



Woodley Town Council

The Oakwood Centre
Headley Road
Woodley
Berks, RG5 4JZ

To: **ALL MEMBERS OF THE COUNCIL**

NOTICE IS HEREBY GIVEN that a Meeting of the Town Council will be held at The Oakwood Centre on Tuesday 7 February 2017 at 8:00pm.

Deborah Mander
Town Clerk

Before the start of the meeting Borough Councillor Angus Ross, Executive Member for the Environment, and Borough Councillor Parry Bath will speak about the Wokingham Borough Council Environment portfolio.

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 6 DECEMBER 2016** Page 3
To approve the minutes of the Council meeting held on 6 December 2016, and that they be signed by the Chairman.

4. **COMMITTEE REPORTS**
To receive reports from the following:
- | | | | |
|-----|----------------------------------|------------------|---------|
| 4.1 | Planning Committee | 13 December 2016 | Page 9 |
| 4.2 | Planning Committee | 10 January 2017 | Page 18 |
| 4.3 | Leisure Services Committee | 17 January 2017 | Page 27 |
| 4.4 | Strategy and Resources Committee | 24 January 2017 | Page 33 |
| 4.5 | Planning Committee | 31 January 2017 | Page 47 |
5. **MINUTES OF THE URGENCY COMMITTEE – 9 JANUARY 2017** Page 55
To receive the minutes of the Urgency Committee held on 9 January 2017.
6. **LEADER’S STATEMENT**
To receive a statement from the Leader of the Council.
7. **REPRESENTATIVES ON OUTSIDE BODIES**
To receive any reports from Town Council representatives on outside bodies. ***(Appendix 7)*** Page 58
8. **TOWN MAYOR’S ENGAGEMENTS**
- | | | |
|----|--|---------|
| a) | To receive a report from Councillor Jenny Cheng on her engagements as Town Mayor. <i>(Appendix 8)</i> | Page 59 |
| b) | To receive a report from Councillor Anne Chadwick on her engagements as Deputy Mayor. <i>(Appendix 8)</i> | Page 59 |
9. **FUTURE AGENDA ITEMS**
To consider any items for inclusion in future Council agendas.

**Minutes of a Meeting of the Town Council held at the Oakwood Centre on
Tuesday 6 December 2016 at 8 pm**

Present: Councillors J. Cheng (Chairman); K. Baker; T. Barker; S. Brindley;
A. Chadwick; C. Dixon; R. Dolinski; P. Etherington; M. Forrer;
D. Fradley; B. Franklin; R. Lay; J. MacNaught; D. Mills;
S. Rahmouni; D. Smith; W. Soane; D. Stares; J. Trick; M. Walker

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:

- The Town Mayor presented grant cheques to representatives of local community groups and other organisations and individuals, as reported in **Appendix A**.
- A maximum of 30 minutes was set aside for members of the public to pose questions to the Council in the Town Forum. As there were no members of the public wishing to address the Council the Town Forum did not take place.

49. **APOLOGIES FOR ABSENCE**

Apologies were received from Councillors K. Gilder, M. Green, R. Horskins and P. Wicks.

50. **DECLARATIONS OF INTEREST**

There were no declarations of interest made by Members.

51. **MINUTES OF COUNCIL MEETING HELD ON 27 SEPTEMBER 2016**

The Town Mayor presented the minutes of the Council meeting held on 27 September 2016.

RESOLVED:

- ◆ To approve the minutes of the Council meeting held on 27 September 2016 and that they be signed by the Mayor as a correct record.

52. **COMMITTEE REPORTS**

52.1 **Minutes of the Planning Committee: 18 October 2016**

Councillor Barker presented the minutes of the Planning Committee meeting held on 18 October 2016.

Councillor Baker reminded Members that there had been a number of changes to the work of the Planning Committee during the past year: the Planning Committee had taken on much of the work of the former Community Services Committee and had also moved to electronic viewing of planning applications. Councillor Baker reported that he had attended several Planning Committee meetings during the year and had been very pleased to see how well the Committee had adapted to the new practices and increased workload, and he thanked the Committee Officer and Councillor Barker, the Chairman of the Planning Committee, for their efforts to ensure the smooth running of the Committee.

RESOLVED:

- ◆ To receive the minutes of the Planning Committee meeting held on 18 October 2016.

52.2 **Minutes of the Leisure Services Committee: 8 November 2016**

Councillor Soane presented the minutes of the Leisure Services Committee meeting held on 8 November 2016.

RESOLVED:

- ◆ To receive the minutes of the Leisure Services Committee meeting held on 8 November 2016.

52.3 **Minutes of the Planning Committee: 15 November 2016**

Councillor Barker presented the minutes of the Planning Committee meeting held on 15 November 2016.

Minute No. 138: Neighbourhood Policing

Councillor Mills drew Members' attention to the presentation Inspector Lloyd had given to the Planning Committee and said that the Inspector had been keen for the Town Council and the local community to become more involved with policing matters. Councillor Mills thought that this was very encouraging and would improve the relationship between the police and the community. Councillor Dolinski reported that he had arranged a meeting with borough councillors, the police and JAC following negative comments on social media and the police had explained how they were managing antisocial behaviour problems. There had been a healthy exchange of views and a follow up meeting would take place on 19 January, which town councillors would be welcome to attend.

There was some discussion about how a local speed watch group would work, as it was Inspector Lloyd's aim to set up a network of local groups, and Councillor Baker suggested that a member of the speed watch group in Finchampstead could be invited to speak to Councillors about this as their group had been in operation for several years.

RESOLVED:

- ◆ To receive the minutes of the Planning Committee meeting held on 15 November 2016.
- ◆ To invite a representative from the Finchampstead speed watch group to speak to the Town Council.

52.4 **Minutes of the Strategy and Resources Committee: 22 November 2016**

Councillor Baker presented the minutes of the Strategy and Resources Committee meeting held on 22 November 2016.

RESOLVED:

- ◆ To receive the minutes of the Strategy and Resources Committee meeting held on 22 November 2016.
- ◆ To approve the recommendation of the Strategy and Resources Committee that the Town Council seek to lease the area under the A3290 from Wokingham Borough Council in order to work with other organisations to provide activities for young people at the site.

- ◆ To approve the recommendation of the Strategy and Resources Committee that £5,000 from the Capital Programme funds be allocated to replace the bus shelter in Beechwood Avenue.
- ◆ To approve the schedule of meetings for the municipal year 2017/18, as attached at **Appendix B**.

53. **LEADER'S STATEMENT**

The Leader of the Council made the following statement:

"In keeping with the brevity of this agenda I too will be brief.

May I thank all the Councillors here for the tremendous effort you have put in over the last year. It is a little over 18 months since you were all elected and this is your first full year. For many of you it has been a bit of a baptism of fire but I have been impressed how all of you have participated fully.

It only leaves me to wish you and your families a very merry Christmas and I hope you have a great break and I will see you all in the New Year."

54. **REPRESENTATIVES ON OUTSIDE BODIES**

- a) The Town Clerk presented Report No. FC 5/16, which advised Council of the organisations to which the Council appoints representatives and made recommendations on changes to the representation.

RESOLVED:

- ◆ To note Report No. FC 5/16.
- ◆ To seek a second representative to Berkshire Association of Local Councils at the Annual Meeting in May 2017.
- ◆ To await the outcome of a decision on the future of Wokingham District Association of Local Councils before seeking representatives to this body.
- ◆ To revise the number of representatives to the Campaign Against Waste to one plus one deputy.
- ◆ To retain a place on the Citizens Advice Wokingham Trustee Board and to seek a local resident as the Council's representative on the Board if no councillor is able to undertake this role.
- ◆ That the Council make no appointment to the Mid and West Berkshire Local Access Forum and to publicise the forum and the invitation to become a forum member in the next edition of the newsletter.
- ◆ That the Museum of Berkshire Aviation Trust be consulted on reducing the Council representation to one place.
- ◆ To delete the second deputy from the representative places on the Road/Street Works Major Projects meetings.
- ◆ That the second representative place be deleted from the Sandford Farm Liaison Group and that the remaining place be deleted once the forum is disbanded.

- ◆ To retain a place on the Readibus Trustee Board and to appoint a local resident as the Council's representative if no councillor is able to undertake this role

b) Members noted the written report on the Woodley Volunteer Centre from Councillor MacNaught.

The Mayor gave a verbal report on the Poor's Land Charity, informing Members that the charity continued to look after its residents and to give money for relief in need, and that there was currently one vacant flat.

55. **TOWN MAYOR'S ENGAGEMENTS**

The Town Mayor informed Members of the 18 engagements she had attended since the last meeting, and said how much she had enjoyed the SingIN Concert performed by students of Addington School with the help of their buddies from Waingels College and Highwood Primary School. The Mayor also reported that while attending the Wokingham Borough Sports Council Awards evening she had presented the Woodley Town Council Cup for Excellence in Sport to Olivia Goves from Bulmershe Gymnastics Club.

56. **FUTURE AGENDA ITEMS**

No suggestions were made for future agenda items.

Before the close of the meeting Councillor Soane expressed the Council's thanks to the Woodley Town Centre Management Initiative, and the Town Centre Manager in particular, for the excellent Winter Extravaganza that had taken place in the town centre the previous weekend.

Meeting closed at 8:53pm

Meeting of the Town Council on 6 December 2016

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

Berkshire Vision
Cruse Bereavement Care
Friends of Woodford Park
Wokingham Job Support Centre
Woodley & Earley Arts Group
Woodley Festival of Music and Arts

Individuals:
William Cowan
Alexander Cowan
Hannah Evans

A grant had also been awarded to Sue Ryder: The Duchess of Kent Hospice, who were unable to send a representative to the meeting and had sent their apologies.

TIMETABLE OF MEETINGS - 2017/18
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All Council and Committee meetings are held on Tuesdays. Plans 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 COMMITTEE	LEISURE SERVICES	STRATEGY & RESOURCES	FULL COUNCIL
<u>2017</u> 23 May 20 June	<u>2017</u> 6 June	<u>2017</u> 13 June	<u>2017</u> Annual Meeting: 9 May 27 June
18 July 15 August (SH) 12 September	5 September	19 September	3 October
10 October 7 November 5 December	21 November	28 November	12 December
<u>2018</u> 9 January 30 January	<u>2018</u> 16 January	<u>2018</u> 23 January	<u>2018</u> 6 February
27 February 27 March 24 April	10 April (SH)	17 April	Town Electors: 6 March Annual Meeting: 8 May

(SH = School Holidays)

SCHOOL TERM DATES

2017 Tuesday 18 April to Tuesday 25 July
Monday 4 September to Wednesday 20 December
(NOTE: Training days - to be agreed)

Half Term: 29 May - 2 June
Half Term: 23- 27 October

Good Friday: 14 April 2017
WBC Elections: None in 2017

2018 Wednesday 3 January to Thursday 29 March
Monday 16 April to Tuesday 24 July
(NOTE: Training days - to be agreed)

Half Term: 12 - 16 February
Half Term: 28 May - 1 June

Good Friday: 30 March 2018
WBC Elections: 3 May 2018

**Minutes of a Meeting of the Planning Committee held at the Oakwood Centre
on Tuesday 13 December 2016 at 7:45 pm**

Present: *Councillors: R. Dolinski (Chairman); S. Brindley; J. Cheng; D. Fradley;
J. MacNaught; D. Mills; S. Rahmouni; M. Walker; P. Wicks*

Also present: *Councillor K. Baker
3 members of the public*

Officer present: *L. Matthews, Committee Officer*

149. **APOLOGIES**

Apologies for absence were received from Councillors T. Barker, M. Forrer and B. Franklin.

