



**Woodley Town Council**

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

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

Councillors L. Hayward (Chairman); L. Higgs; M. Holmes; C. Lawley; D. Mills;  
R. Neall; D. Smith; 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 12 November 2013, at which your attendance is requested.**

Deborah Mander  
Town Clerk

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## **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 – 3 September 2013**  
To approve the minutes of the meeting of the Community Services Committee meeting held on 3 September 2013 and the Chairman to sign them as a true record. ***(Attached)***
4. **JUST AROUND THE CORNER**  
To receive the report from JAC, attached at ***Appendix 4.***
5. **BUDGETARY CONTROL**  
To note **Report No. CS 21/13.**
6. **WOODLEY TOWN CENTRE MANAGEMENT INITIATIVE**  
To receive the report of the Woodley Town Centre Management Initiative meeting held on 9 October 2013. ***(Appendix 6)***

7. **YOUTH WORKING PARTY**

- a) To receive the report of the Youth Working Party meeting held on 18 September 2013. **Report No. CS 22/13.**
- b) To note that the meeting scheduled for 7 October 2013 was inquorate and to receive a verbal report from the Town Clerk.
- c) To receive a report on progress following the Council's decision to make every effort to get the Friday night youth club running at Bulmershe Leisure Centre and keep it going until Christmas.
- d) To approve the use of funds in the Events budget, allocated for community events, for any costs associated with the re-opening of the Friday night youth club at Bulmershe Centre. The budget is £2100 for 2013/14 and this has not been allocated for any specific purpose.

8. **HIGHWAYS**

- a) **Road Works/Street Works Major Project Co-ordination meetings**  
To note the minutes of the Wokingham Borough Council Road Works/Street Works Major Project Co-ordination meetings held on 20 August 2013, 17 September 2013 and 22 October 2013. **(Appendix 8a)**
- b) **A329 Junction with Loddon Bridge Road**  
To note that highway improvement works are scheduled to take place on the A329 at the Loddon Bridge Road junction, starting on the week commencing 4 November 2013 and lasting for 4 weeks.
- c) **Temporary road closure - Reading Road, Woodley**  
To note a temporary closure of Reading Road, Woodley, between its junctions with A4 London Road and Western Avenue to enable carriageway work to be carried out in safety. The Order came into operation on 2 September 2013 and will continue in force for a period not exceeding 18 months, or until works have been completed. It is anticipated that the work will be carried out between 11 November and 22 November 2013.
- d) **Temporary road closure – Glendevon Road, Woodley**  
To note a temporary closure of Glendevon Road, Woodley, between its junctions with Butts Hill Road and Church Road, to enable carriageway work to be carried out in safety. The Order came into operation on 17 June 2013 and will continue in force for a period not exceeding 18 months, or until works have been completed. It was anticipated that the work would be carried out between 21 October and 25 October 2013, but this has now been postponed due to adverse weather conditions.
- e) **Application for goods vehicle operator's licence**  
To note the following application:

Reference: OH1124119 SN  
Applicant: AYS Removals Ltd  
Operating Centre: Unit 3, Headley Park Nine, Woodley, RG5 4SQ.  
Authorisation: 5 vehicles and 0 trailers

Correspondence from Wokingham Borough Council regarding this application is attached at **Appendix 8e.**

9. **COMMUNITY REFUSE VEHICLE**

At the last meeting the Committee agreed to recommend to the Strategy and Resources Committee that funding of £1,020 be allocated to the Community Services Amenities budget for the provision of a community refuse vehicle, once a month, for three hours, at the Airfield Centre, Hurricane Way, from October 2013 to March 2014.

At its meeting on 10 September 2013 the Strategy and Resources Committee deferred making a decision on this matter and asked for advice to be obtained regarding the sustainability of this service. Wokingham Borough Council has since advised that a review of the amenity vehicle service will soon be undertaken but there are no immediate plans to stop the service, and is willing to modify the service in Woodley, if required.

The Strategy and Resources Committee also expressed concern about having to pay for this service and noted that the proposed site and the existing two sites were all in Loddon ward and a long way from the other side of Woodley. It was suggested that the back of Bulmershe Leisure Centre might be a better site and concerns were raised about the existing site at Drovers Way, which is very busy, and where it was believed there are some safety issues. They asked that this matter should be further considered by the Community Services Committee, taking these comments into account.

10. **CITIZENS AWARDS REVIEW**

To consider **Report No. CS 17/13.**

*(Item deferred from the Community Services Committee meeting held on 3 September 2013.)*

11. **MINUTES OF THE KEEP WOODLEY CLEAN WORKING PARTY**

To note the minutes of the Keep Woodley Clean Working Party meeting held on 9 October 2013. **Report No. CS 23/13.**

12. **WOKINGHAM CHILDREN'S CENTRES**

To note correspondence from Wokingham Borough Council regarding changes to their Children's Centres as from 1 October 2013, attached at **Appendix 12.**

13. **CYCLE NETWORK**

To receive a report from the Chairman on a meeting with the Wokingham Borough Council Senior Transport Planner regarding the cycle network.

14. **WOKINGHAM TOWN CAR PARKS STRATEGY**

To consider a response to the Wokingham Borough Council consultation on the Wokingham Town Car Parks Strategy. Responses are required by 12 December 2013. (**Appendix 14**)

15. **PUBLICATIONS/INFORMATION**

To note receipt of the following:

- *Reading Family Aid Newsletter – October 2013*
- *Wokingham Station Link Road Newsletter – October 2013*
- *Wokingham CAB Half Year Statistics Report – April-September 2013*

16. **FUTURE AGENDA ITEMS**

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

17. **PUBLICITY/WEBSITE**

To consider items to be publicised.

Woodley Town Council

**Minutes of a Meeting of the Community Services Committee held at the Oakwood Centre on Tuesday 3 September 2013 at 8 pm**

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**Present:** *Councillors: L. Hayward (Chairman); L. Higgs; M. Holmes; C. Lawley; D. Mills; R. Neall; D. Smith; M. Walker*

**Apologies:** *Councillor Soane*

**Also present:** *Mr S. Milligan, Just Around the Corner Charity  
Mrs J. Lissaman*

**Officers present:** *D. Mander, Town Clerk*

16. **DECLARATIONS OF INTEREST**

Councillor Mills	Agenda item 15 Allotments Working Party	Councillor Mills is an allotment tenant (personal interest)
Councillor Walker	Agenda item 15 Allotments Working Party	Councillor Mills is an allotment tenant (personal interest)

17. **MINUTES OF THE MEETING HELD ON 4 June 2013**

**RESOLVED:**

- ◆ That the minutes of the meeting held on 4 June 2013 be approved and signed as a correct record by the Chairman.

18. **JUST AROUND THE CORNER**

Sam Milligan, Just Around the Corner charity, was welcomed to the meeting.

Sam Milligan presented a written report which was tabled at the meeting. He reported that outreach sessions had continued through the summer and they had had the opportunity to do more adhoc drop in services with the schools on holiday. Numbers of young people out and about on Fridays fluctuated, with some Fridays being busy and others not. Mentoring sessions are continuing and the team had arranged various activities for different groups during the summer, including a picnic for young mums. There have been more assisted learning sessions at the stables and the use of this provision is growing.

Work on the new centre is going well and JAC hopes that there will be a 'soft' opening at the end of October, with the official opening in spring once the landscaping has been completed. Sam Milligan said it had been wonderful that several young people who they had worked with years ago had come back to help with the build for no charge and that young people had also been giving their time voluntarily to help the project.

In response to a question Sam Milligan said that the team had been providing a place to meet up in the town centre on Thursdays for about 10 years and he described some of the ways in which they had helped individuals to improve their situation.

Sam Milligan confirmed that he would be providing written reports to each meeting and would be pleased to continue to attend the meetings to speak with the committee and answer any questions.

**RESOLVED:**

- ◆ To note the report from the Just Around the Corner charity.

19. **BUDGETARY CONTROL**

In response to a question the Town Clerk reported that it was likely that the allotments budget would exceed its target because the rent review this year may be higher than budgeted for. Budget expenditure on streetlighting could be affected by higher than budgeted for repairs costs.

In response to concerns raised about staff costs being high at this point the Town Clerk explained that this was because of long term sickness absence in the maintenance team and the cover that had been employed to maintain the services the team provides.

**RESOLVED:**

- ◆ To note Report No. CS 13/13.

20. **WOODLEY TOWN CENTRE MANAGEMENT INITIATIVE**

Councillor Holmes reported that the Town Centre Manager was looking at ways to improve business at the monthly farmers markets. She also said that the initiative was discussing how the £10,000 from the Town Team programme would be spent. In response to a question she explained that the minutes had included reference to the initiative's objectives because there were regularly new members of the public or traders at the meeting and she had felt it important to get over the message that the organisation was non political and intended to operate that way.

**RESOLVED:**

- ◆ To note the report of the Woodley Town Centre Management Initiative meeting held on 3 July 2013.

21. **YOUTH WORKING PARTY**

Councillor Walker referred to the recent meetings of the working party, some of which had included only councillors. The Council needed to understand who is using the universal provision that has been provided and for what purpose. With this in mind she would be visiting the youth club at Bulmershe that week. It was possible that provision could be made elsewhere or in a different way. The club at Bulmershe would be closing in October and there was still a lot for the Council to consider before any plan could be put together.

Councillor Lawley thanked Councillor Walker for her work on this matter. He expressed his concern at the ramifications for Woodley if the youth club at Bulmershe closed and said that it may fall to the Council to provide funding to mitigate against the worst problems which may arise with the youth situation. Councillor Walker said there were other places that may be able to make a similar provision although the question may be whether young people would be prepared to attend a different venue.

**RESOLVED:**

- ◆ To note Report Nos CS 14/13 and 15/13.

## 22. **HIGHWAYS**

### a) **Highways requests**

Members noted that the schemes nominated by the Committee to Wokingham Borough Council's Highways Capital Programme would no longer be added to the programme but instead would be considered as schemes the Town Council would like the Highways Authority to investigate and, should the investigation indicate there was a scheme that could be undertaken by Wokingham Borough Council and that funding was available, the scheme(s) would be added to the capital programme.

Members also noted that Wokingham Borough Council had investigated traffic speed issues along Nightingale Road (one of the three schemes the Town Council nominated this year) in response to a petition it had received. The investigation had concluded that the speed and accident data did not suggest that physical traffic calming measures would be of benefit, as the average driver is already driving at appropriate speeds. The investigation also concluded that drivers choosing to drive at inappropriate speeds generally continue to do so as it is a conscious choice to ignore the speed limit and recommended:

- Approaching Thames Valley Police regarding ad-hoc speed enforcement with evidence of the time of days when speeding is more likely to occur (based on the survey results);
- Remove/cut back any vegetation that may be obscuring road signs on all approaches to both roundabouts;
- Design and implement when funding becomes available, a scheme to enhance the visibility of both mini roundabouts.

Members were not aware of any recent petition and wondered if this could be viewed and why the Town Council had not been informed of the outcome of this matter being investigated. The Chairman agreed to investigate this and report back to the Committee.

### b) **Cycle Design Guide**

Members discussed the confusing layout of the new cycleway along Fairwater Drive and the layout amendments that had had to be made during the construction. Councillor Walker also reported that a new cycleway was planned from the Three Tuns pub to the Showcase Cinema. Councillor Holmes raised concerns about there being a no cycling order because of the excessive gradients of the two slopes after the railway underpass leading up to Pond Head Lane and Henley Wood Road in Earley. Councillor Holmes also reported on a matter she had dealt with regarding signage on Fairwater Drive that had now been rectified. On the matter of cycleways it was suggested and

#### **RESOLVED:**

- ◆ To invite a representative from Wokingham Borough Council to attend the next meeting of the Committee to provide more information and respond to questions about cycleways and associated matters.

### c) **Headley Road car park**

At the last meeting the Chairman had agreed to investigate progress on the arrangement for a parking refund for Lidl shoppers parking in the Headley Road car park. Members were pleased to note that agreement between the Borough Council and Lidl has been reached and that the refund arrangement is due to come in to operation in September.

d) **Prohibition of waiting order – Haddon Drive and Rowan Drive**  
Members noted the consultation on proposals to implement waiting restrictions which had been requested by the Town Council to ease traffic flow on the two roads when Woodford Park Leisure Centre is busy and vehicle movements in and out of the park are high.

e) **My Journey campaign**  
Members noted information about the scheme to provide grants of up to £5000 for projects in the Bulmershe and Whitegates ward area that promote health and sustainable travel. It was reported that Councillor Outen had been in contact with residents in Alexandra Place regarding their difficulty in accessing public transport and a question raised as to whether a proposal to reroute the No 19 bus might fit the scheme criteria for a grant.

**RESOLVED:**

- ◆ To contact the My Journey coordinator regarding the criteria for the sustainable travel grants and inform the relevant councillors of the outcome.

23. **WOKINGHAM BOROUGH COUNCIL – LICENSING POLICY REVIEW**

Members considered the proposed Licensing Policy. There was some discussion on item 10 of the policy relating to cumulative impact and it was recognised that this allowed for discretion to refuse additional applications if this would have an adverse impact on the community, while stating that that the commercial demand for another premises in an area was not otherwise a matter for licensing considerations. Members welcomed being able to view the proposed policy, given that the Town Council is informed of applications for premises licences, and had no comments to make in response to the consultation.

24. **COMMUNITY REFUSE VEHICLE**

Members noted the information from the Waste Services Manager; that that an extra refuse vehicle service at the Airfield Centre can be available for a charge of £170 a month for one three hour visit a month. Alternatively, the existing provision could be shared between the Drovers Way/South Lake Crescent monthly visit either by alternating this with the Airfield Centre so that there are 6 visits each year to the existing areas and the Airfield Centre or by the vehicle spending two hours at Drovers Way each month with the final hour alternating between South Lake Crescent and the Airfield Centre through the year.

Members questioned the amount of refuse vehicle hours in other parishes compared to Woodley and the Town Clerk explained that other parishes paid for some hours, although she did not have detailed information on the actual hours paid for by each parish.

Having considered the information provided it was proposed that the Town Council seek to fund the provision of a refuse vehicle for three hours every month at the Airfield Centre for the remainder of the financial year and to review usage through this period. With this in mind it was

**RESOLVED:**

- ◆ To recommend to the Strategy and Resources Committee that funding of £1,020 be allocated to the Community Services Amenities budget for the provision of a community refuse vehicle, once a month, for three hours, at the Airfield Centre, Hurricane Way, from October 2013 to March 2014.

