



Woodley Town Council

The Oakwood Centre
Headley Road
Woodley
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Tel: 0118 969 0356

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 7:30 pm on Tuesday 28 January 2014, at which your attendance is requested.

Deborah Mander
Town Clerk

A G E N D A

1. **APOLOGIES**
2. **DECLARATIONS OF INTEREST**
To receive any declarations of interest from Members on agenda items.
3. **EXCLUSION OF THE PUBLIC AND PRESS**
To resolve that, in view of the confidential nature of the business about to be transacted in relation to personal information, it is advisable in the public interest that the public and press are temporarily excluded and they are asked to withdraw for item 4 on the agenda.
4. **CITIZENS AWARDS**
To consider the nominations received for the Citizens Awards. ***(Appendix 4, enclosed)***
5. **MINUTES OF THE COMMUNITY SERVICES MEETING**
– 12 November 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. ***(These minutes were provided in the Full Council agenda of 10 December 2013)***

6. **JUST AROUND THE CORNER** Page 5
- a) To receive the report from JAC, attached at **Appendix 6.**
- b) To note that the three year service level agreement with JAC for the provision of outreach youth work in the town ends in March 2014 and to consider **Report No CS 1/14** Page 7
7. **BUDGETARY CONTROL** Page 18
To note **Report No. CS 2/14.**
8. **REVISED ESTIMATES 2013/14** Page 19
To consider the Revised Estimates for 2013/14. **Report No. CS 3/14.**
9. **BUDGET ESTIMATES 2014/15** Page 20
To consider the Budget Estimates for 2014/15. **Report No. CS 4/14.**
10. **YOUTH WORKING PARTY** Page 27
To receive the minutes of the Youth Working Party meeting held on 15 January 2014. **Report No. CS 5/14.**
11. **ALLOTMENTS WORKING PARTY** Page 30
To receive the minutes of the Allotments Working Party meeting on 16 January 2014. **Report No. CS 6/14.**
12. **WOODLEY TOWN CENTRE MANAGEMENT INITIATIVE**
To note that the next meeting of the Woodley Town Centre Management Initiative Committee will be held on 29 January 2014.
13. **HIGHWAYS**
- a) To note that a letter was sent to Wokingham Borough Council expressing concern over the scheduling of road works in Woodley and the disruption caused to local road users, as resolved at the Community Services Committee meeting held on 12 November 2013, but that no reply has been received.
- b) **Road Works/Street Works Major Project Co-ordination meetings** Page 32
To note the reports from Councillor Walker on the Wokingham Borough Council Road Works / Street Works Major Project Co-ordination meetings held on 19 November 2013, 27 December 2013 and 20 January 2014. (**Appendix 13b**) The minutes of the meeting held on 19 November will be available at the meeting.
14. **COMMUNITY REFUSE VEHICLE** Page 35
To note that an additional community refuse vehicle will be provided at the Youth and Community Centre, Hurricane Way (the Airfield Centre) from 8am to 11am one Saturday a month in January, February and March 2014. Unfortunately no vehicle is available to continue the service at the Airfield Centre after March 2014.

It has been suggested by Wokingham Borough Council that the existing service at Drovers Way and Southlake Crescent could alternate with the Airfield Centre in 2014/15. The current proposed schedule is attached at **Appendix 14.** Members are asked to consider if they wish to vary the service to include the Airfield Centre.

15. **CYCLE NETWORK**

To note the information received from Wokingham Borough Council following a request from Members at a meeting with the Senior Transport Planner to review the plans for the proposed cycle network. This information has already been circulated to members of the Community Services Committee and is attached at **Appendix 15**. The Wokingham Borough Council Senior Transport Planner expressed his apologies to Members for the delay in sending this information.

16. **FOOTPATH LIGHTING**

To note the following;

- Wokingham Borough Council has installed an extra lighting column by the footbridge from Early Station to Nightingale Road. This followed dialogue with Wokingham Borough Council as a result of some reported incidents where pedestrians had slipped and fallen in the dark.
- Column 1 on the footpath around Southlake, which had not been working for some time, has been repaired. The location of this column had caused problems with access for the contractor, which resulted in a delay in repairing the light.
- One lighting column in Woodford Park has been replaced due to age and poor condition. Several other lights in the park have been repaired.

17. **BUS SHELTER IN FAIRWATER DRIVE**

To note that the bus shelter opposite 98 Fairwater Drive, damaged by a bus in January 2013, has been removed as it had become unsafe. Officers are continuing to liaise with Reading Buses' insurers regarding the replacement of the shelter. This has yet to be resolved with the insurer even though there is no dispute about liability. The Committee will be kept informed of progress. The shelter is owned by Wokingham Borough Council and maintained by the Town Council.

18. **PUBLICATIONS/INFORMATION**

To note receipt of the following:

- *Swan Lifeline Newsletter – Summer 2013*
- *Wokingham Borough Business Bulletin – November 2013
(to be distributed at the meeting)*
- *Wokingham Station Link Road Newsletter – November 2013*
- *Thames Valley Environmental Records Centre Newsletter – Winter 2013*
- *My Journey Wokingham Newsletter – December 2013*
- *Wokingham CAB Winter Bulletin – December 2013*
- *Windows of Opportunity – Newsletter from Faith in the Community – December 2013*
- *Community Digital – CCB Newsletter – Winter 2014*

19. **FUTURE AGENDA ITEMS**

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

20. **PUBLICITY/WEBSITE**

To consider items to be publicised.

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Woodley Detached report January 2014

JAC Detached sessions for the period covered every Friday and Saturday evening except 28/29 December. During term time the Wednesday and Friday afterschool 'Hot Choc' sessions continued outside both senior schools followed by general detached sessions on both afternoons mostly taking place in Woodford Park, Woodley precinct.

The wet and cold weather has had an effect on the numbers of people out in the parks on an evening, whilst generally numbers are down there are still small groups who meet up with their friends in the precinct, in Woodford Park or Vauxhall Park. There is also a small group out and about with some signs of alcohol and drug taking. This group can also be quiet noisy but when challenged about the disturbance especially in the precinct they do respect the people living above the shops and quieten down. There have been a few incidents lately of young people being locked out of their homes because they have been late, whilst there is something here that they need to learn, the consequences of being locked out late at night does leave the young person in a vulnerable position. The team were able to make a phone call home on one occasion which meant the young person was allowed in and subsequently able to talk over the need to comply with curfews. At the start 2014 the team will take the van off the road on Friday evenings for a period to enable the team to do a concentrated reconnaissance of Woodley.

The 2 afterschool 'Hot Choc' sessions have an average of 100 pupils a time attending the JAC van. These sessions are a really good way for some of our younger volunteers to help at as there is a constant stream of drinks to be made and clearing up to be done. As these are more general sessions it is a good opportunity for anyone who wants to meet up for a mentoring session to make contact with the team. The team then move then the van to Woodford Park skate park area or go on foot to other areas depending on who is out and where.