150. **DECLARATIONS OF INTEREST**

There were no declarations of interest made by Members.

151. **MINUTES OF THE PLANNING COMMITTEE MEETING HELD ON 15 NOVEMBER
2016**

RESOLVED:

- ◆ That the minutes of the Planning Committee meeting held on 15 November 2016 be approved and signed by the Chairman as a true and accurate record.

152. **CURRENT PLANNING APPLICATIONS**

RESOLVED:

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

153. **PLANNING DECISIONS**

RESOLVED:

- ◆ To note information on decision notices received from the planning authority since the last meeting. (**Appendix B**)

154. **NEIGHBOUR CONSULTATION SCHEME**

RESOLVED:

- ◆ To note application 163411
Location: 13 Norton Road, Woodley, RG5 4AH.
Proposal: Application for the prior approval of the erection of a single storey rear extension, which would extend beyond the rear wall of the original house by 4.2m for which the maximum height would be 3.6m and the height of the eaves 2.47m.

155. **PLANNING APPEAL**

RESOLVED:

- ◆ To note that the following appeal had been lodged with the Planning Inspectorate:

Application: 161723

Location: 123 Loddon Bridge Road, Woodley, RG5 4AG.

Proposal: Proposed demolition of existing bungalow and erection of one detached, two storey dwelling.

The appeal had been made against the restriction of permitted development rights, a condition imposed when planning permission was granted.

156. **HIGHWAYS**

Road Works/Street Works Major Projects Co-ordination meeting

Members noted the minutes of the Wokingham Borough Council Road Works/Street Works Major Projects Co-ordination meeting held on 18 October 2016.

157. **PROPOSED PROHIBITION OF WAITING ORDER: NIGHTINGALE ROAD**

Members noted the results of the Wokingham Borough Council consultation on the proposed Prohibition of Waiting Order for Nightingale Road, Woodley, and the recommendation that the proposal be abandoned, and considered whether to make any further representation on this matter.

RESOLVED:

- ◆ To make no further representation to Wokingham Borough Council on the proposed Prohibition of Waiting Order for Nightingale Road or the recommendation to abandon the proposal.

158. **APPLICATION FOR A PREMISES LICENCE UNDER THE LICENSING ACT 2003: JALPARI TANDOORI, 4 LODDON VALE CENTRE, HURRICANE WAY**

Members considered the application for a premises licence under the Licensing Act 2003 for Jalpari Tandoori, 4 Loddon Vale Centre, Hurricane Way, Woodley.

RESOLVED:

- ◆ To respond to Wokingham Borough Council with no objections to the application.

159. **WOKINGHAM BOROUGH COUNCIL LOCAL PLAN UPDATE: SITE ASSESSMENT ENGAGEMENT**

Correspondence from Wokingham Borough Council regarding their site assessment engagement for the Local Plan Update had been circulated to the Committee prior to the meeting, as site assessment responses had been required before the date of the meeting.

Information on the two sites in Woodley, as provided in the agenda, had been sent to Wokingham Borough Council, following approval by Committee members.

160. **WOKINGHAM BOROUGH COUNCIL: NEW LOCAL TRANSPORT PLAN CONSULTATION**

Members noted correspondence received from Wokingham Borough Council regarding the Local Transport Plan stakeholder consultation.

RESOLVED:

- ◆ That all Committee members would consider the consultation document so that responses could be agreed at the next meeting.

161. **PUBLICATIONS/INFORMATION**

RESOLVED:

- ◆ To note receipt of the following:
 - *Thames Valley Environmental Records Centre Newsletter – Winter 2016*
 - *Citizens Advice Wokingham Winter Bulletin*

162. **FUTURE AGENDA ITEMS**

The Local Transport Plan consultation would be an item on the agenda for the meeting to be held on 10 January 2017.

163. **PUBLICITY/WEBSITE**

There were no suggestions for items to be publicised.

164. **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.

165. **ENFORCEMENT ISSUES**

The Chairman informed the meeting of five ongoing enforcement matters and one enforcement investigation closure notice.

The meeting closed at 9:00 pm

Chairman

Woodley Town Council

Page 1

Date :- 19/12/2016

Observations on the following Planning Applications

<u>Application No</u>	<u>Date Recd</u>	<u>Case Officer</u>	<u>Applicant Name</u>	<u>Location</u>
Approved on the following applications;				
162958	11/11/2016	Daniel Ray	Magal Engineering Ltd	Headley Road East Headley Road East Woodley RG5 4SN
Proposal : Full application for proposed change of use from B8 (Storage or distribution) to habitable accommodation to provide overnight accommodation for staff and visitors.				
Observations : One letter of concern had been received for this application.				
The Committee considered the application and had no objection to the proposal, but asked that the use of obscure glass be considered for the entrance door and the window to the side of the door, to prevent overlooking of adjacent residents.				
163089	15/11/2016	Stephen Thwaites	Mr & Mrs Potter	40 Selsdon Avenue Selsdon Avenue Woodley RG5 4PG
Proposal : Householder application for the proposed single storey rear extension to existing dwelling.				
Observations : No objections.				
163100	23/11/2016	Jane Burton	Mr Price	29 Rivermead Road Rivermead Road Woodley RG5 4DH
Proposal : Householder application for the proposed erection of a single storey side and rear extension to dwelling.				
Observations : No objections.				
163132	17/11/2016	Brooke Davey	Unknown	17 & 19 Henley Wood Road Henley Wood Road Earley RG6 7EE
Proposal : Adjoining parish consultation. Householder application for the proposed erection of two storey front extension to the existing dwellings at 17 and 19 Henley Wood Road.				
Observations : No objections.				
163149	29/11/2016	Brooke Davey	Ms Esmee Sargeant	26 Church Street Church Street Woodley RG5 4QJ
Proposal : Householder application for the conversion of existing detached garage to habitable accommodation.				
Observations : No objections.				

Date :- 19/12/2016

Observations on the following Planning Applications

<u>Application No</u>	<u>Date Recd</u>	<u>Case Officer</u>	<u>Applicant Name</u>	<u>Location</u>
163187	21/11/2016	Christine Phillips	Mr Saunders	7 Buccaneer Close Buccaneer Close Woodley RG5 4XP
Proposal : Householder application for the proposed insertion of an Oriel window to side elevation. (Retrospective)				
Observations : No objections.				
163192	24/11/2016	Brooke Davey	Mr Darren Long	9 Buckden Close Buckden Close Woodley RG5 4HB
Proposal : Householder application for the proposed erection of a single storey first floor side extension to dwelling.				
Observations : No objections.				
163200	21/11/2016	Brooke Davey	Mr & Mrs S Korah	43 Cypress Road Cypress Road Woodley RG5 4BD
Proposal : Householder application for single storey front extension to dwelling plus changes in fenestration.				
Observations : No objections.				
163217	23/11/2016	Stephen Thwaites	The Owner and/or Occupier	Waingels College Waingels Road Woodley RG5 4RF
Proposal : Full application for the proposed erection of 6No. floodlighting columns at the Multi Use Games Area (MUGA).				
Observations : One resident was present at the meeting to voice concerns about the planned useage of the Multi Use Games Area and the increased noise due to the extended hours of use allowed by the installation of floodlights.				
The Committee considered the application and had no objection to the proposal, but asked that consideration be given to extending the length of the acoustic fencing adjacent to Denmark Avenue to mitigate the extra noise due to extended hours of use.				
163229	24/11/2016	Brett Beswetherick	Mr Carl Bunce	74 Western Avenue Western Avenue Woodley RG5 3BH
Proposal : Householder application for the proposed two storey rear extension, first floor extension over existing garage.				
Observations : No objections.				

Date :- 19/12/2016

Observations on the following Planning Applications

<u>Application No</u>	<u>Date Recd</u>	<u>Case Officer</u>	<u>Applicant Name</u>	<u>Location</u>
163273	29/11/2016	Brooke Davey	Mrs L Allwood	77 Loddon Bridge Road Loddon Bridge Road Woodley RG5 4AR
<p>Proposal : Householder application for replacement of part of flat roof to pitched roof on existing outbuilding. (Retrospective)</p> <p>Observations : Two letters of concern had been received for this application.</p> <p>The Committee considered the application and had no objections to the proposal.</p>				
163403	07/12/2016	Brett Beswetherick	Mrs R Jordan	16 Tippings Lane Tippings Lane Woodley RG5 4RX
<p>Proposal : Householder application for the proposed erection of a single storey front and rear extension to dwelling.</p> <p>Observations : No objections.</p>				

Date :- 19/12/2016

Observations on the following Planning Applications

<u>Application No</u>	<u>Date Recd</u>	<u>Case Officer</u>	<u>Applicant Name</u>	<u>Location</u>
Refused on the following applications;				
163024	14/11/2016	Mark Croucher	Mr Robert Nicholls	Land adjoining 16 Church Mews Church Mews Woodley RG5 4RJ

Proposal : Full planning application for the proposed change of use of open space/amenity land to private garden.

Observations : One resident was present at the meeting to voice concerns about this application and one letter of concern had been received.

The Committee considered the proposal and noted that although the application documents stated that this area of land was not used by the local community and was in a poor state of maintenance, this did not in fact appear to be the case. Several Members had visited the area and reported that this appeared to be a very pleasant, well maintained area of land. Local residents reported that this land was used for the enjoyment of the local community.

The Committee therefore recommended that this application should be refused as it would result in a loss of amenity space for the community.

