taken out	Term (yrs)	% interest	Annual payment	Ends	Total cost	Purpose of loan	Type of loan	Capital Balance	Unexpired term as at 31/3/21
485429	1,225,000	30/03/01	25	4.75	58,187.50	30/09/26	1,454,687.50	Oakwood Centre - construction	Maturity	1,225,000	5.5 years
484459	500,000	07/07/00	25	5	25,000.00	30/09/25	625,000.00	Oakwood Centre - construction	Maturity	500,000	4.5 years
484069	275,000	31/03/00	25	5	13,750.00	30/09/25	343,750.00	Oakwood Centre - construction	Maturity	275,000	4.5 years
467556	85,000	04/10/89	40	9.75	8,475.57	30/09/29	339,022.80	Airfield centre construction	Annuity	51,741	8.5 years
460907	200,000	16/09/86	40	9.875	20,176.90	31/03/26	807,076.00	Extension of sports hall & alterations to lesiure centre	Annuity	89,732	5 years
454569	43,000	18/07/84	60	11.625	5,004.42	31/03/44	300,265.20	Chapel Hall - refurbishment	Annuity	40,189	23 years
489575	120,000	Jan-05	26	4.65	8,001.78	30/09/31	208,046.28	Oakwood Centre - additional costs	Annuity	65,883	10.5 years
504186	255,000	Jun-15	15	3.03	21,281.16	26/06/30	319,217.40	3G pitch, refurbishment tennis/netball court, new car park and resurfacing of main car park and access road	Annuity	190,174	9 years, 3 mths
505314	110,000	Aug-16	10	1.27	11,748.12	31/08/26	117,481.20	Gym on the Park WPLC	Annuity	73,074	4 years, 5 mths
507873	240,000	01-Oct-18	25	2.76	13,353.44	01/10/43	333,836.00	Lake project, maintenance workshop, WPLC refurbishment	Annuity	229,766	22 years , 6 mths
	3,053,000				184,978.89		4,848,382.38			2,740,559	

Woodley Town Council

**Minutes of the Urgency Committee - held via video conferencing on
Tuesday 17 November 2020 at 5:00pm.**

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

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

1. **APOLOGIES FOR ABSENCE**

There were no apologies for absence.

2. **DECLARATIONS OF INTEREST**

There were no declarations of interest made by Members.

3. **MINUTES OF THE MEETING HELD ON 9 NOVEMBER 2020**

Members noted the minutes of the meeting held on 9 November 2020.

4. **PUBLIC WORKS LOAN BOARD - LOAN EXTENSIONS**

The Town Clerk informed Members that she had contacted the person dealing with the loan extension at Communities.gov and had asked for confirmation that no fees would be payable if the seven annuity loans were to be extended by 24 months, i.e. that no interest would be accruing during the payment holiday. This confirmation had not yet been received.

The Town Clerk agreed to circulate the completed application form to members of the Urgency Committee before it was submitted, and noted that the deadline for application to be submitted was Friday 20 November.

The Town Clerk confirmed that for each 12 month period that the loans were extended, the Council's expenditure for that period would be reduced by £88,000. It was noted that acceptance of the loan extension application was not guaranteed, and it was also possible that an extension of only 12 months might be offered.

Members considered whether it would be preferable to continue paying some of the high interest loans and not to request a payment holiday for those loans.

RESOLVED:

- ◆ To apply for a 24 month extension on the Council's seven annuity loans.

Councillor Jewell asked for her concern to be recorded that decisions regarding the Council's loans were being taken by the Urgency Committee, as she believed that this was in contravention of the Council's Financial Regulations, specifically Regulations 1j and 9b, and that these matters should be considered by the Strategy and Resources Committee or Full Council. Councillor Baker replied that the Urgency Committee had the authority to make these decisions under Standing Order 8a and that the financial regulations referred to by Councillor Jewell applied to arrangements for taking out new loans.