25. **WORKING PARTIES**

The Town Clerk presented Report No. CS 16/13 which reviewed the arrangements for the existing working parties and recommended that the Citizens awards Working Party be terminated and that the Committee be the body selecting the award winners as a confidential item at a meeting of the Committee.

Concern was expressed by some Members that this would mean a decision on an important matter late in the evening and that the matter of selecting award winners was too important an item to deal with in this dismissive way. Other Members were of the view that past meetings of the working party to select award winners had not been lengthy and that all Members had had an opportunity to read the nominations before the meeting prepared with their views. The Chairman assured the meeting that the proposal was not intended to take away the seriousness of selecting award winners and that this process could take place at the beginning of a Committee meeting, rather than at the end.

It was suggested that such an arrangement, if agreed, could be reviewed next year and with this in mind and, on the casting vote of the Chairman, it was

**RESOLVED:**

- ◆ That the Citizens Awards Working Party be terminated and that the matters for which the working party was responsible be carried out by the Committee, with the new arrangements being reviewed in September 2014.

26. **CITIZENS AWARDS REVIEW**

The Town Clerk presented the review of the Citizens Awards as set out in Report No. CS 17/13. During the discussion on the information provided in the report some Members were of the opinion that although minor changes could be made they believed that the existing guidelines were clear. Furthermore, that in a time of transparency, it would not be appropriate to change the existing guideline that stated close relatives of councillors could not be considered for an award, nor would it be appropriate for any one who was politically active to receive an award. Councillor Lawley believed that Members understood what political activity meant and could apply this and he did not believe that this should be defined more clearly in the guidelines, nor should it be deleted from the guidelines. The Town Clerk suggested that a more clear definition would help those nominating and officers who may receive queries about this guideline.

Given the number of agenda items and the need to allow for further discussion of the report it was:

**RESOLVED:**

- ◆ That the Report No. CS 17/13 be brought to the next meeting of the Committee for consideration.

27. **MINUTES OF THE PUBLIC TOILETS WORKING PARTY MEETING**

Councillor Holmes presented Report No. CS18/13 and reported that a meeting of the working party would be arranged shortly. In response to a question the Town Clerk confirmed that she had received a reply from Wokingham Borough Council regarding the availability of funds for the new public toilet and the timing for this was not yet clear from that reply; the working party would receive this at its next meeting. In response to a question the Town Clerk confirmed that a competitive process for the provision of the public toilet would take place.



**RESOLVED:**

- ◆ To note Report No CS 18/13.

28. **MINUTES OF THE KEEP WOODLEY CLEAN WORKING PARTY MEETING**

**RESOLVED:**

- ◆ To note Report No. CS 19/13

29. **MINUTES OF THE ALLOTMENTS WORKING PARTY MEETING**

Councillor Mills presented Report No. CS 19/13. He reported that the Allotment Tenants Committee had recently withdrawn support in carrying out row representatives' checks. The Town Council had written to all tenants letting them know about this and giving a general update on the allotments. Since then an allotment committee member had sent a letter regarding this matter to tenants. Councillor Mills assured Members that he would be organising a meeting with the committee members to iron out the difficulties that there seemed to be.

**RESOLVED:**

- ◆ To note the minutes of the Allotments Working Party meetings held on 6 July and 3 August 2012.

30. As the time was approaching 10pm the Chairman proposed and it was

**RESOLVED:**

To continue the meeting until the business of the meeting was completed.

31. **2014/15 BUDGET**

The Chairman invited members of the Committee to identify items they wished to see included or excluded from the 2014/15 budget. In response Councillor Lawley informed the Committee that he wished to see the following included in next year's budget:

- Under partnership projects the Town Centre Management Initiative and the Just Around the Corner funding – the latter may offset the impact of the ending of universal youth provision
- Under grants – to maintain the funding to Readibus and the other organisations the Council had grant funded this year

Councillor Neall suggested that, if agreed, the additional cost for a community refuse vehicle should be included in the 2014/15 budget.

32. **MINUTES OF THE re3 STAKEHOLDER MEETING**

a) Members noted the minutes of the meeting of the re3 Stakeholder meeting on 10 July 2013. Councillor Walker referred to the organisation's annual report and informed Members that this could be viewed on its website.

b) With regard to an issue raised at a previous meeting relating to rubbish falling from waste vehicles on the A329M Members noted the request from the Waste Services Manager that any such instances could be reported to him, along with the company name and vehicle registration so it could be followed up.

33. **ANNUAL GRANTS TO ORGANISATIONS**

Members noted the letters of thanks from Wokingham Job Support Centre, Keep Mobile, Wokingham Citizens Advice and the Museum of Berkshire Aviation for their grant funding in 2012/13.

34. **2013 BERKSHIRE RECORDERS DAY:  
A SHARED VISION FOR BIODIVERSITY**

**RESOLVED:**

- ◆ That Councillor Mills attend the Berkshire Recorders Day at a cost of £10.

35. **PUBLICATIONS/INFORMATION**

**RESOLVED:**

- ◆ To note receipt of the following:
  - Reading Family Aid – June 2013
  - Thames Valley Environmental Records Centre Newsletter – Summer 2013
  - Safe Communities Survey 2013

36. **FUTURE AGENDA ITEMS**

Under this item it was noted that the Citizens Award Review report would be included in the agenda of the next meeting of the Committee.

37. **PUBLICITY AND WEBSITE**

No items from the meeting were identified.

The meeting closed at 10.10 pm

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Chairman

JAC's Yearly Woodley Report 2013

On detached over this year we have seen numbers rise and fall, with the first time in years seeing the bad weather affecting whether young people are out or not. Bearing this in mind there have always been a 'core group' which we met with week in week out which gave us a good opportunity to build relationships and to engage them in other activities that JAC offer (such as the stables, archery sessions, camps and other youth activities/clubs).

Summer months saw our numbers rise as the weather picked up. As the summer drew on we frequently engaged with numbers of 30-40 on Friday nights and 20+ on Saturday nights. A number of these were young people from outside of Woodley, particularly the Shiplake area. We had a large of team of volunteers out over the summer months which helped us to not only have the JAC Van in Woodford park but also a small team went on foot and found other groups of young people in other parks around Woodley. We saw a slight increase in alcohol consumption, mainly from young people outside of Woodley, and on a number of occasions provided assistance - water and a safe place for them to sober up.

We also provided free activities for young people over the summer; targeting those we knew needed something extra, those who deserved a treat and those whom we knew had deeper issues going on and we really wanted to build on our relationships. We offered a day of horse riding, archery, team games followed by a BBQ and these were very successful.

Our busiest periods now, in the autumn are our afternoon sessions. We provide free hot chocolates from the JAC Van to both Bulmershe and Waingels young people after school. They come over and some then stay and chat with us for a while. These sessions are costly for us to run but actually are a vital in road to making contact with young people, and it also provides a regular point of contact for young people who know us and want to talk. A lot of these young people we then do further work with, sometimes by arranging a 1:1, inviting them down to our stables or arranging other appropriate youth based activities. Our Friday afternoons in Woodford park are also very important sessions for us, we usually see at least 15/20 young people, and engage them in football/table tennis or just having a chat under the shelter. During the winter months we will change Saturday session from an evening to an afternoon session, in an effort to ascertain if this might be a more favourable time for the session.

An illustration which I believe shows the importance of our sessions is highlighted by a young person whom we made contact with on our afternoon sessions. This young lady had known us when she was year 7 (she is now 17) and had been down to our stables previously. At the time we met her again she was struggling with her future options and home was quite unsettled. She began to engage with us frequently in particular playing table tennis every week. She came back down to our stables and started to think about doing horse care as a future career. She has recently found out that she didn't secure a college place leaving her with no future placement. At the JAC stables we are offering her supported work experience in horse care 2 days a week, including transport to and from home. We are offering her the chance to do a Berkshire Award at the stables and we are currently looking to secure funding for her to an NVQ level 1 in Horse Care with the option to progress to levels 2 and possibly 3. This has meant for this young person she has a future plan, she is supported through her learning and knows she has a place where she can go when she needs time to talk. This young person struggled through school with bullying and so has few friends and doesn't engage in any other social activity except coming to the stables. For her this is a lifeline that wouldn't be possible without the contact we make on our detached sessions.

We have been working with Beechwood School throughout the year providing 1:1 support and Equine Assisted Learning session for small groups; the Ofsted inspectors particularly noted these sessions as an amazing resource for their pupils. We received a few referrals from the Southlake and Highwood schools, but now that our new Centre is up and running and we have increased capacity, we will be able to promote this service more widely to the other schools in Woodley.

On a different note I am slightly disappointed that twice in a row the Woodley Youth Working Party has been cancelled. This is usually time we can feed back what is happening and share our thoughts and ideas about how to best serve our young people in Woodley.

**The range of services JAC offers are;**

- Detached Youth Work sessions in the afternoons and evenings, both on foot and with the JAC Van providing a safe and sheltered place to chat and meet with friends, hot chocolate, console games, films, music, football, table tennis and youth workers who can refer young people on to other JAC activities or to other specialised help.
- 1:1 mentoring for young people to chat to a trained youth worker (many of whom also have counselling and/or coaching training).
- Small group work to look at specific issues that a group may be struggling with.
- Emotional Literacy programmes in schools, working with the school to help pupils engage better in school life.
- Eden Sunday meetings and midweek cell groups, an opportunity for young people and families to explore spirituality and especially the Christian faith.
- Equine Assisted Learning, using horses to help young people build confidence, life skills and self-esteem, increase social skills, deepen their understanding of themselves and others and have fun.
- Equine Assisted Learning and Growth, a horse-based therapy that helps people look at issues that are affecting them in school, family or the workplace.
- Riding lessons.
- NVQ and BHS training in horse care and stable management.
- Work placements and volunteering opportunities at the stables and in youth work generally.
- Archery sessions, all the equipment and two of our Youth Workers are trained archery instructors.
- Camping in our woods in Woodcote.
- Advocacy and support for young people in the criminal justice system.
- Family support including new mums group and sewing group for young mums.
- Family Restorative Practice.
- Specialised work with vulnerable families and children, JAC has recently been commissioned by Family First in recognition of the importance of the work we do in that field.
- Transferable skills programme where young people can learn the confidence and skills needed to be able to function in the work place.

**COMMUNITY SERVICES COMMITTEE**

**BUDGETARY CONTROL 2013/14**

**REPORT NO CS 21/13**

<b>EXPENDITURE</b>	<b>Budget 2013/14</b>	<b>Actual Exp as at 30/9/12</b>	<b>Actual Exp as at 30/9/13</b>	<b>Actual Exp as % of Budget</b>	<b>Information</b>
<b>ALLOTMENTS</b>	16455	7467	8209	49.9	Water rates higher than 50%. JAC Service Level Agreement payment and grant to TCMI. 50% of most grants paid in May. Streetlight repairs and maintenance low - higher costs anticipated. Grant to Carnival Committee not paid at this point. Loan paid in March and September/October
<b>PARTNERSHIP PROJECTS</b>	34927	16519	17389	49.8	
<b>GRANTS</b>	28014	16519	16757	59.8	
<b>AMENITIES</b>	9248	3711	3014	32.6	
<b>EVENTS</b>	6931	5158	1794	25.9	
<b>CAPITAL AND PROJECTS</b>	8476	0	4238	50.0	
<b>TOTAL</b>	<b>104051</b>	<b>8671</b>	<b>51401</b>	<b>49.4</b>	
<b>INCOME</b>	<b>Budget 2013/14</b>	<b>Actual Inc as at 30/9/12</b>	<b>Actual Inc as at 30/9/13</b>	<b>Actual Inc as % of Budget</b>	<b>Information</b>
<b>ALLOTMENTS</b>	7018	0	292	4.2	Income from new tenants - invoices sent out in December.
<b>PARTNERSHIP PROJECTS</b>	0	0	0	0	
<b>GRANTS</b>	0	0	0	0	
<b>AMENITIES</b>	0	0	0	0	
<b>EVENTS</b>	0	0	0	0	
<b>CAPITAL AND PROJECTS</b>	0	0	0	0	
<b>TOTAL</b>	<b>7018</b>	<b>0</b>	<b>292</b>	<b>4.2</b>	
<b>NET Target 50%</b>	<b>97033</b>	<b>8671</b>	<b>51109</b>		

**Minutes of the Annual Meeting of the Woodley Town Centre Management Initiative Management Committee held at 6pm on Wednesday 9 October 2013 at the Oakwood Centre**

Present:

M. Holmes – Chairman  
R. Wingrove - Market trader  
J. Cheng – WTC Cllr  
L Hayward – WTC Cllr  
K. Haines – WTC Cllr  
K. Baker – WTC Cllr  
J. Lherbier -Town Centre Manager  
V. Glandfield – Hospice Care  
B. Rowland - WTC Cllr  
C. Lawley – WTC Cllr  
D. Mander - Town Clerk WTC  
D. Bradbrook TVP  
A. Woodhead – Jones Lang LaSalle  
and J. Nurse Wokingham Times

S. Outen – WTC Cllr  
J. Pollard – Thames Hospice  
J. Wright – Woodley resident  
I. Hills – Woodley resident  
J. Carpenter - Curves  
M. Perry – Woodley Women’s Club  
S. Smith - Woodley Women’s Club  
J. Dobson – Woodley Pets  
G. Barnett – Take2Pizza  
B. Miller – Take2Pizza  
P. Cassells - TVP  
K. Eden - Halcyan  
M. Rasool – Parkers Estate Agents

**Apologies:**

M. Norris, V. McNicholas, J. Yule, J. Baker, A. Buck, D. Simpkins, J. Whittaker, N. Shepherd, M. Finch, J. Fleuret.

The Chairman welcomed everyone to the meeting and everyone present introduced themselves.

**Minutes of the Management Committee meeting held on 3 July 2013**

It was agreed that the minutes of the meeting on 3 July 2013, amended as agreed, be approved.

**Election of Chairman**

Having been duly proposed and seconded Mary Holmes was appointed Chairman for the following year.

**Election of Vice Chairman**

Having been duly proposed and seconded Mark Norris was appointed Vice Chairman for the following year.

**Appointments to the Management Committee**

Mark Norris and Levi Callinan were appointed to the Management Committee for the following year.