NOTIFICATIONS OF PLANNING DECISIONS FROM Wokingham Borough Council

Thu 8 December 2016

' C ' Contrary to Borough

Page No : 1

' E ' Endorsed by Borough

GRANTED PLANNING PERMISSIONS

E 161243	Approved	86 Loddon Bridge Road
C 161410 District COMMENT	Approved	36 Malone Road Local COMMENT One resident was present at the meeting to voice concerns. The Committee considered the proposal and recommended that the application be refused on the following grounds: - The proposed extension is not subservient to the existing property. - Loss of light to the adjacent property at No.38. - Loss of privacy to the adjacent property at No.38.
E 161613	Approved	3 Shelley Close
E 161953	Approved	The Courtyard Offices
E 162076	Approved	185 Hurricane Way
E 162378	Approved	65 Crockhamwell Road
E 162391	Approved	11 Fairwater Drive
E 162398	Approved	Land Rear Of 6 Phillips Close
E 162455	Approved	82 Haddon Drive
C 162576 District COMMENT	Approved	41 Redwood Avenue Local COMMENT One letter of concern had been received for this application. The Committee considered the proposal and recommended that the application be refused on the following grounds: - The proposed extension breaches the building line in Holly Road. - Insufficient parking provision for a five bedroom house.
E 162586	Approved	54 Haddon Drive
E 162598	Approved	Unit 22, Headley Park Ten
E 162655	Approved	17 Beechwood Avenue
E 162708	Approved	4 Brunel Drive
E 162799	Approved	61 - 63 Crockhamwell Road

NOTIFICATIONS OF PLANNING DECISIONS FROM Wokingham Borough Council

Thu 8 December 2016

' C ' Contrary to District

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' E ' Endorsed by District

GRANTED PLANNING PERMISSIONS

E 162803	Approved	195 Hurricane Way
E 162817	Approved	4 Portrush Close
E 162916	Approved	3 Master Close
E 162999	Approved	Courtyard Offices

OTHER PLANNING DETAILS

163128	Withdrawn	Waingels Road
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**Minutes of a Meeting of the Planning Committee held at the Oakwood Centre
on Tuesday 10 January 2017 at 7:45 pm**

Present: *Councillors: T. Barker (Chairman); S. Brindley; J. Cheng; R. Dolinski;
D. Fradley; J. MacNaught; D. Mills; M. Walker*

Also present: *Councillor K. Baker
3 members of the public*

Officer present: *L. Matthews, Committee Officer*

166. **APOLOGIES**

Apologies for absence were received from Councillors M. Forrer, S. Rahmouni and P. Wicks.

167. **DECLARATIONS OF INTEREST**

Councillor R. Dolinski – Prejudicial interest: Agenda item 4, planning application 163369: Beechwood Primary School, as he is the Wokingham Borough Council Deputy Executive Member for Children’s Services and this is a Borough-led application. Councillor Dolinski took no part in the discussion or decision on this application.

168. **MINUTES OF THE PLANNING COMMITTEE MEETING HELD ON 13 DECEMBER 2016**

Minute No. 155: Planning Appeal: 123 Loddon Bridge Road

It was noted that the application number given in the agenda for this planning application was incorrect and had been corrected in the minutes.

RESOLVED:

- ◆ That the minutes of the Planning Committee meeting held on 13 December 2016 be approved and signed by the Chairman as a true and accurate record.

169. **CURRENT PLANNING APPLICATIONS**

RESOLVED:

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

170. **PLANNING DECISIONS**

a) **RESOLVED:**

- ◆ To note information on decision notices received from the planning authority since the last meeting. **(Appendix B)**

b) **Application No. 162695**

Proposal: Consultation from British Telecommunications for the proposed removal of 19 public payphones.

RESOLVED:

- ◆ To note that Wokingham Borough Council objected to the removal of the phone box located at the junction of Hearn Road and Drovers Way as the number of calls logged indicated that this phone box was used often.

171. **PLANNING APPEAL**

RESOLVED:

- ◆ To note that the following appeal had been lodged with the Planning Inspectorate:

Application: 161264

Location: 86 Loddon Bridge Road, Woodley, RG5 4AN.

Proposal: Full application for the proposed erection of 1 No. dwelling.

Appeal: Against Wokingham Borough Council's failure to give notice of a decision within the appropriate period.

172. **TREE PRESERVATION ORDERS**

RESOLVED:

- ◆ To note the following:

TPO 688/1994: Hawkhurst House, Headley Road East, Woodley.

Consent for the felling of a Cedar of Lebanon.

173. **STREET NAMING AND NUMBERING**

Members noted that the developer had suggested the name "Mulberry" as a possible street name for a new road at the Courtyard, Sandford Farm, Woodley. As there was already a Mulberry Close in Woodley, Members felt that this name might be rejected by Royal Mail and

RESOLVED:

- ◆ To suggest that the name "Snowdrop" be considered for the new road at the Courtyard, Sandford Farm, if the name "Mulberry" is rejected by Royal Mail.

174. **WOKINGHAM BOROUGH COUNCIL: NEW LOCAL TRANSPORT PLAN CONSULTATION**

Members discussed at length the questions raised in the stakeholder consultation document from Wokingham Borough Council to prioritise which elements of the highway and transport provision were most important for Woodley and which elements of the provision they were most satisfied with.

RESOLVED:

- ◆ To return the completed consultation form to Wokingham Borough Council as attached at **Appendix C**.

175. **ROYAL BERKSHIRE FIRE AND RESCUE SERVICE: SERVICE REDESIGN CONSULTATION**

Members noted the correspondence received from Royal Berkshire Fire and Rescue Service regarding the public consultation on proposed changes to the way in which it delivers services to residents. As a response was not required until 13 March 2017 it was

RESOLVED:

- ◆ That Councillors Barker and Mills would review the consultation document and report back to the Committee at the next meeting, on 31 January 2017.

176. **PUBLICATIONS/INFORMATION**

RESOLVED:

- ◆ To note receipt of the following:
 - *Historic Towns Forum Newsletter – December 2016*
 - *Me2 Club Newsletter – December 2016*
 - *Community Council for Berkshire Bulletin*

177. **FUTURE AGENDA ITEMS**

There were no suggestions for future agenda items.

178. **PUBLICITY/WEBSITE**

There were no suggestions for items to be publicised.

179. **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.

180. **ENFORCEMENT ISSUES**

The Chairman informed the meeting of eight enforcement investigation closure notices.

The meeting closed at 8:40 pm

Chairman

Woodley Town Council

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Date :- 11/01/2017

Observations on the following Planning Applications

<u>Application No</u>	<u>Date Recd</u>	<u>Case Officer</u>	<u>Applicant Name</u>	<u>Location</u>
Approved on the following applications;				
163363	19/12/2016	Stephen Thwaites	Mr & Mrs Frohnwieser	31 Duffield Road Duffield Road Woodley RG5 4RL
				Proposal : Householder application for the proposed conversion of loft space to create habitable accommodation to dwelling with additional rear dormer window.
				Observations : No objections.
163369	09/12/2016	Pooja Kumar	Mrs Anju Sharma	Beechwood Primary School Ambleside Close Woodley RG5 4JJ
				Proposal : Full application for the proposed erection of 3 single storey infill classroom extensions, extension to existing staff room, erection of new security fencing and gates, new pathways, access door and alteration to parking layout.
				Observations : No objections.
163388	13/12/2016	Christine Phillips	Ms Kavinda Kushlani	19 Fawcett Crescent Fawcett Crescent Woodley RG5 3HX
				Proposal : Householder application for a 2 storey side extension plus demolition of existing garage.
				Observations : No objections.
163426	19/12/2016	Chris Kempster	Mr & Mrs Bhat	11 Anthian Close Anthian Close Woodley RG5 4XA
				Proposal : Householder application for the proposed erection of a single storey rear conservatory to the existing dwelling.
				Observations : No objections.
163443	20/12/2016	Mark Croucher	Unknown	Land to the rear of The Willows 9 Station Road Earley RG6 7DY
				Proposal : ADJOINING PARISH CONSULTATION
				Full application for the proposed erection of 2No. dwellings to land rear of The Willows, including vehicular access off Earley Station car park, parking and landscaping.
				Observations : No objections.
163470	13/12/2016	Chris Kempster	Mr Z Shehu	297 Loddon Bridge Road Loddon Bridge Road Woodley RG5 4BE
				Proposal : Householder application for the proposed erection of a new brickwork & metal railings perimeter wall and hardwood sliding gates and side gate.

Date :- 11/01/2017

Observations on the following Planning Applications

<u>Application No</u>	<u>Date Recd</u>	<u>Case Officer</u>	<u>Applicant Name</u>	<u>Location</u>
Observations : No objections.				
163490	21/12/2016	Brett Beswetherick	Mr Merrick Chivers	15 Donaldson Way Donaldson Way Woodley RG5 4XL
Proposal : Householder application for the proposed erection of a single storey rear extension with mono pitch roof, plus part conversion of garage with velux window to create habitable accommodation to dwelling.				
Observations : One resident was present at the meeting to voice concerns about possible congestion and parking problems that might be caused by construction vehicles.				
The Committee discussed the application and had no objections to the proposal.				
163545	04/01/2017	Chris Kempster	Mr & Mrs Mark Lewendon	11 Carrick Gardens Carrick Gardens Woodley RG5 3JD
Proposal : Householder application for the proposed erection of a single storey rear extension to the existing dwelling.				
Observations : No objections.				

NOTIFICATIONS OF PLANNING DECISIONS FROM Wokingham Borough Council

Thu 5 January 2017

' C ' Contrary to Borough

Page No : 1

' E ' Endorsed by Borough

GRANTED PLANNING PERMISSIONS

E 162297	Approved	1 Frimley Close
E 162585	Approved	40 Austin Road
162695	Approved with Conditions	Various locations
E 162800	Approved	65 Woodlands Avenue
E 162807	Approved	299 - 301 Headley Road East
C 162824 District COMMENT	Approved	41b Crockhamwell Road Local COMMENT The Committee recommended that this application be refused on the following grounds: - Not in keeping with neighbouring properties. - Visually unacceptable. - Detrimental to the character of the area.
E 162909	Approved	3 Cypress Road
E 162954	Approved	74 & 76 Western Avenue
E 162958	Approved	Headley Road East
E 162980	Approved	98 Butts Hill Road
E 162981	Approved	22 Mitchell Way
E 162983	Approved	2 Lindberg Way
E 163025	Approved	101 Tippings Lane
E 163030	Approved	44 Reading Road
E 163089	Approved	40 Selsdon Avenue
E 163187	Approved	7 Buccaneer Close
E 163200	Approved	43 Cypress Road

REFUSED PLANNING PERMISSIONS

E 163024	Refused	Land adjoining 16 Church Mews
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Town / Parish Council WOODLEY TOWN COUNCIL

Local Transport Plan 4 – Stakeholder Consultation

Q1) How important, if at all, does the Town or Parish Council consider each of the following? (Please tick one box from each row).

	Very important	Fairly important	Not very important	Not at all important	Don't Know
Roads and Pavements	✓				
Cycle Routes	✓				
Local buses	✓				
Taxi Services		✓			
Community Transport		✓			
Responsive Transport		✓			
Safer Roads	✓				
Reducing Traffic			✓		
Traffic Pollution		✓			
Street Lighting		✓			
Highway Condition	✓				
Rights of Way			✓		

Please add any other categories that you feel are relevant below:

	Very important	Fairly important	Not very important	Not at all important	Don't Know

Local Transport Plan 4 – Stakeholder Consultation

Q2) How **satisfied** or **dissatisfied** is the Town or Parish Council with each of these within the Town / Parish area? (please tick one box only from each row)

	Very Satisfied	Fairly Satisfied	Neither satisfied nor dissatisfied	Fairly dissatisfied	Very dissatisfied	Don't Know
Roads and Pavements		✓				
Cycle Routes						✓
Local buses		✓				
Taxi Services						✓
Community Transport						✓
Responsive Transport		✓				
Safer Roads		✓				
Reducing Traffic						✓
Traffic Pollution			✓			
Street Lighting	✓					
Highway Condition		✓				
Rights of Way			✓			

Please fill in the boxes below if you wish to add any of your own categories.

