



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 9 February 2021. 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

1. **APOLOGIES**

2. **DECLARATIONS OF INTEREST**

To receive any declarations of interest from Members.

3. **MINUTES OF COUNCIL MEETING HELD ON 8 DECEMBER 2020**

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To approve the minutes of the Council Meeting held on 8 December 2020, and that they be signed by the Chairman.

4. **COMMITTEE REPORTS**

To receive reports from the following:

4.1	Planning and Community Committee	5 January 2021	Page 15
4.2	Leisure Services Committee	12 January 2021	Page 23
4.3	Strategy and Resources Committee	19 January 2021	Page 29
4.4	Planning and Community Committee	26 January 2021	Page 45

5. **LEADER'S STATEMENT**

To receive a statement from the Leader of the Council.

6. **WOODLEY MEMORIAL RECREATION GROUND CHARITY**

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

7. **MAINTENANCE DEPOT - ELECTRICITY INSTALLATION**

To consider **Report No. FC 1/21.**

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8. **CLIMATE EMERGENCY UPDATE**

Progress in some areas of the Action Plan is limited due to staff furlough and current budget considerations. The pandemic lockdown and resultant building closures, staff furlough and home working has meant a significant reduction in the Council's organisational carbon footprint over the period – with greatly reduced waste, energy and fuel consumption.

The Deputy Town Clerk and Chairman of the Climate Emergency Working Party have attended several Wokingham Borough Council sessions to present the Town Council's Climate Emergency Action Plan and answer questions from representatives of the Borough and other Town Councils.

Officers are currently working on enhancing the Town Council website page to provide more information on local and national environmental initiatives.

The targets section from the Action Plan is attached at **Appendix 8.**

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9. **RESULTS OF PRECEPT CONSULTATION**

To note the report provided by H M Research. (**Appendix 9**)

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10. **TOWN ELECTORS' MEETING**

The government has issued regulations that make amendments to The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales Regulations 2020) (the Primary Regulations). These amendments took effect from 1 August 2020.

The amendments include 'parish meetings' (Town Electors meeting) which have been added to the regulations relating to "local authority" in the Primary Regulations. This means that Schedule 12 Pt 111 in the Local Government Act 1972 (regarding the holding of annual parish meetings) is now subject to those rules that have applied to meetings of a parish council regarding remote access, frequency of such meetings and press and public access. The requirement for parish meetings to assemble annually between 1 March and 1 June every year have been disapplied because the Principal Regulations apply only to meetings that are required to be held, or held before 7 May 2021. These changes mean that the requirement for parish/town councils to hold an annual parish/town meeting in each year has been disapplied. This means that the Council may cancel the Town Electors' meeting.

In the present circumstances, Members are asked to consider whether or not to hold the Town Electors' meeting scheduled for 2 March 2021.

11. **SPECIAL MOTION**

To consider the following special motion submitted by Councillors Baker, Brindley, Bragg, Cheng and Wicks, and received in accordance with Standing Order 35b:

Explanation:

Following Cllr Nagra's question about whether any standing order existed to allow the Chairman to participate in a debate it transpires that not only is there no such standing order for the Chairman there is no such standing order for any other Councillor other than a proposer and seconder or a Councillor wishing to make a point of order or a personal explanation (see Standing Orders 14, 14. A and 14. B). There is an implied reference in Standing Order 14. A. f which says "a Councillor may not speak further....." which could be read that a Councillor can speak to a motion or an amendment, but it is not specific and could be disputed. Clearly this is a major oversight which has been overlooked for the last 40 years. This special motion formally documents the custom and practice that has been in place for approximately 40 years and removes that reliance on the implied meaning of 14. A. f without any change to 14. A. f.

Under a special motion as set out in Standing Order 35b it is proposed that the following change to Standing Orders be adopted by the Council:

The proposal is to add the following Standing Order as 14.b under 14. Rules of debate:

"Any Councillor, including both the Mayor and Chairman, can speak during the debate on a motion or amendment as long as they are members of the committee where the debate is taking place."

12. **SPECIAL MOTION**

To consider the following special motion submitted by Councillors Al-Sanjari, Nagra, Doyle, Jewell and Heap, and received in accordance with Standing Order 35b:

Under a special motion as set out in Standing Order 35b it is proposed that the following changes and amendments to the Standing Orders be adopted by the Council:

Standing Order 8 - Delegated Powers

To add the following:

"Standing Order 8d

All councillors who are not members of the Urgency Committee will receive the agenda and any accompanying papers relating to the meeting, before the meeting takes place.

Standing Order 8e

All councillors who are not members of the Urgency Committee shall be allowed to attend an Urgency Committee meeting as observers.

Standing Order 8f

Meetings of the Urgency Committee shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by resolution which shall give reasons for the public's exclusion."

13. **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 13)***

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14. **TOWN MAYOR'S ENGAGEMENTS**

To receive a report from Councillor Dave Mills on his engagements as Town Mayor. ***(Appendix 14)***

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

15. **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 8 December 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; M. Forrer; K. Gilder; A. Heap; C. Jewell; T. McCann; M. Nagra; 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;

Also present: 1 member 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.

Before opening the meeting, the Town Mayor asked for a minute's silence in memory of Councillor John MacNaught.

38. **APOLOGIES FOR ABSENCE**

Apologies were received from Councillors Green, Rahmouni and Smith.

39. **DECLARATIONS OF INTEREST**

There were no declarations of interest made by Members.

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

The Town Mayor presented the minutes of the Council meeting held on 23 June 2020. These minutes had been amended as requested at the Council meeting on 29 September 2020 (minute number 28).

RESOLVED:

- ◆ To approve the minutes of the Council meeting held on 23 June 2020 and that they be signed by the Mayor as a correct record.

Voting: For: 13 Against: 0 Abstentions: 1

41. **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. These minutes had been amended as requested at the Council meeting on 29 September 2020 (minute number 29).

RESOLVED:

- ◆ To approve the minutes of the Extraordinary Council meeting held on 21 July 2020 and that they be signed by the Mayor as a correct record.

Voting: For: 15 Against: 0 Abstentions: 2

42. **MINUTES OF COUNCIL MEETING HELD ON 29 SEPTEMBER 2020**
The Town Mayor presented the minutes of the Council meeting held on 29 September 2020.

Minute No. 32: Minutes of the Urgency Committee held on 22 September 2020

A view was expressed that there should be a regular review of the Council's finances and that Members would be better informed if this happened at the end of each month with agendas sent to all Members. Councillor Baker pointed out that this was not the appropriate point in the meeting to discuss this matter as the business of this item was to consider the accuracy of the minutes.

RESOLVED:

- ◆ To approve the minutes of the Council meeting held on 29 September 2020 and that they be signed by the Mayor as a correct record.

Voting: For: 13 Against: 0 Abstentions: 3

43. **COMMITTEE REPORTS**

43.1 **Minutes of the Planning and Community Committee: 6 October 2020**

Councillor Wicks presented the minutes of the Planning and Community Committee meeting held on 6 October 2020.

RESOLVED:

- ◆ To receive the minutes of the Planning and Community Committee meeting held on 6 October 2020.

Voting: For: 16 Against: 0 Abstentions: 2

43.2 **Minutes of the Extraordinary meeting of the Strategy and Resources Committee: 27 October 2020**

Councillor Baker presented the minutes of the Extraordinary Strategy and Resources Committee meeting held on 27 October 2020.

RESOLVED:

- ◆ To receive the minutes of the Extraordinary Strategy and Resources Committee meeting held on 27 October 2020.

Voting: For: 15 Against: 0 Abstentions: 2

43.3 **Minutes of the Planning and Community Committee: 3 November 2020**

Councillor Wicks presented the minutes of the Planning and Community Committee meeting held on 3 November 2020.

RESOLVED:

- ◆ To receive the minutes of the Planning and Community Committee meeting held on 3 November 2020.

Voting: For: 15 Against: 0 Abstentions: 3

43.4 **Minutes of the Leisure Services Committee: 17 November 2020**

Councillor Bragg presented the minutes of the Leisure Services Committee meeting held on 17 November 2020.

Minute No. 22a: Just Around the Corner charity (JAC)

A request was made that this minute be amended to indicate that Sam Milligan had stated that JAC had not seen any evidence of drug use in Woodley, but had smelt drugs.

Minute No. 22b: Just Around the Corner charity (JAC)

In response to a question asking why the letter received from JAC, regarding their service level agreement, had not been considered by the Strategy and Resources Committee on 24 November, Councillor Baker said that the Strategy and Resources agenda for 24 November had been very long and it had not been possible to discuss this matter. The suggestion received from JAC would be considered at a future meeting of the Strategy and Resources Committee.

Minute No. 23: Community Youth Partnership

In reply to a request for an update on the progress of the youth survey, the Town Clerk said that she had been advised by Councillor Al-Sanjari that the survey had been sent out to schools, but that the schools were very busy operating under the current pandemic situation and the survey had not yet been made available to students. Councillor Al-Sanjari added that this was partly because schools were minimising the contact students had with computers on site, in order to limit the spread of Covid-19. Councillor Baker asked whether the rest of the Council and the Community Youth Partnership could see the contents of the survey and Councillor Al-Sanjari refused to agree to that. After further discussion, Councillor Al-Sanjari said that she would discuss this matter with the Town Clerk.

RESOLVED:

- ◆ To receive the minutes of the Leisure Services Committee meeting held on 17 November 2020.

Voting: For: 15 Against: 0 Abstentions: 4

43.5 **Minutes of the Strategy and Resources Committee: 24 November 2020**

Councillor Baker presented the minutes of the Strategy and Resources Committee meeting held on 24 November 2020.

Minute No. 30

Councillors who were not members of the Strategy and Resources Committee and who had not been able to speak on the motion put forward by Councillor Rowland, proposing the setting-up of a Financial Review Sub-Committee, now gave their views on this matter. In reply to questions, the Town Clerk informed Members that the membership of the Urgency Committee was set out in the Council's standing orders (S.O. 8) and explained that meetings of the Urgency Committee were not public meetings.

Minute No. 38: Councillors' Financial Liability

The Town Clerk had circulated the full response received from NALC regarding Councillors' financial liability, as had been requested at the meeting. In response to a further request, she agreed to circulate the 2 emails referred to in the NALC response.

RESOLVED:

- ◆ To receive the minutes of the Strategy and Resources Committee meeting held on 24 November 2020.

Voting: For: 16 Against: 0 Abstentions: 3

- ◆ To adopt the Treasury Management Strategy 2021/22.

Voting: For: 15 Against: 0 Abstentions: 4

- ◆ To approve the schedule of meetings for the 2021/22 municipal year, as attached at **Appendix A**.

Voting: For: 16 Against: 0 Abstentions: 2

43.6 **Minutes of the Planning and Community Committee: 1 December 2020**

Councillor Wicks presented the minutes of the Planning and Community Committee meeting held on 1 December 2020.

RESOLVED:

- ◆ To receive the minutes of the Planning and Community Committee meeting held on 1 December 2020.

Voting: For: 14 Against: 0 Abstentions: 3

44. **MINUTES OF URGENCY COMMITTEE HELD ON 5 OCTOBER 2020**

Councillor Baker presented report No. FC 5/20, the minutes of the Urgency Committee meeting held on 5 October 2020, in which it was noted that the draft consultation seeking residents' views on the level of Town Council tax increase that households would support for the 2021/22 financial year had been provided to all Councillors for comment before it was distributed to all households in Woodley.

In reply to a question, The Town Clerk informed members that the draft report on the results of the consultation was currently being finalised by the consultant and would be reported to the Urgency Committee when it was available. Further discussion followed about the purpose of the consultation.

RESOLVED:

- ◆ To receive the minutes of the Urgency Committee meeting held on 5 October 2020 (Report No. FC 5/20).

Voting: For: 14 Against: 0 Abstentions: 5

45. **MINUTES OF URGENCY COMMITTEE HELD ON 9 NOVEMBER 2020**

Councillor Baker presented report No. FC 6/20, the minutes of the Urgency Committee meeting held on 9 November 2020.

At this point in the meeting, in response to a claim by Councillor Doyle that Councillor Forrer had not been raising his hand to the camera to vote on some matters, but had been counted as voting on all matters, Councillor Bragg said that he had seen Councillor Forrer voting on each occasion. Councillor Doyle called Councillor Bragg a liar. Councillor Baker insisted that Councillor Doyle withdraw the accusation as his language was in breach of the Councillors' Code of Conduct and Councillor Doyle subsequently withdrew the word "liar" and said he would replace it with the phrase "you are very much mistaken".

In reply to a question, the Town Clerk reported that the application to the Public Works Loan Board to extend the payment dates of the Council's seven annuity loans had been made 2 weeks ago, but an acknowledgement of receipt had not yet been received. She informed Members that NALC was very concerned about the scheme to extend Council loans as the full terms of the scheme had still not been announced and it was not known whether the final payment date would be extended or whether repayments would still be required to be made to meet the original payment dates following the payment holiday. The Town Clerk had written to the two Woodley Members of Parliament to ask for their help in establishing the terms of the loan extension scheme and would make further attempts to obtain clarification from the Public Works Loan Board.

RESOLVED:

- ◆ To receive the minutes of the Urgency Committee meeting held on 9 November 2020 (Report No. FC 6/20).

Voting: For: 14 Against: 0 Abstentions: 5

46. **MINUTES OF URGENCY COMMITTEE HELD ON 17 NOVEMBER 2020**

Councillor Baker presented report No. FC 7/20, the minutes of the Urgency Committee meeting held on 17 October 2020.

As the time was approaching 10pm, there was discussion about whether the meeting should be extended to allow the most important items on the agenda to be considered, or whether an extraordinary meeting should be called to finish the items on the agenda that could not wait until the next scheduled Council meeting.