5. **DRAFT REPORT ON THE CONSULTATION ON WOODLEY TOWN COUNCIL TAX**

Members noted the confidential draft report on the results of the household survey carried out to gauge residents' responses to an increase in the council tax precept in 2021/22. The draft report was attached at Agenda Appendix C. The Town Clerk noted that, as the deadline for responses to be returned was the day before this meeting, there were a few more responses to be added to the report.

Members were very pleased to note that there had been a large response rate to the survey (21%) and commented that this was a credit to the residents of Woodley.

RESOLVED:

- ◆ To ask Helen Masey to proceed with the full analysis of the survey results, including a post code analysis.

Meeting closed at 5:25pm

To: **Members of the Urgency Committee**

Councillors: K. Baker (*Chairman*), D. Bragg, C. Jewell, D. Mills, P. Wicks

NOTICE IS HEREBY GIVEN that a meeting of the Urgency Committee will be held at 5 pm on Tuesday 17 November 2020, at which your attendance is requested. This will be a virtual meeting, as authorised by the Coronavirus Act (2020), Section 78.

Deborah Mander

Deborah Mander
Town Clerk

A G E N D A

1. APOLOGIES

2. DECLARATIONS OF INTEREST

To receive any declarations of interest from Members relating to the business of the meeting.

3. MINUTES OF THE MEETING HELD ON 9 NOVEMBER 2020.

To note the minutes of the meeting held on 9 November (**attached**). These minutes will be included in the agendas of the Planning and Community and Strategy and Resources Committees and Full Council on 8 December, as well as the Leisure Services Committee meeting in January 2021.

4. PUBLIC WORKS LOAN BOARD - LOAN EXTENSIONS

To provide further information to Members at the meeting regarding an application to the Ministry of Housing, Communities and Local Government (MHCLG) to extend the payment dates of the Council's Annuity Loans (seven in total) by two years. This is because of the nature of the Council's income and the impact that Covid is having on activities where people are in close proximity to each other, which is likely to be the case for another year or so. It is not proposed that the Council seek to extend the three loans relating to the £2M. borrowed to build the Oakwood Centre (these are maturity loans payable from 2025/6 in two tranches).

Attached at **Appendix A** is the letter and form from MHCLG giving details of the process. The application from the Council has to be made by 20 November 2020.

Attached at **Appendix B** is a spreadsheet showing the Council's existing loans and payment amounts and expiry dates.

Members are asked to consider submitting an application to extend the payment dates of the Council's seven annuity loans and to also consider the length of the payment extension dates.

5. DRAFT REPORT ON THE CONSULTATION ON WOODLEY TOWN COUNCIL TAX

To receive the draft report of the consultation with residents on the 2021/22 level of Town Council tax is attached at **Appendix C**.

From: **Parish Borrowing** Parish.Borrowing@communities.gov.uk
Subject: RE: Woodley Town Council - Loan payments and request for extension of loan terms
Date: 22 October 2020 at 10:16
To: Deborah Mander townclerk@woodley.gov.uk
Cc: Parish Borrowing Parish.Borrowing@communities.gov.uk, PWLB Nilo.PWLB@dmo.gov.uk

Dear Deborah,

Thank you for your enquiry regarding what support can be offered in relation to your current PWLB loan repayment(s). In order to be considered for a waiver of any late fees incurred as a result of going into arrears, you will need to fill out the attached template and meet the criteria which have been set out.

Please find attached the application form. All supporting evidences and the application form must be sent to this email.

I would kindly appreciate a reply by **FRI 20 NOVEMBER** in order to proceed with the application.

Your completed application will be used to assess the parish or town council's ability to meet the original repayment date. Where it is evident there is a need for a temporary relief we will look to agree a revised repayment date for your next loan repayment and will advise the DMO to waive the late fees which would normally be incurred in the interim. Please note it is ultimately the decision of the DMO to waive the late fees and that this support will only be considered where a revised date can be identified and met. Moreover, it is the responsibility of the town or parish council to ensure that the terms and conditions of the original loan continue to be met.