	Very Satisfied	Fairly Satisfied	Neither satisfied nor dissatisfied	Fairly dissatisfied	Very dissatisfied	Don't Know

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Minutes of a meeting of the Leisure Services Committee held at the Oakwood Centre on Tuesday 17 January 2017 at 8:00 pm

- Present:** *Councillors W. Soane (Chairman); T. Barker; S. Rahmouni; D. Stares*
- Officers present:** *D. Mander, Town Clerk; K. Murray, Deputy Town Clerk; E. Whitesmith, Leisure Services Manager; L. Matthews, Committee Officer*
- Also present:** *Sam Milligan, Just Around the Corner charity
David Provins, Friends of Woodford Park
Bob King, Friends of Woodford Park*

43. **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors K. Gilder, M. Green and R. Lay.

44. **DECLARATIONS OF INTEREST**

Councillor Soane	Agenda item 9, Charges 2017/18, in relation to proposed charges for the Memorial Ground and hire of halls and meeting rooms.	Disclosable Pecuniary Interest: Councillor Soane is a member of the Carnival Committee, which hires the Memorial Ground and meeting rooms in several Council-run locations.
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Councillor Soane took no part in the discussion or voting on agenda item 9.

45. **MINUTES OF THE MEETING HELD ON 8 NOVEMBER 2016**

RESOLVED:

- ◆ That the minutes of the Leisure Services Committee meeting of 8 November 2016 be approved and signed by the Chairman as a correct record.

46. **JUST AROUND THE CORNER**

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

Sam Milligan informed Members that JAC had worked with a group of local young people and the PCSOs to replace the back of the youth shelter in Woodford Park the previous weekend and it was hoped that the front of the shelter would be replaced before the end of January. Working together in this way was encouraging the young people to engage with the PCSOs and Sam Milligan hoped that if the scope of the required work could be expanded, continuity of this engagement could be maintained. The atmosphere among young people in the town was improving after some difficulties in recent months and Sam Milligan hoped that the continuing engagement between young people and the PCSOs would enhance this.

Members were pleased to hear that the JAC bid to the Police Property Act Fund had been successful and they had been awarded £2,500 to put towards the parkour project at Loddon Mead. JAC was currently applying to the Co-op for funding for the project. It was noted that the Borough Council was in the process of providing a licence to allow JAC to

take their van to Loddon Mead one evening a week from March/April onwards to develop the project with local young people. Members noted that parkour had recently been recognised as a sport by Sport England and there was some discussion about the type of ground covering that could be used, with wood chippings, road planings and recycled block pavements being suggested.

The Chairman thanked Sam Milligan for coming to the meeting.

47. **BUDGETARY CONTROL**

The Town Clerk presented Report No. LS 1/17 and explained that no electricity costs were included in the expenditure as a problem with the electricity supplier has resulted in no bills being received since April. It was hoped that this problem would be resolved shortly.

RESOLVED:

- ◆ To note Report No. LS 1/17.

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

The Leisure Services Manager presented Report No. LS 2/17.

Members were informed of the upcoming schools events in Woodford Park and the leisure centre, including the Badminton in Schools Initiative in February and the Orienteering event in March. Plans were underway for the Woodley Sports Week, scheduled for the week commencing Monday 22 May 2017, and agreement had been reached with Bulmershe Leisure Centre for the use of the swimming pool for this event.

The Leisure Services Manager updated Members on the arrangements for the Woodley 10km Road Race and reported that online enrolment would be available from the end of the week. In reply to a question the Leisure Services Manager confirmed that Barnes Fitness, who were running the event, would be making a donation to the Mayor's charity, as they had the previous year.

Members were pleased to receive a report on the completion of work to the new gym at Woodford Park Leisure Centre, known as the Gym on the Park, and an update on its use and performance to date. The Leisure Services Manager reported that the membership software was linking well with the newly installed access control system on the gym door and an additional member card reader installed at reception allowed gym members to swipe in to register for exercise classes included within their membership, thereby reducing queue times at reception.

Members also received an update on new exercise classes and courses running at the leisure centre, including a Walking Netball session running as part of Wokingham Borough Council's SHINE programme for over 60s, and an update on operational matters relating to the 3G pitch. In reply to a question about concerns regarding the use of rubber crumb on artificial grass pitches, the Deputy Town Clerk informed Members that the Council had received reports from the Football Foundation to allay concerns.

The Leisure Services Manager reported that eleven staff members had completed a one-day emergency first aid course, including defibrillator training and anaphylaxis management.

Members were asked to approve the proposed Christmas 2017 opening times at Woodford Park Leisure Centre, as an early decision on the opening times would enable hirers, centre users and staff to plan accordingly.

RESOLVED:

- ◆ To note Report No. LS 2/17.
- ◆ To approve the proposed opening hours at Woodford Park Leisure Centre, with the Leisure Services Manager having the flexibility to amend weekend opening, over the 2017 Christmas and New Year period, as follows:

Friday 22 December	- open normal hours
Saturday 23 December	- closed
Sunday 24 December	- closed
Monday 25 December	- closed
Tuesday 26 December	- closed
Wednesday 27 December	- open normal hours
Thursday 28 December	- open normal hours
Friday 29 December	- open normal hours
Saturday 30 December	- closed
Sunday 31 December	- closed
Monday 1 January	- closed
Tuesday 2 January	- open normal hours

49. **PARKS AND BUILDINGS**

The Deputy Town Clerk presented Report No. 3/17.

Members were informed that Coronation Hall had been broken into over the Christmas period resulting in minor damage to the back door and the kitchen cupboard doors. Additional security measures had subsequently been implemented, including reinstatement of the internal shutter on the main door and reinforcement of the back door. The Deputy Town Clerk said that he would like to look at strengthening the security of the back door and the Chairman commented that it was very dark at the back of the building at night, which did not help security.

The Deputy Town Clerk reported that the building, flooring, air conditioning, electrical and decorating works for the Gym on the Park were completed on time and within the allocated budget. He informed Members that the water heating system at Woodford Park Leisure Centre had broken down over the New Year period and was expected to be repaired in the next few days. Members also received an update on the gas and electricity contracts for the Council's buildings.

Members were pleased to note that the application for Green Flag Award status for Woodford Park had been submitted and the Deputy Town Clerk agreed to circulate the application document to the Committee. Nationwide judging would take place between March and June and the results would be announced in July.

The Deputy Town Clerk updated Members on the initial proposals for the improvement of the Woodford Park lake. These would form the basis of the project plan and the public consultation, which he hoped would be carried out shortly.

The Deputy Town Clerk also informed Members of tree works that would be carried out in Woodford Park and Malone Park and reported the work that had been carried out by the Friends of Woodford Park.

RESOLVED:

- ◆ To note Report No. LS 3/17.

At this point in the meeting the Chairman asked the representatives of the Friends of Woodford Park whether they wished to raise any points. David Provins reported that there were concerns about the flooding on the paths in Woodford Park, particularly near the Garden of Remembrance. The Deputy Town Clerk informed the meeting that he had arranged for a contractor to look at the possibility of draining or raising the path in this area and that there were funds available in the Capital Programme to cover this work. He noted that there were also flooding problems near Coronation Hall and in the area adjacent to St Dominic's School.

David Provins thanked the Council for the Community Grant that had been awarded to the Friends of Woodford Park and noted that they had also received a grant from the Rotary Club. The Friends hoped to use the money to buy a tool shed and were considering where this should be located.

Following a question from the Chairman regarding the problem of dog fouling in the park, David Provins reported that there seemed to have been some improvement following the recent poster campaign.

50. **COMMUNITY YOUTH PARTNERSHIP**

RESOLVED:

- ◆ To note Report No. LS 4/17.

51. **CHARGES 2017/18**

The Town Clerk presented Report No. LS 5/17 and explained that the proposed charges for 2017/18 had been drawn up taking into account the increase in the Retail Price Index, comparative charges by other local providers and any other relevant factors.

RESOLVED:

- ◆ To note Report No. LS 5/17.
- ◆ To recommend that the proposed charges for 2017/18, as set out in the Budget Appendix, be approved.

52. **REVISED ESTIMATES 2016/17**

The Town Clerk presented Report No. LS 6/17 and explained that the Committee's original budget expenditure was estimated to decrease overall.

Members were informed that the running costs of the 3G pitch and the grass football pitches had been lower than anticipated and a vacancy in the Maintenance Team from April to November had resulted in lower staff costs than budgeted. The expected expenditure on the new public toilet in the town centre had not occurred in this financial year. There had been additional costs due to the fitting out of the new gym at Woodford Park Leisure Centre and associated coaching costs and additional rates has been payable at the leisure centre due to the opening of the 3G pitch.

Members were pleased to note that there was estimated be a significant increase to the Committee's income over the original budget due to additional income at Woodford Park Leisure Centre from courses, vending and 3 months' operation of the gym, and higher than anticipated income at Coronation and Chapel Halls.

RESOLVED:

- ◆ To note Report No. LS 6/17.
- ◆ To recommend that the Revised Budget Estimates for 2016/17, as set out in the Budget Appendix, be approved.

53. **BUDGET ESTIMATES 2017/18**

The Town Clerk presented Report No. LS 7/17.

RESOLVED:

- ◆ To note Report No. LS 7/17.
- ◆ To recommend that the Budget Estimates for 2017/18, as set out in the Budget Appendix, be approved.

54. **ALLOTMENTS UPDATE**

Members noted the update on matters relating to the allotments that had been provided in the agenda. The Town Clerk informed Members that the availability of plots would be publicised in the March newsletter and Councillor Stares said that banners advertising the availability would be put up at the allotment site.

55. **TOWN CENTRE PUBLIC TOILET UPDATE**

Members noted that a planning application for the public toilet was being prepared by Danfo, the Council's contractor, and was expected to be submitted shortly.

56. **WOKINGHAM BOROUGH COUNCIL CONSULTATION: 21ST CENTURY LEISURE STRATEGY**

At the last meeting it had been agreed that Members would review the consultation document for Wokingham Borough Council's 21st Century Leisure Strategy and send their comments to the Committee Officer to enable a response to be made before the deadline of 23 December 2016 (Leisure Services Committee, 8 November 2016, minute number 40).

RESOLVED:

- ◆ To note that a response had been sent asking for the strategy document to state that the Borough Council would work in partnership with community organisations and town and parish councils, where appropriate, to achieve their aims.

57. **FUTURE AGENDA ITEMS**

There were no suggestions for future agenda items.

58. **PUBLICITY & WEBSITE**

RESOLVED:

- ◆ To publicise the following:
 - The official opening of the gym at Woodford Park Leisure Centre.
 - The public consultation on the lake project.
 - The work undertaken by the Friends of Woodford Park.
 - The availability of allotment plots.

Under this item Councillor Barker noted on behalf of the Committee how good the last edition of the Woodley Herald had been and he thanked all those involved with the production.

59. **EXCLUSION OF PUBLIC AND PRESS**

RESOLVED:

- ◆ That in view of the confidential nature of the business about to be transacted in relation to commercial 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.