47. It was proposed by the Chairman and

RESOLVED:

- ◆ To complete the discussion of Agenda Item 9 - Minutes of the Urgency Committee meeting held on 17 November 2020 - before proceeding to consider the agenda items that could not wait until the next scheduled Council meeting.
- ◆ That as the business would not be finished by 10pm, the meeting continue until 10:30pm in order to allow the most important agenda items, as advised by the Town Clerk, to be considered.

48. Consideration of Agenda Item 9 - Minutes of the Urgency Committee meeting held on 17 November 2020 - continued.

RESOLVED:

- ◆ To receive the minutes of the Urgency Committee meeting held on 17 November 2020 (Report No. FC 7/20).

Voting: For: 16 Against: 0 Abstentions: 3

49. The Chairman asked the Town Clerk to advise which were the most important agenda items that needed to be considered at this meeting. The Town Clerk advised that the following items could not wait until the next scheduled Council meeting:

- Agenda Item 10: Audit 2019/20
- Agenda Item 11: Request for leave of absence
- Agenda Item 12: Committee membership
- Agenda Item 14: Capital Programme
- Agenda Item 15: Outstanding debts owed to the Council

The agenda items were considered in that order.

50. **AUDIT 2019/20**

The Town Clerk presented the audited Annual Governance and Accountability Return for 2019/20.

RESOLVED:

- ◆ To receive the external auditor's opinion on the audit of the 2019/20 Annual Governance and Accountability Return.

Voting: For: 19 Against: 0 Abstentions: 1

- ◆ To adopt the audited Annual Governance and Accountability Return for 2019/20.

Voting: For: 18 Against: 0 Abstentions: 0

- ◆ To note that the Notice of Conclusion of Audit had been displayed on public noticeboards at the Oakwood Centre and on the Council's website from 16 November 2020.

51. **REQUEST FOR LEAVE OF ABSENCE**

RESOLVED:

- ◆ To grant Councillor Rahmouni's request for leave of absence for six months due to poor health.

Voting: For: 19 Against: 1 Abstentions: 0

52. **COMMITTEE MEMBERSHIP**

- a) Following the death of Councillor MacNaught, and having been duly nominated, it was

RESOLVED:

- ◆ That Councillor Sartorel be appointed to the Planning and Community Committee.

- b) Following the granting of leave of absence to Councillor Rahmouni, and having been duly nominated, it was

RESOLVED:

- ◆ That Councillor Gilder be appointed to the Leisure Services Committee to replace Councillor Rahmouni.

53. **CAPITAL PROGRAMME 2020/21**

The Deputy Town Clerk presented Report No. FC 8/20 and informed Members that the list of projects was shorter than usual this year as the Council did not have the funds to take on more projects.

RESOLVED:

- ◆ To note Report No. FC 8/20.
- ◆ To approve the 2020/21 Capital Programme as set out in **Appendix B**.

Voting: For: 15 Against: 0 Abstentions: 5

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

Members noted the two small debts owed to the Council and suggested that the Town Clerk try making a claim for these debts through the Small Claims Court.

55. **OAKWOOD CENTRE**

The Town Clerk informed Members that the Woodley Covid Support Group and the Friendship Alliance had withdrawn their request for free use of a room at the Oakwood Centre on 23 December to prepare packages of food and gifts for local families, as alternative premises had been found.

56. 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

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

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

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

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

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

Also present: *2 members of public*

132. **APOLOGIES**

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

133. **DECLARATIONS OF INTEREST**

Councillor D. Bragg – Prejudicial interest: Agenda item 10: Revised estimates 2020/21 and budget estimates 2021/22, as this item included the Annual Grant applications for 2021/22 and Councillor Bragg is a trustee of Citizens Advice Wokingham, who have applied for a grant.

Councillor Bragg took no part in the discussion or decision for this item.

134. **MINUTES OF THE PLANNING AND COMMUNITY COMMITTEE MEETING HELD ON
1 DECEMBER 2020**

RESOLVED:

- ◆ That the minutes of the Planning and Community Committee meeting held on 1 December 2020 be approved and be signed by the Chairman as a true and accurate record.

135. **CURRENT PLANNING APPLICATIONS**

RESOLVED:

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

136. **PLANNING DECISIONS**

RESOLVED:

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

137. **PLANNING APPEALS**

RESOLVED:

- ◆ To note that the following appeal against refusal of planning permission had been lodged with the Planning Inspectorate:
Application: 201113
Location: 123 Loddon Bridge Road, Woodley, RG5 4AG.
Proposal: Householder application for the proposed erection of boundary wall to front/side and new access.

- ◆ To note the following appeal decision:
 - Application: 192825
 - Location: Edgefield, Western Avenue, Woodley, RG5 3BH.
 - Proposal: Full planning application for the change of use of residential swimming pool to a mixed use of residential swimming pool and use for the provision of baby and toddler swimming classes. (Retrospective)
 - Details: Appeal against refusal of planning permission.
 - Decision: The appeal was allowed and planning permission was granted.

- ◆ To note the following appeal decision regarding an enforcement notice issued by Wokingham Borough Council to remedy a breach of planning control:
 - Location: Edgefield, Western Avenue, Woodley, RG5 3BH.
 - Requirements of the enforcement notice:
 1. Cease the use of the swimming pool for the provision of swimming classes.
 2. Cease the use of the swimming pool for purposes other than for a use incidental to the enjoyment of the dwelling house as such.
 - Decision: The appeal was allowed and the enforcement notice was quashed.

138. **TELECOMMUNICATIONS NOTIFICATION**

a) **RESOLVED:**

- ◆ To note application 203363:
 - Location: 194-198 Crockhamwell Road, Woodley, RG5 3JH
 - Proposal: Prior approval application for the installation of a 20m high monopole supporting 6 No. antenna apertures and 2 No. 600mm transmission dishes, installation of 7 No. cabinets, plus ancillary development.

- b) Members noted the response received from Waldon Telecom Ltd following the pre-application consultation regarding the proposed telecommunications installation at 194-198 Crockhamwell Road, which was considered by the Planning and Community Committee on 1 December 2020 (minute number 125).

139. **TREE PRESERVATION ORDERS**

RESOLVED:

- ◆ To note that Wokingham Borough Council had confirmed the following Tree Preservation Order:
 - TPO 1732/2020 - relating to trees at Loddon Gardens, Woodley, RG5 4TX.
 - The TPO was confirmed with modifications. The modifications were the removal of an Oak and a Willow from Group 1.

140. **BUDGETARY CONTROL**

RESOLVED:

- ◆ To note Report No. PC 1/21.

141. **REVISED ESTIMATES 2020/21 AND BUDGET ESTIMATES 2021/22**

Members considered Report No. PC 2/21 and the applications received for grant funding for 2021/22.

As Revitalise had not been able to use the grant they had received for 2020/21, due to the restrictions in place to limit the spread of Covid-19, Members agreed that they would not be awarded an Annual Grant of £382 in 2021/22, but instead would be encouraged to apply for a Community Grant.

RESOLVED:

- ◆ To note Report No. PC 2/20.
- ◆ To recommend that the Revised Budget Estimates for 2020/21, as set out in the Budget Appendix, be approved.
- ◆ To recommend to the Strategy and Resources Committee that the following Annual Grants be awarded for 2021/22:

ReadiBus	£19,422
Citizens Advice Wokingham	£7,000
ARC	£5,000
Keep Mobile	£1,000
Link Visiting Scheme	£1,000
- ◆ To recommend to the Strategy and Resources Committee that the Budget Estimates for 2021/22 be approved.
- ◆ That a working party be set up later in the year to review the grants given to Readibus and Keep Mobile, to ensure the value of the services received and to avoid duplication of services provided.

142. **APPLICATION FOR A NEW PREMISES LICENCE:
LA'DE KITCHEN, 61-63 CROCKHAMWELL ROAD, WOODLEY**

Members noted the application for a new premises licence for La'De Kitchen, 61-63 Crockhamwell Road, Woodley. This application had been circulated to Committee members ahead of the meeting, and comments requested, as a response was required by Wokingham Borough Council by 28 December 2020.

RESOLVED:

- ◆ To note that a response had subsequently been sent to Wokingham Borough Council stating that the Town Council had no objections to the application for a new premises licence for La'De Kitchen, 61-63 Crockhamwell Road, Woodley.

143. **PUBLIC CONSULTATION FOR A NEW JOINT HEALTH AND WELL-BEING STRATEGY
FOR READING, WEST BERKSHIRE AND WOKINGHAM**

Members considered the consultation for a new Joint Health and Well-Being Strategy for Berkshire West (Reading, West Berkshire and Wokingham) and noted that the consultation had been publicised on the Town Council's website.

RESOLVED:

- ◆ To reply to the invitation to contribute to the Joint Health and Well-Being Strategy for Reading, West Berkshire and Wokingham stating that the Town Council was not qualified to make a response to the consultation.

144. **WOKINGHAM BOROUGH COUNCIL INFRASTRUCTURE FUNDING STATEMENT**

RESOLVED:

- ◆ To note receipt of the Wokingham Borough Council Infrastructure Funding Statement, 1 April 2019 - 31 March 2020.

145. **PLANNING ENFORCEMENT IN WOKINGHAM BOROUGH**

Members noted the press release from Wokingham Borough Council regarding planning enforcement in Wokingham Borough.

146. **PUBLICATIONS/INFORMATION**

RESOLVED:

- ◆ To note receipt of the following:
 - *Me2 Club Newsletter – November 2020*
 - *Me2 Club Christmas Newsletter 2020*
 - *Woodley Town Centre Newsletter – December 2020*
 - *Swan Lifeline Newsletter - Winter 2020*

147. **FUTURE AGENDA ITEMS**

The resolution to set up a working party to review the grants given to Readibus and Keep Mobile (minute number 141) was noted again under this item.

148. **PUBLICITY/WEBSITE**

RESOLVED:

- ◆ To issue a press release to publicise the work carried out by the Planning and Community Committee.

149. **ENFORCEMENT ISSUES**

RESOLVED:

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

The meeting closed at 9:20 pm

5 January 2021

Woodley Town Council

Observations on the following Planning Applications

Application No. & Address	Proposal
202745 65 Quentin Road, Woodley, RG5 3NE	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>Observations: One local resident had written to the Town Council with concerns about 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 proposal is out of character with the street scene. - The external materials should comply with the condition imposed when planning permission 190021 was granted and should be of a similar appearance to those used in the original building. - The proposal will create a terracing effect. 	
202903 152 Wheble Drive, Woodley, RG5 3DU	Householder application for the installation of hardstanding to form a front driveway. (Retrospective)
<p>Observations: The Committee recommended that this application be refused on the following grounds:</p> <ul style="list-style-type: none"> - There is no access to the hardstanding without driving over the grassed area to the front of the property. - Permission should not be given to allow an access to be constructed over the grassed area. <p>The Committee was extremely concerned to note that the application form stated that pre-application advice had been sought and the applicant had been advised that the hardstanding should be completed prior to the application being submitted. This advice was incorrect and that should have been picked up when the application was vetted.</p>	
202992 2 Coppice Road, Woodley, RG5 3QX	Householder application for the proposed erection of a single storey rear extension and two storey side extension after the demolition of existing garage.
<p>Observations: No objections.</p>	

203100 16 Uppingham Drive, Woodley, RG5 4TH	Householder application for the proposed erection of a two storey side extension and a single storey side and rear extension after the demolition of the existing garage.
<p>Observations: Two residents were present at the meeting to voice concerns about 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 increase in the footprint of the building will almost double the size of the property. - The proposed extension will create a massing effect, particularly for the bungalow located to the rear of the property. - The proposal is out of character with the street scene. - There will be significant overlooking of the bungalow to the rear of the property, particularly to the lounge, kitchen and conservatory. - The proposal may breach the minimum distance rule between the back wall of the extension and the boundary wall of the property at 2 Corby Close. <p>If planning permission is granted, the Committee requested that a condition be imposed stating that the first floor window to the rear of the two storey side extension must be obscure glass, and also asked that the permitted development rights be removed from the property.</p>	
203169 8 Cody Close, Woodley, RG5 4XN	Householder application for the proposed part garage conversion to create habitable accommodation and extension to existing hardstanding, plus changes to fenestration.
<p>Observations: No objections.</p>	
203176 136 Butts Hill Road, Woodley, RG5 4NR	Householder application for the proposed erection of a single storey front extension.
<p>Observations: No objections.</p>	
203205 124 Kingfisher Drive, Woodley, RG5 3LQ	Householder application for the proposed erection of a single storey front and side extension.
<p>Observations: No objections.</p>	
203215 7 South Lake Crescent, Woodley, RG5 3QW	Householder application for the proposed erection of first floor side extension with changes to fenestration.
<p>Observations: No objections.</p>	

203224 24 Campbell Road, Woodley, RG5 3NA	Householder application for the proposed erection of single storey rear extension, internal alterations and changes to fenestration.
Observations: No objections.	
203225 13 Wroxham Road, Woodley, RG5 3AX	Householder application for the proposed erection of single storey side/rear extension and single storey front extension to form a porch, after demolition of existing garage. First floor extension with insertion of 1 No. rooflight, 2 No. front dormers, 2 No. rear dormers, 1 No. side dormer and changes to fenestration.
Observations: No objections.	
203305 35 Willowside, Woodley, RG5 4HJ	Householder application for the proposed erection of a first floor front extension including the insertion of 1 No. dormer, two storey front extension, single storey rear extension following demolition of existing conservatory, first floor rear extension, garage conversion to create habitable accommodation, plus changes to fenestration.
Observations: No objections.	
203333 5 Gardenia, Woodley, RG5 4WQ	Householder application for the erection of a detached outbuilding. (Part retrospective)
Observations: The Committee recommended that this application be refused on the following grounds: <ul style="list-style-type: none"> - The existing garden is small and this large shed reduces the amenity space considerably. - Impact on the neighbours due to the height of the shed. 	
203335 12 Caldbeck Drive, Woodley, RG5 4LA	Householder application for the proposed erection of a single storey front extension, part single storey part two storey side extension, single storey rear extension including the insertion of 3 No. rooflights, plus alterations to existing drive, following demolition of existing garage and conservatory.
Observations: No objections.	
203344 Highwood Bungalow, Fairwater Drive, Woodley, RG5 3JE	Full application for a change of use from residential dwelling to residential institution/nursing home, to include single storey side extension and internal sprinkler system following demolition of the existing carport.
Observations: No objections.	