**Co-options to the Management Committee**

Ray Wingrove, Sheila Smith and Andy Buck were co-opted to the Management Committee for the following year.

It was also agreed that Nicola Evans (Waitrose Manager) be co-opted to the Management Committee for the following year, subject to her accepting the co-option.

Nicola Evans has since confirmed with the TCM that she is happy to fulfil this role.

**Financial Report**

The financial report and budget report were presented and noted. The Town Centre Manager would be seeking contributions from traders. In response to a question as to how likely it was that the partnership would receive contributions the Town Centre Manager said that usually these contributions were few and referred to the arrangements under a Business Improvement District scheme which would encourage more involvement both physically and financially which he felt would be to the very real benefit of the town centre.

The Chairman confirmed that the Executive Committee had looked at investing surplus funds to gain interest and had concluded that this had been found to not be worth the time involved in doing so.

Under this item the Town Centre Manager referred to the proposal that had been sent to all the voting members of the Management Committee to purchase Christmas lights for the trees near Costa (£2,855), the trees at the north entrance to the centre (£1,505) and on the pagoda (£1,500), total cost £5,860. It was agreed that this matter be considered later in the meeting, following the discussion on options for the north end of the centre.

### **Town Centre Manager's report**

The TCM presented his report.

A question was asked about whether any thought had been given to allowing 30 minutes free parking, given that the numbers of these tickets had decreased. Cllr Keith Baker said that the figures seemed to indicate that people were parking for longer and that was what traders needed. Income from car parking went towards road repairs so reduction in income would be problematic. He assured the meeting that parking pricing was kept under review by the Borough Council.

The Town Centre Manager gave an update on the progress on a parking refund from Lidl and reported that the matter was being considered by the company's head office at the moment.

The TCMI had won an award for the Berkshire Garden Trust this year and thanks were given to Ray Wingrove. The Town Centre Manager would be attending an event to receive the award later in the month. All agreed that this year's display had been very impressive.

Under this item the Town Centre Manager reported that Costa Coffee's head office had been in touch to ask him to ask if Woodley would like to be considered for a scheme that the company was running in December to provide a Christmas tree and other activities one day in December to ten towns. The Town Centre Manager had agreed to this and was waiting to hear.

Association of Town Centre Managers – the Town Centre Manager had attended a local meeting at which event organising had been the main topic; the exchange of ideas had been useful. The most recent meeting had discussed the Business Improvement Districts scheme. This had given a good insight into the pros and cons of whether such a scheme was possible in Woodley. He said there was no doubt that without the funding from the two Councils the TCMI wouldn't be operating and that the partnership worked well. However, a BID could be a better way to run the centre and provide the funds for many projects. The Chairman endorsed the TCMI's gratitude for the Council funding over the years.

### **Security in the town centre**

Neighbourhood Police Officer Peter Cassells reported on the following:

- Three shoplifters had been arrested in the town centre, one had received a suspended sentence. There was some discussion about shops being able to share information on known shoplifters and NPO Peter Casells said that a protocol to allow the police to do this was being worked on at the moment. The Local Police Area was looking at an area wide system to identify and put conditions on shoplifters, eg banning them from certain shops/areas. PCSO Clare Towse was the town centre liaison and would be speaking to traders about this.
- Crime in the town centre was lower, especially in relation to anti social behaviour. Residents and shopkeepers were urged to report incidents in order that resources could be allocated where there were issues.

In response to a question NPO Peter Cassells said that the incidents of shoplifting had been to take luxury goods to re-sell. He also agreed to ask the police team to deal with anyone seen letting their dog foul in the centre without clearing it up. On the matter of cycling in the town centre, NPO Cassells agreed to ask the schools police officer to mention this. The Town Centre

Manager reported that the 'No cycling' signs on the pavements were due to be repainted soon and would be more obvious than they are at the moment. Cllr Kate Haines said she would pass the photo she had of 'No cycling' signs from a town in the New Forest to the Town Centre Manager.

### **Proposals for the north end of the town centre**

Cllr Keith Baker presented three options for improving the north end of the town centre that had been discussed by the Executive Sub Committee at its last meeting.

Option 1 – Refurbishment of the existing street furniture and pagoda.

Option 2 – Removal of the pagoda and children's play areas and brick planter. Installation of a structure to replace the pagoda backing on to the Chequers pub car park, installation of seating parallel with the shops to give an open area in front of the structure with games for children to play (eg snakes and ladders) set out in this open space.

Option 3 - Removal of the pagoda and a brick planter. Installation of a structure to replace the pagoda backing on to the Chequers pub car park, installation of some seating (keeping the children's play areas)

During the discussion the following issues were raised:

- The possible site for the toilet – it was noted that there are three sites being considered at the moment and that one was in the vicinity of the edge of the Chequers car park. A public consultation on this was planned.
- Possible noise from music being played in the new structure interrupting shops' business.
- Possibility of smokers from the pub using the new structure
- New site of structure would be further to walk for charities using this
- The existing site of the pagoda shuts the north end of the town off and moving this would open this up
- Design of the new structure would have to fit uses
- Anything to get people to come to the north end would help
- Could have a Christmas tree at north end of the town

Those attending the meeting were asked to fill in their preference on sheets provided and hand them in at the end of the meeting. The results were: option 1: 0 votes, option 2: 16 votes, option 3: 3 votes.

### **Christmas lights**

After some discussion as to whether lights on the pagoda would be appropriate given the possible changes at that end of the town it was agreed that £5,860 be allocated to purchase lights for the tress in the south and north end of the town centre and for the pagoda roof, subject to their being able to be used elsewhere if the pagoda was removed.

### **Questions**

In response to a question on whether the office and residential accommodation above Iceland would be refurbished Andrew Woodhead said that this was a new addition to their holdings and options were being looked at, including bringing the residential units into reuse; discussions were ongoing.

The managers of Take2Pizza said they would be having an open evening once some internal works were done.

It was noted that the Chequers pub had changed hands, and is now part of the 'Pubs Galore' chain.

The state of the garages behind the Post Office building was quite bad and whether anything could be done was raised. Ownership was not known and taking action was therefore difficult. The state of repairs of the outside of the older flats above the north end parade of shops from



Woodley Dental to the Nat West Bank was poor and whether landlords could be approached to do something about their appearance was also raised.

Mary Holmes finally confirmed the dates for next year's WTCMI meetings as 29 January, 16 April, 2 July & 8 October 2014

The meeting closed at 7. 50pm

**Next meeting dates – 29 January, 16 April, 2 July & 8 October 2014 (at 6pm)**

Woodley Town Council

**Report of a Meeting of the Youth Working Party held at The Oakwood Centre on  
Wednesday 18 September 2013 at 4pm**

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**Present:** Councillors K. Gilder (Chairman), J. Cheng, K. Haines, M. Walker, E. Rowland, S. Rahmouni

**Also present:** Councillors K. Baker; L. Hayward

**Officers present:** A. Bunn, Leisure Services Manager; D. Mander, Town Clerk

1. **DECLARATIONS OF INTEREST**

No declarations of interest were received.

2. **MINUTES OF THE MEETINGS HELD ON 26 JUNE, 9 JULY AND THE NOTES OF AN INFORMAL MEETING HELD ON 29 AUGUST 2013**

These were agreed as correct records of the meetings.

It was noted that no further information had been provided by Rob Wilson MP who had said he would follow up the matter of the reduction in funding for youth services with the Leader of the Council, Cllr David Lee. The Town Clerk was asked to follow this up.

It was also noted that the Council had not received a reply from Brian Grady regarding potential staff costs to run a club and the proposal that the council be able to use the centre to continue to run the club free of charge if the Town Council took over the administration for the other bookings at the centre. It was noted that K Nicker had confirmed that she would be willing to continue to run the club if it continued.

The organisation to which Cllr Walker had made an application to funds was BIFFA.

3. **YOUTH SERVICE REVIEW**

The Chairman presented information about young people's attendance at the centre and at the Friday night youth club. She also spoke about the aims of the universal provision in the form of the club and the activities that were undertaken at the club and the work K. Nicker had done to support young people who were experiencing difficulties. She added that the police had agreed that Friday night provision for young people is needed in the area and that she had applied for a grant of £10,000 on behalf of the Youth Working Group towards the cost of continuing to provide this.

Councillors Baker, Cheng, Haines and Walker reported that they had visited the Friday night club and expressed concern that young people from outside Woodley were attending the club, as had older young people who were in work and young women who were over 20. The councillors had spoken to some of the young people who had all said very similar things about the need for the club. The need for the provision to these groups of young people, paid for by the Town Council was questioned.

In response to a question it was reported that the figures on attendance at the centre – 3500 over the year with 2000 of those being at universal sessions, had been obtained from figures provided to Wokingham BC's Youth Forum by the centre.

It was noted that there may be a possibility of universal provision on Friday nights at the Venue and different views were expressed as to young people's willingness to go to an

alternative place. The possibility could be discussed with the Youth Worker at the Venue. It was thought that K Nicker would be prepared to run a session at another centre.

The Chairman read out a letter from a 15 year old who had written to her in support of the Friday night club and the support she had received there. In response to a question the Chairman confirmed that the writer was a Woodley resident.

It was noted that Wokingham Borough Council had funds to help other organisations with the transition of their taking over buildings and some youth provision. Cllr Baker explained that in the case of Twyford the consortium had submitted a full business plan. In Earley a proposal had been put together that Wokingham BC was looking at. Woodley would need to do the same if it wished to try and secure some funds to continue some provision in the town and that a plan should cover the need, the alternatives that could be looked at and the proposal the working party wanted to put forward and seek funding for.

It was noted that such a plan would need to be worked on as quickly as possible because the existing provision would end at the end of September.

The matter of the sports hall provision on a Friday night, which was popular, was also raised and it was noted that this could continue but the Leisure Services Manager would need some supervision from someone with youth work experience and a session in the hall could not be supervised by the leisure centre duty staff. The possibility of Just Around the Corner being able to support this activity or a club was raised.

It was agreed:

- That Cllr Gilder, as Chairman, would put together some points for a plan and meet with Cllr Cheng the following week to go through these and then prepare a full plan.
- That the Town Clerk speak to Just Around the Corner regarding Friday night provision.

Regarding the letter from the Rt Hon Michael Gove to the Rt Hon Theresa May which had been in response to the Council's letter on the matter of the reduction in funding for youth services it was noted that the business rates retention allocation was only 40% of the total raised in Wokingham and that this income covered the cost of many of the Borough Council's functions.

#### 4. **DATE AND TIME OF NEXT MEETING**

The date of the next meeting is

**Wednesday 30 October 2013 4pm**

Wednesday 15 January 2014 4pm

Wednesday 2 April 2014 4pm

Meeting closed at 5.15pm

**WOKINGHAM BOROUGH COUNCIL**  
**Road Works / Street Works Major Project Co-ordination Meeting**  
**Held on the 20th August 2013 in the Council Chamber**

**Attendees:**

Martin Neller	Clancy Docwra	Andy Pryor	Virgin Media
Cllr Steve Bromley	Finchampstead PC	Mohammed Amin	Virgin Media
Barry Storey	First Group	Amelia Martin	Wokingham BC
Russell Chaplin	Oxfordshire County Council	Edward Day	Wokingham BC
Julian Tubb	RBFRS	Graham Barnwell	Wokingham BC
Neil Scott	Reading Buses	Jane Hunnisett	Wokingham BC
Phillip Palmer	Scottish & Southern Energy	Cllr Rachele Shepherd-DuBey	Wokingham BC
Steve Murphy	Scottish & Southern Energy	Jason Webb	Wokingham BC
Dave Royan	South East Water	Joyce Stoner	Wokingham BC
Dave Stone	South East Water	Phil Milburn	Wokingham BC
Dave Smith	Southern Gas Networks	Rebecca Brooks	Wokingham BC
John Jacques	Southern Gas Networks	Tony Jackman	Wokingham BC
Anthony Humphreys	Thames Valley Police	Mike Dunstan	Wokingham TC
Carol Hamilton-King	Thames Water	Cllr Mary Walker	Woodley TC
Mark Wheatley	Thames Water		

**1. Apologies:**

Richard Herneman	BT Openreach
Maddy Bristow	Earley Town Council
Andy Blake	Network Rail
Essel Hagan	Network Rail
Jacky Stevens	Network Rail
Robert Hudlestone	Network Rail
Steve Benton	South East Water
Ian Thompson	Optimise
Cllr John Kaiser	Wokingham Borough Council

Edward Day (ED) covered house keeping, welcomed all and opened the meeting.

**2. Minutes from the last meeting held on the 23<sup>rd</sup> July 2013 were agreed**

ED asked for any corrections or amendments of the minutes from the previous meeting: No comments.

**3. Scottish & Southern Energy Renewal of Mains & Services**

Steve Murphy (SM) provided updates on Scottish and Southern Energy (SSE) works.

**Finchampstead**

Nashgrove Lane (part)

Roycroft Lane *HV cable diversion* TBA (2013-14)

**Woodley / Earley**

Installation of 33kv Cables in ducting

- Nightingale Road *Directional drill A3290 & Railway Line* TBA
- Pond Head Lane TBA
- Gipsy Lane to Lower Earley Way TBA

**Earley**

- Kilnsea Drive *LV cable replacement to Maiden Place* TBA
- Chilcombe Way TBA

**Twyford**

- *Wargrave Road (part)*
- *Church Street*
- *Waltham Road*
- *High Street*
- *Old Bath Road (part)* *3.6km dual lay HV cable* TBA (2014-15)

SM said that this scheme is in the very early stages and may be planned for the next summer holiday. SM said that he has a copy of the plans if anybody wants to see them.

Tony Jackman (TJ) asked what measures will be taken to protect the newly laid surfaces in Kilnsea Drive and at the High Street crossroads. GB, TJ and SM will liaise to resolve this matter.

#### 4. BT Openreach

ED provided an update on behalf of BT Openreach.

##### Wokingham

- London Road                      *Buckhurst Farm Development*                      On Site until 14.11.2013

#### 5. Network Rail

ED gave an update on behalf of Network Rail.

