



Woodley Town Council

The Oakwood Centre
Headley Road
Woodley
Berkshire RG5 4JZ
Tel: 0118 969 0356

To: **Members of the Community Services Committee**

Councillors D. Smith (Chairman); L. Hayward; L. Higgs; M. Holmes; C. Lawley;
D. Mills; R. Neall; W. Soane; M. Walker

NOTICE IS HEREBY GIVEN that a meeting of the Community Services Committee will be held at The Oakwood Centre at 8:00 pm on Tuesday 3 June 2014, at which your attendance is requested.

Deborah Mander
Town Clerk

A G E N D A

1. **APOLOGIES**
2. **DECLARATIONS OF INTEREST**
To receive any declarations of interest from Members on agenda items.
3. **MINUTES OF THE COMMUNITY SERVICES MEETING**
– 22 April 2014
To approve the minutes of the meeting of the Community Services Committee meeting held on 22 April 2014 and the Chairman to sign them as a true record. *(These minutes were provided in the Full Council agenda of 13 May 2014.)*
4. **JUST AROUND THE CORNER**
To receive the report from Just Around the Corner charity. Report to follow.
5. **BUDGETARY CONTROL**
To note **Report No. CS 11/14.**
6. **YOUTH WORKING PARTY**
To receive the minutes of the Youth Working Party meeting held on 28 May 2014. Report to follow.

7. **ALLOTMENTS WORKING PARTY**

To note that it is anticipated that the next meeting of the Allotments Working Party will take place in June.

8. **WOODLEY TOWN CENTRE MANAGEMENT INITIATIVE**

To receive the report of the Woodley Town Centre Management Initiative Management Committee meeting held on 16 April 2014. (**Appendix 8**) Page 6

9. **HIGHWAYS**

a) **Road Works/Street Works Major Project Co-ordination meetings**

To note the report from Councillor Walker on the Wokingham Borough Council Road Works/Street Works Major Project Co-ordination meeting held on 29 April 2014. (**Appendix 9a**) Page 9

b) **Cycleway on Wokingham Road (and A329 Corridor)**

To note the publicity material regarding the route and its delivery. Wokingham Borough Council is planning to send this information to households bordering the first phase of the scheme. (**Appendix 9b**) Page 11

It is hoped that the on-carriageway cycleway will form part of a new national cycle route between Central Reading and Windsor Great Park. The project will also include improvements to, and surfacing of, footways and the replacement of dirty and broken bus shelters.

10. **STREET WORKS PERMIT SCHEME**

To consider a response to the Wokingham Borough Council consultation on the proposal to operate a street works permit scheme in the Wokingham borough.

The proposed Permit Scheme is to be implemented under powers within Part 3 of the Traffic Management act 2004 and will effectively replace the provisions of the New Roads and Street Works Act 1991 (NRSWA). Under NRSWA a works promoter would inform a highway authority about its intention to carry out works on the highway, however, under the Permit Scheme the works promoter will book time on the highway by obtaining a permit from the permit authority enabling the placement of reasonable conditions on the works promoter when undertaking the permitted works.

Wokingham Borough Council is proposing to join the South East Permit Scheme (SEPS), which commenced on 11 November 2013 in Surrey and East Sussex County Council areas.

The SEPS document, cost benefit analysis, draft standard and model conditions, fee matrix and permit costs are available at:
www.wokingham.gov.uk/roadworkspermits/

A printed copy of the document will be available at the meeting.
The closing date of the consultation is 17 June 2014.

11. **TELECOMMUNICATIONS INSTALLATION UPGRADES**

To note the revised drawings received regarding the proposed upgrade to the existing telecommunications installation on land adjacent to Mays Lane Cemetery, Earley, attached at **Appendix 11**. Following a technical review of the site, a height increase is required in order to provide the necessary level of coverage to the surrounding area. Page 13

12. **BUS SHELTER IN FAIRWATER DRIVE**

To note that a new bus shelter has been ordered to replace the one in Fairwater Drive that was damaged and subsequently removed. Installation is expected in the next few weeks.

13. **LIGHTING COLUMN IN DROVERS WAY FOOTPATH**

To note that Column 10 in Drovers Way footpath has been damaged and badly bent. It is not clear at present who is responsible for the damage although contract works and excavations have been carried out in this area in recent months. The Service Support Manager is pursuing this. Although damaged, the column has been inspected and is safe and secure in the ground.

14. **AIR QUALITY IN WOODLEY**

An officer from Environmental Health at Wokingham Borough Council has been invited to provide an update on air quality matters in the borough and will attend the next meeting of the Community Services Committee.

15. **CHANGES TO BUS ROUTES IN WOODLEY**

To consider the correspondence received from Reading Buses regarding the changes to the bus routes in Woodley. (***Appendix 15***)

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16. **READIBUS**

To note that the General Manager of Readibus has confirmed the year-end figures for the number of journeys provided in 2013/14.

As at 31 March 2014, 247 residents were registered to use the service and in the year 1 April 2013 to 31 March 2014, 10,269 journeys were made, an increase on the previous year of 9.1%.

17. **WAITROSE, WOODLEY – APPLICATION FOR MINOR VARIATION OF PREMISES LICENCE**

Notification of the proposal by Waitrose, Woodley to reduce the number of double, manned checkouts by 0.5, to introduce a bank of quick pay/self-scanning tills and to relocate the customer welcome desk has been received from Wokingham Borough Council and was circulated to members of the Community Services Committee, as a response was required by 21 May 2014. Four members replied with no objections and a "no comments" response has therefore been sent to the Licensing Officer.

18. **POWERS AND DUTIES OF THE COMMUNITY SERVICES COMMITTEE**

To review the powers and duties of the Community Services Committee and make recommendations to Council. A draft copy of the proposed document is attached at ***Appendix 18***.

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19. **PUBLICATIONS/INFORMATION**

To note receipt of the following:

- *Wokingham Volunteer Centre Newsletter – Spring 2014*

20. **FUTURE AGENDA ITEMS**

To consider any future agenda items for the committee to consider.

21. **PUBLICITY/WEBSITE**

To consider items to be publicised.