203358 75 Arundel Road, Woodley, RG5 4JR	Householder application for the proposed alterations to existing roof, plus the insertion of 1 No. rooflight.
Observations: No objections.	
203367 6a Sussex Gardens, Woodley, RG5 4JN	Householder application for the proposed erection of a single storey front extension to form a porch and single storey side and rear extensions.
Observations: The Committee recommended that this application be refused on the following grounds: <ul style="list-style-type: none"> - Overdevelopment of the plot. - Insufficient parking. 	
203402 27 Nimrod Close, Woodley, RG5 4UW	Householder application for the proposed garage conversion to create habitable accommodation, plus a first floor side extension and single storey rear extension with 4 No. rooflights with internal alterations and changes to fenestration.
Observations: No objections.	
203408 15 St. John's Close, Woodley, RG5 4RD	Householder application for proposed erection of a single storey rear extension including the insertion of 4 No. rooflights, following the demolition of existing conservatory.
Observations: No objections.	
203429 114 Nightingale Road, Woodley, RG5 3LY	Householder application for the proposed erection of a first floor rear extension with 1 No. Juliet balcony and 2 No. rooflights.
Observations: No objections.	
203467 2 Rowan Drive, Woodley, RG5 4LW	Householder application for proposed erection of a single storey front extension to form a porch, plus changes to fenestration.
Observations: No objections.	

**Minutes of a meeting of the Leisure Services Committee held remotely
on Tuesday 12 January 2021 at 8:00 pm**

Present: *Councillors D. Bragg (Chairman); N. Al-Sanjari; K. Baker; M. Doyle;
K. Gilder; 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: *Mark Rozzier, Woodley United FC
Colum Moon, Woodley United FC
Sam Milligan, Just Around the Corner charity
1 member of the public*

32. **APOLOGIES FOR ABSENCE**
There were no apologies for absence.

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

34. **MINUTES OF THE MEETING HELD ON 17 NOVEMBER 2020**

RESOLVED:

- ◆ That the minutes of the Leisure Services Committee meeting of 17 November 2020 be approved and signed by the Chairman as a correct record.

35. **WOODLEY UNITED FOOTBALL CLUB**

The Chairman welcomed Mark Rozzier and Colum Moon, the General Manager and Chairman of Woodley United Football Club, to the meeting to give an update on the progress of the club.

Mark Rozzier explained that Woodley United was currently in the sixth season since its formation and played out of Bulmershe Pavilion in Woodlands Avenue. It was an FA Charter Standard Community Club and had been recognised as the Get Berkshire Active Community Club of the Year 2020 and the Wokingham Borough Sports Council Community Club of the Year 2019. The club had 39 teams for all ages, from under 8s to adults, including ladies' teams and veterans' teams, and also ran twice weekly pre-school mini-kickers sessions. The aim of the club was to offer everyone in the local community the opportunity to play, develop and grow through football regardless of race, gender, age or ability.

Mark Rozzier informed Members that, in the three years since he had last spoken to the Committee, Woodley United had increased the number of teams it ran and the number of girls playing football had increased. Unfortunately the Covid restrictions in the past year had prevented the planned formation of teams for under 7s and under 9s. Over the past three years, more volunteers had been recruited to help at the club, including teenagers to coach the youth teams and parents to help with coaching. There had also been increased supporter attendance at First Team games and Ladies games.

Members were informed of the Club's plans for the future, including the increasing need to find more venues to accommodate the teams' training needs and the need to find a home

venue for the Veterans team. Members also noted that the Wokingham Local Football Facilities Plan had identified Woodley as an area in need of more football facilities.

In reply to questions, Mark Rozzier and Colum Moon spoke about how the club had kept in touch with its members during the lockdowns and restrictions of the past year, and how regular online meetings had helped to bring people together. The Club was very aware of the importance of regular contact for helping the mental health of their members, and team managers were required to contact their players at least once a week. The Club also supported the Sport in Mind charity. Mark Rozzier and Colum Moon also spoke about the Club's initiatives to increase girls' participation in football, including training Women players as coaches so that they can act as role models for girls.

The Chairman thanked Mark Rozzier and Colum Moon for their presentation and wished the Club every success when they were able to start playing again after the Covid restrictions were lifted.

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

Sam Milligan, Just Around the Corner charity (JAC), was welcomed to the meeting and presented the JAC report.

Sam Milligan informed Members that Woodley continued to be quiet, with very few young people outside. The exception to this was the skate park in Woodford Park, which had been very well-used during afternoons and early evenings.

In reply to a question about the food deliveries being undertaken by JAC during the pandemic, Sam Milligan said that these were not part of the service level agreement with the Town Council, but did enable JAC to maintain contact with families that they had helped in the past. Members were also informed that the JAC house was still occupied by the same young family that had moved in over a year ago.

The Chairman thanked Sam Milligan for his report.

37. **BUDGETARY CONTROL**

The Town Clerk presented Report No. LS 1/21 and informed Members that all staff teams had worked hard to minimise spending during the pandemic.

RESOLVED:

- ◆ To note Report No. LS 1/21.

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

The Leisure Services Manager presented Report No. LS 2/21. He reported that the leisure centre had been able to open for a short time in December, when the November lockdown ended, but that the leisure centre and all associated facilities had been closed again since 5 January 2021, in line with the latest national lockdown. Members were informed that plans were being made for the reopening of the leisure centre at the end of the current lockdown, in line with whichever tier of restrictions Woodley might be placed in.

Members were pleased to note that the leisure centre's role as a drop-off point for donations to the First Days Children's Charity during the November lockdown had been very successful, with a large number of donations being received.

Councillor Baker thanked the Leisure Services Manager for all the work he had done during the pandemic, as he was the officer with the most difficult job of all and he had continually come up with ideas for opening parts of the leisure centre, where possible, and ensuring that members of the public could return to the centre in safety. The Chairman echoed

these thanks, saying that the Leisure Services Manager had done a magnificent job over the past year.

RESOLVED:

- ◆ To note Report No. LS 2/21.

39. **PARKS AND BUILDINGS**

The Deputy Town Clerk presented Report No. LS 3/21 and informed Members that essential maintenance work to the heating system at Woodford Park Leisure Centre would take place while the building was closed during the current national lockdown.

The Deputy Town Clerk reported that a complete power outage had occurred to the Maintenance Depot and the footway lights in the surrounding area of Woodford Park and the problem had been identified as a cable fault beneath the ground somewhere between the leisure centre and the depot site. As the cable ran under the 3G pitch, the only viable solution would be to install a new supply cable from the substation near the leisure centre. Quotes had been received for the work and a proposal would be submitted to Full Council for funds to be allocated.

Members noted that tenders had been received from eight play companies for the new play area project in Woodford Park and were currently being evaluated. In reply to a question, the Deputy Town Clerk confirmed that the tender documents had stressed the importance of including accessible play equipment in the design. He informed Members that information on the submitted designs would be circulated to the Committee as soon as possible and there would be a thorough public consultation process before the final design was chosen. Councillor Baker asked any Members with contacts in organisations supporting children with disabilities to send contact details to the Deputy Town Clerk so that he could engage with these organisations during the consultation process.

Following a question about the ongoing rat problem at the lake in Woodford Park, the Deputy Town Clerk agreed that the situation might be improved if members of the public were discouraged from feeding the ducks and said that he was investigating the provision of signage to that effect.

Members were pleased to note that Woodford Park remained busy during the current lockdown and noted that the Friends of Woodford Park continued to work in the park and the Garden of Remembrance. Members also noted the information provided on the Council's wildlife and environmental initiatives.

RESOLVED:

- ◆ To note Report No. LS 3/21.

40. **CHARGES 2021/22**

The Town Clerk presented Report No. LS 4/21 and explained that, in light of the impact of the Covid-19 pandemic on the Town Council's income in 2020/21 and in order to keep the Council's facilities affordable for residents, businesses and other organisations, it was proposed that all charges and costs be kept at the same levels as in 2020/21.

RESOLVED:

- ◆ To note Report No. LS 4/21.
- ◆ To recommend that the proposed charges for 2021/22, as set out in the Budget Appendix, be approved.

Voting: For: 6 Against: 0 Abstentions: 3

41. **REVISED ESTIMATES 2020/21**

The Town Clerk presented Report No. LS 5/21. She explained that the largest impact on the Leisure Services Committee's budget for 2020/21 had been the Covid-19 pandemic, with income estimated to be 27% of the original estimate for the year and expenditure 87% of the original estimate.

Members were informed that savings had been achieved during the lockdowns, including lower use of heating and lighting in all buildings and facilities, lower expenditure on consumables for washrooms and lower expenditure on stationery and other items that had not been necessary. Savings had also been made due to the cancellation of the Citizens' Awards evening and the Carnival. The renegotiation of the cleaning contract at Woodford Park Leisure Centre had also resulted in savings.

The Town Clerk reported that the lockdowns and guidance on the use of community halls had significantly reduced income. Income from Woodford Park Leisure Centre and the 3G pitch, grass football and cricket had also been greatly reduced by the lockdowns and ongoing guidance relating to the pandemic.

Members noted that staff had been furloughed, where it had been appropriate to do so, and the income from furlough payments would be included in the budget and precept reports to the Strategy and Resources Committee.

RESOLVED:

- ◆ To note Report No. LS 5/21.
- ◆ To recommend that the Revised Budget Estimates for 2020/21, as set out in the Budget Appendix, be approved.

Voting: For: 8 Against: 0 Abstentions: 1

42. **BUDGET ESTIMATES 2021/22**

The Town Clerk presented Report No. LS 6/21 and explained that the budget estimates for the 2021/22 financial year had been drawn up assuming that, for a significant part of the year, use of the Council's sports and community facilities would be limited because of the Covid-19 pandemic.

RESOLVED:

- ◆ To note Report No. LS 6/21.
- ◆ To recommend that the Budget Estimates for 2021/22, as set out in the Budget Appendix, be approved.

Voting: For: 6 Against: 0 Abstentions: 3

43. **FUTURE AGENDA ITEMS**

The following future agenda items were requested:

- An update on the Council's climate change policies. The Deputy Town Clerk agreed to include this in his report.
- A report on how past hirers of the community halls are operating and whether they still want to meet in person when restrictions are lifted.

44. **PUBLICITY AND WEBSITE**

RESOLVED:

- ◆ To publicise the following:
 - Woodley United as a community football club, and the encouragement of girls' participation in football.

45. **MINUTES OF THE URGENCY COMMITTEE**

Members discussed the way in which agendas were issued for meetings of the Urgency Committee, as some were unhappy that Urgency Committee agendas were not circulated to all Members. It was noted that the agendas were issued in accordance with the Council's Standing Orders and that Members could formally request a review of the Standing Orders regarding this matter.

RESOLVED:

- ◆ To note Report No. LS 7/21 - the minutes of the Urgency Committee meeting held on 17 November 2020.

The meeting closed at 9:41 pm

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**Minutes of a meeting of the Strategy & Resources Committee held remotely
on Tuesday 19 January 2021 at 8:00 pm**

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

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

Also present: *1 member of the public*

49. **APOLOGIES**

Apologies for absence were received from Councillor S. Brindley.

50. **DECLARATIONS OF INTEREST**

There were no declarations of interest made by Members.

51. **MINUTES OF THE MEETING HELD ON 24 NOVEMBER 2020**

RESOLVED:

- ◆ That the minutes of the Strategy and Resources Committee meeting of 24 November 2020 be approved and signed by the Chairman as a correct record.

52. **FINANCE**

a) **Budgetary Control**

The Town Clerk presented Report No. SR 1/21.

RESOLVED:

- ◆ To note Report No. SR 1/21.

b) **Payments**

RESOLVED:

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

	Current account	Imprest account
November 2020	£85,163.12	£50,428.63
December 2020	£97,621.42	£57,547.38

Voting: For: 7 Abstentions: 1

53. **OAKWOOD CENTRE UPDATE**

The Deputy Town Clerk presented Report No. SR 2/21 and informed Members that the Oakwood Centre, and the café, remained closed under the current lockdown restrictions. Members noted that blood donation sessions were able to continue at the Oakwood Centre, while observing Covid-safe rules. The Deputy Town Clerk reported that essential maintenance checks were continuing and the building was being kept in a state of readiness to enable it to open as soon as the lockdown restrictions were eased.

Members were pleased to note that the Town Clerk had received a positive response from local healthcare providers regarding the suggestion that the Oakwood Centre be used as one of the venues for delivering the vaccination programme and representatives from the local clinical commissioning group had arranged to visit the building later that week.

Members were informed that the Town Council office remained closed and office-based staff continued to work from home where possible.

RESOLVED:

- To note Report No. SR 2/21.

54. **RISK MANAGEMENT WORKING PARTY**

The Town Clerk presented Report No. SR 3/21 of the Risk Management Working Party meeting held on 15 December 2020.

During consideration of the Risk Register, it was pointed out that item SR14 on the Strategic Register should state that the impact of Coronavirus on the Council's finances was monitored by the Strategy and Resources Committee. The Town Clerk agreed to amend the Risk Register accordingly.

During consideration of the Disaster Recovery Plan, the Deputy Town Clerk was asked whether a recent ruling by the Supreme Court meant that the Council would be able to claim on its business interruption insurance for loss of income due to the Covid-19 pandemic. The Deputy Town Clerk agreed to contact the insurance company again regarding this matter and would circulate the response to all Councillors at the earliest opportunity.

RESOLVED:

- ◆ To note Report No. SR 3/21.

◆ To recommend that Council adopt the 2021/22 Risk Management Strategy, as amended, attached at **Appendix C**.
Voting: For: 6 Abstentions: 2

- ◆ That the Risk Register be presented to Council.