Last year JAC youth workers set up their own JAC Facebook accounts as a means of keeping contact with young people and being easily contactable if someone wanted to talk. There have been a few cases of cyber bullying/sextexing that has been picked up quickly by the JAC youth worker and dealt with accordingly. We are looking a setting up some training for young people on how to keep safe on the internet.

Mentoring sessions in the community continue with on average 4 young people from Woodley each week. Issues range from problems with family, school and friends to some quite complex problems.

EAL & EEL: Beechwood and Southlake School continue to use JAC as Behavioural and Pastoral support. One to one, two to one and group work referrals from both schools attend the new JAC centre at Rehoboth. Other sessions at the stables include small groups from detached sessions, on average 4 a week from Woodley. Five young people, 3 of whom are from Woodley are currently participating in a weekly training course in Stable Management to enable them to volunteer at the yard. They join 4 other Woodley young people on the volunteer team. One other Woodley girl has just been signed up to do NVQ level 1 course and a NVQ level 3 student, who is from Woodley will complete her qualification shortly.

Young mums sewing group had a break over Christmas but started back up again when children went back to school. The mums are working on increasing their skills base in dress making and knitting and are supported by 3 JAC volunteers.

Inside Out continues to be a place for the older people in Woodley to meet have a tea and chat.

Rehoboth is almost fully operational, the equine side of things is extremely busy and having our own new riding school has proved a really valuable asset. The Spring term has seen an increase in referrals with only a few slots now available during the day time. A very successful funding raising and soft opening event was held at the end of November. The afternoon was a showcase of the work of JAC combined with an informal AGM and fun day with pony rides. In the evening we held a ticketed Hoedown with hog roast and auction which raised £3,300 for the building project.

Woodley Town Council

JUST AROUND THE CORNER – SERVICE LEVEL AGREEMENT

REPORT OF THE TOWN CLERK

Purpose of Report

To inform Members that the Service Level Agreement with Just Around the Corner (JAC) expired at the end of March 2014 and to provide information to Members for the consideration of a further three year Service Level Agreement for the provision of outreach youth work in the town.

Background

The Town Council and JAC have operated a Service Level Agreement for the provision of outreach youth work in Woodley since October 2001. Within the agreement the Council, as a working partner with JAC, has also bought into the wider service that JAC provides to the community (e.g. links in schools, community, equine assisted learning, outreach work in the town centre). Under the terms of the agreement, the annual payment to JAC has increased by the Retail Price Index each year and in this, the final year of the agreement, the sum is £22,115.

Information

The service provision terms of the previous agreement have been met by JAC and the service continues to be relevant and productive in providing support to young people and in responding to requests that are made for the teams to work in areas identified by the Town Council. Projects, in particular the skate/wheeled sports spot, have also been supported by both parties. Review information of the three years to 2014 is attached at **Appendix A**.

The Town Clerk and representatives of JAC have reviewed and revised the proposed Service Level Agreement. Information about the charity and its development plans and the payment arrangements have been updated. JAC will continue to provide reports to each meeting of the Community Services Committee and to act as an advocate of young people to the Council. The general terms proposed are similar to the previous agreement and concentrate on funding outreach youth work while buying into the more qualitative work that JAC carries out to support young people. The proposed three year agreement from 2014 – 17 is attached at **Appendix B**.

Financial Implications

The terms of the proposed new agreement include an annual increase each April in line with the Retail Price Index as at March of that year. For 2014/15 the Council has budgeted £22,820, an increase of 3.2% over the 2013/14 cost. The actual figure will depend on the Retail Price Index increase in March 2014.

Recommendations:

- ◆ **That Members note the contents of the report.**
- ◆ **That Members approve the Service Level Agreement for 2014-17 between the Council and Just Around the Corner, as presented.**

Aim	Evaluation Process	Review information
<p>Provide 3 sessions per week including a Friday and/or Saturday evening a typical session is 3 hours long (a session will be a minimum provision of 2 people on foot but is likely to include the mobile facility as deemed appropriate by Team Leader)</p>	<p>Five reports a year to the Community Services Committee (or similar appropriate committee) at Woodley Town Council giving details of sessions provided, geographical areas covered and recent trends in behaviour and social issues.</p> <p>Evaluation of service by users of JAC facility</p>	<p>JAC has confirmed that 3 sessions a week have been provided and that these included a Friday and/or a Saturday.</p> <p>A representative from JAC has attended the Community Services Committee meetings over the past 2 years to present a written report. Written reports have been provided to every meeting of the committee over the period of the service level agreement, giving the details required (sessions, trends).</p> <p>JAC has carried out a survey of the users of their services to young people.</p>
<p>Respond to requests from Woodley Town Council and police to work in a particular area of need</p>	<p>Feedback given in reports to WTC regarding action taken by JAC</p>	<p>JAC has responded to all requests to work with young people at various places in Woodley including the town centre. The Camel has regularly parked at the skate spot on Wednesdays, late afternoon.</p>
<p>Be an advocate for young people enabling them to bring their needs and concerns before the Council</p>	<p>Records of issues taken to WTC and action taken. Evaluation by young people on advocacy process</p>	<p>JAC assisted the Council by providing feedback from young people on the skate spot design (low level) and came to the consultation morning for residents with a group of young people.</p> <p>JAC has been an advocate for young people with various authorities and with parents and has carried out an evaluation of this area of work.</p>

<p>Liaise with other youth service providers in the area through monthly networking meeting and TASKING meetings</p>	<p>Record of attendance at meetings, evidence of joined up working strategies and provision of holiday programmes.</p>	<p>JAC has liaised with the Youth Service, Church youth workers, Children and Adolescent Mental Health Service, Family First/Youth Offending Service.</p>
<p>Liaise with Woodley Town Council on detached sessions, overview of the wider service and development plans of the Charity</p>	<p>Regular meetings with representative of WTC. Provide contact numbers annually. Provide annual audited accounts to the Council to be provided to relevant committee.</p>	<p>JAC has updated the Council through attendance at CS Cttee meetings through the year. Annual contact numbers have been provided and councillors have been invited to JAC's AGM. Annual audited figures to be provided. JAC also makes regular contact with officers to give updates and discuss matters relating to local young people.</p>
<p>Be an active member of an appropriate youth forum</p>	<p>Record of attendance</p>	<p>A representative from JAC has attended 11 out of a possible 13 meetings of the Council's Youth Working Party.</p>

Service Level Agreement between Woodley Town Council and Just Around the Corner (JAC)

This is an agreement between Woodley Town Council and the Just Around the Corner charity (JAC) for the provision of detached youth work and other work with young people and their families in the Woodley parish.

Period of agreement: Three years from 1 April 2014 to 31 March 2017

Background

JAC is a registered charity working with young people in Woodley and the surrounding areas. It was established in 1998 under Charity No. 1072600 and on 21 December 2008 was re-registered as a Charity Limited by Guarantee under Charity No. 1127691 and Company No. 6777752.