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COMMUNITY SERVICES COMMITTEE

BUDGETARY CONTROL 2014/15

REPORT No. CS 11/14

EXPENDITURE	Budget 2014/15	Actual Exp as at 30/04/2013	Actual Exp as at 30/04/2014	Actual Exp as % of Budget	Information
ALLOTMENTS	16681	826	736	4.4	Lease costs not yet invoices. Low expenditure on repairs
PARTNERSHIP PROJECTS	37453	6779	1055	2.8	Service Level Agreement quarterly payment to JAC yet to be paid.
GRANTS	29659	0	0	0.0	50% of most grants paid in May.
AMENITIES	9499	241	244	2.6	No charges yet for street lighting repairs and fuel.
EVENTS	3957	180	183	4.6	No expenditure on Carnival or promotions at this point.
CAPITAL AND PROJECTS	8476	0	0	0.0	
TOTAL	105725	8026	2218	14.4	

INCOME	Budget 2014/15	Actual Inc as at 30/04/2013	Actual Inc as at 30/04/2014	Actual Inc as % of Budget	Information
ALLOTMENTS	7500	48	369	4.92	Income from new tenants - invoices sent out in December.
PARTNERSHIP PROJECTS	0	0	0	0.0	
GRANTS	0	0	0	0.0	
AMENITIES	0	0	0	0.0	
EVENTS	0	0	0	0.0	
CAPITAL AND PROJECTS	0	0	0	0.0	
TOTAL	7500	48	369	4.92	
NET	98225	7978	1849		

1 month = 8.3%

§Minutes of a Meeting of the Woodley Town Centre Management Initiative Management Committee held at 6pm on Wednesday 16 April 2014 at the Oakwood Centre

Present:

M. Holmes – Chairman

M. Norris – Vice Chairman

K. Baker – WBC Cllr

C. Lawley – Resident & WTC Cllr

S. Younis – WBC Cllr

D. Mander - Town Clerk WTC

D. Hare TVP

C. Towse TVP

N. Shepherd TVP

J. Wright – Woodley resident

J. Dobson – Woodley Pets

A. Nicholls - WBC Economic Dev Off

J. Carpenter - Curves

M. Perry – Woodley Women’s Club

S. Smith - Woodley Women’s Club

J. Yule – Resident and Boots employee

Apologies:

Cllr K. Haines WBC, V. McNicholas TVP, N. Evans Waitrose, R. Wingrove trader, J. Baker Chapter One, G. Davies Beechwood School, L. Grebol Market Manager, Sgt. M Smith TVP, J. Swaine TVP, J. Whittaker TVP,

Minutes of the Management Committee meeting held on 29 January 2014 It was agreed that the minutes of the meeting on 29 January 2014 be approved. The minutes of the Executive Sub Committee meeting on 17 March 2014 were noted.

Under this item Cllr Lawley asked a question about the policies agreed at the previous meeting in respect of religious groups and political parties using the town centre. The Chairman said this matter was on the agenda and could be discussed then.

Councillor Lawley asked what progress had been made concerning the matter of defibrillators in the town centre. It was noted that these were available in the doctors’ surgeries. The police reported that they had used locally based first responders at a Sunday incident in the town centre. The Town Centre Manager agreed to include the information that these are available at the doctors’ surgeries in his next newsletters so that all traders would be aware of this.

Minutes of the meeting of the Executive Sub Committee on 17 March 2014

The Chairman raised the matter of the former car boot sale organiser who had withdrawn from the agreement after the first sale and still owed the TCMI the payment for that sale. It was agreed that this debt be pursued and that the Town Centre Manager write requesting payment. If this was not forthcoming an application to the Small Claims Court would be investigated.

Security in the town centre

PCSO C. Towse reported that she had been in the town centre promoting Thames Valley Police’ Business Watch, which provided daily alerts by email for businesses. PC J. Hare introduced himself; he had taken up the new post in February and was spending time getting to know people.

Also reported was a planned week of action from 28 July organised by the police. Various events were being organised, mostly centring on the town centre and Woodford Park. Plans included the police helicopter and dog unit. It was noted that this could be publicised in the Town Council’s Woodley Herald.

In response to a question about a recent robbery from a charity raising funds under the Pagoda in the town centre PC Hare confirmed that this was being investigated, with details circulated.

Financial reports

2013/14 year end

The Town Centre Manager presented the year end income and expenditure figures. It was noted that 64% of income was from commercial activities. Wokingham BC, Woodley TC and traders were thanked for their contributions to the initiative. There was some discussion about traders' contributions and how the TCMI could encourage more national companies to get involved with the TCMI. The Town Centre Manager spoke about the potential benefits of Business Improvement District Scheme which would include all traders in developing business. A. Nicholls suggested that the Town Centre Manager attend meetings between senior Borough Council officers and traders in Wokingham which the TCM said he would be interested in attending.

Following a discussion on bank charges and interest income it was agreed that J. Carpenter, D. Mander and A. Nicholls assist the Town Centre Manager to look at reducing charges/increasing income on the TCMI's bank balances.

Budget 2014/15

The meeting approved the proposed 2014/15 budget as presented to the meeting.

North end town centre improvements

The meeting noted receipt of four designs for a replacement structure for the pagoda from Belmont Fabrications and agreed these were also designs that could be considered along with the other proposals received.

Town Centre Manager's report

In particular it was noted that a new Italian style restaurant would be opening in May, in the former pizza restaurant. The Town Centre Manager also reported on a course being provided free of charge through the ATCM for people to be trained as trainers in Digital High Street Skills. He hoped that this would be of benefit to the town centre and that he would be able to run some training locally. There was a discussion about the impact that internet viewing and purchasing was having and the Town Centre Manager said he wanted to try and encourage traders to develop skills and approaches to take on these changes.

It was noted that some traders were trying to set up a regular traders meeting where they could look at matters of direct relevance to them and the development and promotion of business in the town centre.

The car parking figures for March were received and these showed an increase in ticket numbers and number of hours for the first time since 2006/7.

Policies on the use of the town centre by religious groups and political parties

In response to a question from Councillor Lawley the Chairman said that the local political parties had not formally been informed of the policy agreed at the last meeting about the use of the town centre.

She invited A. Nicholls, Wokingham BC, to provide an update on this matter. He said that he had been looking into this matter and had had some initial discussions with highways and legal services at the Borough Council. The initial steer at the moment is that the situation is fraught with legal difficulties in terms of what is proposed by the two policies. He suggested that the best course of action, while this matter was still being investigated, was to put these policies on hold until further advice was received.

This was agreed.

It was requested by the Management Committee that any political party wishing to be in the town centre contact the TCM, as a matter of courtesy and to assist with practical arrangements regarding the sitting of a stall, if they wished to be in the town centre.

The meeting closed at 7. 55pm

Next meeting dates –2 July & 8 October 2014 (at 6pm)

DRAFT

3 June 2014

Major Projects meeting – 29th April 2014

Southern Gas Networks:-

No change from last month except that there was some discussion regarding the fact that the works would be coming down to the end of Coppice Road and would involve Loddon Bridge Road at the junction. SG had ensured WBC that their work on Loddon Bridge Road was complete prior to the resurfacing. WBC asked that a full reinstatement take place.

Wokingham Highways Alliance –Resurfacing:-

Dates for the resurfacing work listed last month were included in the agenda of the latest Community Services meeting.