##### Earley

- Loddon Bridge Road                      17.03.2014 – 18.03.2014  
*Between 21:00 hours - 0600 hours daily*

##### Charvil

- Park Lane                      28.08.2013 – 04.09.2013  
*Road Closure for Masonry Repairs to Rail Bridge*

##### Woodley

- Warren Road                      *Road closure for bridge maintenance*                      09.09.2013 – 20.01.2014

##### Wokingham

- Easthampstead Road                      07.10.2013 -09.10.2013  
*Rail Inspection at Level Crossing  
Between the hours 23.00 - 06.00hrs*
- Waterloo Road                      09.10.2013 – 11.10.2013  
*Maintenance works at level crossing  
Between the hours 23.00 - 06.00hrs*

#### 6. South East Water

Dave Royan (DR) provided updates on current and future South East Water (SEW) schemes.

##### Finchampstead

- Sandhurst Road                      *Road Closure*                      On site - 02.09.2013

##### Wokingham

Network Improvements

- Broad Street, Market Place                      2013 - 2014
- Barkham Road, Oxford Road                      2013 - 2014
- Barkham Road, Woosehill Lane                      2013 - 2014
- Barkham Road, Molly Millar's Lane                      2013 - 2014
- London Road junction Froghall Drive                      2013 - 2014
- London Road junction Plough Lane                      2013 - 2014
- London Road junction Binfield Road                      2013 - 2014

Cllr Steve Bromley asked about the link between the two mains in Market Place. DR said further details will be provided at the next meeting.

#### 7. Thames Water Renewal of Main and Services

##### Hurst / Winnersh

- Davis Way                      14.10.2013 – 14.01.2014
- Robin Hood Way                      *Installation of a new Water Main*                      14.10.2013 – 14.01.2014

#### 8. Wokingham Highways Alliance Major Highway Works

Tony Jackman (TJ) gave an update regarding major highways works.

##### Arborfield

- Mole Road                      17.02.2014 – 07.03.2014

##### Barkham

- Langley Common Road                      10.03.2014 - 28.03.2014

##### Charvil

- Beggars Hill Road                      20.08.2013 – 21.08.2013

##### Earley

- Wokingham Road                      *Three Tuns to Mays Lane*                      20.01.2014 – 03.02.2014
- Kilnsea Drive                      *from Park entrance to Rushey Way*                      31.03.2014 – 03.04.2014
- Elm Lane                      *Night and day closures required*                      23.09.2013 – 18.10.2013
- Elm Road                      *Night and day closures required*                      02.09.2013 – 26.09.2013

Neil Scott (NS) asked during which phase the works at the Elm Road and Elm Lane will be completed. TJ will send information regarding the phases to NS.

• Wilderness Road	<i>Night and day closures required</i>	19.08.2013 – 13.09.2013
NS asked if Temporary traffic signals will be placed in Wilderness Road. TJ said that Temporary traffic signals will more than likely be used.		
• A4 Suttons Roundabout		16.10.2013 – 30.10.2013
• Whiteknights Road		02.09.2013 – 05.09.2013
<b><u>Finchampstead</u></b>		
• New Mill Road		07.03.2014 – 11.03.2014
<b><u>Hurst</u></b>		
• Davis Way		20.08.2013 – 21.08.2013
• Little Hill Road		20.08.2013 – 21.08.2013
• Church Hill		20.08.2013 – 21.08.2013
• Lodge Road (B3030)		20.01.2014 – 03.02.2014
• Dunt Lane		20.08.2013 – 21.08.2013
• Forest Road	<i>From Foxley Lane to Green Lane</i>	25.11.2013 - 03.12.2013
<b><u>Remenham</u></b>		
• Aston Ferry Lane		TBA
• Aston Lane		TBA
• Remenham Church Lane		TBA
• Remenham Lane		TBA
<b><u>Shinfield</u></b>		
• Meroak Lane		25.02.2014 – 10.03.2014
• Mortimer Road		10.02.2014 – 24.02.2014
<b><u>Swallowfield</u></b>		
• Barge Lane		20.08.2013 – 20.08.2013
<b><u>Twyford</u></b>		
• Arnside Close		11.12.2013 – 19.12.2013
• Carlile Gardens		11.11.2013 – 29.11.2013
• Chaseside Avenue		27.11.2013 - 11.12.2013
<b><u>Woodley</u></b>		
• Reading Road		11.11.2013 – 25.11.2013
• Loddon Bridge Road	<i>Colemansmoor to Coniston Close</i>	28.10.2013 – 11.11.2013
• Glendevon Road		30.09.2013 – 08.10.2013
<b><u>Winnersh</u></b>		
• Mole Road		17.02.2014 – 07.03.2014
<b><u>Wokingham</u></b>		
• Russley Green		06.01.2014 – 24.01.2014
• Oxford Road		On site until - 30.08.2013
• Twyford Road		20.01.2014 – 13.02.2014
• Woosehill		05.02.2014 – 11.02.2014
• A329M Bravo	<i>Coppid Roundabout to M4 Junc 10</i>	07.10.2013 – 16.10.2013

## 9. Structures

TJ gave an update on structure works.

### **Earley**

- |                            |   |                         |
|----------------------------|---|-------------------------|
| • Culver Lane Bridge A3290 |   | 02.09.2013 – 09.09.2013 |
| • A3290 Loddon Viaduct     | <i>Installation of Concrete Safety Barriers</i> | TBA                     |

### **Hurst**

- |                      |                               |     |
|----------------------|-------------------------------|-----|
| • Whistley Mill Lane | <i>Overnight road closure</i> | TBA |
|----------------------|-------------------------------|-----|

### **Winnersh**

- |             |                                      |                         |
|-------------|--------------------------------------|-------------------------|
| • Mill Lane | <i>Annual Bridge Deck Inspection</i> | 27.08.2013 – 30.08.2013 |
|-------------|--------------------------------------|-------------------------|

TJ said that a road closure will be required.

### **Wokingham**

- |             |                                   |     |
|-------------|-----------------------------------|-----|
| • Holt Lane | <i>Retaining wall maintenance</i> | TBA |
|-------------|-----------------------------------|-----|

TJ said that a road closure will be required.

## 10. Major Developments

Phil Milburn (PM) gave an update regarding major development work.

- |                  |                              |             |
|------------------|------------------------------|-------------|
| • Buckhurst Farm | <i>London Road Wokingham</i> | August 2013 |
| • Keephatch Farm | <i>Wokingham</i>             | TBA         |

PM said that temporary traffic signals will be required for approximately eight weeks.

- |                             |  |          |
|-----------------------------|--|----------|
| • Wellington Road Wokingham |  | Date TBC |
|-----------------------------|--|----------|

## 11. Traffic Management

ED gave updated regarding traffic management schemes.

### Arborfield

- Swallowfield Road  
*Installation of Footway  
Arborfield Cross to Henry Street Garden Centre* 02.09.2013 – 27.09.2013

### Earley

- Whitley Wood Lane j/w B3270  
*Installation of Traffic Island/Antiskid* 06.01.2014 – 17.01.2014
- Rushey Way near Chatton Close  
*Traffic Signals Upgrade* TBA
- Thames Valley Park Drive  
*2 Traffic Signal Upgrades* TBA

### Earley / Woodley

- A329 Wokingham Road  
*Cycle Way Improvements* 02.12.2013 – 20.02.2014

### Finchampstead

- Finchampstead Road / Pine Drive  
*Cycleway Improvements* 02.12.2013 – 06.12.2013

### Sonning

- Sonning Bridge  
*Traffic Signals Upgrade* 28.10.2013 - 10.11.2013

### Twyford

- Park Lane  
*Road Closure* 12.08.2013 – 26.08.2013
- Wargrave Road  
*Amberley Drive to Dewhurst Close  
Footway Improvements* On site until - 23.08.2013

### Wargrave

- Recreation Road  
*Installation of Footway* 24.03.2014 – 28.03.2014
- Wargrave Road / Braybrooke Road  
*Traffic Signal Upgrade* 10.03.2014 – 21.03.2014

### Winnersh

- Mole Road / Church Lane  
*Junction Improvements* 03.03.2014 - 28.03.2014
- Winnersh Cross Roads  
*Traffic Signal Upgrade* 30.09.2013 - 01.11.2013

### Wokingham

- Wellington Road j/w Elms Road  
*Junction improvements* TBA
- Evendons Lane / Finchampstead Road  
*Footway improvements* 24.02.2014 – 07.03.2014

### Woodley

- Wokingham Road / Loddon Bridge Road  
*Traffic Signal Upgrade* 04.11.2013 – 29.11.2013
- Headley Road (East)  
*Pedestrian facility improvements and Bus Stop works* 30.03.2014 – 11.04.2014

## 12. Southern Gas Networks

### **Renewal Mains and Service**

Dave Smith (DS) gave an update regarding current and future schemes.

### Earley

- Highfields  
TBA
- Stanton Close  
19.08.2013 – 13.09.2013

### Remenham

- Wargrave Road  
*Road Closure & Temporary Traffic Signals* On Site until 10.12.2013

DS said that the closure will hopefully be lifted by the end of next week providing that no engineering difficulties are encountered. Temporary traffic signals will follow.

### Winnersh

- Arbor Lane  
21.10.2013. – 15.11.2013
- Kelburne Close  
15.10.2013. – 15.11.2013

### Wokingham

- London Road  
TBA
- Buckhurst Farm Development*

- Twyford Road 21.10.2013 – 13.12.201
- From Bell Foundary Lane to A329M*
- South Close 15.10.2013 – 04.11.2013
- Finchampstead Road 30.09.2013 – 28.11.2013
- Luckley Road to Hart Dyke Close*
- Eastheath Gardens 27.08.2013 – 25.09.2013
- St Helier Close 27.08.2013 – 11.09.2013
- Gipsy Lane 15.10.2013 – 04.11.2013

**Woodley**

- Rivermead Road TBA

**13. Events**

ED asked works promoters to be mindful of these events when planning works.

- Swallowfield Show 25.08.2013 – 26.08.2013
- Wokingham Festival Elms Field 23.08.2013 – 25.08.2013
- Swallowfield 10k 22.09.2013
- Wokingham Heritage Weekend 14.09.2013 – 15.09.2013
- Wokingham Mayor's Market 01.11.2013 – 02.11.2013
- Wokingham Firework Night 02.11.2013
- Dinton Duathlon 17.11.2013
- Remembrance Parade 10.11.2013
- Wokingham Winter Carnival 24.11.2013
- Wokingham Half Marathon 10.02.2013

ED said that works promoters should have received emailed information regarding the Swallowfield 10k and Dinton Duathlon events.

**14. A.O.B**

**Date of next meeting Tuesday 17th September 2013 in the Council Chamber at 10.00hrs.**



**WOKINGHAM BOROUGH COUNCIL**  
**Road Works / Street Works Major Project Co-ordination Meeting**  
**Held on the 17th September 2013 in the Council Chamber**

**Attendees:**

Chris Glennie	Balfour Beatty Living Places	Dave Smith	Southern Gas Networks
Richard Hereman	BT Openreach	Carol Hamilton-King	Thames Water
Martin Neller	Clancy Docwra	Mohammed Amin	Virgin Media
Maddy Bristow	Earley Town Council	Amelia Martin	Wokingham BC
Steve Bromley	Finchampstead PC	Cllr Keith Baker	Wokingham BC
Barry Storey	First Group	David Wilby	Wokingham BC
M. Day	Jacobs	Graham Barnwell	Wokingham BC
Andy Blake	Network Rail	Helen Jewkes	Wokingham BC
Chris Lavery	Optimise	Im Kiat Hong	Wokingham BC
Khyati Acharya	Optimise	Jason Archer	Wokingham BC
Roger Thatcher	Optimise	Jason Webb	Wokingham BC
Neil Scott	Reading Buses	Joyce Stoner	Wokingham BC
Cllr Pat Doyle	Sonning PC	Phil Milburn	Wokingham BC
Dave Royan	South East Water	Theresa Couchman	Wokingham BC
Dave Stone	South East Water	Tony Jackman	Wokingham BC
Steve McIntegart	South East Water	Cllr Mary Walker	Woodley TC
Mark Wheatley	Thames Water		

**1. Apologies:**

Neil Ainsworth	West Berkshire CC
Steve Murphy	Scottish & Southern Energy
Steve Benton	South East Water
Essel Hagan	Network Rail
Robert Hudlestone	Network Rail
Robert Eeles	Oxfordshire CC
Anthony Humphreys	Thames Valley Police
Andy Pryor	Virgin Media
Edward Day	Wokingham Borough Council
Cllr UllaKarin Clark	Wokingham Borough Council
Cllr Michael Firmager	Wokingham Borough Council
Julia Tredwell	Wokingham Borough Council
Matt Davey	Wokingham Borough Council
Mark Allen	Wokingham Borough Council
Vivienne Conlon	Wokingham Borough Council
Mike Dunstan	Wokingham Town Council
Deborah O'Brien	Wokingham Without PC
Jacques Lherbier	Woodley Town Centre Manager

Graham Barnwell (GB) covered house keeping, welcomed all and opened the meeting.

**2. Minutes from the last meeting held on the 20<sup>th</sup> August 2013 were agreed**

GB asked for any corrections or amendments of the minutes from the previous meeting: It was highlighted that one of the dates was incorrect.

**3. Southern Gas Networks renewal of Gas Mains and Services**

Dave Smith (DS) gave updates regarding current and future SGN schemes.

**Earley**

- Highfields TBA
- Stanton Close 19.08.2013 – 26.09.2013

**Remenham**

- Wargrave Road *Road Closure & Temporary Traffic Signals* On Site until 10.12.2013

**Winnersh**

- Arbor Lane 21.10.2013. – 15.11.2013
- Kelburne Close 15.10.2013. – 15.11.2013

**Wokingham Without**

- Hatch Ride 01.01.2014 – 31.03.2014

**Wokingham**

- London Road *Buckhurst Farm Development* 23.10.2013 – 19.11.2013
- Twyford Road *From Bell Foundary Lane to A329M* 21.10.2013 – 13.12.2013

- South Close 15.10.2013 – 04.11.2013
- Finchampstead Road Luckley Road to Hart Dyke Close 30.09.2013 – 28.11.2013
- Eastheath Gardens On site until 25.09.2013
- Gipsy Lane 15.10.2013 – 04.11.2013

#### **Woodley**

- Rivermead Road TBA

### **4. Scottish & Southern Energy Renewal of Mains & Services**

GB provided updates regarding Scottish and Southern Energy (SSE) works on behalf of SSE.