JAC has become a recognised and valued organisation working with young people and their families in the community. JAC gained the Queens Award for the Voluntary Sector 2008. Over the years JAC has gained the trust and support of the young helping them to make positive choices in their lives by providing appropriate education and information on issues relevant to them. JAC also works with other youth work organisations and statutory agencies.

Over the years JAC has responded to the changing and growing needs of the community and developed a number of different streams to complement the detached youth work. These include -

- ❖ Schools work: Emotional Literacy groups in school, mentoring, and Equine Assisted Learning (EAL) sessions at the stables
- ❖ Family work: Emotional support, parenting support, mediation and Family First initiatives including restorative practice.
- ❖ Project work: Engaging with young people through interests and hobbies to contribute to their community i.e youth shelter, skate parks, etc.
- ❖ Horticultural and craft work: gain skills and build interests
- ❖ Mentoring: One to one and group work
- ❖ Equine Assisted Learning: a place where young people can work with horses at various different levels -
 - Time out to be with the horses, volunteer at the yard and learn to ride;
 - Training in Equine studies working towards a Berkshire Award Certificate in Stable Management, NVQ 1 -3 in Horse Care and BHS qualifications;
 - EAGALA (Equine Assisted Growth and Learning Association – <http://www.eagala.org/uk>), JAC has trained specialists who use a holistic approach to therapy, development and learning.

Detached youth work

JAC is able to be completely flexible in the service it provides, allowing the session to happen anywhere at any time; this service ranges from a detached team on foot, the JAC van (Camel) or a combination of these. A detached team (minimum of two youth workers) providing the first point of contact. The Camels, two purpose built mobile units, provide a safe meeting place, multi-media centre,

refreshments, toilet and kitchen area. The Camels enable quick and easy set up ideal for roaming and small group work as well as catering for larger numbers.

The flexibility of the mobile units enables JAC to respond to the needs of young people and to requests from Woodley Town Council and the police. The Camel can be set up wherever groups of young people meet providing a safe environment and opportunity to work on relevant issues.

When issues have been identified through detached work young people can be referred to one-one mentoring sessions, Emotional Literacy groups in school or after school or EAL sessions.

Service Provision

As a minimum provision of detached youth work in Woodley JAC will:

- ❑ Provide 3 sessions per week including weekend evening sessions and after school sessions. Sessions are 2-3 hours and have a minimum provision of 2 people on foot but is likely to include the mobile facility as deemed appropriate by Team Leader
- ❑ Respond to requests from Woodley Town Council or police to work in a particular area of need
- ❑ Refer young people and families into the wider work of JAC **(see Development Plan 2014-17 in the appendix)**
- ❑ Be an advocate for young people enabling them to bring their needs and concerns before the Council or other agency as appropriate **(see Development Plan 2014-17 in appendix)**
- ❑ Liaise with Woodley Town Council on detached sessions and keep informed of the wider service and development plans of the Charity **(see Development Plan 2014-17 in appendix)**
- ❑ Liaise with and work in partnership with other youth service providers and agencies to provide a joined-up service for the Woodley community
- ❑ Be an active member of any Youth Committee forum or other such substitute forum, as agreed by both parties

The above service provision details may be changed, subject to the agreement of both parties.

This Agreement will have the "**added value**" of Woodley Town Council benefiting from the wider service that JAC provides to the community as outlined below and in the Development Plan in the Appendix.

- ❑ Community Outreach work in Woodley Precinct on Thursday mornings
- ❑ Behavioural and Pastoral support in schools
- ❑ Links with Youth Offending Service and one-to-one work with young offenders
- ❑ Links with Behaviour and Education Support Team, Parenting Teams and Social Care and one-to-one work with school exclusions and vulnerable young people
- ❑ Mentoring programme for young people
- ❑ Parenting and family support groups
- ❑ Specific projects aimed at helping young people feel part of the community
- ❑ Consultation with residents of Woodley regarding youth and community issues

Review

The service will be evaluated regularly with a full evaluation carried out by both parties to the agreement at the end of each year of operation (in March) when any new or changes aims and goals will be identified for the next year.

Aim	Evaluation Process
Provide 3 sessions per week including a Friday and/or Saturday evening a typical session is 3 hours long (a session will be a minimum provision of 2 people on foot but is likely to include the mobile facility as deemed appropriate by Team Leader)	Five reports a year to the Community Services Committee (or similar appropriate committee) at Woodley Town Council giving details of sessions provided, geographical areas covered and recent trends in behaviour and social issues. Evaluation of service by users of JAC facility
Respond to requests from Woodley Town Council and police to work in a particular area of need	Feedback given in reports to WTC regarding action taken by JAC
Be an advocate for young people enabling them to bring their needs and concerns before the Council and other agencies as appropriate	Records of issues taken to WTC and other agencies – outcomes noted and reported to Community Services Committee.
Liaise with other youth service providers in the area	Record of attendance at meetings, evidence of joined up working strategies.
Liaise with Woodley Town Council on detached sessions, overview of the wider service and development plans of the Charity	Regular meetings with representative of WTC. Provide contact numbers annually. Provide annual audited accounts to the Council to be provided to relevant committee.
Be an active member of an appropriate youth forum	Record of attendance

Termination clause

If for any reason the service identified is no longer able to be provided to the satisfaction of the partners, the agreement may be terminated, subject to three months notice by either party.

Payment

For the first year of the agreement (1/4/14 to 31/3/15) payment by Woodley Town Council to Just Around the Corner will be as follows:

The sum of £22,115 paid in respect of the previous agreement for the period 1/4/13 to 31/3/14 shall be increased to a sum which bears the same proportion as the Index for the month in March 2013 bears to the base figure of 248.7 being the Index figure for the month of March 2013.

For each subsequent period of 12 months commencing 1 April 2015 the annual payment from Woodley Town Council to Just Around the Corner shall be increased to a sum which bears the same proportion to the sum of £22,115 as the Index figure for the month of March 2013 in each year bears to the base figure of 248.7 being the Index figure for the month of March 2013.

The Index shall mean the Retail Prices Index as published by the Office for National Statistics.

Payment shall be made quarterly, in advance.

Contacts:

Just Around the Corner – Sam Milligan
Woodley Town Council – Deborah Mander

Signed on behalf of Woodley
Town Council

Signed on behalf of Just Around
the Corner

Name _____

Name _____

Date _____

Date _____

Appendix

JAC – operation and development plans

Training

JAC values its volunteers as the richest resource it has and is committed to training all staff and volunteers to be fully equipped for the work they do and to encourage them to develop their skills in particular areas of interest. All staff are trained in detached youth work, emergency first aid and listening skills. Additional training is offered in counselling and other specialized areas as determined by the needs identified.

Support and Funding

JAC is financially viable due to the wide range of funding streams of which Woodley Town Council's SLA is extremely important; this has enabled JAC to focus a large amount of resources to the town of Woodley. Other support and funding is received from "paid for services", donations from churches and individuals, other Town Councils, grants and Trusts. JAC works closely with other agencies such as the Youth Service, churches, schools and ARC.