If your application is approved, we will confirm a temporary revised repayment with you and advise the PWLB lending facility acting on behalf of HMT to waive the late fees relating to the late repayment in the intervening period.

Important Information:

- The terms and conditions of the loan(s) on which they were advanced remain unchanged.
- The DMO will continue to issue repayment notices around 28 calendar days before each repayment as this is an automated process.
- If your application is approved, the DMO will switch off the direct debit process and the authority will be expected to make all repayments manually until such time that it is agreed that the direct debit process can be reinstated.
- Please note that if your next repayment is due within 10 calendar days of the deferred repayment agreement then it may still be collected by direct debit. The DMO cannot halt the process but will not chase the authority if it fails due to lack of funds.
- The authority should note that any repayment successfully collected by direct debit cannot be returned.

If you have any questions or would like to discuss this further, please do not hesitate to contact me.

Kind regards,
Nathalia



Ministry of Housing,
Communities &
Local Government

Handwritten signature/initials

**APPLICATION FORM FOR A TEMPORARY REVISED REPAYMENT DATE FOR
A PARISH OR TOWN COUNCIL IN ENGLAND**

1. Name of Council				
2. Name of Clerk				
Working Address: (inc. Postcode)				
Email address				
Telephone				
3. Name of Local County Association				
Name of County Association Officer				
Email address				
4. Details of the loan(s)	PWLB Borrowing Approval Reference(s)	Amount Borrowed £	Current loan principal outstanding £	Loan Repayment (1/2 yearly cost) £
	1)	£	£	£
	2)	£	£	£
	3)	£	£	£
	4)	£	£	£
5. Information on the amount(s) that will be delayed for each of the loans	The amount that will be delayed £	Original repayment date	Preferred deferred repayment date	Preferred date for reinstating your Direct Debit
	£			
	£			
	£			
	£			



Ministry of Housing,
Communities &
Local Government

<p>6. Why do you not think you can meet your loan repayment(s)?</p>			
<p>7. Which income streams have been affected by Covid-19 which have resulted in the inability to meet your upcoming loan repayment(s)?</p>			
<p>8. What was your original PLAN B scenario, and have you exhausted all of your options? <i>(where applicable to the application which was submitted)</i></p>	<p>Outline your PLAN B options</p>	<p>Please circle the appropriate boxes below</p>	
	<p>Reserve Balance</p>	<p>YES</p>	<p>NO</p>
	<p>Reprioritise your expenditure</p>	<p>YES</p>	<p>NO</p>
	<p>Increase precept</p>	<p>YES</p>	<p>NO</p>



Ministry of Housing,
Communities &
Local Government

	(other)	YES	NO
	(other)	YES	NO
9. Have you provided the following supporting evidence and explanation?	Please circle the appropriate boxes below		
a) 19/20 Budget	YES	NO	
b) original 20/21 budget	YES	NO	
c) revised 20/21 budget <i>(showing any income streams that have been affected by Covid-19)</i>	YES	NO	
d) reserves statement/projections	YES	NO	
e) What portion (£ and %) of your expenditure is flexible (uncommitted expenditure)?	Please write/type your answer below		
<p>10.</p> <p>SIGNED(Clerk of the Council)</p> <p>NAME</p> <p>DATE</p> <p>SIGNED(Responsible Financial Officer)</p> <p>NAME</p> <p>DATE</p>			

Woodley Town Council Loans as at 31/3/2021

Loan Ref	Amount	Taken out	Term (yrs)	% interest	Annual payment	Ends	Total cost	Purpose of loan	Type of loan	Capital Balance	Unexpired term as at 31/3/21
485429	1,225,000	30/03/01	25	4.75	58,187.50	30/09/26	1,454,687.50	Oakwood Centre - construction	Maturity	1,225,000	5.5 years
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484069	275,000	31/03/00	25	5	13,750.00	30/09/25	343,750.00	Oakwood Centre - construction	Maturity	275,000	4.5 years
467556	85,000	04/10/89	40	9.75	8,475.57	30/09/29	339,022.80	Airfield centre construction	Annuity	51,741	8.5 years
460907	200,000	16/09/86	40	9.875	20,176.90	31/03/26	807,076.00	Extension of sports hall & alterations to leisure centre	Annuity	89,732	5 years
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507873	240,000	01-Oct-18	25	2.76	13,353.44	01/10/43	333,836.00	Lake project, maintenance workshop, WPLC refurbishment	Annuity	229,766	22 years, 6 mths
	3,053,000				184,978.89		4,848,382.38			2,740,559	