Voting: For: 6 Abstentions: 2

- ◆ To note the Disaster Recovery Plan.

55. **CHARGES 2021/22**

a) **Oakwood Centre charges 2021/22**

The Town Clerk presented the Proposed Charges 2021/22 Appendix.

RECOMMENDED:

- ◆ That the 2021/22 charges at the Oakwood Centre, as set out in the Proposed Charges 2021/21 Appendix, be approved.

Voting: For: 5 Abstentions: 3

b) **Leisure Services charges 2021/22**

Members considered the recommendation from the Leisure Services Committee regarding the charges for Town Council leisure facilities.

RECOMMENDED:

- ◆ That the charges for Leisure Services in 2021/22, as set out in the Proposed Charges 2021/22 Appendix, be approved.

Voting: For: 5 Abstentions: 3

56. **REVISED ESTIMATES 2020/21**

a) **Strategy and Resources Committee**

The Town Clerk presented Report No. SR 4/21.

RESOLVED:

- ◆ To note Report No. SR 4/21.
- ◆ To approve the allocation of any balances remaining in the Legal and Professional Expenditure budget code to an earmarked reserve for that purpose at the 2020/21 year end.
- ◆ To approve the 2020/21 Revised Budget Estimates, as set out in the Budget Appendix.

Voting: For: 5 Abstentions: 3

b) **Leisure Services and Planning Committees**

RESOLVED:

- ◆ To approve the 2020/21 Revised Budget Estimates of the Leisure Services and Planning Committees, as set out in the Budget Appendix.

Voting: For: 5 Abstentions: 3

57. **BUDGET ESTIMATES 2021/22**

a) **Strategy and Resources Committee**

The Town Clerk presented Report No. SR 5/21.

RESOLVED:

- ◆ To note Report No. SR 5/21.
- ◆ That the 2021/22 Budget Estimates for the Strategy and Resources Committee, as set out in the Budget Appendix, form part of the 2021/22 Budget and be presented for approval.

Voting: For: 5 Abstentions: 3

b) **Leisure Services and Planning Committees**

RESOLVED:

- ◆ That the 2021/22 Budget Estimates for the Leisure Services and Planning Committees, as set out in the Budget Appendix, form part of the 2021/22 Budget and be presented for approval.

Voting: For: 5 Abstentions: 3

c) **Budget and Precept 2021/22**

The Town Clerk presented Report No. SR 6/21.

RESOLVED:

- ◆ To note Report No. SR 6/21.

RECOMMENDED:

- ◆ That the budget for 2021/22 be presented to Council for approval.
- ◆ That a precept level of £1,293,034 for the 2021/22 financial year be presented to Council for approval.

Voting: For: 5 Abstentions: 3

58. **COMMUNITY GRANTS**

- a) Members considered a late request for grant funding, as set out in Report No. SR 7/21, in line with the community grants criteria and

RESOLVED:

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

Chemogiftbags	£250	Towards the cost of advertising and marketing, to raise awareness of the charity.
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Voting: For: 7 Abstentions: 1

- b) Members reviewed the guidelines for awarding Community Grants to groups and individuals.

RESOLVED:

- ◆ To make no changes to the guidelines for awarding Community Grants to groups and individuals.

Voting: For: 6 Abstentions: 2

59. **PROJECTS SCHEDULE 2020/21**

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

RESOLVED:

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

60. **SERVICE LEVEL AGREEMENT - SUPPORTING YOUNG PEOPLE**

Members noted the update provided in the agenda regarding a Service Level Agreement (SLA) to provide support to young people in Woodley. The present SLA would end on 31 March 2021 and it was proposed that the existing provider would undertake to continue providing some level of outreach work with young people and would liaise with the Community Youth Partnership and/or the Town Council on any important issues that may arise. This work would be provided at no cost to the Council. A meeting to consider the terms and requirements of a new SLA had been arranged for 26 January. Members of the Community Youth Partnership and representatives from each political group had also been

invited to the meeting. It was intended that a new draft agreement would be provided to the next meeting of the Committee on 27 April 2021.

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

- a) Members noted that the November Neighbourhood CIL Proportion (Transfer to Parish/Town Councils) Report identified potential CIL funds to the Town Council of £61,576.
- b) Members noted that CIL payment of £10,505 received by Wokingham Borough Council was due to be paid to the Town Council in April 2021 and that a further £44,852 due to the Town Council had been invoiced by the Borough Council but not yet received by them.
- c) **CIL project proposals suggested by Wokingham Borough Council**
Members considered the request from Wokingham Borough Council that the Town Council allocate CIL funds towards the following projects:
- The installation of new EV charge points in Woodley town centre car parks to support uptake of electric vehicles; in support of the ambition to be net-zero carbon by 2030. (15 charge points would cost approximately £75,000.)
 - Improved signs and way finding for pedestrians and cyclists to make full use of infrastructure for cycling and walking, which will quickly identify routes, destinations and places of interest. This project would be scalable, depending on design required - a feasibility study would be undertaken with interested towns/parishes. (Project cost depends on design required.)

Members felt strongly that with the loss of income caused by the pandemic, the Town Council was reliant on the CIL money to fund its own projects and should not allocate CIL funds towards the Borough Council's projects. However, a point of view was expressed that the two suggested projects were important for Woodley and might not be undertaken if the Town Council did not give financial support.

RESOLVED:

- ◆ To refuse the request from Wokingham Borough Council to allocate CIL funds towards the two suggested projects.

Voting: For: 7 Against: 1

62. **FUTURE AGENDA ITEMS**

An agenda item was requested to agree a policy on the furloughing of staff.

RESOLVED:

- ◆ That the Personnel Sub Committee would consider a protocol for making decisions on the furloughing of staff and would make a recommendation to the Committee.

63. **PUBLICITY AND WEBSITE**

There were no suggestions for items to be publicised.

64. **EXCLUSION OF PUBLIC AND PRESS**

RESOLVED:

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

Voting: For: 7 Against: 1

65. 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.

66. **WOODFORD PARK LEISURE CENTRE ROOF**

The Deputy Town Clerk presented Report No. SR 8/21.

RESOLVED:

- ◆ To note Report No. SR 8/21.
- ◆ To refuse the contractor's offer and continue with action to recover the amount initially sought, on the basis of the acceptable quote received and the legal expenses incurred.

The meeting closed at 10:10 pm

Woodley Town Council**Current Account****List of Payments made between 01/11/2020 and 30/11/2020**

Date Paid	Payee Name	Amount Paid	
12/11/20	Adcock Refridgeration & Air Conditioning	388.38	Call out - repair pump WPLC
12/11/20	Alan Hadley Ltd	676.8	Refuse collection
26/11/20	AYS Cleaning Contractors Ltd	520.78	Contract cleaning-Toilet
07/01/04	Be Fuelcards Ltd	53.39	BP Unlead fuel-Depot
05/11/20	Blandy & Blandy LLP	1068.00	Professional fees
19/11/20	Bowak Ltd	1050.56	Cleaning supplies
26/11/20	Bowak Ltd	13.60	Cleaning supplies
04/11/20	Brake Bros Foodservice Ltd	119.30	Vending supplies
26/11/20	Brewers Decorator Centrers	397.10	Building supplies
05/11/20	Brown Bag Cafe Ltd	14.18	Catering services-Café
19/11/20	Brown Bag Cafe Ltd	33.08	Catering services-Café
24/11/20	BT Telephone Payment Centre	333.72	Phone
26/11/20	Business Stream	67.69	Water rates-Public Toilet
04/11/20	CDK Casting Ltd	96.60	Bronze plaques
19/11/20	CDK Casting Ltd	178.20	Bronze plaques
04/11/20	Churchill Contract Services Ltd	2629.02	Contract cleaning
26/11/20	Churchill Contract Services Ltd	121.31	Contract cleaning
05/11/20	Circus Scene	500.00	Deposit - WTCMI carol concert
02/11/20	Club Manager Ltd	80.40	Gym monthly software fee
26/11/20	CoolerAid Ltd	39.46	Bottled water
26/11/20	Ecotricity	419.20	Gas supply - WPLC
26/11/20	Ecotricity	137.67	Gas supply - Coro Hall
26/11/20	Ecotricity	757.60	Gas supply - OC
26/11/20	Ecotricity	154.34	Gas supply - Chapel Hall
04/11/20	EDF Energy 1 Ltd	16.15	Electric supply
05/11/20	EDF Energy 1 Ltd	16.21	Electric supply
19/11/20	Energy Electrical Distributors Ltd	184.67	Building supplies
12/11/20	Epos Now Ltd D/D	30.00	WPLC till - support monthly
26/11/20	Fencing Products Ltd	222.60	Building supplies
10/11/20	Global 4 Communications	971.80	Phone & Mobiles
19/11/20	HMRC Cumbernauld	15220.73	Tax & NI Employer/employee
04/11/20	John Willis	125.00	Window cleaning
19/11/20	Just Around The Corner	6338.00	Grant-WTC
26/11/20	Keep Mobile	500.00	Grant-WTC
19/11/20	Lantec Security Ltd	131.98	Intruder alarm - call out
27/11/20	Les Mills Fitness UK Ltd	101.84	Body Balance -Gym
03/11/20	Lloyds Bank D/D	24.63	Bank services-Current A/C
13/11/20	Lloyds Bank D/D	157.90	Cardnet service charge
26/11/20	Lyreco UK Ltd	44.82	Stationery supplies
16/11/20	Mainstream Digital Ltd	0.97	Phone
16/11/20	Merchant Rentals Ltd	15.44	Monthly cardnet equip charge
16/11/20	Merchant Rentals Ltd	18.40	Monthly cardnet equip charge
26/11/20	MKR Electrical Services Ltd	201.00	Building supplies
12/11/20	Personal Information	500	Market mgr - WTCMI
04/11/20	Mrs K Vevers	650.00	Newsletter delivery
04/11/20	PHS Group	383.76	Qtrly dust mat fees
05/11/20	PKF Littlejohn LLP	2880.00	External Audit fees 2019/20
12/11/20	Plusnet Plc	52.20	Phone - WTC
18/11/20	Plusnet Plc	52.20	Phone - WPLC
19/11/20	Prudential	307.24	AVC - deducted from pay
26/11/20	Readibus	9605.50	Grant-WTC
04/11/20	Reading Community Energy Soc Ltd	901.21	Electric supply
26/11/20	Reading Community Energy Soc Ltd	1184.70	Electric supply
05/11/20	Rialtas Business Solutions Ltd	70.80	Annual calculation VAT charge
05/11/20	Seton	309.83	Building supplies
19/11/20	Seton	116.11	Building supplies

06/11/20	SGW Payroll Ltd	157.82	Monthly payroll services
16/11/20	Siemens Financial Services	1100.80	Monthly Gym equip rental
06/11/20	SSE Southern Electric	1534.81	Electric supply
12/11/20	SSE Southern Electric	1681.39	Electric supply
27/11/20	SWALEC	40.98	Electric supply-Toilet
05/11/20	Thames Valley Water Services Ltd	204.00	Monthly water checks
19/11/20	The Berkshire Pension Fund	17333.29	Employer/employee pension
06/11/20	The Crown Estate Commissioners	730.00	Christmas tree - WTCMI
05/11/20	The Letterworks Ltd	752.00	Printing July 20 Herald
26/11/20	The Letterworks Ltd	792.00	Printing Nov 20 Herald
19/11/20	Trade UK - Screwfix	908.40	Building supplies
19/11/20	Unison Collection Ac	34.00	Union fee deducted from pay
26/11/20	Veolia ES - UK Ltd	690.88	Refuse collection
04/11/20	West Berkshire Council	475.00	Premises licence - annual fee
06/11/20	Wingfield Engineering Ltd	86.68	Repair lamps - KD51WTW
02/11/20	Wokingham BC - Rates	2283.00	Rates - WPLC
02/11/20	Wokingham BC - Rates	364.00	Rates-Coro Hall
02/11/20	Wokingham BC - Rates	165.00	Rates-Chapel Hall
02/11/20	Wokingham BC - Rates	898.00	Rates-OC
02/11/20	Wokingham BC - Rates	245.00	Rates-Toilet
26/11/20	Wokingham-Citizens Advice	3500.00	Grant-WTC
		85163.12	

CLERKS IMPREST A/C

List of Payments made between 01/11/2020 and 30/11/2020

Date Paid	Payee Name	Amount Paid	
02/11/20	(Personal Information)	90.00	WTCMI-refund
02/11/20	(Personal Information)	304.00	WTC refund cancelled activity
02/11/20	(Personal Information)	37.00	WTC refund cancelled activity
02/11/20	(Personal Information)	50.00	Refund deposit
02/11/20	(Personal Information)	36.40	WTC refund cancelled activity
02/11/20	(Personal Information)	21.60	WTC refund cancelled activity
02/11/20	(Personal Information)	57.60	WTC refund cancelled activity
04/11/20	(Personal Information)	111.36	WTC refund cancelled activity
09/11/20	(Personal Information)	140.00	Refund deposit
11/11/20	(Personal Information)	15.00	Refund deposit
16/11/20	(Personal Information)	148.80	WTC refund cancelled activity
20/11/20	(Personal Information)	14.00	WPLC flat keys cut
23/11/20	(Personal Information)	56.00	WTC refund cancelled activity
04/11/20	1st Woodley Rainbow	31.25	WTC refund cancelled activity
02/11/20	2nd Woodley Green Brownies	37.50	WTC refund cancelled activity
02/11/20	2nd Woodley Green Guides	50.00	WTC refund cancelled activity
18/11/20	Whiteknights-Property P1392-Flat WPLC	263.00	WPLC Flat fees
13/11/20	BCSS Reading & Basingstoke	37.80	WTC refund cancelled activity
09/11/20	Berzerk Productions	118.80	WTC refund cancelled activity
09/11/20	DVLA	165.00	Vehicle Tax-RX69 DXZ
27/11/20	EE Top up	20.00	Moblie phone top up
25/11/20	Lloyds Bank	46947.96	Net Nov 2020 payroll
13/11/20	Lloyds Bank D/D	13.50	Bank services-Imprest ac
04/11/20	R T Catering Ltd	45.00	WTCMI-refund
04/11/20	The Woodley WI	336.00	WTC refund cancelled activity
16/11/20	U3A Woodley & District	66.40	WTC refund cancelled activity
02/11/20	U3A Woodly & Dist	57.60	WTC refund cancelled activity
13/11/20	uSports Ltd	37.00	WTC refund cancelled activity
04/11/20	Wickes	427.66	Building supplies
16/11/20	Woodley Central WI	32.40	WTC refund cancelled activity
04/11/20	Woodley E Townswomen	252.00	WTC refund cancelled activity
04/11/20	Woodley Over 55s Club	108.00	WTC refund cancelled activity
13/11/20	WW GBR Ltd	300.00	WTC refund cancelled activity
		50428.63	