Miles Way also to be done commencing 21st July.

Wokingham Road – 3 Tuns to Loddon Bridge roundabout (to coincide with the installation of the cycleway) from 24th July – 30th September.

Traffic, transport and road safety:-

Signal upgrade – Showcase cinema roundabout 29th October to 9th December.

Miles Way – pedestrian improvements 17th September – 7th October.

A329 Reading Road – Cycleway improvements 5th January – 27th February 2015

Wokingham Highways Alliance – Major Projects

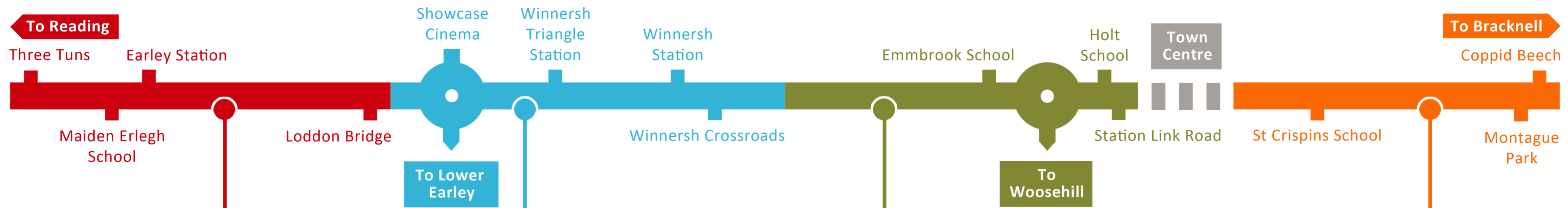
A3290 Loddon Viaduct – Bracknell bound – contraflow in operation 23rd July – 2nd September. Hopefully, being school holidays the impact on Woodley will be greatly lessened. We have asked that plenty of prior notice is given this time.

Mary Walker

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Cycling On The A329 Corridor

The on-carriageway cycleway scheme



Phase 1

We will deliver a cycle lane scheme as part of a wider treatment of the Wokingham Road. The first phase of this project will be to provide a 1.5m wide cycleway on both sides of the Wokingham Road between the Three Tuns and The George at Loddon Bridge. We have selected this portion of the highway network for the first phase as we have almost 4,000 cycle movements along this stretch of road per week.

- In preparation for the delivery of the cycleway and footways improvements we have already installed advance stop lines for cyclists (green boxes) as part of the traffic light improvement schemes
- Replacing ageing lighting columns and setting them back into the footway as far as possible to remove obstacles
- We aim to replace all the ageing and poor condition bus shelters
- We will also address the surface conditions of the current shared foot and cycleway
- The mandatory cycleway will be delivered as part of a wider carriageway surfacing scheme

Phase 2

The second phase of the project will run between the Wokingham Road junctions with Loddon Bridge Road to just beyond Winnersh Crossroads, possibly as far as Woodward Close, and is planned to be delivered in January 2015. We will apply the same principles as the first stage, by removing traffic islands and the central white hatching, where appropriate, to provide a 1.5m cycleway on both sides of the Reading Road. The details we will be using to improve cycling and the delivery of cycle infrastructure can be found in the Council's Cycling Infrastructure Style Guide adopted in October 2013.

The second phase of the cycleway is planned to be delivered after the traffic signals at Showcase Cinema have been replaced in late 2014. The traffic signals at Showcase Cinema are life expired and require upgrading. The work at this junction is also being funded by the My Journey LSTF project and includes improvements for cyclists and pedestrians. Phase 2 of the cycleway will be again accompanied by footway surface dressing treatments, bus shelter replacement and is planned to coincide with some highways resurfacing works to keep disruption on the network to a minimum.

Phase 3

We plan to deliver the third phase of the cycleway in the financial year 2015/16. This is the longest section of the route in terms of distance, stretching from the end of the previous phase to the Reading Road junction with what will be the new Station Link Road.

This section of on- carriageway cycle delivery will be the final link in providing continuous cycle facilities to the stations that are sited along the A329. One of the aims of our My Journey Wokingham project and other supporting policy document is to provide a cycleway that joins up all the stations within the Borough on the Reading to Waterloo line.

Within this phase there already exists some on-carriageway cycleways, on the inside of the Woosehill roundabout heading towards Wokingham and on the opposite side of the road, between Woosehill and just after Old Forest Road heading towards Reading. The plan is to incorporate these existing sections so as to give a more consistent approach to cycling and the highways layout.

Phase 4

Phase 4 will be delivered after work on the highway has been completed at the junction with London Road and the new development at Montague Park and improvements to Coppid Beech Junction have taken place. This will complete the final section of on-carriageway cycleway on the A329 and complete Wokingham Borough Council's commitment to providing a new national cycle route between central Reading and Windsor Great Park. The route during its development is known as National Cycle Route 422.

Once Phase 4 is complete the project provides a consistency to sustainable infrastructure along the A329 to further encourage residents to form sustainable travel habits for relatively short journeys into Wokingham Town centre.

The new National Cycle Route will run through the heart of Wokingham Borough and more importantly through Wokingham town centre, as this is where the majority of services are located, along with other important facilities such as schools places of employment and train services to Reading and London.

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N.G.R. E: 475205 N: 171967

NOTES:
 1. ALL DIMENSIONS ARE IN mm UNLESS NOTED OTHERWISE
 2. SITE ACCESS:
 EXIT A329(M) AT WINERSH TRIANGLE AND FOLLOW A329 TO
 THE RIGHT HAND SIDE OF THE ROAD. APPROXIMATELY 150M
 ON THE RIGHT HAND SIDE AFTER APPROXIMATELY 150M
 DRIVE TO END OF THE CEMETERY, AND THE SITE IS
 LOCATED ON THE WASTE GROUND BEYOND THE CEMETERY
 FENCE.
 3. SURROUNDING AREA IS - RESIDENTIAL/RURAL
 4. DISTANCE TO PUBLIC HIGHWAY APPROX. 400m

REV	A	Issued for Approval	DS	MT	08.04.14	DATE

Caip
 The Barn
 Elms Farm
 Hobb Lane, Daresbury
 Warrington, Cheshire
 WA4 5LS
 Tel: 01925 741 810
 Fax: 01925 740 621