#### **Finchampstead**

Nashgrove Lane (part)

Roycroft Lane

TBA (2013-14)

HV cable diversion

#### **Woodley / Earley**

Installation of 33kv Cables in ducting

- Nightingale Road Directional drill A3290 & Railway Line TBA
- Pond Head Lane TBA
- Gipsy Lane to Lower Earley Way TBA

#### **Earley**

- Kilnsea Drive LV cable replacement to Maiden Place TBA
- Chilcombe Way TBA

#### **Twyford**

- Wargrave Road (part)
- Church Street
- Waltham Road
- High Street
- Old Bath Road (part) 3.6km dual lay HV cable TBA (2014 – 2015)

### **5. BT Openreach**

GB said that temporary traffic signals will be used at certain times during these works.

#### **Wokingham**

- London Road (Buckhurst Farm Development) On Site until 14.11.2013

GB said that he is still awaiting confirmation that these works will be undertaken in the grass verge.

### **6. Network Rail**

Andy Blake (AB) gave an update regarding Network Rail schemes.

#### **Earley**

- Loddon Bridge Road 17.03.2014 – 18.03.2014  
Between 21:00 hours - 0600 hours daily

#### **Woodley**

- Warren Road Road closure for bridge maintenance On site until 20.01.2014

Neil Scott (NS) informed everyone of a safety issue regarding pedestrians going through the barriers outside of working hours to get across the bridge.

#### **Wokingham**

- Easthampstead Road Rail Inspection at Level Crossing 07.10.2013 - 09.10.2013  
Between the hours 23.00 - 06.00hrs
- Waterloo Road Maintenance works at level crossing 09.10.2013 – 11.10.2013  
Between the hours 23.00 - 06.00hrs

AB informed everyone that the DFT have given additional scope to electrify three Thames Valley branches. A rough list has been drafted to include A4 Bath Road, Old Bath Road and the Loddon Estate over bridge. These schemes are still at the early planning phase to include track lowering and parapet raising works. AB said that Network Rail will provide updates regarding these schemes.

### **7. South East Water**

#### **Wokingham**

Steve McIntegart (SM) gave a presentation regarding the proposed network improvement scheme.

SM said that SEW are currently sending letters out to customers regarding September and October works. NS asked if any of the works involve road closures. SM said that the only road closure will be in the town centre behind the town hall during January 2014.

Phil Milburn will liaise with SEW regarding the possibility of combining these works with the Buckhurst Farm development works in London Road.

Cllr Keith Baker (KB) asked SEW to inform all of the town and parish councillors of these works.

- Broad Street, Market Place 06.01.2014 – 12.02.2014

SM said that there will be a lot of PR involved regarding these works.

- Barkham Road os 53 03.03.2014 – 05.03.2014
- Barkham Road *junc Ormonde Road* 05.03.2014 – 17.03.2014
- London Road 30.09.2013 - 11.10.2013

*Between Frog Hall Drive & Priest Avenue*

- London Road junction Plough Lane 30.09.2013 – 11.10.2013
- London Road junction Binfield Road 04.11.2013 – 15.11.2013
- Woosehill junc Old Woosehill Lane 12.12.2013 – 09.01.2014
- Woosehill junc Ruskin Way 11.12.2013 – 16.12.2013
- Molly Millars Lane os 16 26.11.2013 – 06.12.2013
- Molly Millars Lane junc Finchampstead Road 16.10.2013 - 18.10.2013
- Reading Road 10.02.2014 – 21.02.2014
- Barkham Road junc Evendons Lane 20.02.2014 – 24.02.2014
- Binfield Road junc Keephatch Road 20.02.2014 – 24.02.2014
- Wiltshire Road 06.11.2013 – 19.11.2013
- Woosehill junc Meadow Road 06.01.2014 – 13.01.2014
- Molly Millars Lane junc Barkham Road 06.02.2014 – 19.02.2014
- Barkham Road junc Blagrove Lane 19.02.2014 – 21.02.2014
- Eastheath Gardens 21.10.2013 – 23.10.2013
- Milton Road junc Glebelands Road 31.10.2013 – 04.11.2013

## 8. Thames Water Renewal of Main and Services

Roger Thatcher (RT) gave an update regarding planned Thames Water schemes.

### Hurst / Winnersh

- Davis Way 14.10.2013 – 14.01.2014
- Robin Hood Way *Installation of a new Water Main* 14.10.2013 – 14.01.2014

RT said that phase one will be insertion works between Merryhill Green Lane and Sylvester Close. The second phase will include directional drilling to Emm Brook, A329M and Davis Way.

### Sonning

- Pound Lane *Sewer Repair - Road Closure* 25.11.2013 – 06.12.2013

Cllr Pat Doyle (PD) queried the times of the road closure. GB said that the road will be fully closed over a twenty-four hour period.

PD asked what measures are being taken to advise road users and residents. Khyati Acharya (KA) said that she will find out how these works will be notified to the public. GB will send PH's contact details to KA. PD said that the school will need to be notified.

## 9. Wokingham Highways Alliance Major Highway Works

Tony Jackman (TJ) gave an update regarding major highways works.

### Barkham

- Langley Common Road 10.03.2014 - 28.03.2014

### Earley

- Wokingham Road *Three Tuns to Mays Lane* 20.01.2014 - 31.01.2014
- Kilnsea Drive *from Park to Rushey Way* 31.03.2014 - 04.04.2014
- Elm Lane On site until 18.10.2013

NS said that he received two conflicting emails from WBC regarding the timing of the proposed road closure. TJ confirmed that these works will be undertaken under day a day time closure between 9.30am and 4.00pm. Maddy Bristow (MB) said that she also understood this to be a night time closure. MB said that she is very concerned regarding lorries travelling down Rushey Way during this closure. TJ said that he will need to look into this and will get back to MB.

- Elm Road On site until 26.09.2013

TJ said that a day closure will be required on Monday.

- Wilderness Road On site until 20.09.2013

KB informed TJ that residents in Beech Lane have asked why they were unable to turn left last night. TJ said that anti-skidding works were undertaken last night which required a road closure.

- A4 Suttons Roundabout 16.10.2013 - 30.10.2013

TJ said that these will be night time works.

### Finchampstead

- New Mill Road 07.03.2014 - 11.03.2014

## **Hurst**

- Lodge Road (B3030) 20.01.2014 - 03.02.2014
- Forest Road *From Foxley Lane to Green Lane* 25.11.2013 - 03.12.2013

## **Remenham**

- Aston Ferry Lane 03.04.2014 - 10.04.2014
- Aston Lane TBA
- Remenham Church Lane TBA
- Remenham Lane TBA

## **Shinfield**

- Meroak Lane 25.02.2014 - 10.03.2014
- Mortimer Road 10.02.2014 - 24.02.2014

## **Twyford**

- Arnside Close 11.12.2013 - 19.12.2013
- Carlile Gardens 11.11.2013 - 29.11.2013
- Chaseside Avenue 27.11.2013 - 10.12.2013

## **Woodley**

- Reading Road 11.11.2013 - 25.11.2013
- Loddon Bridge Road *Colemansmoor to Coniston Close* 28.10.2013 - 11.11.2013
- Glendevon Road Ph2 30.09.2013 - 08.10.2013

## **Winnersh**

- Mole Road 17.02.2014 - 07.03.2014

## **Wokingham**

- Russley Green 06.01.2014 - 24.01.2014
- Twyford Road 20.01.2014 - 13.02.2014
- Woosehill 05.02.2014 - 11.02.2014
- A329M Bravo *(Coppid Roundabout to M4 Junc 10)* 07.10.2013 - 16.10.2013

## **10. Structures**

Helen Jewkes gave an update on structure works.

### **Earley**

- Culver Lane Bridge A3290 TBA
- Suttons Flyover TBA
- A3290 Loddon Viaduct *Installation of Concrete Safety Barriers* TBA

### **Hurst**

- Whistley Mill Lane *Overnight road closure* TBA

### **Wokingham**

- A329M Overbridge *Embankment Stabilisation* TBA

## **11. Major Developments**

Phil Milburn (PM) gave an update regarding major development work.

- Wellington Road Wokingham 29.09.2013

PM said that a full closure will be required from 8.00am until 5.00pm for part resurfacing with access allowed for residents.

- Buckhurst Farm -
- London Road Wokingham On site until 28.02.2014
- Keephatch Farm, Wokingham On site until 10.12.2013
- Warren House Road On site until 28.02.1014

### **Wokingham**

- Holt Lane *Retaining wall maintenance* TBA

## **12. Traffic Management**

Jason Archer gave updated regarding traffic management schemes.

### **Arborfield**

- Swallowfield Road *Installation of Footway* On site until 27.09.2013  
*Arborfield Cross to Henry Street Garden Centre*  
*Closure not in place during weekends*

### **Earley**

- Whitley Wood Lane j/w B3270 06.01.2014 - 17.01.2014  
*Installation of Traffic Island/Antiskid*
- Rushey Way near Chatton Close TBA  
*Traffic Signals Upgrade*
- Thames Valley Park Drive TBA  
*2 Traffic Signal Upgrades*

### **Earley / Woodley**

- A329 Wokingham Road  
Cycle Way Improvements 02.12.2013 - 20.02.2014

### **Finchampstead**

- Finchampstead Road / Pine Drive  
Cycleway Improvements 02.12.2013 - 06.12.2013

### **Sonning**

- Sonning Bridge 28.10.2013 - 08.11.2013  
Traffic Signals Upgrade

KB informed everyone that these works will coincide with the bridge works. KB said that the road will be open between 9.30am and 4.00pm except for a few days on November due to the lowering of pontoons. Chris Glennie (CG) said that the road will be clear and open during the weekends. PD said that Sonning Parish Council have a proposed LED light installation scheme and asked if you lights could be installed on the bridge during the closure. CG said that it would be unsafe to do these works are the same time. CG suggested that the road is kept closed after the traffic signal works to accommodate the lighting works in a safe manner. JA suggested that these works are discussed further after the meeting.

### **Wargrave**

- Recreation Road 24.03.2014 – 28.03.2014  
Installation of Footway
- Wargrave Road / Braybrooke Road 10.03.2014 – 21.03.2014  
Traffic Signal Upgrade

### **Winnersh**

- Mole Road / Church Lane 03.03.2014 - 28.03.2014  
Junction Improvements
- Winnersh Cross Roads 07.10.2013 – 25.10.2013  
Traffic Signal Upgrade

NS said that thought these upgrade works had already been done at this location. JA said that he will find out the nature of these works.

### **Wokingham**

- Wellington Road j/w Elms Road TBA  
Junction improvements
- Evendons Lane / Finchampstead Road 24.02.2014 – 07.03.2014  
Footway improvements

### **Woodley**

- Wokingham Road / Loddon Bridge Road 04.11.2013 – 29.11.2013  
Traffic Signal Upgrade
- Headley Road (East) 30.03.2014 – 11.04.2014  
Pedestrian facility improvements and Bus Stop works

### **13. Events**

- Swallowfield 10k 22.09.2013
- Wokingham Mayor's Market 01.11.2013 – 02.11.2013
- Wokingham Firework Night 02.11.2013
- Dinton Duathlon 17.11.2013
- Remembrance Parade (All Parishes) 10.11.2013
- Wokingham Winter Carnival 24.11.2013
- Wokingham Half Marathon 10.02.2014

### **14. Optimise Presentation**

Carol Hamilton-King and Chris Lavery gave a presentation regarding the new Mobile-I system which will be used to reduce the number of defect and Section 74 charges within their organisation.

### **15. A.O.B**

KB informed everyone that the new name for the Buckhurst Farm development is Montague Place and should be referred to this name from now on.

Barry Storey said that operatives were putting up a banner in Broad Street using a cherry picker and it was encroaching on to the carriageway. GB said he would look into it.

**Date of next meeting Tuesday 22nd October 2013 in the Council Chamber at 10.00hrs.**

**WOKINGHAM BOROUGH COUNCIL**  
**Road Works / Street Works Major Project Co-ordination Meeting**  
**Held on the 22<sup>nd</sup> October 2013 in the Council Chamber**

**Attendees:**

Richard Herneman	BT Openreach	Tony Jackman	Wokingham BC
Martin Nellor	Clancy Docwra	Im Kiat Hong	Wokingham BC
Barry Storey	First Group	Helen Jewkes	Wokingham BC
Matt Day	Jacobs	Rebecca Brooks	Wokingham BC
Andy Blake	Network Rail	Phil Milburn	Wokingham BC
Neil Scott	Reading Buses	Joyce Stoner	Wokingham BC
Mark Day	South East Water	Jane Hunnisett	Wokingham BC
Dave Royan	South East Water	Cllr Keith Baker	Wokingham BC
Dave Stone	South East Water	Cllr Steve Bromley	Wokingham BC
David Smith	Southern Gas Networks	Cllr Shepherd-DuBey	Wokingham BC
Steve Murphy	Scottish & Southern Energy	Cllr Malcolm Richards	Wokingham BC
Carol Hamilton-King	Thames Water	Cllr David Sleight	Wokingham BC
Mark Wheatley	Thames Water		
Andy Pryor	Virgin Media		
Mohammed Amin	Virgin Media		

**1. Apologies:**

Chris Glennie	Balfour Beatty
Neil Ainsworth	West Berkshire Council
Matt Davey	Wokingham Borough Council
Cllr. John Halsall	Wokingham Borough Council
Paul Clifford	South East Water
Julie Payne	Scottish and Southern Energy
Cllr Pauline Helliar-Symons	Wokingham Borough Council
Anthony Humphreys	Thames Valley Police
Jacques Lherbier	Woodley Town Centre Manager
Steve Benton	South East Water
Andrea Jenkins	Wokingham Borough Council
Francis Engleton	Thames Water
Mairi Campbell	Scottish and Southern Energy
Cllr Angus Ross	Wokingham Borough Council
John Clarke	Murphy's
Paul Willis	Scottish and Southern Energy
David Rixon	Wokingham Borough Council
Phil Palmer	Scottish and Southern Energy
Cllr Michael Firmager	Wokingham Borough Council
Khyati Acharya	Optimise
Roger Thatcher	Optimise

Ed Day (ED) covered house-keeping (including asking attendees to use microphones), welcomed all and opened the meeting.

**2. Minutes from the last meeting held on the 17 September 2013 were agreed**

ED asked for any corrections or amendments of the minutes from the previous meeting:

It was highlighted that apologies for Cllr Rachelle Shepherd-DuBey and Cllr Malcolm Richards were missed.

