

**Minutes of a Meeting of the Town Council held at the Oakwood Centre on
Tuesday 10 December 2013 at 8 pm**

Present: *Councillors W. Soane (Chairman); K. Baker; T. Barker; A. Chadwick; P. Challis; J. Cheng; A. Downes; R. Duncan; B. Franklin; K. Gilder; L. Hayward; L. Higgs; M. Holmes; C. Lawley; D. Mills; R. Neall; S. Outen; S. Rahmouni; E. Rowland; D. Smith; M. Storry; M. Walker*

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

Also present: *12 members of the public*

Before the start of the meeting:

- *The Town Mayor presented grant cheques to representatives of local community groups and other organisations, 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 reported in Appendix A.*

57. **APOLOGIES FOR ABSENCE**

Apologies were received from Councillors N. Cox and K. Haines.

58. **DECLARATIONS OF INTEREST**

There were no declarations of interest made by Members.

59. **MINUTES OF THE COUNCIL MEETING OF 25 JUNE 2013**

RESOLVED:

- ◆ To approve the minutes of the Council meeting held on 25 June 2013 and that they be signed by the Mayor as a correct record.

60. **MINUTES OF THE COUNCIL MEETING OF 24 SEPTEMBER 2013**

Minute 50: Open Space, Sports and Recreation Strategy

In response to a question, the Town Clerk reported that a response to the Council's submission had been received and would be circulated to all councillors. Councillor Baker reported that Wokingham Borough Council had amended the strategy in response to the comments from Woodley Town Council.

Minute 51: Site of Urban Landscape Value Joint Working Party

In response to a question the Town Clerk reported that, as agreed by this Council, Earley Town Council had asked a borough councillor to pose a question at a meeting of Wokingham Borough Council. It was understood that the next opportunity for this would not be until April 2014. It was suggested that the joint working party meet to discuss a way forward.

RESOLVED:

- ◆ To approve the minutes of the Council meeting held on 24 September 2013 and that they be signed by the Mayor as a correct record.

At this point in the meeting the Chairman drew Members' attention to the new meeting layout and requested that when invited to speak Members stand, if able to do so.

61. a) **MINUTES OF THE PLANS COMMITTEE: 15 October 2013**

Councillor Cheng presented the Plans Committee minutes of the meeting of 15 October 2013.

RESOLVED:

- ◆ To receive the minutes of the Plans Committee meeting held on 15 October 2013.

b) **MINUTES OF THE LEISURE SERVICES COMMITTEE: 5 November 2013**

Councillor Franklin presented the Leisure Services Committee minutes of the meeting of 5 November 2013.

Minute 26: Woodford Park

In response to a question the Service Support Manager reported that the invoices for the emergency tree surgery made necessary by the severe storm on 27 October were still awaited and therefore it was not yet known whether there were sufficient reserves in the grounds maintenance budget to proceed with the removal of other trees in this financial year.

RESOLVED:

- ◆ To receive the minutes of the Leisure Services Committee meeting held on 5 November 2013.

c) **MINUTES OF THE COMMUNITY SERVICES COMMITTEE: 12 November 2013**

Councillor Hayward presented the Community Services Committee minutes of the meeting of 12 November 2013.

Minute 40: Allotments Working Party

In response to a question about meetings of the Allotments Working Party Councillor Mills, Chairman of the working party, explained that the Allotment Tenants' Association Committee Chairman was still in hospital and following discussions with another committee member, the working party meeting scheduled for 13 December would now take place on 16 January 2014. This would allow the Tenants' Association Committee to consider various matters that had been discussed informally between the Chairman and the committee member and that would be considered at the January working party meeting. The matters discussed included unworked plots and changes to the tenancy agreement and a note of this meeting had been provided to all members of the working party.

In response to a question on the process for changes to the procedure for dealing with unworked plots, the Chairman of the working party confirmed that the working party would deal with the detail.

Minute 43: Woodley Town Centre Management Initiative

Congratulations were passed to the Town Centre Management Initiative for the Christmas Extravaganza, which had been well attended and well run. The Town Centre Manager was thanked for his work in making the extravaganza a success.

It was noted that there would be free parking in the town centre on the three Saturdays before Christmas to help increase trade.