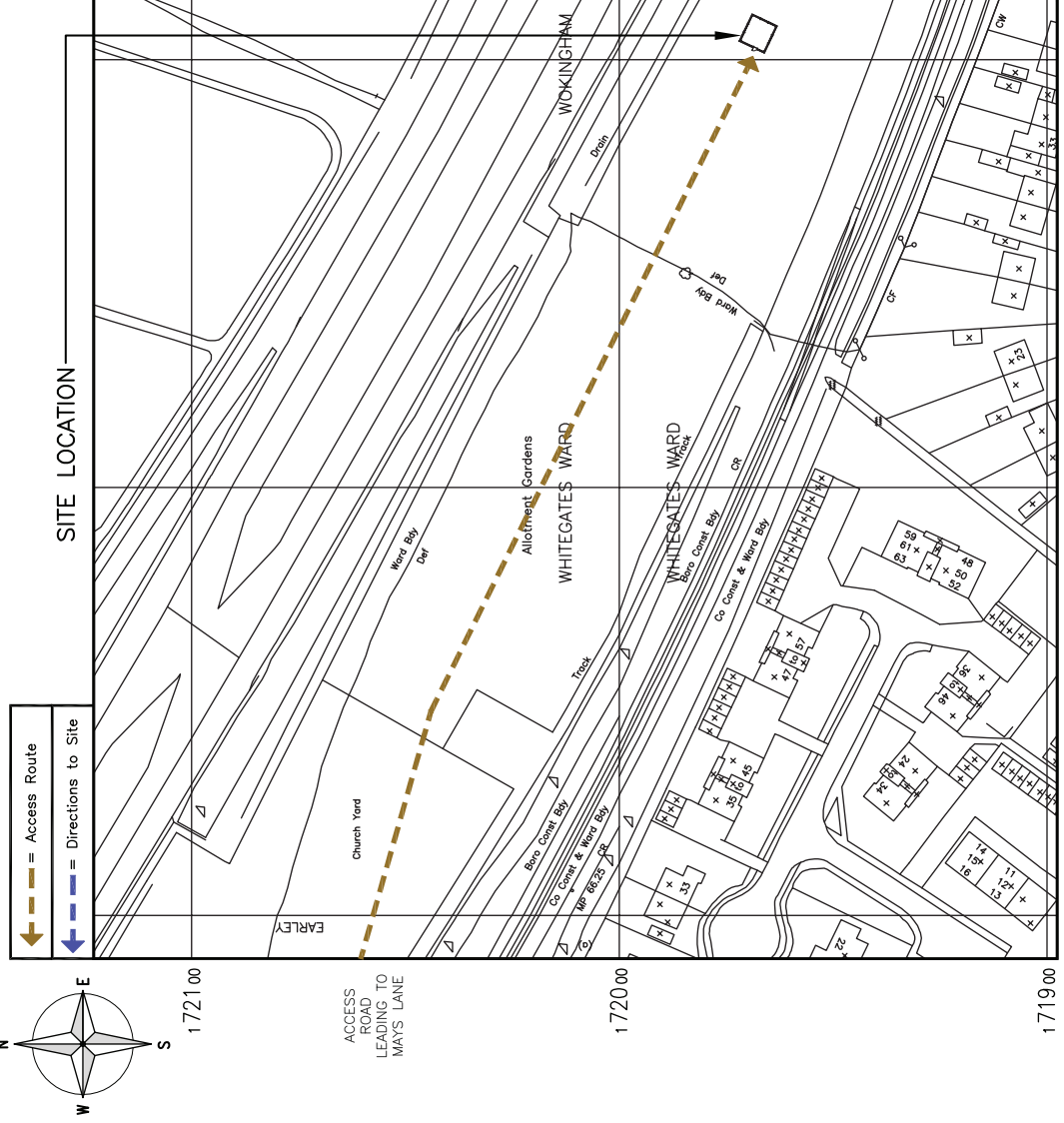
Cell Name
 EARLEY EAST

Cell ID No
 TEF NA VF
 126371 NA 17084

Site Address / Contact Details
 ADJ MAYS LANE CEMETERY (COLO)
 READING
 BERKSHIRE
 RG6 1JX

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 Purpose of Issue: **PLANNING**
 Drawing Number: 100

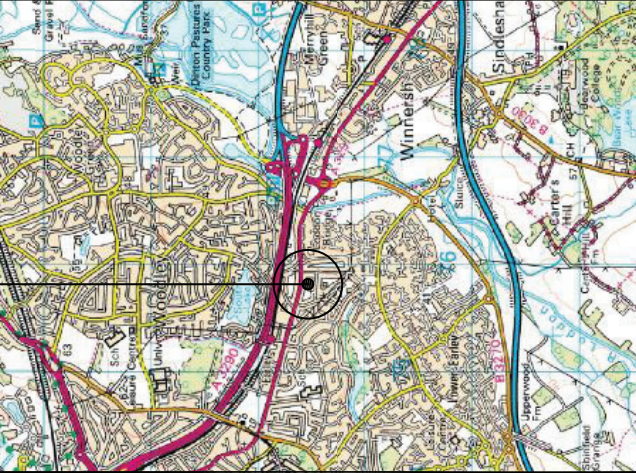
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DETAILED SITE LOCATION
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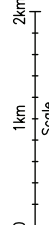
Based upon Ordnance Survey map extract
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SITE LOCATION



SITE LOCATION
 (Scale 1:50000)

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SITE PHOTOGRAPH

N.G.R. E: 475205 N: 171967

NOTES:
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2. ASSUME ALL SITE DETAILS ARE EXISTING UNLESS OTHERWISE NOTED.
3. THE DRAWINGS COMPLY WITH STANDARD ICNIRP GUIDELINES.

REV	DESCRIPTION	BY	CH	DATE
A	Issued for Approval	DS	MT	08.04.14

Caip
The Barn
Elms Farm
Hobb Lane, Daresbury
Warrington, Cheshire
WA4 5LS
Tel: 01925 741 810
Fax: 01925 740 621