60. **THE GYM ON THE PARK**

Members were pleased to note the projected annual performance figures for the Gym on the Park.

There was some discussion about the provision of refreshments at the leisure centre. These were currently sold from the reception desk and the Leisure Services Manager reported that he had investigated increasing the provision of refreshments, but that this would require more space to be available.

The meeting closed at 9:20 pm

Minutes of a meeting of the Strategy & Resources Committee held at the Oakwood Centre on Tuesday 24 January 2017 at 8:00 pm

Present: *Councillors K. Baker (Chairman); S. Brindley; J. Cheng; R. Dolinski; D. Mills; D. Smith; D. Stares*

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

Also present: *1 member of the public*

63. **APOLOGIES**

Apologies for absence were received from Councillors A. Chadwick and M. Walker.

64. **DECLARATIONS OF INTEREST**

There were no declarations of interest made by Members.

65. **MINUTES OF THE MEETING HELD ON 22 NOVEMBER 2016**

RESOLVED:

- ◆ That the minutes of the Strategy and Resources Committee meeting of 22 November 2016 be approved and signed by the Chairman as a correct record.

66. **FINANCE**

a) **Budgetary Control**

The Town Clerk presented Report No. SR 1/17.

RESOLVED:

- ◆ To note Report No. SR 1/17.

b) **Payments**

RESOLVED:

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

	Current account	Imprest account
November 2016	£76,212.20	£43,235.21
December 2016	£108,310.36	£46,460.20

c) **External auditors**

RESOLVED:

- ◆ To note the appointment by the Smaller Authorities Audit Appointments (SAAA) of PKF Littlejohn LLP as the auditors for town and parish councils in Berkshire from the financial year 2017/18.
- ◆ To note the scales of audit fees from 2017/18 to 2021/22, as agreed by SAAA and provided with the agenda. These were similar to the current charges.

67. **OAKWOOD CENTRE**

The Deputy Town Clerk presented Report No. SR 2/17 and updated Members on the usage of the Oakwood Centre and the income received. Members thanked officers for providing the income information in graphical form, as this gave a clear indication of the income variation throughout the year.

RESOLVED:

- ◆ To note Report No. SR 2/17.

68. **WOODLEY TOWN CENTRE – NEW COVERED AREA**

The Town Clerk presented Report No. SR 3/17 and tabled plans showing the design of the new covered area to be constructed during the refurbishment of the north end of the Town Centre to replace the existing pagoda.

The Town Clerk informed Members that Wokingham Borough Council had proposed that the Town Council take over responsibility for the new covered area on similar terms to those applicable to the existing pagoda under the Licence to Occupy. The terms of the Licence to Occupy were discussed and the Chairman suggested that the existing terms could be amended to allow the Town Council to make decisions on the permitted use of the covered area and the displaying of banners or flags, as the Town Council and the Town Centre Management Initiative had made a financial contribution towards the regeneration project.

The issue of the contractor's parking arrangements was discussed and the importance of keeping disruption to a minimum during the construction work was stressed. The Town Clerk informed Members that Wokingham Borough Council had arranged flyers that would be distributed to the local retailers by the Town Centre Manager to make them aware of the work and any temporary arrangements that would be in place. The police would also be kept informed of arrangements. The information boards explaining the project would be displayed in the Oakwood Centre where flyers would be available. There would also be a video on the Town Council's website showing the plans for the refurbishment.

The matter of any charges for the use of the covered structure would be considered at a future meeting. The Town Clerk agreed to establish whether the existing cleaning regime would be appropriate on the thermoplastic play space.

RESOLVED:

- ◆ That the Town Council take on responsibility for the maintenance and repair of the new covered structure, once installed, in Woodley Town Centre on similar terms to those agreed in the existing Licence to Occupy in relation to the pagoda, and seek to be responsible for determining the permitted uses of the covered structure and banner and flag displays.

69. **PR/MARKETING WORKING GROUP**

a) **RESOLVED:**

- ◆ To approve the proposed terms of reference of the PR/Marketing Working Group, as attached at **Appendix C**.

- b) Councillor Brindley presented Reports Nos. SR 4/17 and SR 5/17 of the PR/Marketing Working Group meetings held on 5 January and 10 January 2017 and reported that the new Oakwood Centre logo and colours had been unanimously approved by the Working Group, and it had been agreed that the same palette of colours be recommended for the new Town Council logo.

In reply to a question the Town Clerk informed Members that the cost of changing the Town Council's logo would be small, as the Council did not use pre-printed stationary. The Deputy Town Clerk reported that the signs in Woodford Park were old and due to be replaced anyway, so there would be no additional cost to using the new logo on the park signs.

The Chairman thanked Councillor Brindley for taking on the role of chairing the PR/Marketing Working Group.

RESOLVED:

- ◆ To note Report No. SR 4/17.
- ◆ To note Report No. SR 5/17.

RECOMMENDED:

- ◆ That the colour palette for the Council logo, as attached at **Appendix D**, be adopted.

70. **CATERING PARTNERSHIP**

The Deputy Town Clerk presented Reports Nos. SR 6/17 and SR 7/17 of the Catering Partnership meetings held on 18 November and 16 December 2016 and informed Members that Brown Bag had amended their opening hours for the winter months and were opening at 8:30am instead of 8:00 and were closing at 4:00pm instead of 5:00.

RESOLVED:

- ◆ To note Report No. SR 6/17.
- ◆ To note Report No. SR 7/17.

71. **INVESTMENTS WORKING PARTY**

Councillor Brindley presented Report No. SR 8/17 of the Investments Working Party meeting held on 10 January 2017.

RESOLVED:

- ◆ To note Report No. SR 8/17

RECOMMENDED:

- ◆ That the Council continue to allocate £80,000 to the investment fund in 2017, 2018 and 2019.
- ◆ That the Treasury Management Strategy 2017/18 be approved.

72. **CHARGES 2017/18**

a) **Oakwood Centre charges 2017/18**

The Town Clerk presented the Proposed Charges 2017/18 Appendix and explained how the proposed charges had been calculated. Following a discussion about the amount of discount given for evening joint-bookings of the Carnival and Maxwell Halls, it was agreed that the charges for the rooms at Oakwood Centre would be reviewed and compared with the charges for other comparable local venues before the next budget, to continue to ensure that the Oakwood Centre was competitive.

RECOMMENDED:

- ◆ That the 2017/18 charges at the Oakwood Centre, as set out in the Proposed Charges 2017/18 Appendix, be approved.

b) **Leisure Services charges 2017/18**

Members considered the recommendation from the Leisure Services Committee regarding the charges for Town Council leisure facilities. The Chairman noted that the Healthy Habits cards available at Woodford Park Leisure Centre were very cheap when compared with similar schemes at Loddon Valley and Bulmershe Leisure Centres. Following discussion it was agreed that the cost of the Healthy Habits cards should be increased.

RECOMMENDED:

- ◆ That the 2017/18 charges for Healthy Habits cards be increased to £12 for adults and £6 for children.
- ◆ That all other charges for Leisure Services in 2017/18, as set out in the Proposed Charges 2017/18 Appendix, be approved.

73. **REVISED ESTIMATES 2016/17**

a) **Strategy and Resources Committee**

The Town Clerk presented Report No. SR 9/17.

RESOLVED:

- ◆ To note Report No. SR 9/17.
- ◆ To approve the 2016/17 Revised Budget Estimates, as set out in the Budget Appendix.

b) **Leisure Services Committee**

RESOLVED:

- ◆ To approve the 2016/17 Revised Budget Estimates of the Leisure Services Committee, as set out in the Budget Appendix.

c) **Planning Committee**

The Town Clerk explained that the 2016/17 Revised Budget Estimates, and any comments made by the Strategy and Resources Committee, would be considered by the Planning Committee the following week.

There was some discussion about the annual grant awarded to Readibus and whether this should be conditional upon a service level agreement, which could be reviewed every three years, or whether they should be asked to apply for a grant annually. Councillor Smith agreed to review the Readibus accounts and Annual Report and to report back.

RESOLVED:

- ◆ To approve the draft 2016/17 Revised Budget Estimates of the Planning Committee, as set out in the Budget Appendix.

74. **BUDGET ESTIMATES 2017/18**

a) **Strategy and Resources Committee**

The Town Clerk presented Report No. SR 10/17 but left the room before the discussion and the vote on this item, as she had a financial interest in one of the recommendations.

RESOLVED:

- ◆ To note Report No. SR 10/17.
- ◆ That the Town Clerk's membership of the Society of Local Council Clerks be paid by the Council in future.
- ◆ That the 2017/18 Budget Estimates for the Strategy and Resources Committee, as set out in the Budget Appendix, form part of the 2017/18 Budget and be presented for approval.

b) **Leisure Services Committee**

RESOLVED:

- ◆ That the 2017/18 Budget Estimates for the Leisure Services Committee, as set out in the Budget Appendix, form part of the 2017/18 Budget and be presented for approval

c) **Planning Committee**

The Town Clerk explained that the 2017/18 Budget Estimates, and any comments made by the Strategy and Resources Committee, would be considered by the Planning Committee the following week.

RESOLVED:

- ◆ That the draft 2017/18 Budget Estimates for the Planning Committee, as set out in the Budget Appendix, form part of the 2017/18 Budget and be presented for approval, subject to prior approval by the Planning Committee.

d) **Budget and Precept 2017/18**

The Town Clerk presented Report No. SR 11/17.

In addition to the proposals made in the report, the Chairman suggested that the earmarked reserve of £30,000 for bookings software, which had not been used, should be reclassified for use in the provision of a new Town Council website.

RESOLVED:

- ◆ To note Report No. SR 11/17.
- ◆ That the earmarked reserves for the resurfacing of the roadway and car parks and the roof at Woodford Park Leisure Centre be combined to establish a building and facilities earmarked reserve.
- ◆ That the earmarked reserve for bookings software be reclassified for the provision of a new Town Council website.

RECOMMENDED:

- ◆ That the budget for 2017/18 be presented to Council for approval.
- ◆ That a precept level of £1,081,303 for the 2017/18 financial year be presented to Council for approval.

75. 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.

76. **WOODLEY TOWN CENTRE MANAGEMENT INITIATIVE**

RESOLVED:

- ◆ To note the report of the Woodley Town Centre Management Initiative meeting held on 26 October 2016.

77. **EXTERNAL FUNDING PROJECT LIST**

The Deputy Town Clerk presented the current external funding project list and noted that the only change since the last meeting had been the removal of the projects that had been listed under the "Wider Woodley Projects" heading, as resolved at the last meeting (minute number 49).

RESOLVED:

- ◆ That the estimated project cost for regeneration work at Woodford Park Leisure Centre be reviewed.

78. **URGENCY COMMITTEE**

RESOLVED:

- ◆ To note the decision of the Urgency Committee to adopt a new Town Council logo.
- ◆ To note that the minutes relating to the Urgency Committee decision would be reported at the Full Council meeting on 7 February 2017.

79. **PUBLIC TOILET UPDATE**

Members noted the update given in the agenda and were informed by the Town Clerk that the planning application for the new public toilet had been submitted to Wokingham Borough Council.