Woodley Town Council**Current Account****List of Payments made between 01/12/2020 and 31/12/2020**

Date Paid	Payee Name	Amount Paid	
23/12/2020	Alan Hadley Ltd	297.00	Refuse collection
23/12/2020	Alarm Response	660.00	Annual key holding service-OC/WPLC
10/12/2020	AYS Cleaning Contractors Ltd	2366.43	Contract cleaning - OC
23/12/2020	AYS Cleaning Contractors Ltd	520.78	Contract cleaning - Toilet
11/12/2020	Be Fuelcards Ltd	94.10	BP Diesel-MW65EHN 43000m
18/12/2020	Be Fuelcards Ltd	25.63	BP Unleaded - Depot
10/12/2020	Berkshire Tree Care	5400.00	Tree works - Depot
23/12/2020	Brown Bag Cafe Ltd	28.35	Catering services-Café
18/12/2020	Castle Water	9207.14	Water rates
01/12/2020	CF Corporate Finance Ltd	166.32	Qtrly Photocopier lease rental
23/12/2020	Churchill Contract Services Ltd	1415.87	Contract cleaning - WPLC
03/12/2020	Circus Scene	1350.00	WTCMI-Film/edit carol concert
01/12/2020	Club Manager Ltd	80.40	Gym monthly software fee
17/12/2020	CoolerAid Ltd	31.20	Bottled water
24/12/2020	CP Hire (GB) Ltd	475.80	Depot - Digger repair cost
11/12/2020	Dejac Associates Ltd	186.00	Solid state-adaptor for iMac
18/12/2020	Ecotricity	43.01	Gas supply - Coro Hall
18/12/2020	Ecotricity	270.78	Gas supply - WPLC
18/12/2020	Ecotricity	1372.03	Gas supply - OC
18/12/2020	Ecotricity	64.50	Gas supply - Chapel Hall
10/12/2020	EDF Energy 1 Ltd	15.61	Electric supply
10/12/2020	Epos Now Ltd D/D	30.00	Epos support license-WPLC
23/12/2020	Ethos Communications Solutions Ltd	164.24	Photocopier - WPLC
03/12/2020	Fencing Products Ltd	224.66	Building supplies - Depot
09/12/2020	Global 4 Communications	693.05	Phones/Mobiles charges
10/12/2020	Grounds Management Association	150.00	Annual Facility membership-Depot
23/12/2020	HM Research	721.95	WTC Precept survey/questionnaire
10/12/2020	HMRC Cumbernauld	17068.10	Tax & NI Employer/employee
17/12/2020	IBS Office Solutions Ltd	470.12	Qtrly Photocopier lease rental-OC
03/12/2020	JGP Resourcing Ltd	720.00	Staff advertising
23/12/2020	John Willis	125.00	Window cleaning - OC
10/12/2020	Lamps-Tubes Luminations Ltd	3843.00	Xmas 2020 lighting-WTCMI
17/12/2020	Lamps-Tubes Luminations Ltd	1151.48	Xmas 2020 lighting-WTCMI
29/12/2020	Les Mills Fitness UK Ltd	101.84	Body Balance-Coach-WPLC
01/12/2020	Lloyds Bank D/D	28.10	Current a/c bank charges
14/12/2020	Lloyds Bank D/D	29.07	Cardnet service charges
29/12/2020	Lloyds Bank D/D	18.74	10 Nov-9 Dec 20 bank charges
23/12/2020	Lyreco UK Ltd	37.02	Stationery supplies
14/12/2020	Mainstream Digital Ltd	0.72	Phone - WTC
10/12/2020	Margaret Macknelly Design	180.00	Woodley Herald
15/12/2020	Merchant Rentals Ltd	15.44	Cardnet mthly rental fee
15/12/2020	Merchant Rentals Ltd	18.40	Cardnet Mthly rental fee
24/12/2020	MKR Electrical Services Ltd	102.00	Electrical supplies
10/12/2020	Personal Information	15.94	Town Centre Managers cost
10/12/2020	Personal Information	400.00	Town Centre Managers cost
24/12/2020	Personal Information	300.00	Town Centre Managers cost
11/12/2020	Mr M D Whiteman	400.00	WTCMI-Recording session
22/12/2020	Pitney Bowes Ltd	150.00	Postage top up-WTC
14/12/2020	Plusnet Plc	52.20	Phone-OC
18/12/2020	Plusnet Plc	52.20	Phone-WPLC
10/12/2020	Prudential	307.24	AVC deducted from pay
29/12/2020	Public Works Loan Board	10640.58	Public Works Loan Board
10/12/2020	R.E.S. Systems Ltd	530.10	Fire Extinguisher service
10/12/2020	Sabercom Ltd	300.00	Annual software/user support

23/12/2020	Seton	116.11	Building supplies
04/12/2020	SGW Payroll Ltd	153.74	Payroll Nov 20 services
15/12/2020	Siemens Financial Services	1100.80	Gym equip rental fee
03/12/2020	Southern Electric Contracting Ltd	279.47	Electric supply
23/12/2020	Southern Electric Contracting Ltd	152.52	Electric supply
10/12/2020	SSE Southern Electric	1892.38	Electric supply
23/12/2020	SSE Southern Electric	150.87	Electric supply
29/12/2020	SWALEC	57.98	Electric supply-Toilet
10/12/2020	Technical Surfaces Ltd	840.00	3G Matchfit service
17/12/2020	Thames Valley Water Services Ltd	246.00	Monthly water checks
10/12/2020	The Berkshire Pension Fund	16950.89	Employer/employee pension
17/12/2020	The Head Partnership Solicitors	420.00	Professional service-staff
17/12/2020	Trade UK - Screwfix	273.57	Building supplies
10/12/2020	Unison Collection Ac	34.00	Union fee deducted from pay
23/12/2020	Veolia ES - UK Ltd	582.95	Refuse collection
10/12/2020	West Country Steel Buildings Ltd	5760.00	Building supplies - Depot
04/12/2020	Windowflowers Ltd	1368.00	Town Centre flowers
01/12/2020	Wokingham BC - Rates	245.00	Rates - Toilet
01/12/2020	Wokingham BC - Rates	2283.00	Rates - WPLC
01/12/2020	Wokingham BC - Rates	364.00	Rates - Coro Hall
01/12/2020	Wokingham BC - Rates	165.00	Rates - Chapel hall
01/12/2020	Wokingham BC - Rates	898.00	Rates - OC
23/12/2020	Woodley Concert Band	175.00	Xmas 2020 concert-WTCMI

97621.42

CLERKS IMPREST A/C

List of Payments made between 01/12/2020 and 31/12/2020

Date Paid	Payee Name	Amount Paid	
03/12/2020	(Personal Information)	30.00	WTCMI-refund
07/12/2020	(Personal Information)	241.50	WTC refund cancelled activity
07/12/2020	(Personal Information)	26.04	Postage stamps for office
07/12/2020	(Personal Information)	270.00	WTC refund cancelled activity
07/12/2020	(Personal Information)	37.00	WTC refund cancelled activity
07/12/2020	(Personal Information)	37.00	WTC refund cancelled activity
07/12/2020	(Personal Information)	15.00	Refund Allot key deposit
11/12/2020	(Personal Information)	15.00	Refund Allot key deposit
11/12/2020	AFC Reading	250.00	Grant - Dec 20
14/12/2020	Amazon.co.uk	23.48	Heavy duty 2 hole punch
15/12/2020	Berks Multiple Sclerosis Therapy	250.00	Grant Dec 20
16/12/2020	Indeed.com	15.09	Staff advertising-OC
21/12/2020	Lloyds Bank	55823.77	Dec 2020 - Net payroll
21/12/2020	Lloyds Bank D/D	13.50	Imprest a/c service charges
30/12/2020	Wokingham Job Support Centre	250.00	Grant - Dec 20
30/12/2020	Woodley Adpot a Street	250.00	Grant - Dec 20

57547.38

Risk Management Strategy 2021/22

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

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

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

Aims and benefits

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

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

Process

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

Ownership

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

Assessment of risk

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

Probability of Occurrence:

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

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

Roles and responsibilities

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

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

Organisational Structure and Summary of Key Roles

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

Risk registers

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

RISK MANAGEMENT PROCESS

Identifying risks

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

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

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

Risk ownership

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

Risk evaluation

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

Risk planning

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

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

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

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

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

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

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

Review

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

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

Current Covid -19 pandemic

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

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

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

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**Minutes of a Meeting of the Planning and Community Committee held remotely
on Tuesday 26 January 2021 at 7:45 pm**

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

Officers present: *L. Matthews, Committee Officer*

Also present: *1 member of public*

150. **APOLOGIES**

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

151. **DECLARATIONS OF INTEREST**

Councillor D. Bragg – Prejudicial interest: Agenda item 9: Application for a new premises licence, Storage King, Unit 1305, Headley Road East, Woodley, as he uses a storage unit on this site.

Councillor Bragg took no part in the discussion or decision for this item.

152. **MINUTES OF THE PLANNING AND COMMUNITY COMMITTEE MEETING HELD ON
5 JANUARY 2021**

RESOLVED:

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

153. **CURRENT PLANNING APPLICATIONS**

RESOLVED:

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

154. **PLANNING DECISIONS**

RESOLVED:

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

155. **PLANNING APPEALS**

RESOLVED:

- ◆ To note the following appeal decision:
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.
Details: Appeal against refusal of planning permission.
Decision: The appeal was dismissed.

156. **ADVERTISEMENT CONSENT NOTIFICATION**

RESOLVED:

- ◆ To note application 203553:
Location: 71 Crockhamwell Road, Woodley, RG5 3NW
Proposal: Application for advertisement consent for 1 No. external fascia sign, 1 No. projecting sign and 1 No. ATM surround. The fascia sign, the projecting sign and the ATM are internally illuminated. (Retrospective)
- ◆ To note application 210087:
Location: Unit C, Headley Park 8, Woodley, RG5 4SZ
Proposal: Application for advertisement consent for 10 No. building mounted fascia signs and 3 No. freestanding post-mounted signs, all non-illuminated. From 08/03/2021 - 07/03/2026.

157. **TREE PRESERVATION ORDERS**

RESOLVED:

- ◆ To note application 202514:
Location: TPO 832/1996: 3 Highcliffe Close, Woodley.
Proposal: To selectively prune one Acacia tree.
- ◆ To note application 210001:
Location: TPO 143/1977: 19 Sandford Drive, Woodley.
Proposal: To selectively prune three Oak trees.

158. **APPLICATION FOR A NEW PREMISES LICENCE:
BHARATRAJ LIMITED, STORAGE KING, UNIT 1305,
HEADLEY ROAD EAST, WOODLEY**

Members discussed the application for a new premises licence under the Licensing Act 2003 that had been made by Bharatraj Limited, Storage King, Unit 1305, Headley Road East, Woodley.

Some Members felt that these storage units were not an appropriate location for an off-licence or for the storage of alcohol for sale. There was some concern that the storage of alcohol in this location could cause security problems and lead to possible crimes in this and other storage units.

RESOLVED:

- ◆ To send a response to Wokingham Borough Council stating that some Members had the following adverse comments regarding the application, but that this was not a majority opinion of the Committee:
 - These storage units are not an appropriate location for an off-licence or for the storage of alcohol for sale.
 - The storage of alcohol in this location could cause security problems and lead to possible crimes in this and other storage units.

159. **PUBLICATIONS/INFORMATION**

RESOLVED:

- ◆ To note receipt of the following:
 - *Woodley Town Centre Newsletter – January 2021*

160. **FUTURE AGENDA ITEMS**

There were no suggestions for future agenda items.

161. **PUBLICITY/WEBSITE**

There were no suggestions for items to be publicised.