Board of Trustees of Just Around the Corner as at November 2013 AGM

Andy Walker (Chair)

Susan Woolfenden (Vice Chair) – Schools and Child Protection representative

Jane Houghton (Secretary) – Woodley and Family representative.

Iain Bisset – Wokingham, Crowthorne and Pastoral representative

Chris Doughty – Earley and Newtown representative

Review and outcomes of development plan 2011-14

<p>Rehoboth Centre development. Plans are underway to build a Centre at Warren House Road to bring all the varied aspects of JAC's work to one central location. This will include Equine Assisted Learning, Youth and Family work, Allotment and gardening, crafts and project work. Expected occupation date – summer 2011.</p>	<p>Due to some unrealistic planning requirements at the Warren House Road site, a new site was identified and obtained at Forest Road, Wokingham. Planning permission was eventually granted in June 2012 and building commenced in Spring 2013. The stables block and riding school was completed and occupied in October 2013. The admin and facilities block was completed in November with occupation in January 2014. The £330,000 cost of the Centre was met by a £120,000 gift from a local benefactor, materials donated by local businesses, grant funding and labour provided almost completely by volunteers. EAL sessions are in great demand with the centre already being a busy place. Spring 2014 will see the horticultural and craft activities begin.</p>
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<p>Provide training and qualification in Horse Care</p>	<ul style="list-style-type: none"> • JAC has provided on-the-job training in detached youth work skills and partnered with WBC to train NVQ in Youth Work. One volunteer has progressed to university to do a Youth Work degree • JAC has designed and successfully run a Stable Management course, the soft skills of which are accredited under WBC's Berkshire Award Certificate. As well as measuring the soft skills, JAC's own Stable Management Certificate measures a trade-acceptable standard in essential horse management skills needed to volunteer at any stable yard. To date 25 people have completed the course and gone on to volunteer at the JAC yard or other yards. • Four students have completed Horse Care and Riding NVQ level 1 and 2. And two students will have completed NVQ 3 by the end of the Spring term. • Inspiration: The combined equine and youth work style of the JAC stables has inspired a number of people who work in JAC and a couple of our young volunteers are interested in studying for a career where they can use a similar approach to help support people with emotional needs.
<p>Develop behavioural support work with Cluster Primary Schools.</p>	<ul style="list-style-type: none"> • JAC provides behavioural and pastoral support to Woodley primary school cluster and in particular is used regularly by Beechwood and Southlake schools. Wokingham East primary cluster is arranging a second Emotional & Equine Learning programme at the stables following a successful first programme in the Autumn. • Other agencies including Family First, the PRU's, Social Care and Parenting Teams refer young people to JAC, including a number of pupils and NEET from Woodley. • JAC also delivers one whole day Emotional Literacy support in Maiden Erlegh School and a half-day in Emmbrook School. Talks with Bulmershe School have once again opened up the way for the JAC team to work in the school. Talks are also

<p>Identify gaps in provision for vulnerable young people and work with LA to develop alternative curriculum provision at Rehoboth Centre.</p>	<p>starting with Waingels College.</p> <ul style="list-style-type: none"> • The JAC Pad in Wokingham has been established to provide support for the socially anxious offering transferrable work skills training and mentoring. A number of Woodley young people who have dropped out of school or college attend on a regular basis to build their confidence and re-engage in the community. As Rehoboth becomes fully operational this work will be extended to include building an even wider skill set. Young people who have been dis-engaged for a long period of time have re-engaged through this work and therefore JAC has been recognised by Family First for its innovative work. • JAC has also opened up social networking as a means of keeping contact with young people and being easily available online if a need arises.
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Development plans for 2014-17 include:

JAC wants to build on the steady and committed work of the previous 16 years that has contributed to Woodley being a place of peace and a great place to live.

The changing atmosphere in Woodley isn't something we should become complacent about. A lot of hard work and prayer has gone into making it what it is, however, we need to continue to invest in our community and ensure the high standard of youth provision is maintained and that young people feel supported and valued. With the changes in statutory provision, JAC and other church youth groups have been recognised as key providers of universal youth work. As a voluntary organisation that works across the whole town JAC is in an important position of not only providing universal youth work through our detached sessions but with a history of providing targeted work for the last 10 years is able to provide a level of support to the young people we work with but also to church youth workers who, if need be, can refer to us for specialised intervention. The timely new JAC Centre being fully operational in January 2014 enables greater capacity and variety for young people to engage in a way that is suitable to their needs.

As part of the Charity's development plan JAC has identified a few important areas to **bridge the gap in provision** and ensure that Woodley and the surrounding areas become an even better place for young people and their families to live. These are:

- Advocacy for young people enabling them to bring their needs and concerns before the Council or other agency as appropriate. Building on this aim from the last 3-year plan, JAC has identified the need to enable young people to have a voice not just to the Council but in many other places. Therefore, JAC will train all mentoring staff and volunteers in advocacy and aim to widen the scope to ensure young people find their voice in every place in the community.
- Fill the gaps in provision for vulnerable young people and work with LA to develop alternative curriculum provision. JAC has begun to meet this need through the work of the JAC Pad; young people (a number of whom are from Woodley) attend on a regular basis to build up confidence and skills that will enable them to contribute to society. JAC has been recognised by Family First as a unique and effective organisation engaging with and meeting the needs of those who, for all sorts of reasons, are socially excluded. As JAC works in this field there is a growing awareness of the number of young people who have been over-looked by society because of their social anxiety, which has led to self-exclusion from school, college and sometimes the community itself. JAC is building on the success of the JAC Pad, working towards a wider provision at the new JAC Centre at Rehoboth and networking with businesses to help find work placements. JAC is also looking at an alternative school provision for those vulnerable young people who do not achieve or drop out of the mainstream system and are largely forgotten about, especially once they reach the age of 15+. This is not just a Woodley or Wokingham issue but is worldwide, however it is exciting to see that JAC is ahead of the game and is already working in this field which is only just starting to get media attention, known now as Hikikomori. For more information the following article in the BBC news website is helpful. <http://www.bbc.co.uk/news/magazine-23255526>
- The uniqueness of JAC is its highly skilled, passionate and experienced workforce who uses a multiplicity of methods to engage effectively with children and young people from primary school age to adulthood. JAC walks with people as long as is needed to bring the person through to complete wholeness and freedom from a variety of debilitating problems such as anxiety, eating disorders, self-harm, depression and the effects of abuse in all its forms. The provision of safe people and safe places where trust can be re-built are at the core of JAC's work; we have been blessed with a new JAC Centre at Rehoboth, the JAC Pad and the JAC vans - is a safe house the next safe place that is needed for those who are most vulnerable?