APPENDIX B

**THIS PAGE HAS BEEN OMITTED
AS THE CONTENT IS
CONFIDENTIAL**

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AS THE CONTENT IS
CONFIDENTIAL**

Section 1 – Annual Governance Statement 2019/20

We acknowledge as the members of:

WOODLEY TOWN COUNCIL (Berks)

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2020, that:

	Agreed		'Yes' means that this authority:	
	Yes	No*		
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>	
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>	
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>	
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>	
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>	
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>	
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		<i>responded to matters brought to its attention by internal and external audit.</i>	
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>	
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A	<i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>
	✓			

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

21/07/20

and recorded as minute reference:

17c)

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

D Mills

Clerk

Deborah March

Other information required by the Transparency Codes (not part of Annual Governance Statement)

Authority web address

www.woodley.gov.uk

Section 2 – Accounting Statements 2019/20 for

WOODLEY TOWN COUNCIL (Berks)

	Year ending		Notes and guidance
	31 March 2019 £	31 March 2020 £	
			<i>Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.</i>
1. Balances brought forward	817,177	977,281	<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>
2. (+) Precept or Rates and Levies	1,101,119	1,123,528	<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts	1,081,757	1,377,639	<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs	871,912	949,189	<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>
5. (-) Loan interest/capital repayments	170,061	204,275	<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments	980,799	1,253,658	<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward	977,281	1,071,326	<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments	1,103,582	1,110,876	<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i>
9. Total fixed assets plus long term investments and assets	8,865,010	8,942,289	<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
10. Total borrowings	2,815,914	2,745,508	<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	<i>The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets. N.B. The figures in the accounting statements above do not include any Trust transactions.</i>
	✓		

I certify that for the year ended 31 March 2020 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

Deborah Mander

Date

15/07/20

I confirm that these Accounting Statements were approved by this authority on this date:

21/07/20

as recorded in minute reference:

17 d)

Signed by Chairman of the meeting where the Accounting Statements were approved

D Mills

Section 3 – External Auditor Report and Certificate 2019/20

In respect of

WOODLEY TOWN COUNCIL – BE0100

1 Respective responsibilities of the body and the auditor

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2020; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work **does not** constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and **does not** provide the same level of assurance that such an audit would do.

2 External auditor report 2019/20

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

None.

3 External auditor certificate 2019/20

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2020.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

PKF Littlejohn LLP

Date

29/10/2020

* Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews for 2019/20 in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)

Woodley Town Council

Notice of conclusion of audit Annual Governance and Accountability Return for the year ended 31 March 2020

Sections 20(2) and 25 of the Local Audit and Accountability Act 2014

Accounts and Audit Regulations 2015 (SI 2015/234)

Accounts and Audit (Coronavirus) (Amendment) Regulations (SI2020/404)

The Audit of accounts for Woodley Town Council for the year ended 31 March 2020 has been completed and the accounts have been published.

The Annual Governance and Accountability Return is available for inspection by any local government elector of the area of Woodley Town Council on application to:

Deborah Mander, Town Clerk
The Oakwood Centre
Headley Road
Woodley
RG5 4JZ

Email: townclerk@woodley.gov.uk

Monday to Friday between 9am and 4 pm

Printed copies of the Annual Governance and Accountability Return will be provided to any person on payment of 60p for each copy.

Announcement made by: Deborah Mander, Town Clerk

Date of announcement: 16 November 2020

CAPITAL PROGRAMME 2020/21

REPORT OF THE DEPUTY TOWN CLERK

Purpose of Report

To provide Members with information on capital projects/works and to recommend projects for inclusion in the 2020/21 capital programme.

