

**Minutes of a Meeting of the Town Council held at the Oakwood Centre on  
Tuesday 27 June 2017 at 8 pm**

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

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

**Also present:** Gordon Holmes, Age Concern Twyford & District  
Colin Lott, Mike Hutchinson and Joe Pope, formerly of the Woodley  
War Memorial Committee  
3 members of the public

*Before the start of the meeting:*

- Gordon Holmes, Age Concern Twyford & District, gave a presentation about the Give&TakeCare initiative to improve social care for older adults across the UK, 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.

*Before opening the meeting the Mayor asked for a minute's silence in memory of Jeff Llewellyn, a former member of the Council.*

20. **APOLOGIES FOR ABSENCE**

Apologies were received from Councillors S. Brindley, K. Gilder and J. MacNaught.

21. **DECLARATIONS OF INTEREST**

There were no declarations of interest made by Members.

22. **COMMEMORATION OF THE END OF WORLD WAR 1**

The Mayor welcomed Colin Lott, Mike Hutchinson and Joe Pope to the meeting to speak to Members about their ideas for commemorating the one hundredth anniversary of the end of World War 1 on Sunday 11 November 2018.

Mike Hutchinson informed Members that 2018 would be the first time that Armistice Day coincided with Remembrance Sunday since the war memorial was erected in Woodley and he expected a large attendance at the war memorial. He felt that it would be appropriate for the community to remember those who had lost their lives in World War 1 and to commemorate the end of the war, and would like there to be a series of events for all ages to enjoy on the Memorial Ground following the act of Remembrance on that day.

Colin Lott said that he envisaged this would be a very large event, which would need to be organised well in advance to ensure that the facilities required were not already booked by other events. Among the facilities that would be needed he suggested that 3 or 4 marquees would be required, there could possibly be 2 bands playing a range of music, and food and soft drinks could be provided free

of charge, with a bar selling alcoholic drinks. He suggested that there could be an educational element to the event, involving local schools, and that other local organisations could be involved.

Colin Lott asked that the Council decide whether they wanted such an event to take place and whether they would like him, Mike Hutchinson and Joe Pope to organise it. He estimated that the cost of the event might be in the range of £10,000 to £20,000 and asked the Council to consider funding the event.

The Mayor then asked if Members had any questions about the proposal. Councillor Soane said that he was conscious that the act of Remembrance at the war memorial would clash with the Service of Remembrance at St. John's Church. Joe Pope said that they did not want there to be any conflict between events. Members suggested that maybe Churches Together could be involved at the war memorial and the importance of involving all faiths was stressed.

Councillor Baker noted that the proposal was sound in principle, but that the suggested budget was very high. He said that the Council would not be able to underwrite that amount and that sponsorship would be needed. Colin Lott replied that he thought only about £1,000 - £2,000 could possibly be raised by sponsorship and he was therefore asking the Council to fund the event.

Following further discussion of the proposals Councillor Baker asked Colin Lott, Mike Hutchinson and Joe Pope to continue looking at ideas for the event for future review by the Council. The Town Clerk suggested that it might be helpful if they met with her and the Deputy Town Clerk to talk about their proposals.

The Mayor thanked Colin Lott, Mike Hutchinson and Joe Pope for coming to the meeting and addressing the Council.

23. **MINUTES OF COUNCIL MEETING HELD ON 9 MAY 2017**

The Town Mayor presented the minutes of the Annual Meeting held on 9 May 2017.

**RESOLVED:**

- ◆ To approve the minutes of the Annual Meeting held on 9 May 2017 and that they be signed by the Mayor as a correct record.

24. **COMMITTEE REPORTS**

24.1 **Minutes of the Planning Committee: 23 May 2017**

Councillor Barker presented the minutes of the Planning Committee meeting held on 23 May 2017.

**Minute number 3: Bus routes**

Councillor Baker informed Members that this matter had been considered by the Wokingham Borough Council Executive, who had agreed to extend the proposals by 6 months.