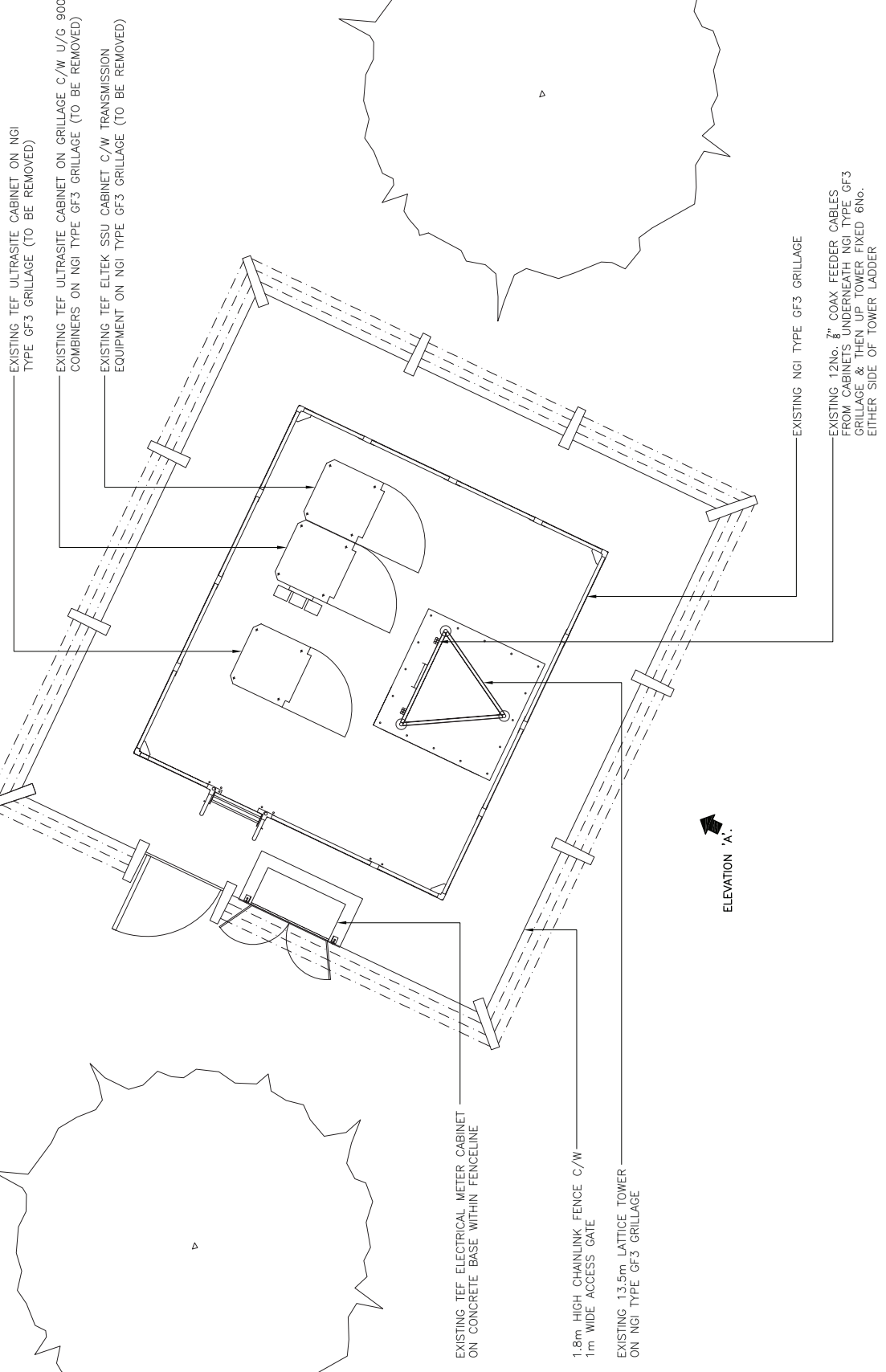
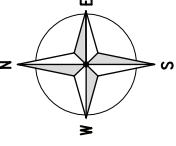
Cell Name
EARLEY EAST

Cell ID No
126371

Site Address / Contact Details
ADJ MAYS LANE GEMETERY (COLO)
READING
BERKSHIRE
RG6 1JX

Drawing Title: EXISTING SITE PLAN
Purpose of Issue: **PLANNING**
Drawing Number: 200

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MT	DS	DS	08.04.14	MT	DS	08.04.14	V2



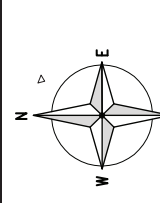
EXISTING SITE PLAN

1:50

N.G.R. E: 475205 N: 171967

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Note:
 A desktop appraisal has been undertaken on the tower/column capability to support the additional antennas/dishes. This shows that the tower will probably be capable of supporting the additional antennas/dishes; this will be confirmed by a manufacturers GDC.



REV	MODIFICATION	BY	CH	DATE
B	Tower amended	BM	MT	22.04.14
A	Issued for Approval	DS	MT	08.04.14

The Barn
 Elms Farm
 Hobb Lane, Daresbury
 Warrington, Cheshire
 WA4 5LS
 Tel: 01925 741 810
 Fax: 01925 740 621