Background

Each year the Council approves a programme of capital projects to be funded from the Capital Programme fund. This is normally considered in June but has been delayed this year due to the pandemic situation. The 2020/21 budget does not now include an allocation of funds to the programme as it has in previous years. This is in response to the current financial situation brought about by the pandemic and as agreed by the Urgency Committee.

Projects are generally completed within the funding year although some may run into a subsequent financial year, with the balance of allocated funding carried forward.

Projects Status

The status and expenditure of projects in the 2019/20 Capital Programme are shown in **Appendix A**.

The Capital Programme fund is showing a balance of £32,868 taking into account all expenditure as at 30 November 2020.

Proposed project items for the 2020/21 programme total an estimated £27,000 (including £15,000 sinking fund contributions to the buildings and facilities fund and play equipment fund) leaving an estimated carry forward into 2021/22 of £4,368.

Proposed items for inclusion in the 2020/21 capital programme and an explanation for their inclusion are provided in **Appendix B**.

The proposed programme includes the annual allocations for infrastructure assets such as new/replacement waste bins and dog waste bins along with the allocations to the Buildings & Facilities and Playground equipment funds.

Several non-urgent projects that had not progressed or incurred any expenditure have been removed from the programme pending review.

One new project is included in the proposed programme.

Recommendations:

- ◆ **That Members note the information contained in the report.**
- ◆ **That Members approve the 2020/21 Capital Programme as set out in Appendix B.**

CAPITAL PROJECTS	Allocation	Expenditure	Status	Comment	Works Required
Signs	1,000	75	COMPLETE	Annual allocation	
Seats	1,200	350	COMPLETE	Annual allocation	Total expenditure = £2,350. Budget = £1,200. Income from donations = £1,500
Litter bins	400	0	COMPLETE	Annual allocation	
Dog bins	400	285	COMPLETE	Annual allocation	
Pathway repairs	5,000	3,607	COMPLETE	Annual allocation	
WPLC Sports Hall Floor - sanding & remarking	8,700	7,807	COMPLETE		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	1,266	COMPLETE		
Knee rail fencing - approach to WPLC	1,000	743	COMPLETE		Knee rail fencing - car park area near pre-school building
Hydraulic conversion kit - cricket roller	3,000	3,090	COMPLETE		This will keep the existing cricket roller going for several years into the future
Rotovator	3,000	2,980	COMPLETE		For preparation of beds around the park
Maintenance vehicle	8,000	7,769	COMPLETE		Previous vehicle written off. Transit size vehicle would be more fit for purpose. £2k insurance from old vehicle. Vehicle price £9769 - £2000 insurance payment
Ground reinforcement - Memorial Ground	1,500	0		Project to be carried forward	To reinforce grass under the informal path/desire line across Memorial Ground
Lighting column - Coronation Hall	2,500	0		Non-urgent. Project to be reviewed. Quotes higher than budget.	To improve lighting along footpath in this area
Signage - front of Oakwood Centre	3,000	0		Project to be reviewed	Replace Oakwood Centre sign to match new brand. Theatre sign and signage on park side of building
Paddling Pool Cover	2,000	0		Project no longer required. Alternative, low cost but effective solution found	To protect pool liner during winter and enable pool to be brought back into service more quickly in the summer season.
Resurface Oakwood Centre forecourt	4,000	0		Project to be reviewed. Non-urgent. Quotes higher than budget.	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	5,000	Sinking fund		
Buildings & Facilities Fund allocation	10,000	10,000	Sinking fund		
Sub total	61,200	42,972			

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	32,868

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	
Ground reinforcement - Memorial Ground	3,000	Project carried forward		To reinforce grass under the informal path/desire line across Memorial Ground and standing area by War Memorial
Replacement locks and keys - Allotment site	2,500			Replace locks and keys with non-copiable key profile
Buildings & Facilities Fund allocation	10,000	Sinking fund		
Playground equipment fund allocation	5,000	Sinking fund		
Sub total	28,500			