162. **ENFORCEMENT ISSUES**

RESOLVED:

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

The meeting closed at 8:35 pm

26 January 2021

Woodley Town Council

Observations on the following Planning Applications

Application No. & Address	Proposal
202745 65 Quentin Road, Woodley, RG5 3NE	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>Observations: One local resident had written to the Town Council with concerns about this application.</p> <p>Following the submission of an additional drawing, the Committee considered this application for a third time and recommended that the application be refused on the following grounds:</p> <ul style="list-style-type: none"> • The proposal is out of character with the street scene. • The external materials should comply with the condition imposed when planning permission 190021 was granted and should be of a similar appearance to those used in the original building. • The proposal will create a terracing effect. 	
203456 Waingels College. Waingels Road, Woodley, RG5 4RF	Full planning application for the proposed construction of a 3G synthetic pitch funded through the FA framework consisting of sports fencing, LED floodlights, storage container, spectator area and pedestrian access.
<p>Observations: The Committee recommended that this application be refused on the following grounds:</p> <ul style="list-style-type: none"> • Concerns that the proposal will exacerbate the existing flooding problems in Waingels Road. It is imperative that a sustainable drainage system is installed as part of the development, but there is no mention of this in the application documents. • The proposal will lead to more traffic on Waingels Road and will exacerbate the existing traffic problems. 	
203487 73 Nightingale Road, Woodley, RG5 3LU	Householder application for proposed erection of a single storey rear extension including the insertion of 3 No. rooflights following the demolition of existing conservatory, plus changes to fenestration.
<p>Observations: No objections.</p>	
203602 8 Wilmington Close, Woodley, RG5 4LR	Householder application for the proposed erection of a single storey front extension to form porch, part single part two storey rear/side extension including insertion of 3 No. rooflights on the rear elevation, loft conversion to create habitable accommodation

	including the erection of a flat roof dormer to the rear elevation and the insertion of 3 No. rooflights to the front elevation.
<p>Observations: The Committee recommended that this application be refused on the following grounds:</p> <ul style="list-style-type: none"> • Out of keeping with the street scene. • Overdevelopment of the site. • The impact of the two-storey extension on the neighbouring property at No.10. 	
<p>203603 17 Crockhamwell Road, Woodley, RG5 3LF</p>	Application to vary condition 2 of planning consent 200889 for the proposed erection of front porch extension, construction of rear conservatory and first floor single storey front, side and rear extension including pitched roof, 1 No. dormer window to create habitable accommodation following internal alterations and changes to fenestration including the widening of the dropped kerb. Condition 2 refers to the approved documents and the variation is to enclose the open porch to form an internal entrance space.
<p>Observations: No objections.</p>	
<p>203613 8 Sycamore Close, Woodley, RG5 3RY</p>	Householder application for proposed erection of a single storey side/rear extension including insertion of 6 No. rooflights following removal of existing car port, plus changes to fenestration.
<p>Observations: No objections.</p>	
<p>203614 132 Antrim Road, Woodley, RG5 3NZ</p>	Householder application for the proposed erection of a single storey front/side extension, a part single/part two storey side/rear extension to dwelling with insertion of 1 No. rooflight, and conversion of the garage to store space.
<p>Observations: No objections.</p>	
<p>203642 47 Howth Drive, Woodley, RG5 3EE</p>	Householder application for proposed erection of a single storey front extension to form a porch, part single part two storey side/rear extension including the insertion of 1 No. rooflight and a Juliet balcony at rear elevation, following the demolition of existing garage.
<p>Observations: No objections.</p>	
<p>203651 33 Malvern Close, Woodley, RG5 4HL</p>	Householder application for the proposed erection of single storey rear extension with lantern rooflight, following the part demolition of existing extension, plus internal alterations and changes to fenestration.
<p>Observations: No objections.</p>	

<p>210006 18 Hudson Road, Woodley, RG5 4EW</p>	<p>Householder application for the proposed erection of single storey front porch extension following demolition of existing front porch and replacement of existing cladding in front elevation.</p>
<p>Observations: No objections.</p>	
<p>210022 33 Cottesmore Road, Woodley, RG5 3NX</p>	<p>Householder application for the proposed erection of a first floor side extension and part two storey part single storey rear extension, plus conversion of the garage to habitable accommodation and changes to fenestration.</p>
<p>Observations: The Committee recommended that this application be refused on the following grounds:</p> <ul style="list-style-type: none"> • Insufficient parking provision. • Out of character with the street scene. • Terracing effect. 	
<p>210051 The Homestead, Park Lane, Charvil, RG10 9TR</p>	<p>ADJOINING PARISH CONSULTATION Application to vary conditions 3 and 8 of planning consent F/2009/0164 for the change of use of land for the storage and distribution of empty skips and portable WCs (retrospective). Condition 3 refers to storage only of empty skips and WCs and the variation is to allow all storage from the B8 class. Condition 8 refers to maximum number of vehicles: this shall not exceed 14 (7 in, 7 out) Monday to Saturday and the variation is to remove this condition.</p>
<p>Observations: No objections.</p>	
<p>210064 Former Adwest Site, Headley Road East, Woodley, RG5 4SN</p>	<p>Application to vary condition 1 of planning consent 203049 for the application to vary condition 1 of planning permission 192826 for the demolition of existing buildings (retrospectively) and redevelopment of the site to form 5 industrial units for uses within Use Classes B1 (b and c), B2 and B8; and erection of a building to be used as a builders' merchant (Sui Generis) for the display, sale, storage of building, timber and plumbing supplies, plant and tool hire including outside display and storage racks, with associated access, car parking and landscaping. Condition 1 refers to the approved plans and the application seeks to approve boundary fencing for the site. Condition 1 refers to approved plans and the variation is to allow the installation of site wide lighting.</p>
<p>Observations: No objections.</p>	

ELECTRICAL SUPPLY – MAINTENANCE YARD

REPORT OF THE DEPUTY TOWN CLERK

Purpose of Report

To advise Members of current situation regarding the loss of electricity supply to the Maintenance Yard and footway lighting in Woodford Park and to ask Members to consider the allocation of £25,000 from available CIL funds to cover the cost of the installation of a new electrical supply to the site.

Background

The electricity supply to the Maintenance Yard and the footway lighting in this area of the park was completely lost shortly before Christmas. Investigations by the Council's electrical contractor and subsequently by Southern Electric have established that an underground cable fault is the cause of the power loss. The supply cable runs from the leisure centre, underneath the 3G pitch to the yard site, meaning it is very difficult to pinpoint and repair any break in the existing cable.

Solution

The solution to the problem is to install a new supply cable to the site. There is an opportunity in doing so to take the supply feed directly from the substation in the park, avoiding the electrical systems at the leisure centre entirely.

Works

The proposed works will involve the excavation of a trench from the substation, across the sports pitches adjacent to the 3G pitch, and into the yard site. Some additional excavation may be required to restore the power supply to the street lights affected in this area. Supply, laying and connection of cabling will be provided by Scottish & Southern Electricity Networks with trench excavation works and ducting installation carried out by the Council's Grounds Team.

Environmental Impacts

Energy savings at the yard site to be considered and implemented where possible in accordance with the Climate Emergency Action Plan. Contracted works will be carried out by Scottish and Southern Energy who operate under an appropriate environmental policy. The cable route avoids the root zones of trees in the area.

Equality Impacts

Pedestrian/mobility access will be maintained across the excavated area using trench coverings and signage.

Resource Impacts

A quote has been obtained from Scottish and Southern Electricity Networks to install the cabling and make the connection to the substation. This quote is £14,518. Additional in house works include the trench excavation, ducting, herras fencing and electrical supply box. These are estimated at £5,000. There are some variables which can only be established through the onsite excavation and it is therefore proposed that £25,000 be allocated for the project in order to cover the project cost and allow limited as yet unknown costs. Any funds not spent will be returned to the fund for future projects.

Recommendations:

- ◆ **That Members note the report**
- ◆ **That Members consider the allocation of £25,000 of CIL funding to install a new electrical power supply to the maintenance yard as detailed in the report.**

Climate Emergency Update

1	Switch all energy accounts to 100% renewable sourced energy	
Progress	<p>All gas accounts have changed to 100% carbon offset from February 2020 on a 36-month contract. Although this contract is technically 100% carbon neutral – the energy is only partially sourced from renewable sources – the remainder is carbon offset through projects elsewhere.</p> <p>Solar panel installations are operational at the Oakwood Centre and Woodford Park Leisure Centre. A further installation at Coronation Hall is being investigated.</p>	
	<i>UPDATE: Officers are liaising with the Council's energy broker about options in preparation for electricity contract renewals in April.</i>	
Target	<p>Move to 100% 'green' gas – from renewable sources when the contracts come up for renewal.</p> <p>Move to 100% renewable or offset electricity contracts when these come up for renewal.</p> <p>Investigate potential to move away from air conditioning units at Woodford Park Leisure Centre – consider fan banks.</p>	<p>Feb 2023</p> <p>April 2021</p>
2	Upgrade all lighting to LED throughout the Council's buildings and facilities	
Progress	<p>LED lighting now installed in;</p> <p>Coronation Hall</p> <p>Woodford Park Leisure Centre (gym/reception/refurbished offices)</p> <p>Grounds depot tractor shed</p> <p>All street lights now LED</p>	
Target	<p>LED lighting not yet installed / to be costed;</p> <ul style="list-style-type: none"> • WPLC sports hall (price received – funding to be considered) • WPLC Flood lights • Chapel Hall • The Oakwood Centre 	
Current Actions	<ul style="list-style-type: none"> • Maintenance Manager – obtaining quote to convert Chapel Hall lighting to LED. • Maintenance Manager obtaining quotes for 	

	<p>upgrading Oakwood Centre lighting on a zoned/phased basis. Some other electrical works already required.</p> <ul style="list-style-type: none"> • Quote received to convert sports hall lighting – funding to be considered – report to S&R/Council. • Football wing/Optalis/Function Room could be done in house. Maintenance Manager costing project. 	
3	Harvest rainwater from Council buildings and facilities	
Progress	Rainwater is being harvested and stored for reuse at the grounds depot. This will be used for watering plants/trees, jet washing bus shelters, cleaning down the yard and washing vehicles.	
Target	Options to be investigated for; <ul style="list-style-type: none"> • Oakwood Centre initially – as there is a requirement in that area for watering shrubs and wildflowers. • All other buildings. • Modular units for the allotment site – has been costed / consider viability • Use of grey water for flushing toilets, irrigation etc. 	
Current Actions	<ul style="list-style-type: none"> • Maintenance Manager costing up harvesting system for North end of Oakwood Centre initially. (Area of most use) • Maintenance Manager costing up similar for Coronation Hall. • Maintenance Manager costing/assessing feasibility of water butt installation on bowls club building. • Second water storage tank to be installed when new vehicle storage building is installed. (Grounds Maintenance Manager) • Funding of water storage at allotments to be considered by the working party. 	
	<i>UPDATE: Second rainwater storage tank installed in Maintenance Yard and in use.</i>	
4	Reduce petrol/diesel consumption of grounds maintenance machinery/operation	
Progress	Options being investigated / potential for electric powered machinery and vehicles. No green waste is burned – all is reused on site or disposed of in green waste skip.	

Target	Investigate further low intensity land management areas	
Current Actions	<ul style="list-style-type: none"> • Grounds Manager investigating viability and cost of electric machinery – trimmers/mowers. Initial concerns about power/reliability/battery life to be considered. • Vehicles replacement to be considered when current vehicles come to the end of their life. Leasing of electric or hybrid electric vehicles may be a good option. 	
5	Reduce carbon from staff commuting to work by car	
Progress	The Coronavirus situation has shown that some staff can work effectively from home for some or most of the time. This has reduced commuting to work for several staff. The carbon benefit of this has not yet been measured.	
Target	Investigate long term potential for; <ul style="list-style-type: none"> • home working/reduced/flexible office working • cycle to work scheme • members to walk, cycle or car share to meetings 	
Current Actions	<ul style="list-style-type: none"> • Current situation necessitating home working of office staff is likely to continue for the foreseeable future. • Deputy Town Clerk to canvass staff and assess potential take up of cycle to work scheme for staff that drive to work. 	
	<i>UPDATE: Successful home working through the pandemic shows that reductions can be achieved and maintained going forwards by reviewing home/office working.</i>	
6	Tree planting	
Progress	170 trees (mix of hedging, sapling, small copse trees) to be planted winter 2020 – sourced through Woodland Trust initiative. Opportunities to be investigated;	
Target	Investigate potential for; <ul style="list-style-type: none"> • further tree planting on Council land • green/living walls & lamp columns • individuals/organisations in the community to plant trees – through WBC or Woodland Trust / sponsorship. 	

	<ul style="list-style-type: none"> • Re-wilding, long grassing and other low intensity land management • Use of moss for carbon capture 	
Current Actions	<ul style="list-style-type: none"> • Working Party to propose tree planting policy/update to the environmental policy, for committee approval. Policy to be based on the principle of planting more trees than are removed in any one year and consider opportunities for more planting e.g. memorial trees. Opportunities for mass planting are very limited. 	
7	Reduce waste sent to landfill	
Progress	Office waste recycling in place Recycling in place for plastics and cardboard at Oakwood Centre and Woodford Park Leisure Centre.	
Target	<ul style="list-style-type: none"> • Develop plan by service/building to move toward zero waste to landfill • Introduce recycling points in the parks – outside Council buildings • Use segregated litter bins in parks and buildings 	
Current Actions	<ul style="list-style-type: none"> • DTC to review waste from Leisure Centre with Leisure Services Manager. • Ground Manager/Maintenance Manager to ensure that all purchased public litter bin / dog bin liner bags are produced from 100% recycled material. Bag use is currently unavoidable but should be from recycled sources. COMPLETE. 	
8	Reduce/eradicate single use plastics throughout Council operation and service areas.	
Progress	Plastic cups provided for clients are recycled. Recycling bins are located in the office areas and plastics recycled with cardboard (mixed recycling)	
Target	<ul style="list-style-type: none"> • Identify and Investigate areas for reduction • Work with Catering Partner to reduce/eradicate single use plastics and achieve consistent approach • Educate staff/customers to change practices/habits • Provide internal / external water points for refilling water bottles 	
Current Actions	<ul style="list-style-type: none"> • DTC to review plastics use with Venues Manager and Leisure Services Manager. 	