COMMUNITY SERVICES COMMITTEE

BUDGETARY CONTROL 2013/14

REPORT No. CS 2/14

EXPENDITURE	Budget 2013/14	Actual Exp as at 31/12/2012	Actual Exp as at 31/12/2013	Actual Exp as % of Budget	Information
ALLOTMENTS	16455	9354	11401	69.3	Water rates higher than previous year. Second half of lease rent not yet paid.
PARTNERSHIP PROJECTS	34927	25313	26083	74.7	JAC Service Level Agreement payment and grant to TCMI.
GRANTS	28014	28120	28014	100.0	All grants now paid
AMENITIES	9248	4836	5278	57.1	Streetlight repairs and maintenance low - higher costs anticipated.
EVENTS	6931	5701	4039	58.3	Funding agreed to support Friday night youth club not yet spent.
CAPITAL AND PROJECTS	8476	5002	4238	50.0	Loan paid in March and September/October
TOTAL	104051	8671	79053	76.0	
INCOME	Budget 2013/14	Actual Inc as at 31/12/2012	Actual Inc as at 31/12/2013	Actual Inc as % of Budget	Information
ALLOTMENTS	7018	2459	800	11.4	Income from new tenants - invoices dispatched end of December.
PARTNERSHIP PROJECTS	0	0	0	0	
GRANTS	0	0	0	0	
AMENITIES	0	0	0	0	
EVENTS	0	0	0	0	
CAPITAL AND PROJECTS	0	0	0	0	
TOTAL	7018	2459	800	11.4	
NET Target 75%	97033	6212	78253		

Woodley Town Council

REVISED ESTIMATES 2013/14

REPORT OF THE TOWN CLERK

Purpose of Report

To inform and advise Members of the recommendations for the Community Services Committee Revised Budget Estimates for the 2013/14 financial year.

Information

The Revised Estimates for 2013/14, **Appendix A** attached, have been drawn up taking into account any additional factors or information from officers that are expected to affect income and expenditure for the year.

The net revised estimate for the year shows an anticipated increase of £5,431 on the original estimates for the committee's spending.

In the allotments budget the dry summer and a leak has meant a high charge for water.

Amenities expenditure has increased to cover the anticipated streetlighting costs this year and to fund a community refuse vehicle at the Airfield Centre once a month from January to March 2014.

Partnership projects expenditure will be slightly under the original budget estimate because of a lower than anticipated Retail Price Index increase on which the Just Around the Corner Charity's funding is set each year under the terms of the Service Level Agreement.

The income from allotments is estimated to be £300 higher than the original budget estimate, however, this could be affected by more tenants becoming eligible for the retired rate. Invoices were issued in December and total actual income is not yet known.

Recommendations

- ◆ **that Members note the contents of the report.**
- ◆ **that Members recommend approval of the Revised Estimates for 2013/14, as set out in Appendix A.**

BUDGET ESTIMATES 2014/15

REPORT OF THE TOWN CLERK

Purpose of Report

To inform Members of the recommendations for the Community Services Committee's Budget Estimates for the 2014/15 financial year.

Information

The budget estimates for the 2014/15 financial year, **Appendix A** attached, have been drawn up taking into account the 2013/14 revised estimates, advice from officers in respect of operational costs and activities and the plans for services.

The budget estimates assume the Council's continued partnership in the Woodley Town Centre Management Initiative and include a lower contribution towards the cost of the hire of the Council's facilities on Carnival Day and the associated events. An additional allocation of £2,000 to support the Friday night youth club at Bulmershe, run by volunteers from the Network Vineyard Church, has been added to the partnerships budget.

Funding of £1,000 to cover a part year cost of an additional amenity refuse vehicle at the Airfield Centre has been included. Wokingham Borough Council has informed the Council that it does not have the capacity to provide this at the moment. The part year funding is included in case the situation changes and provision can be made. This will only be possible if another venue is cancelled.

Grant applications received and grants proposed within the budget are as follows (see **Appendix B** for a summary of the applications):

ReadiBus	£16,538
CAB	£3,803
ARC	£5,000
Museum of Berks Aviation	£0
Keep Mobile	£1,819
Wokingham Job Support Centre	£500
Lend and Play Toy Library	£2,000

Estimated income from allotment rent reflects the already agreed and notified increase in allotment rents for 2014/15 of 2.6%, rounded to keep the ratios in line for the retired and non Woodley resident rates.

Overall, the proposed budget figures for 2014/15 anticipate there will be a net decrease of £3,239 on the previous year's revised figure and an increase of £2,192 over the 2013/14 original budget figure.

Recommendations:

- ◆ **that Members note the contents of the report.**
- ◆ **that Members approve the proposed grant allocations as set out in Appendix B, subject to Council approval of the 2014/15 Budget Estimates.**
- ◆ **that Members recommend approval of the Budget Estimates for the 2014/15 financial year, as attached in Appendix A.**

COMMUNITY SERVICES COMMITTEE - BUDGET SUMMARY 2014/15

Expenditure		Actual	Budget	Revised	Budget
Code	Description	2012/13	2013/14	Budget Est	Estimate
				2013/14	2014/15
	Allotments	14742	16455	21448	16681
	Partnership Projects	33604	34927	34748	37453
	Grants	28120	28014	28014	29659
	Amenities	7552	9248	9968	10499
	Events	6619	6931	7010	3957
	Capital and Projects	8476	8476	8476	8476
Total		99113	104051	109664	106725
Income		Actual	Budget	Revised	Budget
Code	Description	2012/13	2013/14	Budget Est	Estimate
				2013/14	2014/15
	Allotments	6622	7018	7200	7500
	Partnership Projects	0	0	0	0
	Grants	0	0	0	0
	Amenities	0	0	0	0
	Events	0	0	0	0
	Capital and Projects	0	0	0	0
Total		6622	7018	7200	7500
Net		92491	97033	102464	99225

Allotments 601						
				Revised	Budget	
Expenditure		Actual	Budget	Budget Est	Estimate	
Code	Description	2012/13	2013/14	2013/14	2014/15	Information
4001	Staff	5603	5955	5748	5881	
4012	Water rates	1439	2500	7700	2800	2013 dry summer, leak detected and repaired
4013	Lease	6000	6500	6500	6500	New annual lease rent to 3/2018
4036	Repairs	1700	1500	1500	1500	
Total		14742	16455	21448	16681	
Income		Actual	Budget	Budget Est	Estimate	
Code	Description	2012/13	2013/14	2013/14	2014/15	
1001	Rents	6622	7018	7200	7500	Based on existing nos of discounted rents
Total		6622	7018	7200	7500	
Net		8120	9437	14248	9181	

Partnership projects 602						
				Revised	Budget	
Expenditure		Actual	Budget	Budget Est	Estimate	
Code	Description	2012/13	2013/14	2013/14	2014/15	Information
4262	Town Centre Management grant	12342	12663	12633	12633	
4264	Youth Projects	21408	22264	22115	22820	Service Level Agreement with JAC
	WASP costs	-146	0	0	0	
	Bulmershe Youth Club	0	0	0	2000	Support to Bulmershe Youth Club
Total		33604	34927	34748	37453	
Income		Actual	Budget	Budget Est	Estimate	
Code	Description	2012/13	2013/14	2013/14	2014/15	
Total		0	0	0	0	
Net		33604	34927	34748	37453	