**3. Elgin Website at [www.roadworks.org](http://www.roadworks.org)**

ED gave a short presentation and overview to this web site. It was highlighted that the data on the system was live; however, it was necessary for undertakers to provide the correct information on notices and keep them updated.

**4. Southern Gas Networks renewal of Gas Mains and Services**

Dave Smith (DS) gave updates regarding current and future SGN schemes.

**Earley**

- Stanton Close *Now completed apart from remedial works*

[UNCLASSIFIED]

19.08.2013 – 26.09.2013

Page 1 of 5

• Springdale		13.01.2014 – 10.02.2014
• Highfields		15.01.2014 – 10.02.2014
<b>Remenham</b>		
• Wargrave Road	<i>Now completed lights removed</i>	On Site until 10.12.2013
<b>Wargrave</b>		
• Tag Lane	<i>Not programmed advisory dates only</i>	01.06.2014 – 31.10.2014
<b>Winnersh</b>		
• Arbor Lane		21.10.2013. – 15.11.2013
• Kelburne Close	<i>An early start has been requested for these works</i>	15.10.2013. – 15.11.2013
<b>Wokingham Without</b>		
• Hatch Ride	<i>To be advised</i>	01.01.2014 – 31.03.2014
<b>Wokingham</b>		
• London Road	<i>Buckhurst Farm Development. Site entrance completed</i>	23.10.2013 – 19.11.2013
• Twyford Road	<i>Bell Foundary Lane to A329M. Date gone back 2 -3 wks.</i>	21.10.2013 – 13.12.2013
• South Close	<i>Complete - easement issues corrected</i>	15.10.2013 – 04.11.2013
• Gipsy Lane	<i>Complete - easement issues corrected</i>	15.10.2013 – 04.11.2013
• Finchampstead Road	<i>Luckley Road to Hart Dyke Close</i>	21.10.2013 – 10.12.2013
	<i>High profile lights to be manually controlled at peak times</i>	
• Evendons Lane		20.01.2014 – 30.02.2014
<b>Woodley</b>		
• Rivermead Road	<i>Issued to contractor – forward planning</i>	13.01.2014 – 10.02.2014

## 5. Scottish & Southern Energy Renewal of Mains & Services

Steve Murphy (SM) provided updates regarding current and future Scottish and Southern Energy (SSE) schemes.

### Finchampstead

Nashgrove Lane (part)

Roycroft Lane

TBA (2013-14)

HV cable diversion

### Woodley / Earley

Installation of 33kv Cables in ducting

- |                                  |   |     |
|----------------------------------|---|-----|
| • Nightingale Road               | <i>Directional drill A3290 &amp; Railway Line</i> | TBA |
| • Pond Head Lane                 |   | TBA |
| • Gipsy Lane to Lower Earley Way |   | TBA |

### Earley

- |                 |   |                         |
|-----------------|---|-------------------------|
| • Kilnsea Drive | <i>LV cable replacement to Maiden Place</i> | 07.01.2014 – 03.03.2014 |
| • Chilcombe Way |   | 07.01.2014 – 03.03.2014 |

### Twyford

- |                        |                                |                   |
|------------------------|--------------------------------|-------------------|
| • Wargrave Road (part) |                                |                   |
| • Church Street        |                                |                   |
| • Waltham Road         |                                |                   |
| • High Street          |                                |                   |
| • Old Bath Road (part) | <i>3.6km dual lay HV cable</i> | TBA (2014 – 2015) |

## 6. BT Openreach

Richard Herneman (RH) provided updates of current BT Openreach scheme.

### Wokingham

- |               |                                     |                          |
|---------------|-------------------------------------|--------------------------|
| • London Road | <i>(Montague Place Development)</i> | On Site until 14.11.2013 |
|---------------|-------------------------------------|--------------------------|

## 7. Network Rail

Andy Blake (AB) gave an update regarding Network Rail current and future proposed schemes.

AB gave overview of proposed Butts Hill Road scheme including a new footpath and the financial requirement from Local Authorities to raise £300,000 for this scheme. Neil Scott queried said funding and if it incorporated existing or separate structures. AB advised as yet dates regarding finance had not been programmed and no input from Transport Planning as yet.

### Earley

- |                      |   |                         |
|----------------------|---|-------------------------|
| • Loddon Bridge Road |   | 17.03.2014 – 18.03.2014 |
|                      | <i>Between 21:00 hours - 0600 hours daily</i> |                         |

### Woodley

- |               |  |                            |
|---------------|--|----------------------------|
| • Warren Road | <i>Road closure for bridge maintenance</i> | On site until - 20.01.2014 |
|---------------|--|----------------------------|

### Wokingham

- |                      |   |                         |
|----------------------|---|-------------------------|
| • Easthampstead Road | <i>Rail Inspection at Level Crossing</i>  | 07.10.2013 - 09.10.2013 |
|                      | <i>Between the hours 23.00 - 06.00hrs</i> |                         |

- Waterloo Road *Maintenance works at level crossing* 09.10.2013 – 11.10.2013  
*Between the hours 23.00 - 06.00hrs*

It was suggested that WSP structures team work alongside Network Rail to ensure no duplication of work. AB said that Network Rail will provide updates regarding future schemes.

## 8. South East Water

### Wokingham

Mark Day (MD) provided updates regarding the proposed network improvement scheme.

- Broad Street, Market Place 06.01.2014 – 12.02.2014
  - Barkham Road os 53 03.03.2014 – 05.03.2014
  - Barkham Road *junc Ormonde Road* 05.03.2014 – 17.03.2014
  - London Road *Between Frog Hall Drive & Priest Avenue* 30.09.2013 - 11.10.2013
  - London Road junction Plough Lane *Completed* 30.09.2013 – 11.10.2013
  - London Road junction Binfield Road 04.11.2013 – 15.11.2013
  - Woosehill junc Old Woosehill Lane 12.12.2013 – 09.01.2014
  - Woosehill junc Ruskin Way *Date change* 11.12.2013 – 16.12.2013
  - Molly Millars Lane os 16 26.11.2013 – 06.12.2013
  - Reading Road 10.02.2014 – 21.02.2014
  - Barkham Road junc Evendons Lane 20.02.2014 – 24.02.2014
  - Binfield Road junc Keephatch Road On site - 25.10.2013
  - Wiltshire Road 06.11.2013 – 19.11.2013
  - Woosehill junc Meadow Road 06.01.2014 – 13.01.2014
  - Molly Millars Lane junc Barkham Road 06.02.2014 – 19.02.2014
  - Barkham Road junc Blagrove Lane 19.02.2014 – 21.02.2014
  - Eastheath Gardens TBA
  - Milton Road junc Glebelands Road 31.10.2013 – 04.11.2013
  - Luckley Road 21.10.2013 – 01.11.2013
- Waterloo Road *New Water Main & Servies 1.5 Km Road Closure* 2014 – 2015  
Graham Barnwell (GB) Advised other utility companies need to be made aware.

## 9. Thames Water Renewal of Main and Services

Carol Hamilton-King (CHK) gave an update regarding planned Thames Water schemes.

### Hurst / Winnersh

- Davis Way On Site – 14.01.2014
- Robin Hood Way *Installation of a new Water Main* On Site – 14.01.2014

### Sonning

- Pound Lane *Sewer Repair - Road Closure* 25.11.2013 – 06.12.2013

It was stated that letters had been sent to residents/businesses regarding these works. Confirmation was then given that these letters had already been received.

## 10. Wokingham Highways Alliance Major Highway Works

Tony Jackman (TJ) gave an update regarding major highways works.

### Barkham

- Langley Common Road 10.03.2014 - 28.03.2014

### Earley

- Wokingham Road *Three Tuns to Mays Lane* 20.01.2014 - 31.01.2014
- Kilnsea Drive *from Park to Rushey Way* 31.03.2014 - 04.04.2014  
*In conjunction with cycleway scheme (Not yet confirmed).*

### Finchampstead

- New Mill Road 07.03.2014 - 11.03.2014

### Hurst

- Lodge Road (B3030) 20.01.2014 - 03.02.2014
- Forest Road *From Foxley Lane to Green Lane* 25.11.2013 - 03.12.2013

### Remenham

- Aston Ferry Lane 04.04.2014 - 18.04.2014
- Aston Lane *Patch this year surface dress next year* TBA
- Remenham Church Lane TBA
- Remenham Lane TBA

### Shinfield

- Meroak Lane *Week end working* 24.02.2014 - 10.03.2014
- Mortimer Road *Week end working* 10.02.2014 - 05.03.2014

### Twyford



- Arnside Close 11.12.2013 - 19.12.2013
- Carlile Gardens 11.11.2013 - 26.11.2013
- Chaseside Avenue 27.11.2013 - 10.12.2013

### Woodley

- Reading Road 11.11.2013 - 25.11.2013
- Loddon Bridge Road 28.10.2013 - 05.11.2013

*Colemansmoor night time work. Phased closures in place*

- Glendevon Road Ph2 *Postponed due to weather* TBA

### Winnersh

- Mole Road 17.02.2014 - 07.03.2014

### Wokingham

- Russley Green 06.01.2014 - 17.01.2014
- Twyford Road 20.01.2014 - 04.02.2014
- Woosehill 05.02.2014 - 11.02.2014

## 11. Structures

Helen Jewkes gave an update on structure works.

### Earley

- Culver Lane Bridge A3290 *Resurfacing and joint replacement* 15.11.2013 – 18.11.13
- Suttons Flyover *Full closure for 3 weeks* TBA

### Swallowfield

- Stanford End Bridge TBA

### Wargrave

- Wargrave Hill embankment TBA

### Wokingham

- A329M Overbridge *Embankment Stabilisation* 16.01.2014 – 16.03.2014

## 12. Major Developments

Phil Milburn (PM) gave an update regarding major development work.

- Wellington Road Wokingham Road resurfacing completed.
- Buckhurst Farm -
- London Road Wokingham On site until 28.02.2014
- Keephatch Farm, Wokingham *Road closure mid November TBC* On site until 10.12.2013
- Warren House Road *Road closure to be TBC* On site until 28.02.1014

## 13. Traffic Management

ED gave the following updates regarding traffic management schemes on behalf of Nick Rose.

### Earley

- Whitley Wood Lane j/w B3270 *Installation of Traffic Island/Antiskid* 06.01.2014 - 17.01.2014
- Rushey Way near Chatton Close *Traffic Signals Upgrade* TBA
- Thames Valley Park Drive *2 Traffic Signal Upgrades* TBA
- BlaCK Boy roundabout *Remedial works* Postponed to further notice.

### Earley / Woodley

- A329 Wokingham Road *Cycle Way Improvements* 02.12.2013 - 20.02.2014

### Finchampstead

- Finchampstead Road / Pine Drive *Cycleway Improvements* 02.12.2013 - 06.12.2013

### Shinfield

- Mere oak Lane 09.12.2013 – 20.12.2013

### Sonning

Sonning Bridge *Traffic Signals Upgrade* 28.10.2013 - 08.11.2013  
*Plus structures. Off Peak road closures plus temporary lights*

### Remenham

- A4130 White Hill 31.03.2013 – 18.04.2013

### Wargrave

- Recreation Road *Installation of Footway* 24.03.2014 – 28.03.2014
- Wargrave Road / Braybrooke Road *Traffic Signal Upgrade* 10.03.2014 – 21.03.2014

### Winnersh

- Mole Road / Church Lane Junction Improvements 03.03.2014 - 28.03.2014
- Winnersh Cross Roads Traffic Signal Upgrade 07.10.2013 – 25.10.2013

### **Wokingham**

- Evendons Lane / Finchampstead Road Footway improvements 24.02.2014 – 07.03.2014

### **Woodley**

- Wokingham Road / Loddon Bridge Road Traffic Signal Upgrade 04.11.2013 – 29.11.2013
  - Headley Road (East) 30.03.2014 – 11.04.2014
- Pedestrian facility improvements and Bus Stop works*

Queries were raised for ongoing traffic Management:

Cllr Richards highlighted that Mole Road and Church Lane should be listed as Arborfield.  
 Cllr Steve Bromley (SB) enquired about new presence of Vehicle Activity Signs in Finchampstead. Queried if these are brought in when there has been an issue with speeding. Julia Tredwell would be able to advise on these movable signs. It was suggested that SB contact JT directly.  
 Sonning Parish Council queried the possibility of school warning lights in Pound Lane. ED will enquire.  
 Cllr Shepherd-DuBey queried the cones on the A3290 Loddon Viaduct which will be in place for two weeks as Health and Safety procedures dictate.

## **14. WBC MAJOR PROJECTS**

Ed Day presented the following projects on behalf of Ian Haller, Major Projects Manager

- Station Link Road 14.10.2013 – September 2014
- A3290 Loddon Viaduct 21.10.2013 – April 2014

Queries posed for Ian Haller as follows:

Neil Scott (NS) raised the point of giving bus companies pre-warning to enable staff cover when delays in traffic may occur.  
 GB stated the time scale in which advanced warning signs should be displayed for motorists i.e three weeks advanced warning.

*The traffic situation resulting from works on A3290 were discussed. Attendees were advised of the Traffic Management requirements of the works following previous comments/questions from attendees. Apologies were given for disruption caused by these essential works.*

## **15. Events**

- Wokingham Mayor's Market 01.11.2013 – 02.11.2013
- Wokingham Firework Night 02.11.2013
- Dinton Duathlon 17.11.2013
- Remembrance Parade (All Parishes) 10.11.2013
- *Utilities to be aware Ed will send out notices of road closures.*
- Wokingham Winter Carnival 24.11.2013
- Wokingham Half Marathon 10.02.2014

Queries raised about the event list:

Ed Day confirmed that there would be no assistance from Thames Valley Police for this year's Remembrance Day processions. In this instance WBC would assist with advice on designing pre-warning signs and confirmed that there would be no cost to the Council incurred for this event only.  
 CHK asked about dates for the annual Toy Run. Ed will enquire and advise Utilities.

## **15. Christmas Embargo On Major Roads**

16.12.2013 – 06.01.2014

Thames Water requested list of Major Roads.

## **16. A.O.B**

Rebecca Brooks (RB) requested full details of road closures notifications.  
 Ed will be working on amending traffic order application forms in the coming months.