Minute 45: Highways

In reply to a question the Town Clerk confirmed that the letter regarding the traffic disruption in Woodley had been sent to Wokingham Borough Council, but that a reply had not yet been received.

Minute 46: Community Refuse Vehicle

Councillor Hayward informed the meeting that the community refuse vehicle would be in position at the Airfield Centre, Hurricane Way from 8:00am to 11:00am on 18 January 2014.

Minute 47 b) and c): Citizens Awards Review

Councillor Rowland informed the meeting that she believed that removing the criteria to not make awards to close relatives of town councillors or people involved in political activity had challenged the integrity of the award. Members of her group would not be voting for any nominees to whom these former criteria applied.

Minute 50: Cycle Network

In response to a question the Town Clerk confirmed that a letter had been sent to Wokingham Borough Council requesting the information Members had asked for at the meeting and a reply had been received. It was noted that it would not be appropriate for Woodley Town Council to make further comments on the proposals for Wokingham Road as this was within the parish of Earley.

RESOLVED:

- ◆ To receive the minutes of the Community Services Committee meeting held on 12 November 2013.

d) MINUTES OF THE PLANS COMMITTEE: 19 November 2013

Councillor Cheng presented the Plans Committee minutes of the meeting of 19 November 2013.

RESOLVED:

- ◆ To receive the minutes of the Plans Committee meeting held on 19 November 2013.

e) MINUTES OF THE STRATEGY AND RESOURCES COMMITTEE: 26 November 2013

Councillor Baker presented the minutes of Strategy and Resources Committee meeting on 26 November 2013.

Minute 43; Public Toilets Working Party

In response to a question the Town Clerk reported that the Public Toilets Working Party would meet in February to look at the responses to the public consultation and to make any recommendations to the Strategy and Resources Committee. She confirmed that residents were still able to comment on the proposals via the Town Council website and this had been advertised in the local newspaper.

Minute 46: War Memorial / Civic Space

In response to a question the Town Clerk reported that the war memorial liaison group was not a formal working party. The Service Support Manager reported that no decision had yet been made on the exact location of the war memorial and civic space. He had spoken to the landscape architect regarding the alternative locations and would arrange

a meeting early in the new year with the Woodley War Memorial Project group.

Councillor Rhamouni requested clarification that the £10,000 deposit to be paid from the special projects earmarked reserve would be refunded from donations to the Woodley War Memorial Project Group. The Town Clerk confirmed that this was the case, as resolved in minute 46, and that the maximum liability to the Council was estimated to be £5,000. The remainder of the money had already been raised by the Woodley War Memorial Project Group.

In reply to a question the Town Clerk confirmed that although the Town Council did not have a power conferred on it to purchase a war memorial, under Section 137 of the Local Government Act 1972 it did have the power to spend money on this item if it believed it was in the interest of groups and individuals within the town.

Minute 47: Bulmershe Youth and Community Centre

In reply to a question Councillor Baker explained that as the organisation that would be running the youth club had finally been confirmed, the Council had the opportunity to put together a business plan and apply for transition funding from Wokingham Borough Council. The transition funding would be for taking over the running of the youth club, but may also cover the necessary refurbishment of the centre.

RESOLVED:

- ◆ To approve the schedule of meetings for the 2014/15 municipal year, as attached at Appendix B.
- ◆ To receive the minutes of the Strategy and Resources Committee meeting held on 26 November 2013.

62. **CAPITAL PROGRAMME**

The Service Support Manager presented Report No. FC 3/13. He explained that it had not been possible to present proposals for the 2013/14 capital programme earlier in the year as reduced capacity had increased the time taken to complete existing projects and assess new projects. Projects included in the 2013/14 programme were those which were urgent and those which could be completed before 31 March 2014.

Proposed items for the 2014/15 capital programme would be provided in the new financial year and it was intended that in future this would form part of the budget setting process.

RESOLVED:

- ◆ To note Report No. FC 3/13.
- ◆ To approve the 2013/14 capital programme, as attached at Appendix C.