Grants 603						
				Revised	Budget	
Expenditure		Actual	Budget	Budget Est	Estimate	
Code	Description	2012/13	2013/14	2013/14	2014/15	Information
						<i>For more info see Grants appendix</i>
4661	Readibus	15649	16056	16056	16538	Increased by 3%
4662	Museum of Berks Aviation	1250	1000	1000	0	Applied for £1000
4663	Citizens Advice Bureau	4000	3692	3692	3803	Applied for £5940; 2013/14 grant increased by 3%
4665	Keep Mobile	1721	1766	1766	1819	Applied for £4000; 2013/14 grant increased by 3%
4667	ARC	5000	5000	5000	5000	Applied for £5000
4668	Wokingham Job Support Centre	500	500	500	500	Applied for £500
	Lend and Play Toy Library	0	0	0	2000	Applied for £4000
Total		28120	28014	28014	29659	
Income		Actual	Budget	Budget Est	Estimate	
Code	Description	2012/13	2013/14	2013/14	2014/15	
Total		0	0	0	0	
Net		28120	28014	28014	29659	

Amenities 604						
				Revised	Budget	
Expenditure		Actual	Budget	Budget Est	Estimate	
Code	Description	2012/13	2013/14	2013/14	2014/15	Information
4001	Staff	2789	3108	2945	3009	
4014	Street lights - fuel	1656	1640	1764	1940	Anticipate 10% increase
4036	Street lights - repairs	2769	3500	3990	3800	Repairs to columns and lights
4163	Amenities repairs	338	1000	750	750	
	Refuse vehicle - Airfield Centre	0	0	519	1000	WBC no capacity to provide service in 2014/15 - contingency in case service becomes available.
Total		7552	9248	9968	10499	
Income		Actual	Budget	Budget Est	Estimate	
Code	Description	2012/13	2013/14	2013/14	2014/15	
Total		0	0	0	0	
Net		7552	9248	9968	10499	

Events 605						
				Revised	Budget	
Expenditure		Actual	Budget	Budget Est	Estimate	
		2012/13	2013/14	2013/14	2014/15	Information
Code	Description					
4001	Staff	2092	2331	2210	2257	
4031	Promotions/materials	927	1000	1200	1000	
4533	Woodley Carnival	3600	1500	1500	700	Towards Carnival Day use of Council's facilities
	Community events		2100	2100	0	Allocated by CS Cttee to support new youth club at Bulmershe in 2013/14
Total		6619	6931	7010	3957	
				Revised	Budget	
Income		Actual	Budget	Budget Est	Estimate	
		2012/13	2013/14	2013/14	2014/15	
Code	Description					
Total		0	0	0	0	
Net		6619	6931	7010	3957	

Capital and projects - Community Services Committee - 609						
				Revised	Budget	
Expenditure		Actual	Budget	Budget Est	Estimate	
		2012/13	2013/14	2013/14	2014/15	Information
Code	Description					
4957	Airfield Loan Interest	6835	6671	6671	6491	
4967	Airfield Loan Principal	1641	1805	1805	1985	
Total		8476	8476	8476	8476	
				Revised	Budget	
Income		Actual	Budget	Budget Est	Estimate	
		2012/13	2013/14	2013/14	2014/15	
Code	Description					
Total		0	0	0	0	
Net		8476	8476	8476	8476	

Proposed Annual Grants 2014/15

Organisation	Amount requested 2014/15	Purpose of grant	Service provided to Woodley residents	Grant awarded 2013/14	Proposed grant 2014/15
ReadiBus	£16,056 + inflation	To provide a public transport equivalent bus service for people unable to use the ordinary bus service.	Last year 240 Woodley residents with restricted mobility were registered to use the service, and made 9,411 journeys. Service booked in advance and is door to door. Journeys throughout an area of 80 square miles between 7.15 am and 11.15 pm.	£16,056	£16,538 This represents last year's grant plus an increase of 3%.
Museum of Berkshire Aviation	£1,000	To assist with rising running costs at the now extended museum – heating and lighting – and restoration projects.	Provision of a local museum that, with its exhibits and restoration projects, identifies Berkshire's rich aviation heritage and contribution to the commercial and military aviation history. Its archives are a source of local and worldwide reference. Display planned in 2014 to mark centenary of the beginning of WW1.	£1,000	£0 Proposed that no funding be allocated this year on the basis that the museum has significant reserves at present.
Wokingham & District Citizens Advice Bureau	£5,940	Free, confidential, impartial and independent advice service – mediation, representations and support for all members of the community. Areas include – welfare benefits, debt, consumer issues, employment, housing, legal, relationship, tax, utilities, community care, education, health and immigration.	Service from Woodley Extension Bureau on Headley Road, next to the Library. Over the last 12 months 750 Woodley residents were helped to solve 1,435 problems. Complexity of problems presented by clients is increasing. Areas most people seeking help for are debt, welfare benefits and employment.	£3,692	£3,803 Sum is last year's grant plus 3%. The service is based in Woodley and provides support and advice to local residents who are experiencing difficulties.
Keep Mobile	£4,000	Provision of transport for Woodley residents unable to gain access to mainstream transport and those of other operators to travel outside the area for work, socialising, shopping, day trips, medical appointments.	In the last year 1,799 trips provided to 260 Woodley residents. The cost of providing the service to the people who need it in Woodley is £10,716. The service able to be provided depends on WTC's grant and any additional funding awarded – donations are decreasing. Last year 503 requests for trips from Woodley members had to be refused.	£1,766	£1,819 Residents who use this service are able to travel to areas not covered by Readibus. This represents last year's grant plus 3%.

ARC	£5,000	To provide a free and confidential counselling service to Woodley residents at the Oakwood Centre.	Free and confidential counselling service to Woodley residents (600 in past year – 300 young people and 300 adults), specialising in youth but also seeing adults and families. ARC has also developed and runs peer mentoring and anti bullying projects in schools. Last year over 1,500 counselling sessions were provided to Woodley residents and mentoring training to 70 young people in schools. The charity has 70 regular volunteers providing counselling plus 3 part time staff and 12 school counsellors who are paid. Demand for services is increasing.	£5,000	£5,000 Sum requested by ARC in application – This service operates in Woodley and provides support to local residents who are experiencing difficulties.
Wokingham Job Support Centre	£500	Contribution towards the costs of the use of the centre in Wokingham by Woodley residents. The grant will be used towards the running costs of the centre.	Five days a week service to provide one to one support and guidance in finding employment from the centre in Wokingham. Eight workstations and regular CV training courses available. Post 50 workshops to be increased this year. In the last year Woodley clients used the service and 15 residents were helped back in to work.	£500	£500 Sum requested by WJSC in application. The Centre provides support to Woodley residents who are seeking employment.
Lend and Play Toy Library	£4,000	Towards employee and running costs to deliver the service to local people and organisations.	Hires high quality toys, play equipment and learning resources for 0-7 yrs on library system. Open to all families and members plus childminders, people who have children visiting and children's centres. Range of toys include those suitable for children with additional developmental needs and larger outdoor play items. Last year attracted grants to increase toy stock and developed publicity – social media and party hire leaflets. Last year 210 people used the service – 57 were Woodley residents. Hopes to offer electronic learning devices to families and extend opening hours to make service more accessible.	£0	£2,000 To support the local provision of the service.