**Minute number 11: Community speed watch**

Councillor Smith said that he was disappointed that the Planning Committee had resolved that the Council would not join the community speed watch scheme as he thought the residents of Woodley would be unhappy with this decision. Councillor Barker explained that the Committee had decided against joining the group scheme being set up by Thames Valley Police, but that the possibility of the Council buying its own equipment and running an independent scheme could be considered again in the future. In response to comments that running a

speed watch scheme would show that residents' concerns about speeding were being taken seriously by the Council, members of the Planning Committee explained that their investigations had shown that running an independent scheme would take a great deal of time and require a large number of volunteers. They had also been concerned that the effectiveness of the Finchampstead scheme, with regard to improving driver behaviour, had been inconclusive.

Councillor Dolinski informed Members that the community speed watch scheme had been discussed at the newly formed Woodley and North Earley Community Forum and he suggested that it might be possible to run a speed watch scheme through the community forum.

It was suggested that this item should be considered again at a future meeting.

**RESOLVED:**

- ◆ To receive the minutes of the Planning Committee meeting held on 23 May 2017.

**24.2 Minutes of the Leisure Services Committee: 6 June 2017**

Councillor Soane presented the minutes of the Leisure Services Committee meeting held on 6 June 2017.

**Minute number 10: Town centre public toilet update**

In reply to a question the Town Clerk said that it was hoped that the public toilet could be installed by the end of October.

**RESOLVED:**

- ◆ To receive the minutes of the Leisure Services Committee meeting held on 6 June 2017.

**24.3 Minutes of the Strategy and Resources Committee: 13 June 2017**

Councillor Baker presented the minutes of the Strategy and Resources Committee meeting held on 13 June 2017.

**Minute number 8: Risk Management Working Party**

Councillor Baker presented the Risk Register 2017/18 to Council.

**RESOLVED:**

- ◆ To receive the minutes of the Strategy and Resources Committee meeting held on 13 June 2017.

**24.4 Minutes of the Planning Committee: 20 June 2017**

Councillor Barker presented the minutes of the Planning Committee meeting held on 20 June 2017.

**RESOLVED:**

- ◆ To receive the minutes of the Planning Committee meeting held on 20 June 2017.

**25. 2016/17 YEAR END**

The Town Clerk presented the 2016/17 year end outturn figures, in summary and by committee.

Members were very pleased to note that savings and the income generated by the 3G pitch and the new gym at Woodford Park Leisure Centre, together with an increase in venue bookings, had resulted in the general reserve fund growing by

£35,500 over the year, when originally the budget had anticipated a £1,904 contribution from reserves to support expenditure.

**RESOLVED:**

- ◆ To note the 2016/17 year end figures.

26. **FINANCIAL STATEMENTS AND ANNUAL RETURN 2016/17**

a) **Financial Statements for 2016/17**

The Town Clerk presented the Financial Statements for 2016/17.

**RESOLVED:**

- ◆ To approve the Financial Statements for 2016/17 and that they be signed by the Mayor and the Town Clerk.

b) **Annual Governance Statement for 2016/17**

Members considered the Annual Governance Statement as set out in the Annual Return and

**RESOLVED:**

- ◆ To approve the Annual Governance Statement for 2016/17 and that this be signed by the Mayor and the Town Clerk.

c) **Accounting Statements for 2016/17**

Members considered the Accounting Statements for 2016/17 and

**RESOLVED:**

- ◆ To approve the Accounting Statements for 2016/17 and that they be signed by the Mayor and the Town Clerk.

27. **LEADER'S STATEMENT**

The Leader of the Council made the following statement:

"My thanks to Cllr Dolinski for standing in for me at the last Full Council. Today I thought I would concentrate on the projects that are currently underway or in the planning stage.

You have already seen the North End refurbishment completed and it is already being used. Together with the TCMI a full marketing campaign is about to be launched to expand the Centre Stage usage from mostly charities. At the recent Strategy & Resources Committee it was agreed that a token charge of £30 would be made to all users of the Centre Stage. However, the Town Council reserves the right to discount this charge if necessary. Currently existing events like the Carnival, the Extravaganza etc. charge and charities are prepared to pay so it is perfectly reasonable for the Town Council to do the same. The charges will be split equally to pay for the administration and a specific maintenance reserve for this asset.