**Date of next meeting Tuesday 11 November 2013 in the Council Chamber at 10.00hrs.**

Tel: 0118 974 6546 (Direct Line)  
Email: catherine.woodward@wokingham.gov.uk  
Fax: 0118 974 6542  
Date: 29 October, 2013  
My ref: 011117- CAW - OH1124119SN  
Your ref:



**BY EMAIL ONLY**

**Councillors L. Hayward; S. Rahmouni  
And S. Younis**

**Woodley Town Council**

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Legal & Electoral Services

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P.O. Box 151

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Shute End, Wokingham

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Berkshire RG40 1WH

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Tel: (0118) 974 6000

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Fax: (0118) 974 6542

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Minicom No: (0118) 9746991

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DX: 33506 - Wokingham

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Dear Councillors,

**Re: APPLICATION FOR GOODS VEHICLE OPERATORS LICENCE**

I am writing to advise you of an application for a GVOL published in the latest edition of 'Applications and Decisions' which may affect your locality. Details are as follows:

OH1124119 SN **AYS REMOVALS LTD**  
**Director(s): ALLYN NELHAMS.**  
GLEBELANDS, THAMES STREET, SONNING READING RG4 6UR  
Operating Centre: UNIT 3, HEADLEY PARK NINE, WOODLEY READING RG5  
4SQ  
Authorisation:5 Vehicle(s) and 0 Trailer(s).  
Transport Manager(s): ALLYN NELHAMS

The Traffic commissioner will have published a notice regarding this application in the local newspaper and people who live in the locality of the proposed centre, who feel that the use or enjoyment of their land would be adversely affected by it have a right to make their view known to the Traffic commissioner. They can make representations on environmental grounds only (such as noise, fumes, pollution, vibration and visual intrusion) within 21 days of the date of the notice. A note of the Traffic commissioner's address is attached.

The Council has a statutory right to raise objections within 21 days from the date of the application. Officers from Highways, Planning and Environmental Health will each assess the application and consider whether an objection should be lodged or whether to request that conditions are attached to the licence. If you have any queries or concerns that you wish to raise regarding the application please get in touch with them directly. Their contact details are also attached.

Yours faithfully

A handwritten signature in cursive script, appearing to read "Catherine Woodward".

**S Nelson-Wehrmeyer – Director of Legal & Electoral Services**

**Catherine Woodward (Mrs)**

Business Development Team (Property, Planning & Highways)  
Shared Legal Solutions

***A Shared Legal Service between Wokingham Borough Council and  
The Royal Borough of Windsor & Maidenhead***

Woodley Town Council

## **CITIZENS AWARDS REVIEW**

### **REPORT OF THE TOWN CLERK**

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#### **Purpose of Report**

To review the guidelines and arrangements for the annual Citizens Awards and propose new guidelines and a revised timetable for future awards.

#### **Background**

Citizens Awards were introduced in 2001 with the aim of recognising and celebrating the great amount of work being done by local people in caring for or helping people in the community. Since then over 60 people have received an award. The awards are presented by the Town Mayor at a reception in April to which the winners, their family and friends and nominators are invited. Over the past few years the Mayor has also invited representatives from local community organisations and the evening has become an opportunity not only to celebrate exceptional citizens but also one where networking between volunteers in the community takes place.

#### **Information**

Under the present timetable requests for nominations go out to local community organisations and the press in December/January with a closing date at the beginning of March. The committee delegates the selection of award winners to a working party which is appointed at the annual meeting of council. Nomination forms giving information about the award and the guidelines have to be completed by two people and submitted by the closing date.

The working party then meets to consider the nominations in line with the guidelines. The existing guidelines are:

- That the nominee should preferably live in Woodley and their good works should benefit an individual or organisation based in the town.
- That the nominee should not be an employee of the Town Council.
- That the nominee should not be a close relative of a Town Councillor.
- That nominees who are active members of political parties will not be considered for an award.

A copy of the 2013 nomination form is attached for information.

As part of the review of the Citizens Awards some research of other local authorities' awards arrangements has been carried out. Some councils have a special category award for young people, some do not give awards if the nominee lives outside the boundary of the awarding body, some include rules about canvassing (automatic refusal) and some specify voluntary work. All are looking for people who have made an exceptional contribution to the lives of others and the community. In the schemes reviewed none included a condition restricting the award because of political activity or because the person nominated was a close relative of a councillor.

The review has looked at the existing guidelines:

Residency – in the past the Council has made awards to people who live outside the parish boundary when the work they have been doing has mostly benefited Woodley residents. This guideline could be made more clear to those nominating.

Relationship to councillors – in the past the Council has received negative comments from nominators about this guideline which was thought to be unfair in one instance where the person nominated had carried out much voluntary work in their own right and unconnected with the councillor they were related to.

Political activity – at present a judgement on this depends on those at the meeting having knowledge of the person and their political affiliation and activity. It is not clear what constitutes political activity and this guideline, if it is to continue to apply, needs some clarification so that rule is clear. There may well be award winners who are 'politically active' under the criteria that have been applied to others but the panel wasn't aware of this at the time of selection.

If the Council wishes to include this guideline it needs to find a way of clarifying what political activity means and a way of establishing whether or not a nominated person is politically active, without relying on the knowledge of the selection panel. It is not certain that the nominators would be aware of this so adding a question on the nomination form may not provide the information required. The Council could ask the person once they are nominated to confirm that they don't carry out any of the criteria identified as indicating political activity but this could lead to disappointment and negative press.

Alternatively, the panel could be left to consider whether or not a nominated person's political activity (that it knows about through the panel members' knowledge) detracts from the work they have done to be recognised for an award and take a decision accordingly.

Additional items to consider are:

In the past the panel has not made an award because the person nominated is employed in the area of work for which they have been nominated, even though the nominators state that they have gone above and beyond the duties and hours for which they are paid. The Committee could consider whether this is a rule that will be applied and, if so, include this in the guidelines.

Including the following in the scheme details:

- require the nominators to state that the person they are nominating is not aware of the nomination.
- make it clear that no correspondence will be entered into regarding the panel's decision
- any canvassing of the panel members will result in the nomination not being considered
- make it clear that people of any age can be nominated for an award
- make it clear that Town Councillors may not make nominations

#### Youth award

Other councils make a special effort to invite nominations of young people and as well as volunteering activity include in the award criteria success in sporting or cultural activities. Although the council has made awards to a few young people most nominations are for older people who have built up years of voluntary service and younger people often don't have this. The Committee may wish to consider whether such an award could also be part of the Citizens Award scheme each year and how it can encourage nominations, for example, schools, youth workers and organised groups such as Guiders and Scouts and Boys and Girls Brigades could be contacted to seek nominations.

#### Timetable

If the proposal to terminate the Citizens Awards Working Party is agreed and the decision on awards is made by the committee in future, the timetable will need to be brought forward to allow consideration of nominations at the January committee meeting. The awards could then be made in March, rather than April.

## Resources

It is not anticipated that changes to the guidelines or the timetable for the Citizens Awards will result in additional cost. There may be some additional staff time required to more actively seek nominations of young people for an award, if the Committee wishes to encourage these.

## Summary

Members are asked to consider the guidelines they wish to apply to the Citizens Awards in future, in the light of the information set out in this report.

The items proposed for review are:

- a To make the criteria for people who live outside the parish but whose work supports and helps people living in Woodley more clear.
- b To decide whether to include the existing guideline that nominees should not be a close relative of a Town Councillor.
- c To decide whether the existing guideline regarding active members of political parties should be clarified and how this information can be obtained - or to remove this guideline and let the panel choosing the award winners decide whether any political activity that is known about detracts from the work nominees do in the community.
- d To decide whether an award could be given to someone who is employed in the area of work for which they have been nominated if their work is above and beyond the duties and hours they are paid for.
- e To consider whether special effort should be made to invite nominations of young people, including the suggestions set out in the report.
- f To decide whether the new guidelines should include the following:
  - to require the nominators to state that the person they are nominating is not aware of the nomination.
  - to make it clear that no correspondence will be entered into regarding the panel's decision
  - that any canvassing of the panel members will result in the nomination not being considered
  - to make it clear that people of any age can be nominated for an award
  - to make it clear that Town Councillors may not make nominations

## Recommendations

- ◆ **That Members consider the information set out in the report and agree which of these should be included in the Citizens Awards guidelines in the future.**

WOODLEY CITIZENS AWARDS - 2013

Nominees for a Woodley Citizen’s Award should preferably live in Woodley and/or their good works should benefit an individual or organisation based here. They should not be an employee of Woodley Town Council or close relatives of Town Councillors.

Examples of the good works the Council would like to reward are:

- Individuals who care for children, or elderly, sick or disabled people
- Voluntary work
- Good neighbours
- Work with young people

Other appropriate suggestions would be welcomed.

If there is someone, young or old, whom you feel deserves to be recognised with a Citizen’s Award, please complete this form and return it to:

Woodley Town Council  
CITIZENS AWARDS  
The Oakwood Centre  
Headley Road  
Woodley  
Berks. RG5 4JZ

Fax: 0118 921 6928

by the closing date: 4<sup>th</sup> March 2013

For further information you can contact the Town Council on  
Tel: 0119 969 0356 or by email to admin@woodley.gov.uk

**RULES**

*Nominations of Members of Woodley Town Council, Council employees and active members of political parties will not be considered*

WOODLEY CITIZENS AWARDS - 2013

WE WOULD LIKE TO NOMINATE (please print):

.....

for a Woodley Citizen’s Award

ADDRESS:

.....

.....

HOME TELEPHONE NO. ....

Please give brief details of the good works carried out by the above named.

Empty box for providing details of good works.



WOODLEY CITIZENS AWARDS - 2013

1<sup>st</sup> REFEREE: NAME (please print)

.....

ADDRESS:

.....

.....

DAYTIME TELEPHONE NO. ....

2<sup>nd</sup> REFEREE: NAME (please print)

.....

ADDRESS:

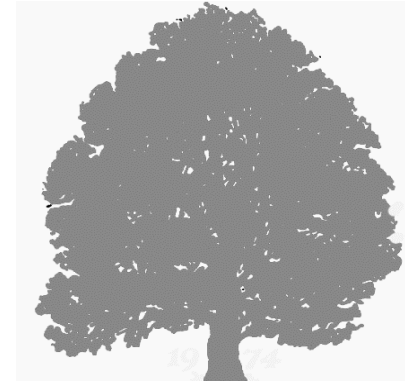
.....

.....

DAYTIME TELEPHONE NO. ....

**Closing date for nominations:  
4<sup>th</sup> March 2013**

Woodley Town Council



## CITIZENS AWARDS 2013

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Nomination forms must be received before the closing date. A panel of judges, appointed by the Town Council, will consider all nominees.

The Town Mayor of Woodley will present a maximum of five Awards on Thursday, 25 April 2013 at a Civic Reception to be held at the Oakwood Centre.

The successful nominees will be notified by post.

Woodley Town Council

**Report of a Meeting of the Keep Woodley Clean Working Party held at the Oakwood Centre on Tuesday 8 October 2013 at 6.30pm**

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**Present:** *Mrs S Flower (Chairman); Councillors A Chadwick, L Higgs, M Walker*

**Also present:** *K. Murray, Service Support Manager, WTC  
M Tomkinson, Community Warden, WBC*

**Apologies:** *Councillor A Downes*

**1. REPORT OF LAST MEETING**

Members noted the report of the meeting held on 9 July 2013.

**2. WOODLEY WINTER EXTRAVAGANZA**

Mrs Flower reported;

- Arrangements had been made for a stall at the Extravaganza on 1 December and that this would be free of charge provided the group carry out some litter picking of the site on the day. It was agreed that this was also a good way to promote the project. 12 people had volunteered to man the stall on the day.
- A banner has been ordered.
- Dave Allen at Wokingham Borough Council had been contacted to request more Hi/Viz tabards.

**3. WOODLEY ADOPT A STREET PROJECT**

Mrs Flower reported;

- that there were approximately 75 volunteers involved in the scheme at present.
- the "Thank You" get together on 25 September had gone very well with 15 volunteers in attendance. The evening provided an opportunity for like minded members of the community to exchange ideas and there were some good suggestions for the future.
- dog poo signage had been received and would be put up in areas of concern.
- The date for the community litter pick is confirmed as 22/23 March 2014.
- The scheme has been re-registered with the Big Tidy Up campaign, the Litter Action website and the Wokingham Volunteer Centre.

Kevin Murray agreed to make the link to the WASP page on the Town Council Website clearer to help raise the profile of the project.

**4. DATE OF NEXT MEETING**

The next meeting was arranged for Wednesday 26 February 2014 at 6.30pm

Meeting closed at 7.15pm

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**WOKINGHAM**  
BOROUGH COUNCIL

Children's Services
P.O. Box 156
Shute End, Wokingham
Berkshire RG401WN
Tel: (0118) 974 6105
Fax: (0118) 974 6135
Minicom No: (0118) 974 6991
DX: 33506 – Wokingham

Dear Parent/Carer

**Re: Important Changes to Wokingham Children's Centres as from 1 October 2013**

Thank you for contributing to the recent consultation.

As you may be aware Wokingham Borough Council Children's Centres went through a review and re-design over the last few months. We are working to ensure we support those most in need within the community and improve our children's centre offer across Wokingham. We are confident that the decisions we have made recently deliver on this. We have created 3 groups of centres working across the borough:

<b>Brambles Group (Manager: Beccy Franklin)</b>	<b>The Red Kite Group (Manager: Rupa Joshi)</b>	<b>Ambleside Group</b>
<ul style="list-style-type: none"> <li>• Brambles Children's Centre - Contact number: 0118 908 8010</li> <li>• Finchampstead Children's Centre - : Contact number: 0118 908 8166</li> </ul>	<ul style="list-style-type: none"> <li>• The Red Kite Children's Centre - Contact number: 0118 908 8181</li> <li>• Winnersh Children's/Community Centre - Contact number: 0118 908 8192</li> <li>• Starlings Children's Centre - Contact number: 0118 908 8185</li> </ul>	<ul style="list-style-type: none"> <li>• The Ambleside Children's Centre - Contact number: 0118 377 6444</li> </ul>

**There are important changes to the timetable for centre activities.**

From the 1<sup>st</sup> October 2013 Wokingham town and Riverdale centres will no longer operate as distinct centres; the services will continue to be offered but from the centres noted above across the Borough.

The new, children's centre timetable is now available online at [www.wokingham.gov.uk/family/centres](http://www.wokingham.gov.uk/family/centres)

It starts to operate from the 1 October 2013.