Woodley Town Council

**Report of a Meeting of the Youth Working Party held at The Oakwood Centre on
Wednesday 15 January at 4pm**

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

Also present: Councillors K. Baker, L. Hayward
L. Eke, Schools Liaison Officer, Thames Valley Police
T. Eisner, JAC
I. Mullens, The Loft, Emmanuel Church
S. Milligan JAC
R. Cornish, Bulmershe School
M. Dimbylow, Bulmershe Youth Club/ Network Vineyard Church
S. Flower, resident
Jenny Swaine Neighbourhood Specialist Officer, TVP

Officers present: D. Mander, Town Clerk; N. Rance, Sports Officer

Apologies: Cllr K. Haines
S. Alexander, Waingels College
Sgt M. Smith, TVP

On opening the meeting the Chairman welcomed everyone to the meeting and asked all present to introduce themselves.

1. DECLARATIONS OF INTEREST

No declarations of interest were received.

2. MINUTES OF THE MEETING HELD ON 18 SEPTEMBER 2013

These were agreed as a correct record of the meeting.

3. MEETING SCHEDULED FOR 7 OCTOBER 2013

It was noted that this meeting had been inquorate and that members of the working party had agreed to arrange meetings with representatives from organisations working with young people in Woodley to provide information on open access youth provision in the town. The reports of those meetings and information from the schools, provided as an appendix, was noted.

4. FRIDAY NIGHT YOUTH CLUB – BULMERSHE CENTRE

The youth club had now restarted and was being run by volunteers from the Network Vineyard Church. The Town Council had provided support on policies and risk assessments to the volunteers led by Meg Dimbylow and the club opened on 13 December.

Meg Dimbylow said that on both 13 and 20 December club nights they had had around 30 young people attend – from Bulmershe School, Waingels College and Reading College. On reopening after the Christmas break there had been 24 young people attending on 17 January. The club was open access and from next week onwards they hoped to be providing more focussed activities during the evening.

In response to a question Meg Dimbylow said that the times for the club had changed after this had been raised by the Council and it opened at 7.30pm and closed at 10pm. She hadn't had any problems reported and would keep an eye on any disturbance that may be caused.

The Chairman said that she had visited the club and the young people that had been there were very pleased to have the club continue. She acknowledged the work they had done to lobby for the club to continue.

The Chairman thanked Meg Dimbylow and her team for their work in setting up and running the new club.

5. **REPORTS**

The Loft – Emmanuel and St James

Ian Mullens reported on the two open access groups he ran on Monday and Wednesdays. The Monday group for school years 6 – 9 met from 7 – 8pm to do a variety of activities together eg craft, baking, football. They had a trip planned to Laser Quest in the next few weeks. There are usually between 25 – 30 young people at these sessions.

The Wednesday group for school years 10 - 13 does more focussed activities as well as trips and outdoor activities. There are usually between 15 – 20 young people at the club – there is a shortage of volunteers for Wednesday evenings which limits numbers. The young people usually pay for activities although this is sometimes subsidised by the church.

Neighbourhood police team

Anti social behaviour reports are 30% down on this time last year and there are various reasons for this, rather than one thing. Les Eke reminded the meeting that ASB reports often involve adults, rather than young people. Officers from the neighbourhood team have called in to the Friday youth club at Bulmershe when they have been able to.

There was some discussion about the pillars under the A329 on Loddon Bridge Road and whether this was an area where street art was permitted. Cllr Keith Baker agreed to follow this up with Wokingham BC.

Bulmershe School

Richard Cornish reported that the school had launched a new community outreach project where students were working with older local residents to help them with electronic devices while the residents were coming in to school to help the students with cookery and needlework skills. If councillors knew of residents who would be suitable to take part in this project they should contact Richard Cornish at the school.

The school also has teams adopting streets around the school to clear up litter and this will expand out to other areas; this was being jointly led by the staff and student leadership teams who wanted to see the school having a wider role in the community. Shelagh Flower said this was good for the Woodley Adopt a Street Project and that she had had a very useful meeting with the Headteacher where she had been impressed with the school's determination to improve its reputation in the community.

The new school uniform had had a significant impact on behaviour and the school also has Work Smart Fridays where the 6th formers wear business dress; this has increased their productivity.

Woodley Town Council - Leisure

Nick Rance reported on the activities for half term including Racquet Attack (table tennis, tennis and badminton for £1 per person) and Swim for £1 for under 16s, as well as at the weekends. At Woodford Park Leisure Centre they have been working with Badminton England to encourage greater youth participation in the sport and the centre was due to launch 'Smash Up' for 13 – 16 year olds after half term. The session will include fun games and music and the centre will contact the schools to publicise the activity.

Just Around the Corner

Trudi Eisner and Sam Milligan reported that the atmosphere amongst young people in the town was very positive and a real change from what was seen a few years ago. Alcohol is not

the same problem it was. Trudi Eisnerband her team continued to meet up with students coming out of the schools and there was a core group the team regularly met up with.

The stables at JAC's new base were working really well and all their sessions were full – small groups from schools were using the stables. They should be moving in to their new offices in the following week.

Sam Milligan referred to the need to celebrate the good things happening in Woodley and said that the question now was what was the purpose of the working party. He felt that there was a need for a conversation about how this group could move the town on further in its provision for young people. He said that the church youth workers met regularly to try and coordinate their work – one of the issues for them was whether the focus should be on young people or families.

Keith Baker responded and said that he had had conversations with some youth workers and that he thought that this was the right time for a review and to look at what the focus of the working party should be. He planned to put a paper together and engage with councillors and youth workers to look at the way forward.

The Chairman said she believed that the working party was important and that the Council could only help if it knew what was happening in the town. She said the reports at the meeting were very positive and that the different groups working together had helped achieve this. Beth Rowland felt that the work over a period of time by the youth working party had helped and that the Council needed the help of the youth work colleagues to look at how it could help and what could be done better.

There was general agreement that it would be important to have a dialogue between the Council and youth workers about how to make things better for young people in the town.

Les Eke referred to the focus on targeted services and was concerned that this could lead to the mainstream more easily falling into the targeted groups. Sam Milligan was concerned that there was an expectation from Wokingham BC that the 3rd sector would make provision but this was being made difficult, for example by the lack of access to transport. Sam Milligan believed that there was also a lack of understanding from the statutory youth service that the voluntary sector was already providing support to targeted young people and their families.

This raised a question about the availability of minibuses for the voluntary youth work teams. It was noted that, dependent on seat numbers, new regulations applied and this was making it more difficult for groups to use minibuses. Richard Cornish offered to explore whether the school's minibuses could be used, although Bulmershe was one short at the moment. It was noted that the Bulmershe Youth Centre minibus was being used by the Youth Service at present and was kept at Woodley C of E School.