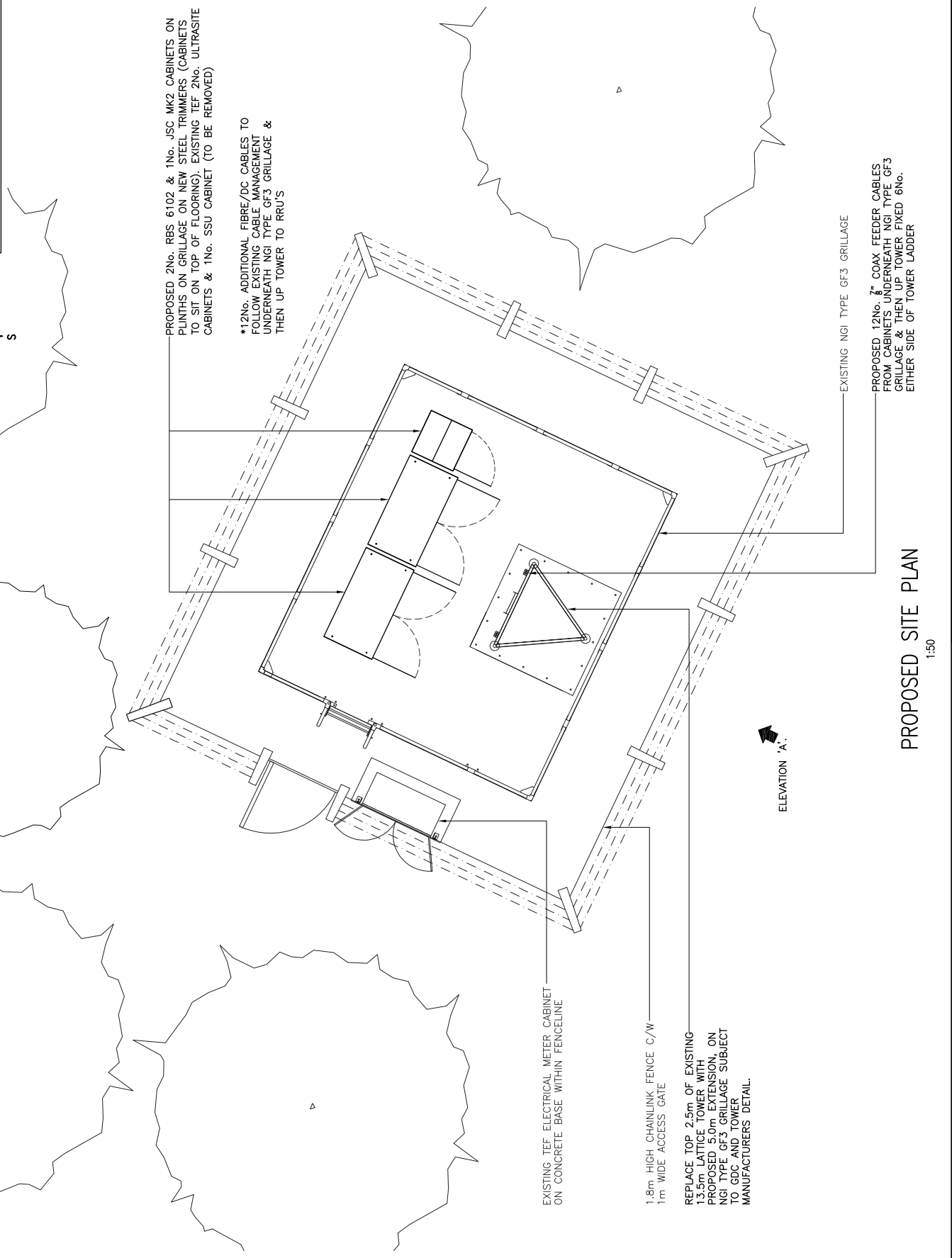


Cell Name	Earley East
Cell ID No	126371
TEF	NA
VF	17084

Site Address / Contact Details
 ADJ MAYS LANE GEMETERY (COLO)
 READING
 BERKSHIRE
 RG6 1JX

Drawing Title: PROPOSED SITE PLAN
 Purpose of Issue: PLANNING
 Drawing Number: 201

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Checked:	MT	Approved:	RB	Date:	08.04.14
Issue:		Drawn:	DS	Date:	08.04.14
Issue:		Approved:	RB	Date:	08.04.14



PROPOSED SITE PLAN
 1:50

N.G.R. E: 475205 N: 171967

NOTES:
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REV	DESCRIPTION	BY	CH	DATE
A	Issued for Approval	DS	MT	08.04.14

Caip
The Barn
Elms Farm
Hobb Lane, Daresbury
Warrington, Cheshire
WA4 5LS
Tel: 01925 741 810
Fax: 01925 740 621



Cell Name: EARLEY EAST

Cell ID No: 126371

Site Address / Contact Details: ADJ MAYS LANE CEMETERY (COLO) READING BERKSHIRE RG6 1JX

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Purpose of Issue: PLANNING

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Drawn: DS

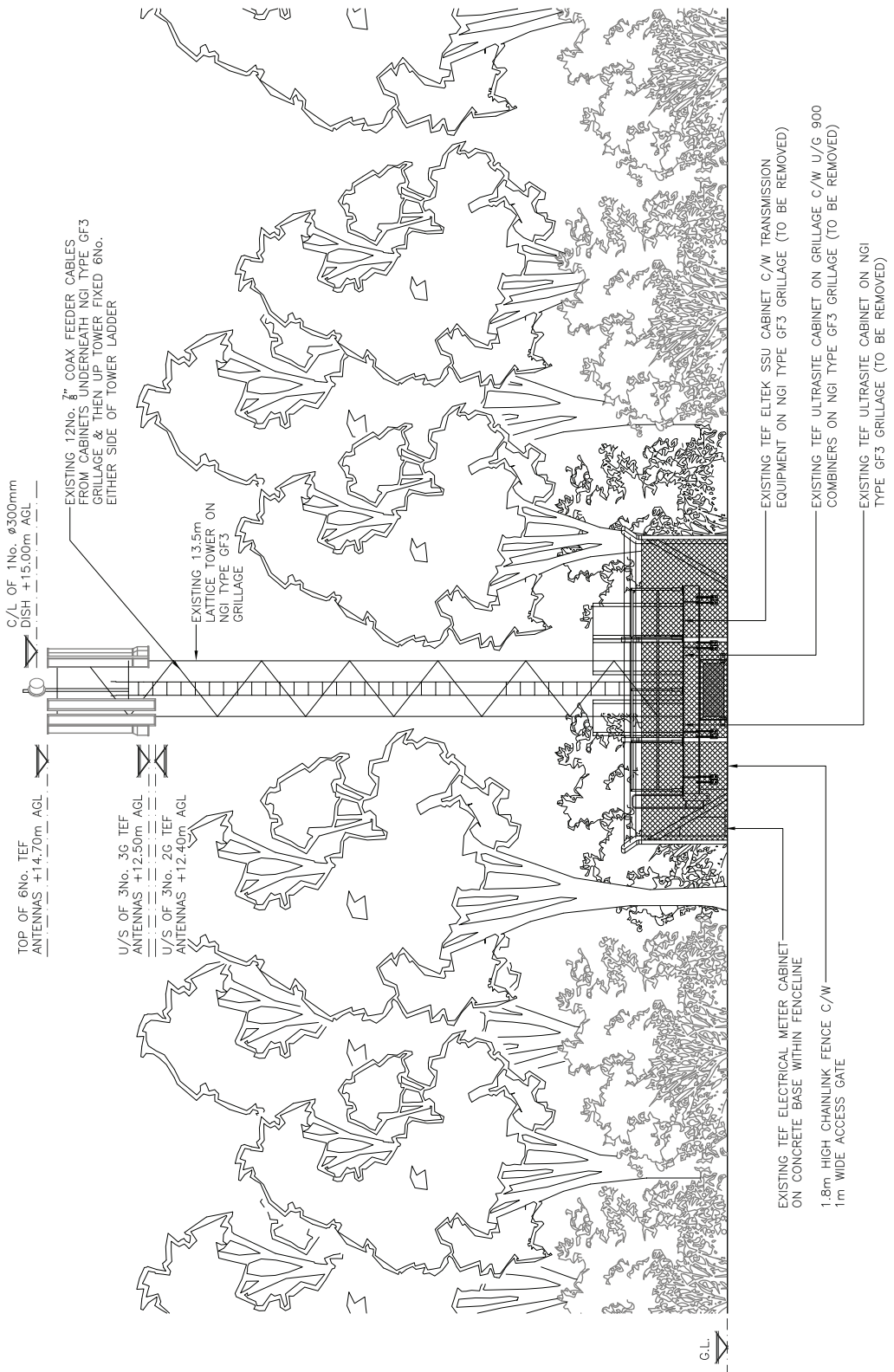
Checked: MT

Date: 08.04.14

Approved: RB

Date: 08.04.14

Issue: V2



EXISTING ELEVATION 'A'
1:100

N.G.R. E: 475205 N: 171967

NOTES:
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REV	MODIFICATION	BY	CH	DATE
A	Issued for Approval	DS	MT	08.04.14
B	Tower amended	BM	MT	22.04.14

Caip
 The Barn
 Elms Farm
 Hobb Lane, Daresbury
 Warrington, Cheshire
 WA4 5LS
 Tel: 01925 741 810
 Fax: 01925 740 621