80. **WOODFORD PARK LEISURE CENTRE FITNESS GYM**

Members noted the confidential gym membership and financial information provided with the agenda.

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

Members noted that the December Neighbourhood CIL Proportion (Transfer to Parish/Town Councils) Report identified potential CIL funds to the Town Council of £34,904.

82. **COUNCIL AND COMMITTEE START TIMES**

The Town Clerk reported that she had contacted all Members to ask their views on changing the start time of Council and Committee meetings to 7:30pm, as resolved at the last meeting (minute number 55). Members noted the results of the survey, given in the agenda, and

RESOLVED:

- ◆ To make no changes to the Council and Committee start times.

83. **ROYAL GARDEN PARTY**

RESOLVED:

- ◆ To nominate Councillor Gilder or Councillor Franklin to be entered into the ballot for invitations to the Royal Garden Party to be held at Buckingham Palace on 1 June 2017.

[Town Clerk's note: Councillor Gilder was subsequently found to have already attended a Royal Garden Party and therefore Councillor Franklin's name was submitted.]

84. **WDALC**

Members noted the minutes of the WDALC AGM, which had taken place on 30 November 2016.

85. **FUTURE AGENDA ITEMS**

There were no suggestions for future agenda items.

86. **PUBLICITY AND WEBSITE**

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

The meeting closed at 10:15 pm

Woodley Town Council 2016/2017

Current Account

List of Payments made between 01/11/2016 and 22/11/2016

<u>Date Paid</u>	<u>Payee Name</u>	<u>Amount Paid</u>	<u>Transaction Detail</u>
18-Nov-16	1st For Energy Ltd	478.80	Energy certificates
25-Nov-16	Airquee Ltd	571.20	PIPA annual test/blower fan
10-Nov-16	All Aspects	5000.00	Gym construction/setup
25-Nov-16	BCM Group Plc	52.93	Service & maint photocopier WPLC
04-Nov-16	BE Fuelcards Ltd	35.23	Unleaded petrol Depot
11-Nov-16	BE Fuelcards Ltd	42.19	BP Diesel
25-Nov-16	Bowak Ltd	398.39	Cleaning supplies
25-Nov-16	Brown Bag Cafe Ltd	1953.71	Catering charged on behalf of BB
24-Nov-16	BT Direct Debits	655.89	Phone
24-Nov-16	BT Direct Debits	940.06	Phone
22-Nov-16	BT Group Plc	122.76	Phone
23-Nov-16	BT Group Plc	80.28	Phone
23-Nov-16	BT Group Plc	80.28	Phone
23-Nov-16	BT Group Plc	89.64	Phone
25-Nov-16	Churchill Contract Services Ltd	2171.30	Contract cleaning
25-Nov-16	CoolerAid Ltd	42.66	Bottled water
18-Nov-16	Crown Gas & Power	131.48	Gas supply
18-Nov-16	Crown Gas & Power	137.40	Gas supply
18-Nov-16	Crown Gas & Power	462.06	Gas supply
18-Nov-16	Crown Gas & Power	726.78	Gas supply
18-Nov-16	DCK Beavers Ltd	468.00	VAT partial exemption calculation
25-Nov-16	Dejac Associates Ltd	144.00	Apple Airport Express
18-Nov-16	EDF Energy 1 Ltd	11.49	Electric for clock tower
25-Nov-16	Eurodec Ltd	40.32	Building supplies
25-Nov-16	Fraser Office Supplies Ltd	258.98	Stationery supplies
08-Nov-16	Go Cardless Ltd	30.00	EPOS Now Ltd-Mthly till Admin
01-Nov-16	GoCardless-Club Manager	80.40	Club Manager admin fee
10-Nov-16	Graham	5.62	Building supplies
25-Nov-16	HMRC Cumbernauld	12321.90	PAYE & NI
04-Nov-16	HMRC VAT	17468.68	VAT return Sept 2016
18-Nov-16	IMAGE BOX	444.00	Gym banners
25-Nov-16	InTouch	35.99	Monthly website charge
25-Nov-16	John Willis	120.00	Window cleaner
25-Nov-16	Lamps-Tubes Luminations Ltd	3823.20	Christmas lighting WTCMI recharged
25-Nov-16	Land & Landscape Management Ltd	1560.00	Tree survey WP lake
18-Nov-16	Lantec Security Ltd	348.00	Engineer call out OC fire panel
18-Nov-16	Laundry Depot	70.50	Cleaning OC tablecloths
14-Nov-16	Lloyds Bank	281.77	Cardnet service charge
14-Nov-16	Mainstream Digital	0.31	Phone
18-Nov-16	Margaret Macknelly Design	297.00	Woodley Herald- design
15-Nov-16	Merchant Rentals	35.23	Monthly cardnet machine rental
10-Nov-16	P&H Direct Van Sales Ltd	213.46	Vending supplies
18-Nov-16	P&H Direct Van Sales Ltd	118.45	Vending supplies
25-Nov-16	P&H Direct Van Sales Ltd	115.01	Vending supplies
25-Nov-16	Piercing Glance Ltd	124.32	Corey micro fleece uniform OC
10-Nov-16	Platipus Anchors Ltd	93.53	Gardening supplies -Depot
11-Nov-16	Plusnet Ltd	24.60	Phone
17-Nov-16	Plusnet Ltd	38.40	Phone
25-Nov-16	Prudential	30.00	AVC payment deducted from pay
10-Nov-16	R and J Services	2760.00	WPLC front entrance works

18-Nov-16	Rigby Taylor	1196.12	Gardening supplies
25-Nov-16	Ron Smith & Co	255.00	Spyker - steel hopper - Depot
25-Nov-16	SGW Payroll Ltd	150.62	Payroll services
18-Nov-16	Sport in Mind	278.10	Badminton grant funding
02-Nov-16	Thames Water	929.78	Water rates
08-Nov-16	Thames Water	39.58	Water rates
14-Nov-16	Thames water	411.80	Water rates
16-Nov-16	Thames Water	94.55	Water rates
18-Nov-16	Thames Water Utilities Ltd	165.52	Water rates
25-Nov-16	The Berkshire Pension Fund	11091.86	Pension - employers and employees
25-Nov-16	The Letterworks Ltd	668.00	Woodley Herald - printing
25-Nov-16	Trade UK - BandQ	127.55	Building supplies
25-Nov-16	Trade UK - Screwfix	77.90	Building supplies
10-Nov-16	Traditional Local Cleaning Ltd	1520.45	Contract cleaning
10-Nov-16	Travis Perkins Trading Co	72.00	Building supplies
18-Nov-16	Travis Perkins Trading Co	17.88	Building supplies
25-Nov-16	Unison Collection Ac	32.20	Union fees deducted from pay
18-Nov-16	Vodafone Ltd	233.09	Phone
01-Nov-16	Wokingham BC	42.00	Rates
01-Nov-16	Wokingham BC	160.00	Rates
01-Nov-16	Wokingham BC	895.00	Rates
01-Nov-16	Wokingham BC	1864.00	Rates
01-Nov-16	WokinghamBC	353.00	Rates

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CLERKS IMPREST A/C

List of Payments made between 01/11/2016 and 22/11/2016

<u>Date Paid</u>	<u>Payee Name</u>	<u>Amount Paid</u>	<u>Transaction Detail</u>
04-Nov-16	(Personal Information)	50.00	Refund deposit
07-Nov-16	(Personal Information)	50.00	Refund deposit
10-Nov-16	(Personal Information)	50.00	Refund deposit
10-Nov-16	(Personal Information)	100.00	Refund deposit
14-Nov-16	(Personal Information)	50.00	Refund deposit
17-Nov-16	(Personal Information)	15.00	Refund deposit
25-Nov-16	(Personal Information)	50.00	Refund deposit
25-Nov-16	(Personal Information)	50.00	Refund deposit
25-Nov-16	(Personal Information)	15.00	Refund deposit
21-Nov-16	Amazon UK	12.58	Cables O/C
25-Nov-16	Argos Retail Group	199.98	2x Screen monitors O/C
11-Nov-16	BACS B/L Pymnt Page 3350	1046.40	Gym membership card part payment
02-Nov-16	BACS B/L Pymnt Page 3351	625.00	WTCMI Christmas tree
24-Nov-16	Berks & Oxford Media	50.00	Refund deposit
15-Nov-16	Global Foodservice	191.16	2x Marco water boiler urns
24-Nov-16	Lidl UK	161.64	Mulled wine - WTCMI
29-Nov-16	Lidl UK	-134.70	Mulled wine WTCMI-credit
23-Nov-16	Lloyds Bank	39736.13	Net payroll - Nov 2016
10-Nov-16	(Personal Information)	50.00	Refund deposit
14-Nov-16	The Royal British Legion	75.00	3 x Poppy wreaths
04-Nov-16	The Sainsbury Singers	453.60	Refund deposit
04-Nov-16	UK POS Group Ltd	28.42	A4 portrait poster holder
10-Nov-16	Woodley Carnival Cttee	50.00	Refund deposit
28-Nov-16	Woodley Adopt a Street Project	260.00	Grant payment made by Waitrose paid in error to Town Council
		43235.21	