	<ul style="list-style-type: none"> • DTC/Venues Manager to discuss with catering provider. 	
9	Carbon Neutral Events	
Progress		
Target	<ul style="list-style-type: none"> • Liaise with Town Centre Manager to develop plan for reducing/offsetting carbon related to running events including markets. • Develop carbon checklist for events booking. • Consider possible carbon offsets in relation to funfairs etc 	
10	Encourage behaviour change	
Progress	<p>Council website has page dedicated to Climate Emergency Relevant news releases/social media posts e.g. from Wokingham Borough Council are reposted.</p> <p>Officers are looking at opportunities to provide more recycling in the parks and around the public buildings.</p>	
Target	<ul style="list-style-type: none"> • Conduct an online survey to obtain suggestions from residents on carbon reducing activities and use as a means of raising awareness and developing engagement. • Enhance WTC webpage to include Borough and nationwide initiatives and information. • Work with Wokingham Borough Council with a view to organising a Woodley Carbon Reduction Community Conference. 	<p>Aug 2020</p> <p>Aug 2020</p>
Current Actions	<ul style="list-style-type: none"> • DTC/Communications Manager to review website page/presence. Include link to WBC climate press releases and information and government initiatives. • All managers to request environment policy from suppliers and contractors. • All tender invitations to contain climate emergency statement and require submissions to address this. 	
	<p><i>UPDATE:</i></p> <ul style="list-style-type: none"> • <i>Climate Emergency Action Plan published on the Council website.</i> • <i>Officers have attended WBC Climate Emergency meetings to make presentations / share information.</i> 	

11	Eradicate carbon release from burning/bonfires	
Progress	<p>No green or other waste burned as part of Council service deliver/operations.</p> <p>Bonfires at the allotment site restricted in the summer months. but could be prohibited entirely. This will require education and consultation with tenants and the Tenant's Committee.</p>	
Target	<ul style="list-style-type: none"> Prohibit bonfires at the allotment site entirely. This will require education and consultation with tenants and the Tenant's Committee, along with promotion of composting alternatives. 	
12	Participate in and promote wider initiatives e.g. Wokingham Borough Council Climate Emergency Plan	
Progress	<p>Town Council has a representative on the WBC Climate Action Working Group</p> <p>Town Council has set up a Cycling in Woodley Working Party</p>	
Target	<p>Consider promoting a cycle to school/work scheme/campaign</p> <p>Work with TCMI on local business initiatives and involvement</p> <p><i>See – Encourage Behaviour Change target</i></p>	
Current Actions	<ul style="list-style-type: none"> DTC/Working party to agree date for meeting with WBC climate officers. COMPLETE 	
	<p><i>UPDATE:</i></p> <ul style="list-style-type: none"> <i>Officers have attended WBC Climate Emergency meetings to make presentations / share information.</i> 	
13	Assess and reduce carbon impact of purchasing goods and services;	
Progress	<p>Officers are reviewing purchasing in terms of items and suppliers to achieve carbon savings and offsetting.</p> <ul style="list-style-type: none"> Carbon neutral office paper is now used. Printing is being reduced where possible through changes in practices and more effective electronic working. Environmental policies are sought from key 	

	suppliers and contractors and form part of the selection process.	
Target	Investigate potential for; <ul style="list-style-type: none"> • Plastic free procurement • Procurement from local suppliers or lowest carbon suppliers • Paper free office 	
Current Actions	<ul style="list-style-type: none"> • All managers to request environment policy from suppliers and contractors. • All tender invitations to contain climate emergency statement and require submissions to address this. 	
14	Ensure on-going commitment and consistent approach	
Progress	Climate Emergency declared in October 2019. Climate Emergency Working Party appointed – reporting to the Leisure Services Committee. Climate/environmental impact notes on project reports presented to the Committee.	
Target	<ul style="list-style-type: none"> • Approve the Climate Emergency Action Plan through the Leisure Services Committee. • Develop detailed, realistic and achievable targets in the Action Plan – with progress reported back to the Working Party/Leisure Services Committee. • Involve all staff in the process and make aware of the content of the Action Plan. Consider and include staff suggestions and feedback where appropriate as part of the on-going process. • Involve residents in the process and make aware of the content of the Action Plan. Consider and include suggestions and feedback where appropriate as part of the on-going process. • Consider a Councillors ‘Sign Up’ to gain active support of the plan from individual Town Councillors. 	

Woodley Town Council Tax Precept - independently conducted by HM Research

Covid-19 Household Consultation Report

1. Introduction

Woodley Town Council is facing the likelihood of a financially challenging year in 2021/22. In 2020/21 the Covid-19 pandemic has led to the temporary reduction or closure of services and facilities run by the Council. This has caused a significant decrease in income, although furlough is being claimed, where appropriate. Costs have been reduced as a result of lockdowns and events that have not taken place and the Council only spending on essential or contractual costs as far as possible.

2. Purpose of Consultation

To continue to deliver services next year the council are considering an increase in the level of Town Council tax (the precept) in the 2021/22 financial year. In planning for this, Woodley Town Council conducted a consultation with all households in the town to gauge residents' responses for such an increase.

3. Method

The Consultation was carried out between 9th October and 16th November 2020.

A simple two question self-completion questionnaire distributed to all 10755 households in Woodley (see below). Response was by post using a freepost return card or online via the Woodley Town Council Website. Although there was no invitation to do so, it was possible to write comments on the cards but not on the website survey.

Respondents were asked to select a preference from one of four levels of increase in precept. There was purposely no option for 'no increase' on the card that was distributed, nor on the website questionnaire.

Respondents were also asked for their postcode to help validate responses and allow for some simple analysis of response by locations within the town.

4. The Consultation 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	
Option B	£0.65p per week	We would have to reduce some Town Council Services but could run some	
Option C	£0.87p per week	Some services may be reduced but we could run most services as they used to be	
Option D	£1.09 per week	Services could run as they used to be	

What is your Postcode? _____

5. Response Rate

There were 2384 responses; 22.17 % of Woodley households. 60% responded by post, 40% online. Of those replying by post, over a third opted to use a stamp on their freepost card to save the Council money.

In postal responses, 12 cards were returned with no preferred option or specific comments about options. These were removed from the statistical data, but any comments made have been included in this report. A further two online responses, were sent from postcodes in Woodley near Manchester. These were removed from the data, including the total response rate, as they seem to have been completed in error and were not local residents.

107 (7.64%) of card responses had handwritten comments asking for no increase even though this was not an option in the question. This is considered to be a large enough response to be noted in this report. The results in this report are therefore differentiated to show the outcome when only preferences for options A-D are analysed, and also when a request for no increase is included.

Table 1 Number of Responses by Type

	Number	% Response (Sample size 10755)	% of 2384 responses
All Responses	2384	22.17	100
*Valid responses Options A-D only	2265	21.06	95.01
*Valid responses including 'no increase'	2372	22.05	99.50

	Number	% of 10755 sample	% of 2372* valid responses
*Valid card responses	1412	13.13	59.3
Valid online responses	960	8.93	40.5

* 12 responses removed because no preferred option was given

6. Results

6.1 Preferred Options

For an example of a property in Band D for Council Tax The options given for a precept increase were:

Option A £0.43p per week

Option B £0.65p per week

Option C £0.87p per week

Option D £1.09 per week

20% of respondents option for the lowest level of increase – Option A.

23% preferred option C and 43% for option D, the highest level of increase. However, it is notable that the most comments were from people opting for the lowest level of increase or asking for no increase at all and saying that this would cause hardship.

When ‘no increase’ handwritten responses are excluded, there is little difference between postal and website responses. However, postal returns had an 8% lower response for Option A, which appears to be because of people asking for no increase instead.

Table 2 Preferred options

Option	Number of responses	% Response A-D only	% response Options A-D plus ‘no increase’
None	107	-	4.51
A	479	21.15	20.19
B	241	10.64	10.16
C	536	23.66	22.60
D	1009	44.55	42.54
Total	2384	100.00	100.00

Table 3 Preferred Option by Response Type

Option	Number of Online Responses	% Online responses	Number of Postal Responses	% postal response Options A-D only	% postal responses including no increase
<i>None</i>	-	-	107	-	7.58
A	236	24.58	243	18.62	17.21
B	96	10.00	145	11.11	10.27
C	205	21.35	331	25.36	23.44
D	423	44.06	586	44.90	41.50
Total	960	100.00	1305	100.00	100.00

Figure 1 Number of responses by preferred option and response method

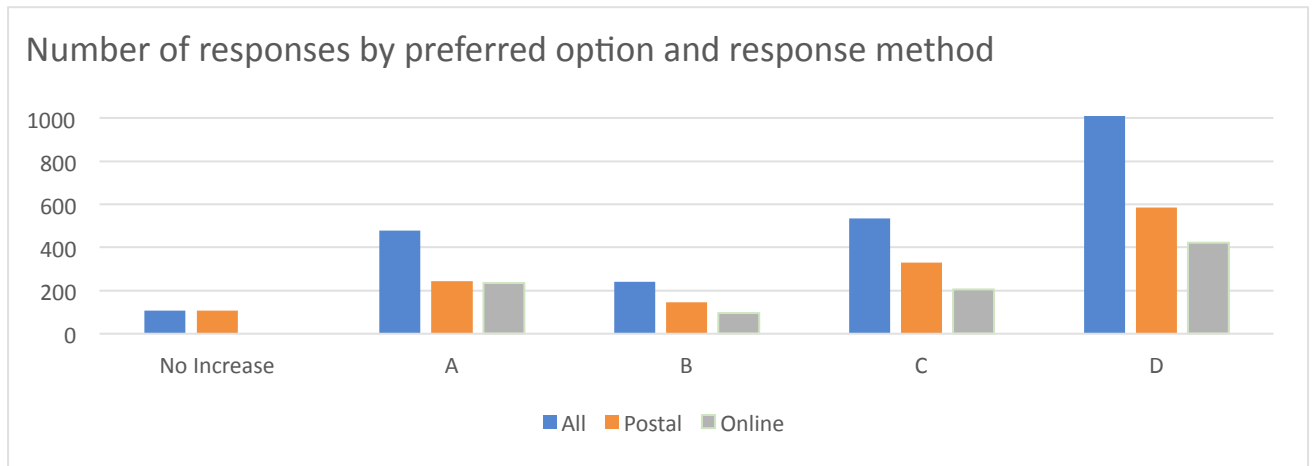
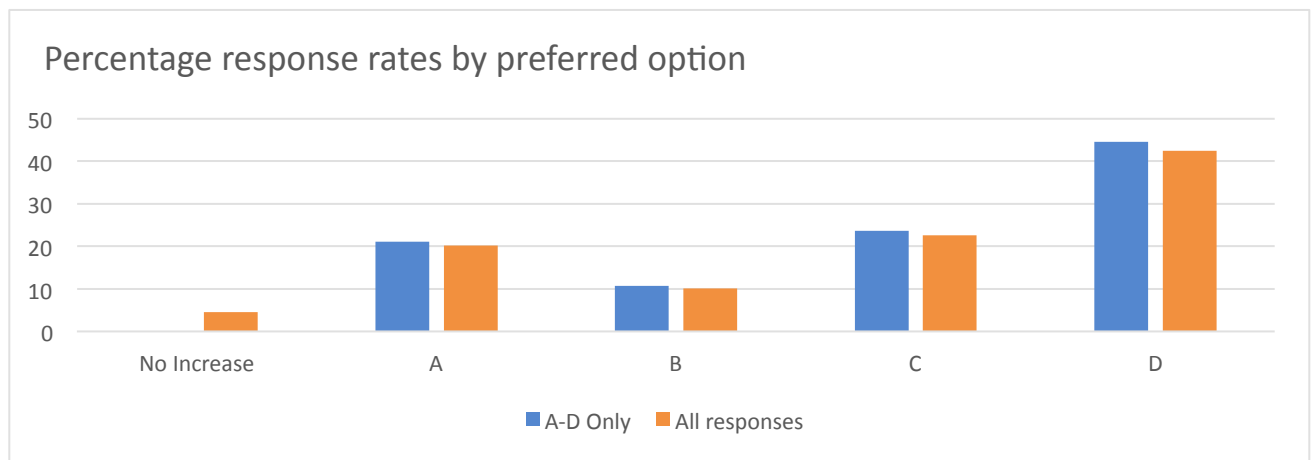


Figure 2 Percentage response by preferred option



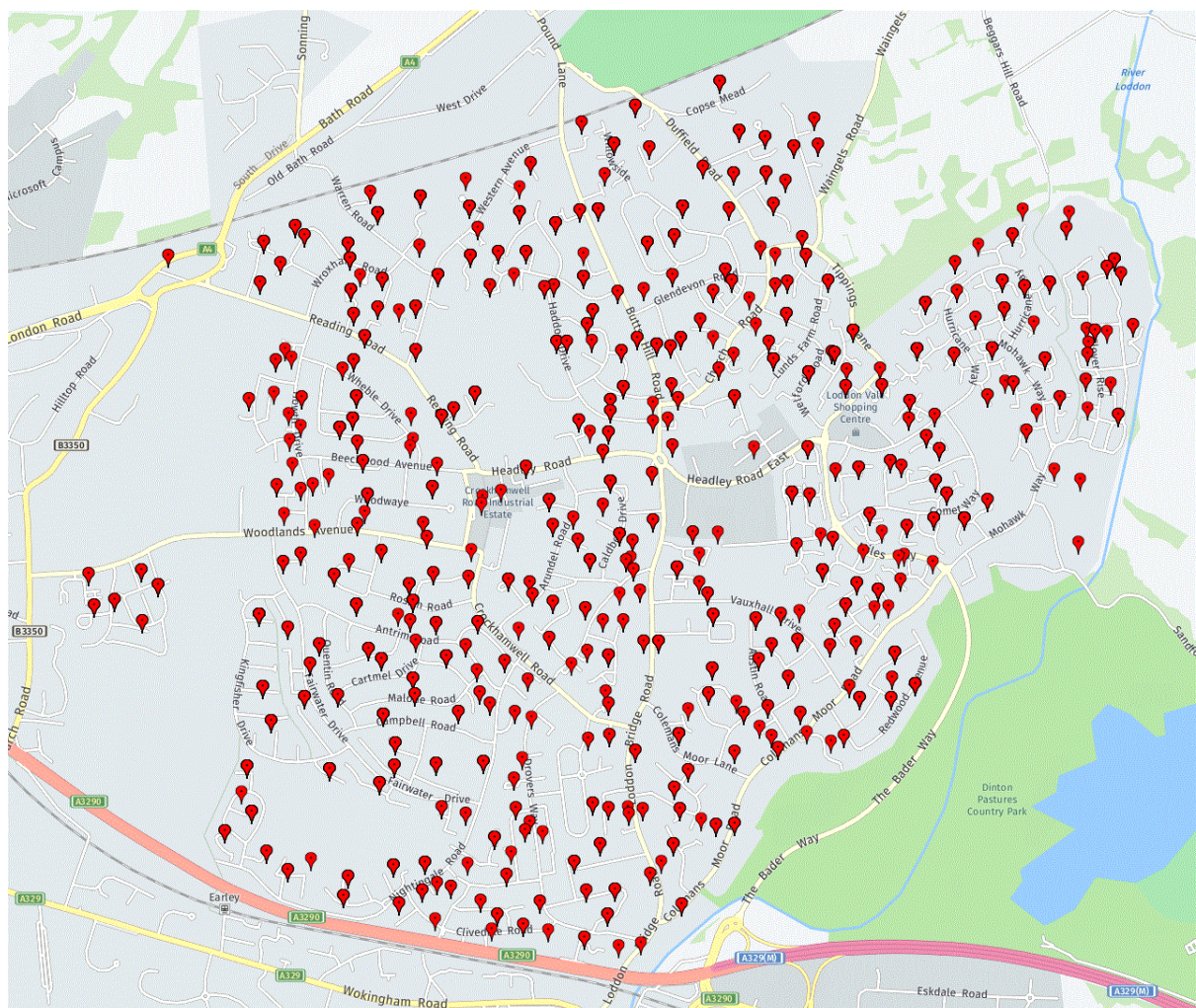
7. Geographical Analysis

Based on postcodes supplied, all parts of Woodley were well represented by responses with no area being omitted.