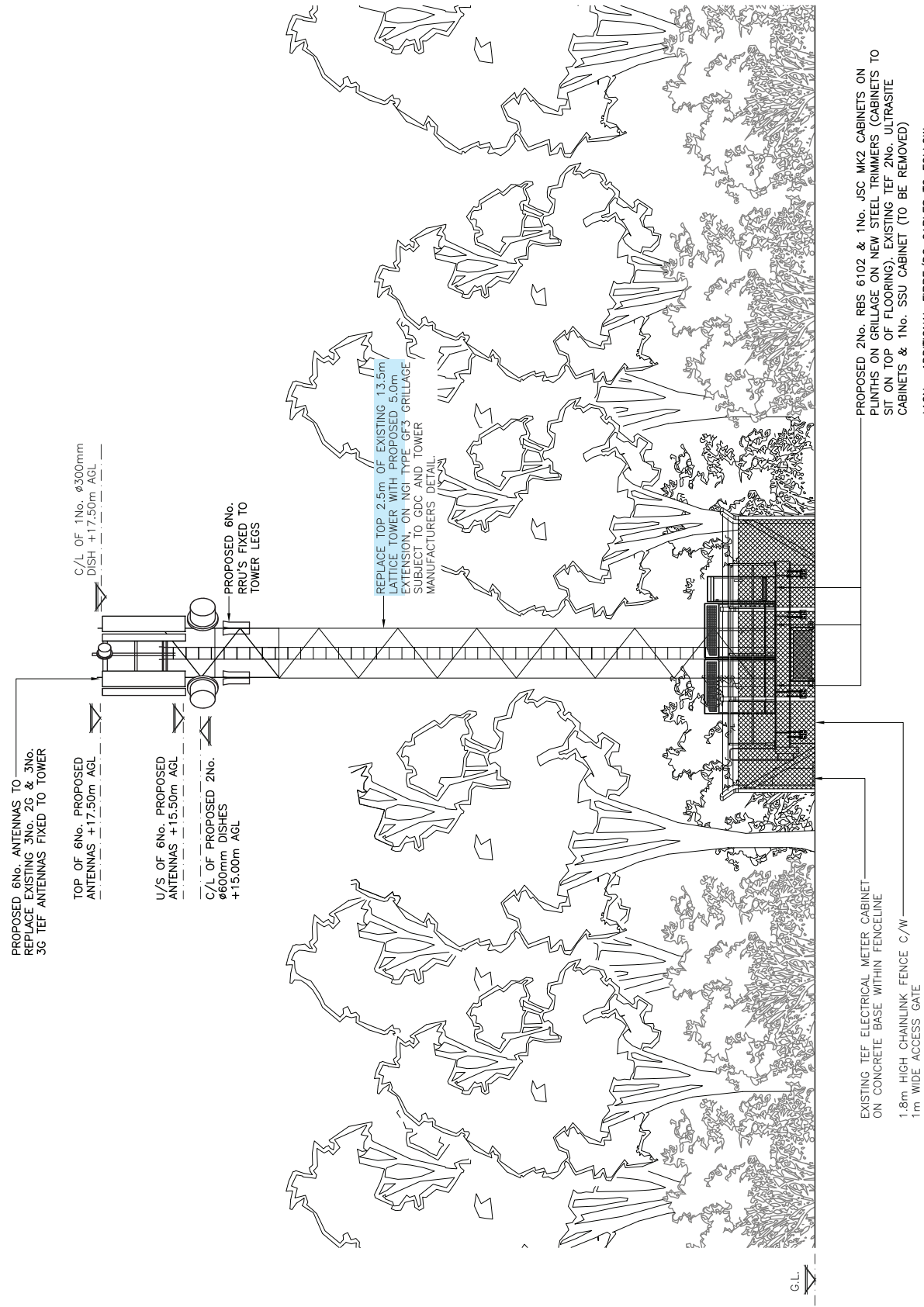


Cell Name	Opt
EARLEY EAST	-
Cell ID No	VF
TEF	126371
NA	17084

Site Address / Contact Details
 ADJ MAYS LANE CEMETERY (C010)
 READING
 BERKSHIRE
 RG6 1JX

Drawing Title: PROPOSED SITE ELEVATION
 Purpose of Issue: **PLANNING**

Scale:	As Shown	Drawn:	DS	Date:	08.04.14
Checked:	MT	Date:	08.04.14	Approved:	RB
Drawing Number:	301				
Bank:	V2				



PROPOSED ELEVATION 'A'
 1:100

Our Ref: customers\Woodley TC200514.docx

Deborah Mander
 Town Clerk
 Woodley Town Council
 The Oakwood Centre
 Headley Road
 WOODLEY
 Berkshire
 RG5 4JZ

20 May 2014

Dear Deborah

WOODLEY BUS ROUTE CHANGES

Thank you for your letter of 15 May concerning forthcoming changes to Woodley bus services.

I would be very happy to come and talk to your Council's Community Services Committee in order to discuss the local bus network in general, but I am really sorry that I am away on holiday on Cornwall on 3rd June so will not be able to attend on another date.

I should explain that the 19/19a services from Earley Gate eastwards in the Borough of Wokingham are provided under contract to Wokingham Borough Council. Reading Buses is merely the contractor providing buses and drivers to run the service and decisions about routes and times are the responsibility of and decided by WBC. In this respect, the 19/19a differs from the Orange Woodley routes 13/14 which Reading Buses provides commercially and where we take the commercial responsibility for decisions (and for example, consultation) on these operations.

It would therefore make sense if an officer of Wokingham Borough Council were to join me in coming along to whatever meeting we can arrange and I have taken the liberty of mentioning this to Tom Beck at WBC. Tom is very happy to come to such a meeting. The only question is therefore when it might be, as Tom himself is on leave the week following my week away (i.e. week starting 9th June)? I have sent a copy of this letter to Tom for his information.

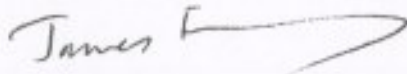
Meanwhile, I should say that we have received feedback from some local residents about the position in the Southlake area, though I am bound to say that there are no plans to change the Orange 14 service that operates every 30 minutes through this area. Granted this route

doesn't serve the Hospital directly (stopping in Kings Road which is some distance away), but the numbers of people using the current 19/19a facility to access the RBH is small. That said, Wokingham Borough Council have suggested to us that we introduce a through fare allowing interchange between the 13/14 and 19 routes at Bulmershe and /or Woodley Centre which will give all the residents of Woodley access to the RBH without a fare penalty, including of course those in Southlake area.

I look forward to hearing from you as to an alternative date to meet the Committee. Please feel free to e-mail or indeed ring my PA, Dolores Saunders on 0118 902 7627 if that would facilitate making the arrangements.