Woodley Town Council 2016/2017

Current Account

List of Payments made between 01/12/2016 and 31/12/2016

<u>Date Paid</u>	<u>Payee Name</u>	<u>Amount</u>	<u>Amount</u>	
		<u>Paid</u>		
22-Dec-16	Abbey Windows	13680.00		Gym construction/setup
22-Dec-16	All Aspects	2670.00		Gym construction/setup
09-Dec-16	Allen's Design & Print Ltd	1645.00		WTCMI 20th Wdly Winter Extravaganza
22-Dec-16	Badgemaster Ltd	7.90		Staff name badge
22-Dec-16	BCM Group Plc	18.10		Service & maint photocopier WPLC
02-Dec-16	BE Fuelcards Ltd	42.19		Diesel RY54 DPU
09-Dec-16	BE Fuelcards Ltd	18.36		Admin charge
16-Dec-16	BE Fuelcards Ltd	52.75		Diesel RY54 DPU 34365
23-Dec-16	BE Fuelcards Ltd	24.26		BP unleaded - Depot
22-Dec-16	Bowak Ltd	254.28		Cleaning supplies
07-Dec-16	Brake Bros Foodservice Ltd	154.46		Vending supplies
07-Dec-16	Brown Bag Cafe Ltd	54.00		Catering services
22-Dec-16	Brown Bag Cafe Ltd	1273.48		Catering services
07-Dec-16	BT Group Plc	153.36		Phone
22-Dec-16	CoolerAid Ltd	105.84		Bottled water
20-Dec-16	Crown Gas & Power	239.54		Gas supply
20-Dec-16	Crown Gas & Power	334.64		Gas supply
20-Dec-16	Crown Gas & Power	881.22		Gas supply
20-Dec-16	Crown Gas & Power	1220.98		Gas supply
22-Dec-16	CSL Integration Ltd	2239.82		Gym construction/setup
09-Dec-16	Dejac Associates Ltd	576.00		WiFi network WPLC
22-Dec-16	Drews Ltd	93.56		Staff uniform/gardening supplies
16-Dec-16	EDF Energy 1 Ltd	11.39		Electric - clock tower
22-Dec-16	Energy Electrical Distributors Ltd	143.58		Electric supplies
16-Dec-16	Escape Fitness Ltd	509.87		Fitness kit WPLC
09-Dec-16	Eurodec Ltd	179.31		Building supplies
16-Dec-16	Eurodec Ltd	262.29		Building supplies
22-Dec-16	Eurodec Ltd	49.71		Building supplies
09-Dec-16	Eventu	200.00		Sound system - Remembrance Day
22-Dec-16	Fencing Products Ltd	123.34		Garden Remembrance sleepers/post fix bags
22-Dec-16	Fraser Office Supplies Ltd	300.63		Stationery supplies
22-Dec-16	Gilbert Thompson	516.75		Newsletter delivery
01-Dec-16	Gocardless Ltd	80.40		Club Manager membership
07-Dec-16	Hewden Stuart Ltd	268.20		Allotment dumper hire
22-Dec-16	Hire Depot Ltd	72.00		Gym construction/setup
22-Dec-16	HMRC Cumbernauld	12980.35		PAYE & NI- Employers and employees
09-Dec-16	ID Card Supplies	1046.40		Gym construction/setup
07-Dec-16	InTouch	35.99		Monthly website charge
22-Dec-16	InTouch	287.92		Monthly website charge x 8
22-Dec-16	Lantec Security Ltd	6828.00		Gym construction/setup
14-Dec-16	Lloyds Bank	165.06		Cardnet service charge
14-Dec-16	Mainstream Digital	0.20		Phone
16-Dec-16	Margaret Macknelly Design	162.00		Design for banners
22-Dec-16	Margaret Macknelly Design	135.00		Gym terms & conditions form design
07-Dec-16	Maudesport Ltd	385.19		Boxing punch bag
15-Dec-16	Merchant Rentals	35.23		Cardnet monthly rental charge
22-Dec-16	MKR Electrical Services Ltd	4159.61		Gym construction/setup
07-Dec-16	P&H Direct Van Sales Ltd	87.40		Vending supplies
09-Dec-16	P&H Direct Van Sales Ltd	202.29		Vending supplies

16-Dec-16	P&H Direct Van Sales Ltd	147.91	Vending supplies
22-Dec-16	P&H Direct Van Sales Ltd	118.85	Vending supplies
29-Dec-16	Pitney Bowes	250.00	Postage topup
09-Dec-16	Plusnet	24.60	Phone
16-Dec-16	Plusnet Ltd	38.40	Phone
07-Dec-16	Presentlines Ltd	1799.97	Billy Goat chipper/lawn vacuum
22-Dec-16	Prudential	30.00	AVC payment deducted from pay
28-Dec-16	Public Works Loan	10640.58	3G Pitch loan
22-Dec-16	R.E.S. Systems Ltd	316.08	Fire extinguisher service
16-Dec-16	Reading Borough Council	153.03	Wheble Park - annual rent/licence fee
16-Dec-16	Rialtas Business Solutions Ltd	739.20	Annual support/maintenance
16-Dec-16	Rigby Taylor	443.09	Building supplies
22-Dec-16	Roofing Matters	300.00	WPLC roofing works
16-Dec-16	S&C Entertainments Ltd	119.00	Pulse trekker portable PA system
22-Dec-16	Safe Space Lockers Ltd	5400.00	Gym construction/setup
16-Dec-16	SGW Payroll Ltd	158.78	Payroll services
30-Dec-16	Siemens Fin Serv	1100.80	Gym equipment lease
16-Dec-16	Siemens Financial Services Ltd	780.00	WPLC photocopier annual rental charge
16-Dec-16	Southern Electric Contracting Ltd	724.85	Electric supply
22-Dec-16	Thames Valley Temp Control Ltd	1075.34	Extract/fanFridge fault+call out
22-Dec-16	The Berkshire Pension Fund	11437.44	Pension - employers and employees
09-Dec-16	The Blue Moose Graphic Co	60.00	Pop-up banners
16-Dec-16	The Card Shop	138.00	Mayoral Christmas cards
07-Dec-16	Trade UK - BandQ	121.52	Building supplies
22-Dec-16	Trade UK - BandQ	63.97	Building supplies
07-Dec-16	Trade UK - Screwfix	168.89	Building supplies
22-Dec-16	Trade UK - Screwfix	437.83	Building supplies
16-Dec-16	Traditional Local Cleaning Ltd	1853.53	Contract cleaning
22-Dec-16	Travis Perkins Trading Co	130.68	Building supplies
22-Dec-16	Trinity Mirror PublishING Ltd	192.00	WTCMI advertising
22-Dec-16	Unison Collection Ac	32.20	Union fees deducted from pay
07-Dec-16	Veolia ES - UK Ltd	862.63	Refuse collection
22-Dec-16	Veolia ES - UK Ltd	259.70	Refuse collection
22-Dec-16	Vodafone Ltd	369.19	Phone
09-Dec-16	Windowflowers Ltd	840.00	WTCMI Large square planters
01-Dec-16	Wokingham BC	42.00	Rates
01-Dec-16	Wokingham BC	160.00	Rates
01-Dec-16	Wokingham BC	353.00	Rates
01-Dec-16	Wokingham BC	895.00	Rates
01-Dec-16	Wokingham BC	1864.00	Rates
16-Dec-16	Wokingham Borough Council	8200.00	Town Centre refurbishment grant
22-Dec-16	YPO	58.50	Flip chart stand OC
07-Dec-16	Zapkam Ltd	441.95	WPLC staff uniform

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CLERKS IMPREST A/C

List of Payments made between 01/12/2016 and 31/12/2016

<u>Date Paid</u>	<u>Payee Name</u>	<u>Amount</u>	
		<u>Paid</u>	
02-Dec-16	(Personal Information)	50.00	Refund deposit
02-Dec-16	(Personal Information)	50.00	Refund deposit
05-Dec-16	(Personal Information)	15.00	Refund deposit
06-Dec-16	William Cowan	100.00	Grant
06-Dec-16	Alexander Cowan	100.00	Grant
06-Dec-16	Hannah Evans	100.00	Grant
12-Dec-16	(Personal Information)	50.00	Refund deposit
12-Dec-16	(Personal Information)	50.00	Refund deposit
12-Dec-16	(Personal Information)	56.00	Refund deposit
19-Dec-16	(Personal Information)	50.00	Refund deposit
19-Dec-16	(Personal Information)	250.00	Grant - Friends of WP
19-Dec-16	(Personal Information)	52.60	Cancelled WPLC course
19-Dec-16	(Personal Information)	150.00	Refund deposit
06-Dec-16	Asda Superstores	14.50	29x Wine glasses
06-Dec-16	Berkshire Vision	250.00	Grant
21-Dec-16	Cash	70.00	Staff xmas event contribution x14
06-Dec-16	Cruse Bereavment Care	250.00	Grant
21-Dec-16	Hearing Dogs for Deaf People	150.00	Refund deposit
21-Dec-16	Lloyds Bank	43027.99	Net Dec 2016 payroll
01-Dec-16	PETTY CASH A/C	224.12	Petty cash topup
06-Dec-16	Sue Ryder-Duchess	250.00	Grant
06-Dec-16	Tobydeals	355.99	Apple mini iPad
07-Dec-16	Waitrose	34.00	Wine for Mayors reception
06-Dec-16	Wdly & Earley Arts Group	200.00	Grant
06-Dec-16	Wdly Festival of Music	250.00	Grant
06-Dec-16	Wokingham Job Support	250.00	Grant
07-Dec-16	Woodley Carnival	60.00	Hire of 2x stalls

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PR/Marketing Working Group - Terms of Reference

Parent Committee: Strategy and Resources Committee

Overall purpose

The working group's role is of an advisory nature with regard to the Council's marketing and public relations strategies. It will provide advice, support and recommendations on marketing and public relations matters to the parent committee.

Membership of the working group

There shall be at least four members of Council appointed to the working party. Officers will be in attendance at all meetings, including the PR/Marketing Coordinator, the Town Clerk and/or Deputy Town Clerk.

Meetings

Meetings of the working group shall take place at least quarterly.

Terms of operation

To receive and consider proposals relating to the Council's PR and marketing strategies and programmes.

To receive advice from the PR/Marketing Coordinator on the Council's marketing and PR activities and future proposals.

To review and make recommendations to the Strategy and Resources Committee or Council on PR and marketing activities/strategies, as appropriate.

To consider any other matters relating to the Council's marketing and PR activities and make recommendations to the Strategy and Resources Committee for decision.



**Minutes of a Meeting of the Planning Committee held at the Oakwood Centre
on Tuesday 31 January 2017 at 7:45 pm**

Present: *Councillors: T. Barker (Chairman); S. Brindley; J. Cheng; D. Fradley;
J. MacNaught; D. Mills; S. Rahmouni; M. Walker; P. Wicks; M. Willson*

Also present: *7 members of the public*

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

181. **APOLOGIES**

Apologies for absence were received from Councillor R. Dolinski.

182. **DECLARATIONS OF INTEREST**

There were no declarations of interest made by Members.

183. **MINUTES OF THE PLANNING COMMITTEE MEETING HELD ON 10 JANUARY 2017**

RESOLVED:

- ◆ That the minutes of the Planning Committee meeting held on 10 January 2017 be approved and signed by the Chairman as a true and accurate record.

184. **CURRENT PLANNING APPLICATIONS**

RESOLVED:

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

185. **PLANNING DECISIONS**

RESOLVED:

- ◆ To note information on decision notices received from the planning authority since the last meeting. (**Appendix B**)

186. **NEIGHBOUR CONSULTATION SCHEME**

RESOLVED:

- ◆ To note application 170061
Location: 53 Austin Road, Woodley, RG5 4EL.
Proposal: Application for the prior approval of the erection of a single storey rear extension, which would extend beyond the rear wall of the original house by 4.27m, for which the maximum height would be 3.7m and the height of the eaves 2.6m.

187. **TREE PRESERVATION ORDERS**

RESOLVED:

- ◆ To note the following:

TPO 3/1951: Malone Road Open Space, Malone Road, Woodley.
Consent for the felling of a silver birch.

TPO 170/1980: 11 Anthian Close, Woodley, RG5 4XA.
Consent for the selective pruning of an oak.

188. **REVISED ESTIMATES 2016/17 AND BUDGET ESTIMATES 2017/18**

The Town Clerk presented Report No. PC 1/17.

RESOLVED:

- ◆ To note Report No. PC 1/17.
- ◆ To recommend that the Revised Budget Estimates for 2016/17, as set out in the budget appendix, be approved.
- ◆ To approve the proposed grant allocations as presented, subject to Council approval of the 2017/18 Budget Estimates.
- ◆ To recommend that the Budget Estimates for 2017/18 be approved.