FUNDED BY	
Carry forward balance from 2019/20	32,868
2020/21 budget allocation	0
Total funds available 2020/21	32,868
Capital Programme Balance	4,368

SINKING FUNDS		Allocation	Total in fund
Buildings & Facilities fund	34,579	10000	44,579
Playground Equipment fund	22,662	5000	27,662

REPORTS FROM OUTSIDE BODIES

ARC

Before this last lockdown, all was going well with the gradual reopening process - seeing clients on a face to face basis, all very carefully rota'd. With the present lockdown and the Oakwood centre closed, face to face contact continued only with the most urgent of clients, with the remaining ones either going to on-line support or waiting until restrictions ease .

Whilst therapy has continued, inevitably some members of staff have had to self-isolate due to being in contact with a COVID positive person (outside of ARC) and there was one client who attended counselling and then tested positive. The COVID secure procedures worked well and no one else became infected

Our Annual training was held in October on Zoom - the subject being solution-based counselling.

WBC have confirmed their funding of ARC for a further 2 years, which is a great relief as the need for Mental Health support services to be in place has never been greater.

Shelagh Flower

Citizens Advice Wokingham

This report is short as I forwarded a copy of the 2019/2020 Impact Report to all Councillors on 6th November, which goes into detail, broken down into wards, on the problems for which advice has been sought over that year. It should be remembered, however, that this report is for the last Financial Year which ended on 30th March so does not include any figures on the numbers assisted under the One Front Door scheme. I unfortunately do not have up to date figures for this case load but certainly well over 4,000 people had been assisted from the 1st April to the end of October. This scheme will continue until the 30th March 2021.

The Core business of the Bureau continues under virtual protocols and it now seems unlikely that face to face meetings will be possible for a little while, although I shall hear more on that later this week. Two new Debt Advisors started work on the 2nd November, further increasing the ability to help residents of the Borough with debt related advice.

On a closing note I would like to advise that Jake Morrison, CEO, only last week, was awarded the Excellence in Leadership Award by the National Association of Citizens Advice Bureaux. This award is in recognition of his actions as a role model, who motivates and inspires others, whose leadership qualities have made a difference in the communities they serve. This is a much sought after award within Citizens Advice. I think the members of this Council will join me in congratulating him on his well-deserved award.

Cllr David Bragg

Poor's Land Charity

The Charity are in the process of designing a flyer to promote the Almshouses. At present, we have one vacant flat with advertising ongoing.

The Charity continues to provide a Relief in Need fund of approx £1,000 per month and the Charity has been pleased to be able to help a number of persons.

All the flats / bungalows remain well maintained with ongoing maintenance both internally as well as externally. Ensuring our heating system is fully functioning and up to the modern specifications is a focus at the present time with winter upon us.

The Trustees continue to meet via Zoom and sadly our usual Christmas party with our residents has of course had to be cancelled.

Shelagh Flower

Sonning & District Welfare & Educational Trust

Sonning & District Welfare & Educational Trust haven't met face to face since COVID began, but we continue to make grants to those in need, making use of email and Zoom meetings to discuss specific applications, as required. A web page has been created to raise awareness:

Sonningwelfaretrust.org.uk

Cllr Darren Smith

Woodley and North Earley Community Forum

This outside body has not met since before the pandemic started. It has struggled to find a new chairman and committee and the police appeared to be gradually reducing their commitment. A new chairman was appointed and had one meeting prior to the commencement of the pandemic. It was not well attended and the committee positions were not filled. I do not anticipate any meetings being for the foreseeable future.

Cllr Keith Baker

Town Mayor's Engagements – 30 September 2020 to 8 December 2020

October	20	Lord Lieutenant of Berkshire Virtual Awards Ceremony
November	3	Laying of Remembrance wreath at Woodley War Memorial
	4	Laying of Remembrance wreath at St. John's Church
	12	Filming of virtual Carol Concert and Christmas Lights Switch-On in Woodley Town Centre.