The placement of the order for the public toilet is imminent with the last formal hurdle, the lease heads of terms being agreed.

The refurbishment of Woodford Park Lake is coming along nicely. Our recent recruit to the vacant post of Grounds Maintenance Manager, Terry Gough, who had extensive experience with the Maiden Erlegh Lake, is proving to be invaluable as we finalise our plans.

Now that the North End of the Town Centre is complete our attentions are turning to the small play area on the other side of the town centre. There are

developers funds available for a comprehensive redesign with all new equipment. The Town Council is in joint discussions with the Borough Council and the TCMI about this project. It is hoped that the Town Council will have a presence in the Town Centre with information on potential designs and equipment, in a similar way to that carried out for the lake refurbishment.

The Loddon Mead area under the A3290 joint project with JAC and the Borough Council is at an early stage of development. Officers are waiting to hear from the Borough's Highways Department to understand any restrictions in this area. The intention is to arrange a Parkour installation here.

Currently the Grounds & Maintenance teams are split across the main compound and the former horticultural shed at the main entrance to Woodford Park. There is a proposal to move the Woodley Pre-School, currently operating out of the Leisure Centre, to a purpose built new building at the horticultural shed location. This means that the operation out of this shed needs to be moved to the main compound. Officers will be taking the opportunity to review the total operation out of this compound in order to ensure the facilities are appropriate for the services required.

Finally, looking to the future, the regeneration task and finish group for Woodford Park Leisure Centre will be reconvened soon to examine the potential for its improvement and refurbishment.

As you can see, there are a lot of things going on and I would like to put on record my thanks to Deborah and her officers for the way in which they handle this extensive list of projects alongside the day to day operational requirement."

28. **CAPITAL PROGRAMME**

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

Members noted the capital projects that had been undertaken in 2016/17 and those that were proposed for 2017/18. In reply to a question about the number of items being carried forward from 2016/17 the Town Clerk explained that the decision to provide a gym at Woodford Park Leisure Centre had been taken after the Capital Programme for 2016/17 had been agreed and a large amount of the Maintenance Team's time had subsequently been diverted to working on the gym. Councillor Smith suggested that in future items on the Capital Programme should be prioritized to ensure that high priority items were undertaken as soon as possible.

**RESOLVED:**

- ◆ To note Report No. FC 3/17.
- ◆ To approve the 2017/18 Capital Programme as set out in the schedule at **Appendix B**.
- ◆ That the roofing works at Woodford Park Leisure Centre be funded from the Buildings and Facilities fund.

29. **COUNCIL SEAL**

**RESOLVED:**

- ◆ To approve the use of the Council's seal on a lease with Wokingham Borough Council in respect of land in Woodley Town Centre for the location of a public toilet.

30. **REPRESENTATIVES ON OUTSIDE BODIES**

a) Having been duly nominated it was

**RESOLVED:**

- ◆ To appoint Councillors Baker and Dolinski to represent the Council at the newly formed Woodley and North Earley Community Forum.

b) Members noted the written report from Councillor Walker on the Campaign for a Cleaner and Greener Environment.

c) Members noted that a copy of the Poor's Land Charity audited accounts and Annual Report for the year ending 31 December 2016 had been received.

31. **TOWN MAYOR'S ENGAGEMENTS**

a) Councillor Cheng informed the Council of the 9 events she had attended as Town Mayor since the last meeting and noted that she had unfortunately been unable to attend the Just Around the Corner public meeting at Rehoboth on the 5 June as she had been unwell.

b) Councillor Rahmouni reported on the 6 events he had attended as Deputy Town Mayor since taking office.

32. **FUTURE AGENDA ITEMS**

It was requested that the matter of a possible community speed watch scheme for Woodley be considered again.

Meeting closed at 9:50pm

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Gordon Holmes, Age Concern Twyford & District, was welcomed to the meeting and gave a presentation about the Give&TakeCare initiative to improve social care for older adults across the UK.