189. **STREET NAMING AND NUMBERING**

Members noted that the name "Mulberry" suggested by the developer for the new road at the Courtyard, Sandford Farm had been rejected by Royal Mail due to duplicates in the area and that the name "Snowdrop" suggested by the Town Council (Planning Committee, 10 January, minute number 173) had therefore been submitted for screening by Royal Mail.

190. **COMMUNITY SPEED WATCH**

The Town Clerk reminded Members that Inspector Lloyd of Thames Valley Police was aiming to set up a network of local speed watch groups and had requested a contribution of £200 from the Town Council towards the purchase of a shared speed detector. Before deciding whether to join this network it had been resolved that a representative from the Finchampstead speed watch group be invited to speak to Members about the operation of their scheme as they had purchased their own speed detector (Full Council, 6 December 2016, minute number 52.3). Members noted that a representative from Finchampstead Parish Council had been unable to attend this meeting, but that the Chairman of Finchampstead Parish Council's Roads and Road Safety Committee had agreed to meet with members of this Committee.

RESOLVED:

- ◆ That Councillors MacNaught and Rahmouni would meet with the Chairman of Finchampstead Parish Council's Roads and Road Safety Committee to discuss their speed watch scheme and the use of the speed detector.

191. **ROYAL BERKSHIRE FIRE AND RESCUE SERVICE: SERVICE REDESIGN CONSULTATION**

RESOLVED:

- ◆ To defer this item until the next meeting, on 28 February 2017.

192. **WOKINGHAM BOROUGH COUNCIL: GYPSY AND TRAVELLER ACCOMMODATION ASSESSMENT UPDATE 2017**

Members considered the Gypsy and Traveller Accommodation Assessment Update 2017 consultation document for the borough of Wokingham.

RESOLVED:

- ◆ To respond to the consultation giving information about the unauthorised gypsy and traveller encampments that had occurred in Woodley in recent years and their affect on local residents, and to state the Committee's view that unauthorised encampments could be prevented, or reduced, by the provision of authorised transit sites.

193. **WOKINGHAM BOROUGH COUNCIL LOCAL PLAN UPDATE : ISSUES AND OPTIONS CONSULTATION**

Members noted that an initial overview of the main issues raised during the Issues and Options consultation was available on the Wokingham Borough Council website.

194. **HIGHWOOD MANAGEMENT CONFERENCE**

RESOLVED:

- ◆ To note the minutes of the Highwood Management Conference meeting held on 19 January 2017.

195. **PUBLICATIONS/INFORMATION**

RESOLVED:

- ◆ To note receipt of the following
 - *Community Council for Berkshire Bulletin – January 2017*

196. **FUTURE AGENDA ITEMS**

There were no suggestions for future agenda items.

197. **PUBLICITY/WEBSITE**

There were no suggestions for items to be publicised.

198. **EXCLUSION OF PUBLIC AND PRESS**

RESOLVED:

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

199. **ENFORCEMENT ISSUES**

The Chairman informed the meeting of two ongoing enforcement matters.

200. **CITIZENS AWARDS**

Following consideration of each of the nominations it was

RESOLVED:

- ◆ To award a total of four Citizens Awards.

The meeting closed at 9:10 pm

Chairman

Woodley Town Council

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Observations on the following Planning Applications

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Approved on the following applications;

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Date :- 01/02/2017

Observations on the following Planning Applications

<u>Application No</u>	<u>Date Recd</u>	<u>Case Officer</u>	<u>Applicant Name</u>	<u>Location</u>
170029	23/01/2017	Stephen Thwaites	Mrs Deborah Mander	Crockhamwell Road/Woodlands Av Crockhamwell Road/Woodlands Av Woodley RG5 3JY
Proposal : Full application for the stationing of a portable building to be used as a public toilet.				
Observations : No comment.				
170056	23/01/2017	Jane Burton	Mr N Armstead	51 Woodlands Avenue Woodlands Avenue Woodley RG5 3HJ
Proposal : Householder application for the proposed single storey rear extension to existing dwelling.				
Observations : No objections.				
170090	24/01/2017	Dariusz Kusyk	Unknown	16 Lambourne Gardens Lambourne Gardens Earley RG6 7EG
Proposal : ADJOINING PARISH CONSULTATION				
Householder application for the proposed two storey side extension plus single storey side extension to existing dwelling.				
Observations : No comment.				
170113	23/01/2017	Rosie Rogers	Mr & Mrs Wharton	64 Antrim Road Antrim Road Woodley RG5 3NT
Proposal : Householder application for proposed erection of single storey rear extension to dwelling following demolition of existing conservatory.				
Observations : No objections.				
170134	26/01/2017	Brett Beswetherick	Mr E Horne	2 Corby Close Corby Close Woodley RG5 4TL
Proposal : Householder application for the proposed single storey rear extension to existing dwelling.				
Observations : No objections.				
170154	23/01/2017	Graham Vaughan	Unknown	Shepherds House Overbridge London Road Earley RG6 1AD
Proposal : ADJOINING PARISH CONSULTATION				
Prior approval application for the proposed alteration to parapets with the installation of railings, plus anti-climb works to comply with electrification regulations.				
Observations : The Committee was unable to view the plans and documents for this application as they were not available on the Wokingham Borough Council website.				

Date :- 01/02/2017

Observations on the following Planning Applications

<u>Application No</u>	<u>Date Recd</u>	<u>Case Officer</u>	<u>Applicant Name</u>	<u>Location</u>
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Refused on the following applications;**163535**

12/01/2017	Stephen Thwaites	Mr Z Shehu	16 Selsdon Avenue Selsdon Avenue Woodley RG5 4PG
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Proposal : Householder application for two storey side and rear extensions plus single storey front and rear extensions and conversion of loft to habitable accommodation with rear dormer extension. Demolition of existing garage.

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

- The 3 parking spaces shown to the front of the property would not be easily accessed and would effectively only provide parking for 2 cars, which is insufficient for a 5 bedroom property.
- Massing effect of the large extension.
- Loss of light to the neighbouring property to the north.

Date :- 01/02/2017

Observations on the following Planning Applications

<u>Application No</u>	<u>Date Recd</u>	<u>Case Officer</u>	<u>Applicant Name</u>	<u>Location</u>
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Concerns on the following applications;**163553**

16/01/2017	Katie Herrington	Mr Shahid Hussain	Land adj to 32 Lismore Close Lismore Close Woodley RG5 3RT
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Proposal : Full planning application for the erection of a single detached dwelling.**Observations :** Two residents were present at the meeting to voice their concerns and one letter of concern had been received.

The Committee discussed the application and had the following concerns:

- This application is described as a re-submission of the previous approved application for this site with minor variations. This is incorrect as this application is for a 4 bedroom house whereas approval was previously granted for a 3 bedroom house.
- The addition of a 4 bedroom house in this location is even more likely to exacerbate the current parking problems in Lismore Close.
- If the parking situation in the close is worsened, access for emergency and refuse vehicles will be further restricted.

170103

23/01/2017	Dariusz Kusyk	Mr Ben Newman	8 Armstrong Way Armstrong Way Woodley RG5 4NW
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Proposal : Householder application for the proposed erection of part two storey, part single storey side extension to dwelling**Observations :** Four residents were present at the meeting to voice their concerns and two letters of concern had been received.

The Committee considered the application and had the following concerns regarding the proposed access from Comet Way:

- There are a number of services in and on the pavement where the access is proposed and some of these would need to be relocated by the utility companies.
- The proposed vehicular access onto Comet Way is immediately adjacent to the end of the footpath from Armstrong Way, which could be a safety hazard.

NOTIFICATIONS OF PLANNING DECISIONS FROM Wokingham Borough Council

Thu 26 January 2017

' C ' Contrary to District

Page No : 1

' E ' Endorsed by District

GRANTED PLANNING PERMISSIONS

E 162635	Approved	Unit 9
E 163149	Approved	26 Church Street
E 163192	Approved	9 Buckden Close
E 163217	Approved	Waingels College
E 163273	Approved	77 Loddon Bridge Road
E 163363	Approved	31 Duffield Road
E 163426	Approved	11 Anthian Close

REFUSED PLANNING PERMISSIONS

E 162407	Refused	6 Selcourt Close
E 162861	Refused	Land to rear of Woodley House

Woodley Town Council

Minutes of the Urgency Committee – Monday 9 January 2017

Councillors J. Cheng, K. Baker, T. Barker and B. Soane were contacted by email on Friday 6 January 2017 and provided with the agenda setting out the matter for the Committee's consideration (attached to these minutes).

Councillors Cheng, Baker, Barker and Soane responded by email to the Town Clerk before 5pm on Monday 9 January to confirm that they were in favour of adopting the new Council logo.

It was therefore

RESOLVED:

- ◆ That the logo, as attached to these minutes, be adopted as the Council's logo for use in business correspondence, signs, website and marketing materials.





Woodley Town Council
The Oakwood Centre, Headley Road,
Woodley, Berkshire, RG5 4JZ
Tel: 0118 9690356
www.woodley.gov.uk

To: **Members of the Urgency Committee**
Councillors: K. Baker, T. Barker, J. Cheng, W. Soane

NOTICE IS HEREBY GIVEN that the Urgency Committee is required to give consideration to Agenda Item 1 and to respond to the Town Clerk, by email, before 5pm on Monday 9 January 2017.

Deborah Mander
Town Clerk

A G E N D A

1. TOWN COUNCIL LOGO

Following the appointment of the PR/Marketing Coordinator a review of the Council's logo has been undertaken and a new logo (attached) has been considered by the new PR/Marketing Working Group at its meeting on 5 January 2017. The Working Group has agreed that the proposed logo is a suitable and modern replacement for the tree design that has been the Council's logo since its creation in 1974, although it also agreed that the use of the tree design on the Mayoral chain would continue, certainly for the time being.

At the Working Group meeting Members were informed that the style of Town Council logo to be provided as part of the back drop to the new covered area in the town centre refurbishment had to be confirmed by Tuesday 10 January in order for the timescales for the project be met. An early decision on this would also assist in commissioning marketing material to promote the Council and its services as soon as possible.

The Urgency Committee is therefore being asked to consider giving approval to the adoption of the new logo which would be introduced into all the Council's signs, marketing materials and website. It should be noted that the design required for the town centre needs to be in black while the colour palette to be finally adopted for correspondence and marketing is yet to be finalised and will be considered further by the Working Group at a meeting on 10 January.

If you require any more information or have any questions please contact the Town Clerk. Please send your decision on the logo by email to the Town Clerk by 5pm on Monday 9 January.

REPORTS FROM OUTSIDE BODIES

Poor's Land Charity

The empty flat at Cedar Place has now been filled.

We have signed a maintenance contract with a new supplier.

Cllr Jenny Cheng

Town Mayor's Engagements – 7 December 2016 to 7 February 2017

December	7	The Bulmershe School performance of "Billy Elliot – The Musical"
	11	"Sleeping Beauty on Ice", Bracknell Ice Rink
	12	Mayor of Earley's Christmas Reception
January	24	Official opening of the gym at Woodford Park Leisure Centre

Deputy Town Mayor's Engagements

December	11	Wokingham Borough Schools' Carol Concert, Loddon Valley Leisure Centre
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