63. **PETITIONS TO WOKINGHAM BOROUGH**

Members noted that, following recent discussions at Council and by the Community Services Committee on the matter of the Town Council being made aware of petitions relating to the town being presented to the Borough Council, the Democratic Services Manager at Wokingham Borough Council had agreed to include a proposal to the next meeting of the Constitution Working Group on this matter. The proposal would be to include in the petition protocol a requirement

that town and parish councils, through their clerks, be informed of any petitions relating to their parish received by Wokingham Borough Council committees or officers.

64. **COMMEMORATION OF AVIATION HISTORY**

Members noted that, following the request from a resident at the Town Forum on 24 September 2013 for a commemoration of the town's aviation history at the former Linpac site, the Town Clerk had met with the Chairman of the Museum of Berkshire Aviation Trust. As a result of that meeting, the Town Clerk would be writing to the developer of the site to propose that a plaque and information board be provided within the development. The Chairman of the trust had agreed to provide suitable information and wording for these.

Members also noted that names of aircraft with local connections had been included on the list of suggested street names for future developments in Woodley.

65. **REPRESENTATIVES ON OUTSIDE BODIES**

Members noted the following written reports:

- Museum of Aviation Trust by Councillor Outen
- ARC from Mrs Shelagh Flower
- Highwood Conference by Councillor Holmes and Councillor Gilder
- Poors' Land Charity by Councillor Cheng
- NALC Conference and Exhibition 2013 by Councillor Cheng

66. **LEADER'S STATEMENT**

The Leader of the Council made the following statement to the Council:

"I will keep this brief as I am sure you are all waiting for the Mayors mince pies and wine so I won't delay you too long. Since September a huge amount of business has been conducted through the various committees.

I would like to thank all councillors who have helped the respective chairman complete their extensive agendas by acting in a very professional way. I would like to especially thank Deborah and the officers who have had to put in even more effort in putting the agendas and reports together.

The result is that some very important decisions have been made for the direct benefit of residents. I would like to mention a couple of them.

First of all can I report a hugely successful first ever "Festival of Business" dedicated to the small businesses within Woodley. Over 100 individuals attended to network culminating in a key note address from a leading Woodley based businessman who runs a multimillion worldwide operation from Headley Road East. As council leader I was extremely pleased to support this event with the Town Council as a co-sponsor. These businesses need all the support they can get as they are the ones most likely to provide future employment for our residents. The positive coverage for the Town Council was immeasurable.

Next as already reported, a new Youth Club aimed at providing universal provision is currently being put together for Bulmershe. I have met the team from the Vineyard Church who will be responsible for this and I know they are going to provide a fantastic facility for our youth. I intend to drop in when free when it is up and running and I urge all councillors to go and visit at least a

couple of times a year. I think you will be pleasantly surprised over the enthusiasm and credentials of this team.

Discussions regarding the future of Bulmershe Leisure Centre continue and I hope to bring some news back to this council sometime in the future. The staff has been fully briefed on developments as and when there was any and will continue to be fully integrated into those discussions.

We have just started the budget setting process which will come to the private members meeting in January. There are extreme pressures coming from pension changes and of course energy costs. It is going to be a difficult task to set the budget for 2014/15 with some very hard decisions having to be made.

So it simply leaves me to wish everyone a happy Xmas and a prosperous New Year. I hope you all return in January suitably refreshed ready to deal with the challenges of next year."

67. **TOWN MAYOR'S ENGAGEMENTS**

The Town Mayor informed the Council of the 12 engagements he had attended since the last meeting.

He thanked the Town Centre Manager for a wonderful weekend of activities and entertainment during the Christmas Extravaganza.

The Town Mayor also suggested that, instead of sending Christmas cards to each other, Members could make a donation to the Mayor's Charity, the Woodley War Memorial Project.

The Deputy Mayor had attended 2 engagements and reported on these.

68. **FUTURE AGENDA ITEMS**

No suggestions were made for future agenda items.

Meeting closed at 9:25pm

Meeting of the Town Council on 10 December 2013

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

Berkshire County Blind Society, Cruse Bereavement Care, Reading Spring Gardens Brass Band, St James Church Centre, Woodley Adopt a Street Project (WASP), 1st Woodley Boys Brigade, Woodley Festival of Music and Arts, Woodley Saints Football Club, Woodley United Football Club, Woodley Volunteer Centre. Music Spectrum was regrettably unable to attend to receive their grant cheque and sent their apologies.