There were responses from almost all streets in the town. There does not appear to be a significant difference in response type depending on location.

The pattern responses received across the whole survey, and by response type are shown below. It should be noted that these diagrams show a centre point of every postcode from which at least one response was received rather the number of responses by postcode.

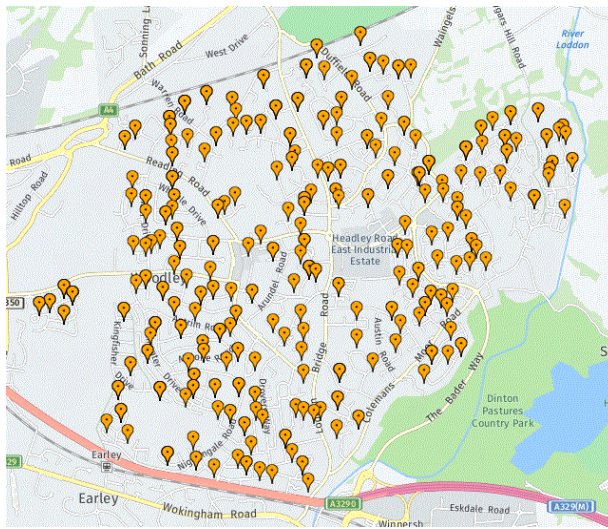
Figure 3 Responses by Postcode



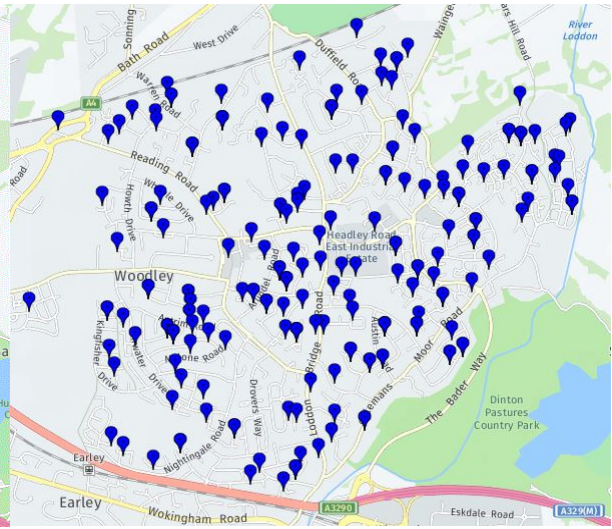
All Responses

Figure 4 Responses by postcode and preferred option

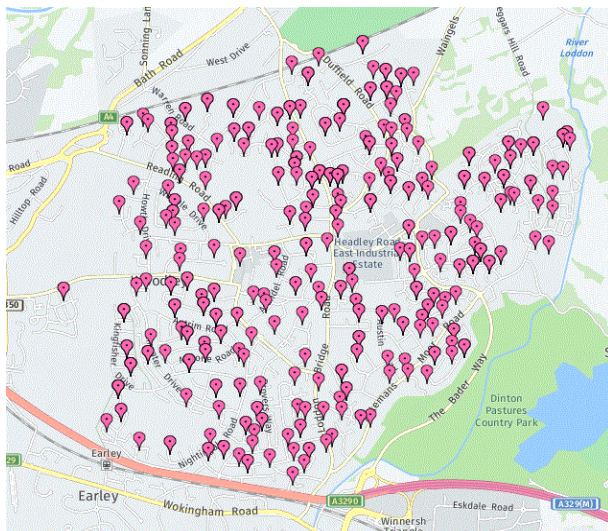
Option A



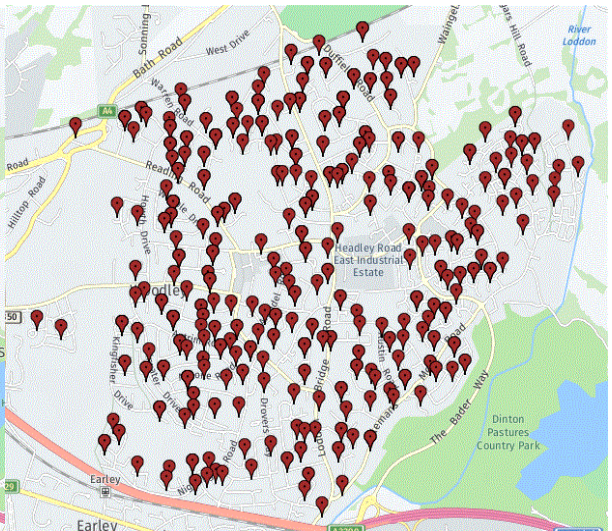
Option B



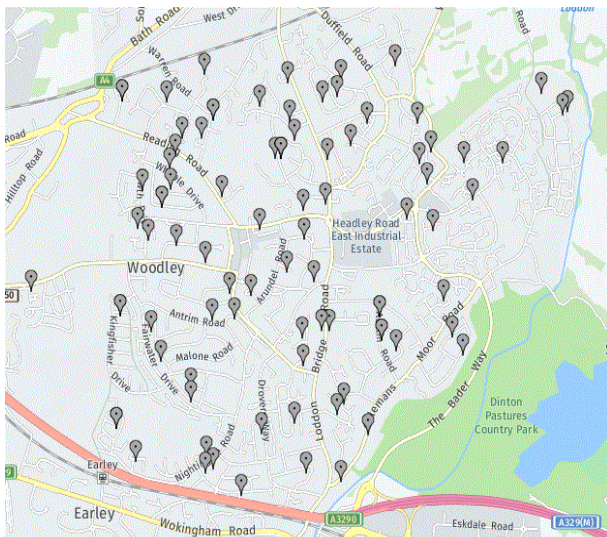
Option C



Option D



Request for No Increase



8. Comments Received

9. General

Comments were not specifically invited and were only possible on postal returns.

The most frequent comments came from those in difficult circumstances due to Covid-19 saying they cannot afford an increase in council tax. This was often due to reduced or no income, particularly where people have lost jobs. There was also disquiet at what some consider to be high council taxes already being increased in difficult times for all. The comments received can be summarised as follows:

[Circumstances caused by Covid-19 make it difficult or impossible to afford an increase in the precept:](#)

“Due to Covid and the associated financial pressures on families, the council should not increase council tax next year. 2021 remains uncertain and by increasing tax may put unnecessary stress/worry onto people.”

“Everyone has less income due to Covid and prices everywhere are increasing. If you increase it must be a minimum and you must adapt.”

[Requests and comments asking for no increase, or a reduction in precept:](#)

“I do not want any rise at all. My job was lost to Covid 19.”

“No increase. Like many people I lost my job during lockdown and do not have extra cash/ £0.00p per week.”

“We all face difficulties this year. I do not support any increase.”

[An increase in the precept would make things harder in already difficult times:](#)

“We are all going through cut-backs at this time, why make it worse by increasing council tax.”

“This is the wrong economic climate to ask households for more money.”

[The need for increase is accepted, but not happily:](#)

“Option A - under protest!”

“Option D - Not Happy!”

The increase should be during Covid only and reduced back afterwards.

“Call it the 'Covid precept' then when the pandemic is over/controlled it will be withdrawn.”

“When things return to 'normal' can I be assured you will reduce the precept needed or will there be further increases?”

“Will this be reduced once the income from facilities increased?”

The council should use reserves to pay for the losses incurred:

“Suggest you use your reserves at this difficult time. That is what they are for.”

Economies should be made to pay for the shortfall:

“The council should make changes to services so as to cut their budget.”

“Pay cuts for all.”

Council Tax has already increased a lot recently:

“None of the below. Overall Council tax has gone up about 20% over the last 4 years, well over a week's income for us.”

Council tax is too high already:

“We pay some of the highest council tax around and get very little for it.”

Respondents feeling they don't use the facilities, so should not have to pay for them:

“Can we have a refund as we do not use any local facilities?”

Wokingham Borough Council, should give a greater financial share to Woodley:

“I value the services provided by Woodley Town Council but feel this should be met by our huge contribution to Wokingham Council rates. I see most of our rates being spent to improve Wokingham and very little used to improve services in Woodley.”

“Woodley pays the highest council tax in Wokingham borough and as a resident I don't see that we get any benefit from that.”

“We pay the highest precept in Wokingham BC. Get our fair share back from them first!”

Ask central government for more money:

“Contact the government as other councils are successfully doing. Covid is not the fault of the community!”

9.2 Messages of support

There were also messages of hope and support, thanking the Town Council for its work and facilities, recognising that these are difficult times for all and seeing a precept increase as a way of protecting civic amenities. These comments showed that the services and facilities provided are valuable at a personal level as well as to the community:

“We 'protected the NHS' now protect our local civic amenities - please! We would also make a once off voluntary contribution of £50 if asked.”

“Good luck in the funding for Town Council Services or 2021/22. These are bad times for everybody.... I don't know what I would do without Woodford Park and the Woodley Town Council Amenities. Let's hope we beat this horrid Covid-19 in the coming months.”

9.3 Comments related to Wokingham Borough Council

Some comments showed a lack of understanding about the difference between services provided by Woodley Town Council and those that Wokingham Borough is responsible for such as:

- The cost of new recycling bags
- Streetlights – several suggestions that these should be turned on later/off sooner
- Roads need to be resurfaced (Reading Road)
- Issues with maintenance of paths and hedges
- Problems with litter.

“Maybe you should look at your staffing structure and how you actually spend our money. E.g. If you are wasting money on new recycling bags to keep cardboard dry saying the lorries need changing for the use of wheelie bins but that already decant our recycling into wheelie bins to load the lorry!!”

“Try switching streetlamps off 15 mins earlier.”

REPORTS FROM OUTSIDE BODIES

ARC (December 2020)

Before the November 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, December 2020

ARC (February 2021)

Up to 12 counsellors have been working face to face since the last report, however the latest lockdown, with the increase in local cases has affected that, with many clients transferred to zoom working, where appropriate.

Every effort is being made to provide a COVID secure environment for all.

There has been a reduction in staff working, due to home schooling, illness and self-isolating. This has meant additional pressure on those remaining at a very busy time.

Schools work has much reduced as most of the presenting issues were around schooling for young people, leaving those that are struggling with isolation and parenting issues where online support is not suitable.

The numbers on our current waiting lists are very low

We anticipate increased demand for our services over the next 12-24 months and are planning to increase our list of counsellors by 10 to bring the number to 50.

It is inevitable when the current restrictions ease, that additional support will be required to deal with the consequences of the pandemic.

Shelagh Flower - February 2021

Citizens Advice Wokingham (December 2020)

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, December 2020

Poor's Land Charity (December 2020)

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, December 2020

Poor's Land Charity (December 2020)

The Trustees have continued to meet in what has now become the new normal on Zoom – we have deviated a little from our last Wednesday of the month schedule as trustees and staff commitments have changed because of Covid 19.

While continuing with the Relief in Need requests for residents the Trustees have been grappling with the repairs and renewals to the heating system. This has not been as straightforward as we hoped and without the dedication of Evelyn and David Fidler – the secretary and treasurer – who have been not only on a steep learning curve but had to keep the trustees informed along the way with enough information to enable them to make decisions – this would not have happened. The trustees were concerned that all residents had both heating and hot water ready for winter. Our thanks and praise must go to both Evelyn and Dave who have coped with this alongside the general running of the charity.

We have also looked at wifi and internet provision – which is ongoing. Some ground and tree maintenance has also taken place on site.

There is one flat vacant after the resident moved into accommodation that provided care. One resident has been interviewed but did not meet the criteria for residence. Advertisements have been placed with local surgeries, Churches and other places where it was felt it might be seen.

Cllr Beth Rowland, December 2020

Poor's Land Charity (February 2021)

During the Covid epidemic the trustees have been meeting as normal - we have over the last few months supplied money for laptops to a local school, supported families in need with various household items as usual.

One flat became vacant some time ago as our resident moved into a facility that offered more care. The flat was redecorated and has now been let.

We have observed over these months that families with complex needs and financial lives are coming forward for support. Trustees have over these months, where needed, met over Zoom with prospective residents and families requesting support. Although the service has been different, it has been no less good and thanks should go to both families and trustees for their co-operation.

Cllr Beth Rowland, February 2021

Sonning & District Welfare & Educational Trust (December 2020)

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, December 2020

Woodley and North Earley Community Forum (December 2020)

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, December 2020

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

(Report carried over from Town Council meeting held on 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.

Town Mayor's Engagements – 9 December 2020 to 9 February 2021

December	17	ReadiBus AGM - virtual meeting
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