Families in Wokingham can access services at any centre in the borough and we also have a Children's Centre Mobile Bus, which travels to specific areas of the community.

We thank you for your continued support.

Many thanks,

Beccy Franklin

Rupa Joshi

The Children's Centre Management Team



## **Wokingham Town Car Parks Strategy**

**Supporting Local Transport Plan  
2011 - 2026**

# Wokingham Town Centre Car Parks Strategy

To rationalise the existing town centre parking arrangements based on the future changes to provision and ensure sufficient spare capacity to make the town centre attractive to visitors and support the regeneration of the town centre.

<p>Over the life of the plan we will:</p>	<p><b>Objective 1</b> Ensure full development potential is achieved across the town and local area</p>	<p><b>Objective 2</b> Ensure parking is adequate to help enable a strong local economy</p>	<p><b>Objective 3</b> Ensure parking encourages effective use of the local road network</p>	
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<p>We will have succeeded if, by 2026:</p>	<p>Wokingham has a thriving town centre and sufficient parking supply to satisfy demand</p>
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## Contents

1. The Need for the Strategy
2. Strategy Development
3. Proposed Changes to Provision
4. Existing policy guiding the strategy
5. Strategy Development
6. Wokingham Town Centre Regeneration masterplan
7. Similar Town Centre Parking Case Studies
8. Review of Existing Car Park Utilisation
9. Assessment of Future Parking Demand
10. Forecast Parking Demand
11. Potential Additional car parking locations
12. Strategy Recommendations



## 1. The Need for the Car Parks Strategy

1.1 The purpose of this parking strategy is to achieve the objectives set out below.

- Objective 1 – Ensure full development potential is achieved across the town and local area
- Objective 2 – Ensure parking is adequate to help enable a strong local economy
- Objective 3 – Ensure parking encourages effective use of the local road network

1.2 These objectives need to be achieved taking into account the known proposed changes to provision across the town. In addition the strategy takes into account forecast changes in demand for car parking in 2017 and 2026.

## 2. Strategy Development

2.1 A detailed study of town centre off-street parking and the options for the future of the service has been undertaken. This strategy draws on the results of that study and makes several recommendations for action.

## 3. Proposed Changes to Provision

3.1 The proposed changes to existing parking provision within Wokingham Town are shown in Table 1 below. This table outlines the number of spaces gained or lost over the period of the strategy to show the baseline parking supply prior to review of forecast demand.

**Table 1 – Proposed Changes to Town Centre Parking Provision**

Location	Spaces lost (-) or gained (+)
<b>Existing car parking provision removed</b>	
The Paddocks	-282
Rose Street	-43
Wellington House	-96
Shute End (partial)	-53 (of 209)
<b>Third Party additional provision</b>	
New Elms Field Car Park	352
<b>NET POSITION</b>	<b>-122</b>



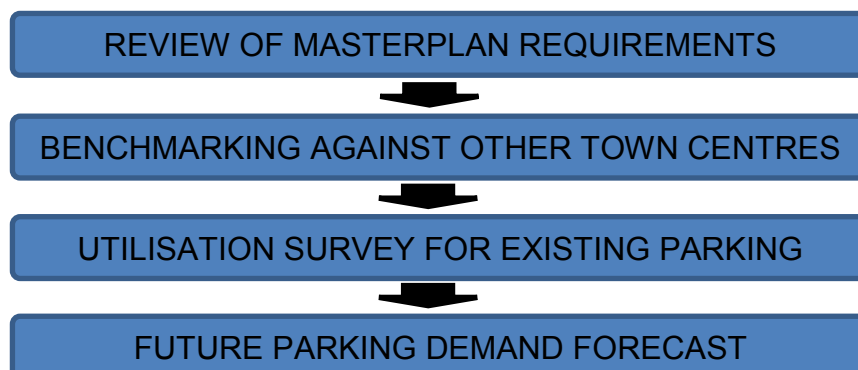
- 3.2 With the changes described in Table 1 there will be an overall reduction in the number of parking spaces available within the town from 1907 to 1785 on a weekday.
- 3.3 Changes to parking numbers at the station have not been included in the figures in the report. The station car park is not considered a town centre car park as the majority of the parking in it is related to rail travel and it is not in a particularly convenient place for visitors to the town. The quantum of parking at the station is likely to remain unchanged in the medium term as any spaces lost during the construction of the new station and link road are due to be replaced.

## 4. Existing policy guiding the strategy

- 4.1 Arising from national, regional and local policy, this report confirms the following objectives which are included in the development of this strategy:
- The need to maintain the competitiveness of Wokingham Town Centre as a regional centre for retail and employment activities;
  - Consistent on-street and off-street provision;
  - Conversion of central mixed use stay spaces to short stay spaces;
  - Consolidation of car parking to the town centre periphery;
  - Increased enforcement is required including the introduction of decriminalised parking areas; and
  - The need for on-going review of town centre parking provision and the flexibility in the strategy to be adopted.
- 4.2 Various policies and measures are developed in the study aimed at achieving these objectives.

## 5. Strategy Development

- 5.1 A study of existing parking, future demand and options for meeting demand has been undertaken. The adopted approach for the study was based on existing demand and forecast changes in land use both in the town centre and across Wokingham Borough, rather than a direct application of local parking standards. This demand led assessment has been undertaken in line with the stages summarised in the following flowchart:



```
graph TD; A[PARKING OPTIONS APPRAISAL] --> B[IDENTIFIED PREFERRED OPTIONS];
```

PARKING OPTIONS APPRAISAL

IDENTIFIED PREFERRED OPTIONS

## 6. Wokingham Town Centre Regeneration Masterplan

- 6.1 The Masterplan outlines the key issues relating to car parking within the proposed town centre. It recognises that in order to manage demand for parking during peak periods, a reduction of long stay car parking in and around the town centre core is required. To support this approach, sufficient parking should be provided at strategic gateway car parks around the town centre to avoid the need for travel by car to into the town centre core.
- 6.2 It is recognised that there is a need to cut the number of circulatory trips made within the town centre in order to reduce unnecessary journeys and congestion of the local highway network. The provision of car parking information systems and Urban Traffic Management Control (UTMC) which communicate real time space availability will help to reduce distance travelled while seeking parking.
- 6.3 Also highlighted in the Masterplan is the need for future town centre developments to actively seek to reduce car parking provision and commit to enhancing the sustainable transport offer. A way of achieving this could be by way of increasing car parking charges to raise additional revenue, which could contribute towards improving the quality and frequency of the bus services.
- 6.4 The overall vision for Wokingham Town Centre parking provision has been outlined with the Masterplan, including its key objectives to comprise a parking strategy which supports the view to encourage people to visit and spend time in the town centre.

## 7. Similar Town Centre Parking Case Studies

- 7.1 A review of similar case studies aims to highlight measures which have been adopted in other recently regenerated town centres and those that have been successful. A summary of measures which have been explored as part of the Wokingham Town Centre Car Parks Strategy is as follows:
  - Implementation of Variable Message Signs (VMS) in order to remove unnecessary circulation of traffic in the town centre and to provide more efficient use of town centre car parks;
  - Assessment of existing and future parking demand to determine whether additional parking associated with new development is necessary, or whether additional demand can be accommodated by car parks with surplus provision;

- Revised pricing structure aimed at deterring long stay/commuter parking in the town centre and increasing charges for short stay parking to levels which are competitive with neighbouring town centres; and
- Consolidation of existing parking stock, with car parks located on key routes into the town centre to intercept visitors and thereby reducing town centre circulation.

## 8. Review of Existing Car Park Utilisation

8.1 The study reviewed the existing parking provision based on beat surveys undertaken in April 2013 and reference is made to data collected in November and December 2011. Surveys have been undertaken at these times to inform an initial review of parking requirements and thereafter as part of an on-going monitoring programme of parking demand and supply. The information from 2013 has been used as the basis of this strategy, as summarised in Table 2 below together with data collected from 2011 as a comparison. It should be noted that this latter data was collected immediately prior to the start of free parking during the Christmas shopping period. Data collected therefore presents a robust position in terms of potential demand, demonstrating the levels of current occupancy as shown in the table 2 below.

**Table 2 – Existing parking demand and capacity**

Survey Period	2011 Demand	2013 Demand	2013 Supply	% Surplus – 2013
Weekday	1126	1243	1907	35%
Weekend	1011	1015	1898	47%

8.2 From the assessment of the current situation the following conclusions were drawn:

- During the week, there is over 30% spare capacity at peak demand for mixed use parking.
- At weekends, the mixed use stay car parks are less than 50% occupied at peak demand. However both car parks at Shute End, which is free, and Cockpit Path, which is closest to the town centre, are at, or near to full capacity.
- There is a change in 2013 compared to the situation assessed in 2011 in part due to the reduction in the number of car parking spaces at the station car park, which currently accounts for 90 spaces.
- In overall summary the level of peak usage across the all the car parks is significantly less than the current supply.

- 8.3 It is concluded that drivers are opting to park as close to the town centre as possible, despite the fact that in most cases, this would result in an overall longer journey time circulating the town centre.

## 9. Assessment of Future Parking Demand

- 9.1 The study undertook an assessment to compare the future parking demand with the proposed level of parking provision included within the Wokingham Town Centre Masterplan. This has been derived using the Wokingham Strategic Transport Model (WSTM) which provides the predicted parking demand during the AM peak hour for each car park in 2017 and 2026. The WSTM includes assumptions for growth in existing trips and allowance for new trips associated with development proposals in Wokingham Borough. Within the borough direct account has been taken of committed development, including the Strategic Development Locations and town centre redevelopment proposals as specified in the Local Development Framework. The impact of these proposals has been assessed using a set of trip rates representative of typical development in the borough. In addition to these rates, allowance has been made for changes in trip making behaviour associated with programmed Local Transport Plan measures and changes in travel behaviour.
- 9.2 For the town centre redevelopment itself, the following typical elements of retail associated trip making have not been taken into account:
- Allowance for pass-by trips;
  - Linked trip assessment; and
  - Increased duration of stay associated with an improved retail offer in the town centre.
- 9.3 These factors may impact on the out-turn trip rates for town centre retail, however their omission results in a robust assessment of parking accumulation for the town centre. The demand for trips to car parks in the town centre is based on the peak hour of parking demand for the busiest hour in the day.
- 9.4 The car parks in the town centre have been allocated by type of car park i.e. short stay or mixed use (mixed use includes short stay and long stay car parking) and assessed by their location in the town centre. This assessment has excluded the rail station car park as it is a dedicated facility that is assumed will be close to capacity to accommodate rail based car parking. Details are provided on the overall forecast level of demand by these categories without a re-allocation of demand by car parking location that is included in detail in the study.

## 10. Forecast Parking Demand

- 10.1 The figures below in Table 3 show that car parks across the town are operating very close to capacity by 2017. Whilst there is spare car parking supply to match demand across the town centre in both 2017 and 2026 overall in effect car parks operating at 85% capacity and above will be perceived to be full by users. In particular short stay parking in the south of town comes under pressure. Table 3 illustrates

the relative level of occupancy across the town centre based on the net position information described earlier.

**Table 3 – Forecast parking surplus and deficit (Excess demand shown in red and contained within brackets, spare capacity in black)**

Car Park Location / Duration of Stay		2017		2026	
		Thu	Sat	Thu	Sat
Southern Town Centre	Mixed Use	209	252	183	223
	Short Stay	(-43)	0	(-74)	(-35)
Southern Position		166	252	109	188
Northern Town Centre	Mixed Use	5	77	(-26)	39
	Short Stay	50	49	49	48
Northern Position		55	126	23	87
Short Stay Position		7	49	(-25)	13
Mixed Use Position		214	329	157	262
Net Position		221	378	132	275

- 10.2 The following summary table demonstrates a level of spare capacity in 2017 across the town centre overall, although without any measures introduced there would be excess demand at some car park locations. Therefore these results have required the strategy to specify how current and committed parking stock will be managed to accommodate demand and what measures should be implemented to address the forecast shortfall to maintain efficient car park operation and the attractiveness of the town centre as a destination for work, leisure and retail trips.

**Table 4 – Overall parking demand and occupancy**

Assessment Year	Peak Demand		Occupancy Level	
	Weekday	Weekend	Weekday	Weekend
2017	1564	1398	88%	79%
2026	1653	1501	93%	85%

## 11. Potential Additional car parking locations

- 11.1 To accommodate the identified parking deficit, consideration has been given to the expansion of existing Wokingham Town Centre car parks and provision of new car parks on brownfield and greenfield sites.
- 11.2 To ensure each potential car park option could be comparatively assessed in a transparent and consistent way, a scoring mechanism has been devised and is presented in the study report.
- 11.3 Additionally, to reflect the relative importance of each assessment parameter a weighting system has been applied to ensure the information is assigned an appropriate influence in the overall scoring. This is because it is considered that there are certain elements of the assessment criteria that are more influential in determining the overall likelihood of where to locate the additional parking requirement.
- 11.4 The outcome of the appraisal assessment highlights Carnival Pool as preferable for the provision of additional car parking. This provides additional car park capacity of approximately 206 spaces.

## 12. Strategy Recommendations

- 12.1 An assessment of parking demand has been undertaken that demonstrates there is limited spare capacity across town centre car parks in each of the 2017 and 2026 assessment years.
- 12.2 To address future car parking provision and to provide sufficient spare capacity to make the town centre attractive to visitors the following 5 recommendations should be taken forward.

- Strategy Recommendation 1: To ensure sufficient capacity is provided in the town centre it is recommended that a decked car park at Carnival Pool is built, predominantly providing short stay spaces with a deck for mixed use parking.

The overall parking offer across the town is split and currently there is poor signing to help drivers locate spaces. This may add to town centre congestion as drivers circulate to find spaces.

- Strategy Recommendation 2: Install smart Variable Message Signs at key locations to better manage access to car parks and thereby the town centre itself.

The balance of short stay and mixed use parking across the town needs to reflect the changing nature of the offer of the town centre.

- Strategy Recommendation 3: Review the allowed duration of parking at existing sites to ensure a balanced delivery of short and mixed use parking

The overall charging structure for parking should be competitive to support the commercial viability of the town centre

- Strategy Recommendation 4: Review parking charges across the town.

There is some uncertainty about the impact of development across the Borough on future parking demand and the rate at which that development will come forward.

- Strategy Recommendation 5: Monitor parking demand at regular intervals to help future decision making about parking demand management.