With best wishes,

Yours sincerely



James Freeman
Chief Executive Officer

cc Tom Beck

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Draft Powers and Duties of the Community Services Committee

1. To manage, maintain and provide footpath lighting, street seats, bus shelters, notice boards in accordance with the approved estimates and to advise the Council on future requirements.
2. To organise and work with other groups on events which promote the identity and community [activity within activities of](#) Woodley.
- ~~3. To liaise with Wokingham District Council and schools on the appointment of school governors.~~
- 4.3. To manage, maintain and promote the Council's allotments, and to liaise with the Allotment Tenants' Association ~~to on the management of the site and to engender a good working relationship.~~ [encourage self-help and good relations.](#)
- 5.4. To promote and encourage the use of public transport services, to meet the needs of Woodley residents and traders, either directly or by liaison with existing operators and to support improved facilities for the disabled, pedestrians and cyclists.
- ~~6.5.~~ To provide facilities to help and advise the public directly or through voluntary agencies, such as the Citizens Advice Bureau.
6. To represent the interests of Woodley people by co-operation and liaison with other statutory authorities, voluntary organisations and enterprises which provide service to them [excluding recreational and planning issues].
7. [To respond to consultations from statutory bodies and other organisations providing services in the town on matters within the Committee's remit.](#)
8. To liaise with any bodies providing, or intending to provide, housing for rent in Woodley or to Woodley people.
9. To consider any other matters of interest to Woodley people, [within the Committee's remit](#) ~~as set out above~~, making recommendations to the Strategy and Resources Committee if unplanned expenditure is required.
10. To recommend to the Strategy and Resources Committee the committee's requirements for revenue estimates.
11. [To manage the Committee's budgets and](#) ~~To~~ be authorised to transfer funds between each expenditure head, within a location, to meet unexpected expenditure within the powers delegated to the committee.
12. To be authorised to appoint sub-committees and ~~for~~ working parties to deal with matters delegated to the committee and to delegate such powers as vested in the committee.
13. To discourage waste and to promote the recycling of materials and the use of such materials wherever appropriate.
14. To consider, where appropriate, the environmental impact on decisions being made by the committee.
15. To consider [and make representations](#), where appropriate, [on](#) environmental issues within Woodley that may have an adverse effect on residents.
16. To work with other ~~councils~~ [organisations](#) and agencies to provide services and facilities for young people in Woodley.

Woodley Town Council

**Report of a Meeting of the Youth Working Party held at The Oakwood Centre on
Wednesday 28 May 2014 at 4pm**

- Present:** Councillors K. Haines (*Chairman for the meeting*), J. Cheng, K. Gilder
- Also present:** T. Eisner, Just Around the Corner
L. McKnight, Community Warden Wokingham BC
- Officers present:** D. Mander, Town Clerk; A. Dawe, Sports Officer, E. Whitesmith, Sports Facility Manager
- Apologies:** Cllr M. Walker
Thames Valley Police representatives,
R. Cornish, Bulmershe School
M. Dimbylow, Bulmershe Youth Club/ Network Vineyard Church
S. Flower, resident
M. Tomkinson Community Warden Wokingham BC
L. Eke, Schools Liaison Officer, Thames Valley Police
S. Alexander, Waingels College

1. ELECTION OF CHAIRMAN

After having been duly nominated and seconded Councillor Walker was appointed Chairman of the working party for the municipal year.

2. DECLARATIONS OF INTEREST

No declarations of interest were received.

3. MINUTES OF THE MEETING HELD ON 2 APRIL 2014

These were agreed as a correct record of the meeting.

4. FRIDAY NIGHT YOUTH CLUB – BULMERSHE CENTRE

Meg Dimbylow had been unable to attend the meeting, because of work commitments, and had provided a written report. In particular from that report it was noted that:

- The club is attracting good numbers and more recently a group of younger teenagers
- JAC and Emmanuel Church teams were working with the group of young men who previously attended the club.
- Deborah Mander agreed to follow up on funding that may be required by the club in respect of Saturday activities and to let the club leader know that the Community Warden team covered Saturdays and could be available to support these activities if the club wished them to.
- Problems with some equipment going missing from the centre's cupboard and damage to the TV aerial point were noted. The club has bought new table tennis equipment and Deborah Mander would follow up on the damaged point.

Cllr Gilder reported that she had visited the club a couple of times and it seemed to be doing well.

5. REPORTS

Just Around the Corner

Trudi Eisner reported that with the better weather there were more young people out and about. There were no issues to report. JAC's new Rehoboth Centre had had its official opening earlier in the month. JAC met with a representative of Reading Football Club that is providing funding for free sessions at Goals between 3 and 5pm for 11 to 19 year olds, with incentives

such as free Reading FC tickets. The sessions have support workers and coaches present. It isn't heavily attended and JAC asked that other representatives at the working party to help publicise this to keep the provision. Deborah Mander agreed to put up posters and send these around to the working party members for them to also publicise this and encourage attendance. The sessions were for boys and girls.

Community Warden

Lottie McKnight reported that the team would be three strong as of the following week and that a fourth member of the team was being recruited. The increase in the number of wardens would mean they would be able to be involved more with local activities than had been possible when there had been only one post filled. She asked that if any groups needed their help to get in touch.

Woodley Town Council

Andrew Dawe reported that the free swimming programme at Bulmershe Leisure Centre for 16s and under would be running again in the summer holidays. Young people needed to use their library cards to get a fee swim, available during any of the public sessions.

Ed Whitesmith set out the following activities planned for young people during the summer holidays:

- At Woodford Park Leisure Centre 'Racquet Attack' would again be running at £1 per young person per hour, per court. They hope to attract similar numbers to last year's users (500).
- To encourage the 11 – 19 year olds Woodford Park Leisure Centre would be running:
 - 'Smash Up' in conjunction with Badminton England where participants would bring music for the sessions. They were hoping to have some coaching available in the sessions.
 - Cheerleading for teenagers run by Kick Twist.
 - 'Just Play' football sessions on Wednesday nights.

It was also noted that the Junior Park Run, on the first Sunday of the month, was going from strength to strength and was likely to start from the Oakwood Centre in the future, where the café was now open on Sundays.

Pool clubs – Octopush and Snorkelling

Cllr Gilder reported that the clubs she ran were being affected by the uncertainty surround the centre going forward. She had a particular issue regarding the expense of insurance cover for the clubs which was an issue if they did not run for the full year.

6. DATE AND TIME OF NEXT MEETING

Meeting dates for the year (at 4pm) are:

Wednesday 9 July,
Wednesday 29 October,
Wednesday 14 January,
Wednesday 18 March.

Meeting closed at 4.30pm