There being no members of the public wishing to pose questions to the Council, no Town Forum took place.

| |
|--|
| TIMETABLE OF MEETINGS - 2014/2015 |
|--|

Plans Committee meetings start at 7.45pm. All other Council and Committee meetings start at 8 pm (unless otherwise notified) and members of the public are welcome to attend.

| PLANS COMMITTEE | LEISURE SERVICES | COMMUNITY SERVICES | STRATEGY & RESOURCES | FULL COUNCIL |
|---|----------------------------|---------------------------|---------------------------|--|
| 2014 20 May 17 June | 2014 27 May (SH) | 2014 3 June | 2014 10 June | 2014 Annual Meeting 13 May 24 June |
| 15 July 19 August (SH) 23 September | 2 September (SH) | 9 September | 16 September | 30 September |
| 21 October 18 November 16 December | 4 November | 11 November | 25 November | 9 December |
| 2015 20 January | 2015 6 January | 2015 27 January | 2015 3 February | 2015 Budget Meeting 13 January 10 February |
| 17 February (SH) 17 March 21 April 26 May (SH) | 24 March | 31 March | 14 April (SH) | Town Electors 3 March Annual Meeting 19 May |

(SH = School Holidays)

SCHOOL TERM DATES

2014 Tuesday 7 January to Friday 4 April
 Tuesday 22 April to Wednesday 23 July
 Wednesday 3 September to Friday 19 December
 (NOTE: *Training days - to be agreed*)

Half Term: 17 - 21 February
 Half Term: 26 - 30 May
 Half Term: 27 - 31 October

Good Friday: 18 April
 WBC Elections: 22 May 2014

2015 Tuesday 6 January to Thursday 2 April
 Monday 20 April to Wednesday 22 July
 (NOTE: *Training days - to be agreed*)

Half Term: 16 - 20 February
 Half Term: 25 - 29 May

Good Friday: 3 April
 WTC & WBC Elections: 7 May 2015

Capital Programme 2013/14

APPENDIX C

| CAPITAL PROJECTS | Allocation (£) | Status | Comment | Works Required |
|---|----------------|------------------------------|--|--|
| Signs | 2000 | | Annual Allocation | Replacement, new signs, fire signage and new entrance sign for Woodford Park |
| Seats | 1000 | | Annual Allocation | Replacement/additional seats - annual allocation |
| Litter bins | 300 | | Annual Allocation | Replacement/additional bins - annual allocation |
| Dog bins | 200 | | Annual Allocation | Replacement/additional bins - annual allocation |
| Pathway repairs | 2000 | | Annual Allocation | Repair work to council pathways - annual allocation |
| Playgrounds | 5000 | | Annual Allocation | Annual allocation - Improvements to Malone Road play area to supplement Section 106 allocation |
| Woodford Park car park resurfacing | 5000 | Rolling Fund | Annual Allocation | Repair & resurfacing - annual allocation to fund |
| Drainage improvements - Woodford Park | 5000 | Carried Forward from 2012/13 | Revised quotes higher than estimated last year | Works to improve drainage on driveway at entrance to Woodford Park |
| Replace dividers Woodford Park LC function room | 7500 | Carried Forward from 2012/13 | Revised quotes higher than estimated last year | Replace dividers in function room due to age - poor condition |
| Improvements to outside Woodford Park Leisure | 9250 | | £750 spent in 2012/13 | Improvements to Leisure Centre frontage/approach (Rec from Leisure Services Committee 27/3/12) |
| Sports Hall Roof - Woodford Park LC | 4000 | | | Repairs to guttering, down pipes and replacement of rusted roof panels |
| Committee Rooms - Woodford Park LC | 3000 | | | Decorate/new flooring/ventilation |
| Sub total | 44250 | | | |

| ROLLING FUNDS | | Project Cost (Estimated) | Total in fund | |
|------------------------------------|------|--------------------------|---------------|---|
| Woodford Park car park resurfacing | 5000 | 60000 | 20000 | Resurfacing and repair of car park substructure. 4 years allocation |

| FUNDED BY | |
|------------------------------------|--------------|
| Carry forward balance from 2012/13 | 83131 |
| | |
| | |
| | |
| Capital Programme Balance | 38881 |