Gordon Holmes explained that Age Concern aimed to help the elderly maintain independence and quality of life and the Give&TakeCare initiative had been set up to help prevent loneliness and social isolation by offering befriending support for the over 60's. The scheme matched volunteers with an elderly person and for each hour of befriending care the volunteer gave they accumulated an hour of time credit. When the volunteer reached the age of 60 they could 'spend' their accumulated hours within the scheme to get befriending care from other volunteers. The scheme was funded by Innovate UK, a government body, but the aim was for it to be self-sustaining in the future. There was a £1/hour administration fee charged to the care receiver to cover the running costs of the scheme.

Gordon Holmes informed Members that Twyford & District was the first Age Concern area to run this scheme, but there were plans to extend the scheme throughout the country. He asked the Council to help the scheme by:

- Publicising the scheme.
- Referring people who may be lonely.
- Encouraging people to sign up to the scheme.

In reply to a question, Gordon Holmes explained that the Give&TakeCare initiative was similar to the Link visiting scheme, but the Link scheme relied on funding and therefore could not be guaranteed to continue, whereas, once established, the Give&TakeCare initiative would be self-sustaining.

The Mayor thanked Gordon Holmes for his presentation.

**Capital Programme 2017/18**

**APPENDIX B**

<b>CAPITAL PROJECTS</b>	<b>Allocation £</b>	<b>Status</b>	<b>Comment</b>	<b>Works Required</b>
Signs	1,000		Annual Allocation	Replacement, new signs, fire signage and new entrance sign for Woodford Park
Seats	1,000		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	5,000		Annual Allocation	Repair work to council pathways - annual allocation
Heating system works - Oakwood Centre	6,000			New primary pumps required to heating system, install automatic air vents
Toilets refurbishment - Oakwood Centre	5,000			Replace cubicles & panels, redecorate, tiling, hand dryers
Bowling Green fencing	5,200			Removal of trees where roots have damaged the path and are beginning to damage the green and the irrigation system. Removal of trees to be funded from tree works budget. Replace with steel weldmesh fencing to match east boundary installed last year.
WPLC Ladies toilets refurb	3,000			Refurbishment - toilets, sinks, flooring, lighting, décor
WPLC - Extend CCTV	2,000			Extend CCTV coverage to include new car park areas
Sports Hall Floor - sanding & remarking	8,200			Sand and remark sports hall flooring in Woodford Park Leisure Centre. The existing flooring was installed in 2007 and is showing significant signs of wear.
Bowling Green gulley matting	1,000			To replace the current requirement for annual removal, sifting and cleaning of rubber pellets from gulley around green.
Green Flag Award	5,000			Funds in support of Green Flag Award application for Woodford Park. F/C 27/9/16
Ride-on front rotary mower	18,000			Enable safer & more effective cutting of smaller and sloped areas that cannot be cut with the tractor mounted cutters. This will considerably reduce manual handling, strimming and pedestrian mowing time and allow for more frequent cutting as required.
Chipper / shredder	10,000			Enable on site chipping to reduce manual handling/contractor/waste costs and enable more frequent tree/foilage works.
Chapel Hall - replace guttering	5,000			Replace old damaged guttering which is beyond repair in several places.
Playground equipment fund allocation	5,000	Sinking Fund	Annual Allocation	Annual allocation - Improvements to play areas - new equipment
Buildings & Facilities Fund allocation	10,000	Sinking Fund	Annual Allocation	Replace old asbestos roof - estimated cost £35,000. Old roof leaks patched but deteriorating.
<b>Sub total</b>	<b>90,900</b>			

<b>FUNDED BY</b>	
Carry forward balance from 2015/16	48,412
2016/17 budget allocation	45,000
Total funds available 2016/17	93,412
<b>Capital Programme Balance</b>	<b>2,512</b>

<b>SINKING FUNDS</b>	<b>Expenditure</b>	<b>Total in Fund</b>	
Buildings & Facilities fund	30,000	60,000	WPLC roof work est £30,000. Replace failed roof joists and re-cover flat roofing.
Playground equipment fund		12,662	