The matter of the ongoing work of the Street Wardens, with only one now in post, was raised. *(Since the meeting it has been confirmed that the two vacancies are being recruited to.)*

Youth Service - Woodley Airfield Centre

It was noted that the Explorers group on Thursdays now had more than 50 members and the Duke of Edinburgh group on Tuesdays had increased by 30.

Deborah Mander confirmed that the Youth Service Manager based in Woodley had been invited to the meeting.

6. DATE AND TIME OF NEXT MEETING

The date of the next meeting is

Wednesday 2 April 2014 at 4pm

Meeting closed at 5.10pm

Woodley Town Council

Report of a Meeting of the Allotments Working Party held at the Oakwood Centre on Thursday 16 January 2014 at 10 am

Present:	<i>Councillors D. Mills (Chairman) A. Downes</i>
Also present:	<i>Councillor Coling Lawley</i>
Apologies:	<i>Councillor K. Haines, M. Storry</i>
Officers present:	<i>K. Murray, Service Support Manager; L. Matthews, Committee Officer; H. Beilby, Admin Officer</i>

The meeting was inquorate under the Council's Standing Orders. The following items were discussed at an informal meeting.

Councillor Mills welcomed Councillor Lawley following his request to attend the meeting. Councillor Mills also welcomed Linda Matthews and Heidi Beilby to the meeting as they would be involved in the administration of the allotments service in the future.

The Service Support Manager informed the meeting that there would not be a representative from the allotment tenants committee present as the chairman was unwell and his representative had been called away on business. The tenants committee is intending to meet later in January.

1. Report on meeting with representative of the Allotment Tenants Committee.

Councillor Mills updated the meeting on the discussion that took place during his meeting with Scott Golding of the Allotment Tenants Committee on 3 December. The main discussion points were the process for plot inspections and the on site allocation of plots to new tenants. Notes of this meeting were circulated with the working party meeting agenda. Councillor Mills reported that the meeting had been positive and there were some proposals for consideration by the working party which were on the agenda for discussion.

2. Procedure for plot inspections.

Draft revisions to the procedure were circulated with the working party agenda. These were discussed and the following comments made.

- that at least two inspections should take place between the inspections scheduled for the start and end of the season in order to identify plots which continued to be unworked following a previous inspection. It was suggested that these inspections could be limited to those plots that had been identified as uncultivated in previous inspections.
- that the letters to be sent out to tenants with uncultivated plots should be reviewed.
- that a member of the working party should inspect any plot before a notice to terminate the tenancy is issued.

It was agreed that the procedure would come back to the next meeting of the working party for agreement.

ACTION: Working Party to consider

3. Site visits by the working party.

It was proposed that in future the requirement for a site visit would be decided by the working party in order to look at a specific issue, rather than the routine visits which had happened previously prior to each meeting.

ACTION: Working Party to consider

4. Site security.

Councillor Mills informed the meeting that the tenants committee had reported thefts from the site, both by people cutting through the fence to gain access and some believed to have accessed the site with a key. It was proposed that site security be a standing agenda item for future meetings.

ACTION: Officers to add item to future agendas

5. Request for CCTV

Councillor Mills informed the meeting of a request from the tenants committee to use CCTV cameras on the site. The Service Support Manager stated that he was investigating the implications of this and would report back to the next meeting of the working party for consideration.

ACTION: Service Support Manager to provide information

6. Pest Control

Councillor Mills informed the meeting of a request from the tenants committee for the Council to provide bait and boxes on site that the tenants committee can manage in an organised way. The Service Support Manager stated that a proper procedure would be put in place with a risk assessment and appropriate information and training as required.

ACTION: Service Support Manager to provide information

7. Waiting List

The Service Support Manager reported that there were currently 10 vacant plots and 12 tenants on the active waiting list and that more plots would become available over the next few weeks as invoices for tenancy renewals had been sent out.

8. Best Allotment Competition

It was proposed that the first year of the competition could be a simple, single category competition. It was suggested that judges could be sought from Earley allotment tenants committee and Radio Berkshire – who have regularly covered allotment issues and stories. It was noted that a competition had been run in the past and that the tenants committee may be able to assist with information although judges would need to be independent.

ACTION: Officers to contact Radio Berkshire re judging

9. Date of next meeting

Thursday 6 February at 3pm – (subject to the allotment tenants committee having met before that date).

ACTION: Service Support Manager to liaise with tenants committee and arrange meeting of the working party as appropriate

Meeting closed at 11.30 am

Major Projects affecting Woodley as of 19th November 2013

<u>Southern Gas</u>	<u>Rivermead Road</u> (cul de sac end) 13.1.14 -10.2.14
<u>Network Rail</u>	<u>Warren Road</u> bridge closure extended to 23.2.14 <u>Loddon Bridge</u> Road closure at railway bridge overnight on 17.3.14 <u>Butts Hill Road</u> railway bridge – a project manager has now been appointed.
<u>South East Water</u>	<u>Pound Lane, Sonning</u> – Daytime road closure to replace Collapsed sewer 25.11.13 – 6.12.13 Also work to be carried out on A3290 in the new year which will involve lane closures. Councillor Baker urged them to give people plenty of warning.
<u>Thames Water</u>	<u>3 Tuns to Showcase</u> cinema this work to be carried out next summer holiday to coincide with the introduction of the cycleway scheme (which has been moved to the summer holidays)
<u>Highways</u>	<u>Glendevon Road phase 2</u> –resurfacing delayed due to inclement weather – date TBA
<u>Structures</u>	<u>Suttons flyover (Thames Valley Park)</u> – northbound only Total closure 3.3.14 – 31.3.14 for maintenance.
<u>Traffic</u>	<u>Headley Road East</u> pedestrian facility improvements and bus stop works 31.3.14 – 11.4.14

Major Projects affecting Woodley as of 17th December 2013

Items in *italics* are updates from last month (only one change)

<u>Southern Gas</u>	<u>Rivermead Road</u> (cul de sac end) 13.1.14 -10.2.14
<u>Network Rail</u>	<u>Warren Road</u> bridge closure extended to 23.2.14 <u>Loddon Bridge</u> Road closure at railway bridge overnight on 17.3.14 <u>Butts Hill Road</u> railway bridge – a project manager has now been appointed.
<u>South East Water</u>	<u>Pound Lane</u> , Work to be carried out on A3290 in the new year which will involve lane closures. Councillor Baker urged them to give people plenty of warning.
<u>Thames Water</u>	<u>3 Tuns to Showcase cinema</u> this work to be carried out next summer holiday to coincide with the introduction of the cycleway scheme (which has been moved to the summer holidays).
<u>Highways</u>	<u>Glendevon Road phase 3</u> – 11.4.14 – 25.4.14 - <i>resurfacing</i>
<u>Structures</u>	<u>Suttons flyover</u> (Thames Valley Park) – northbound only Total closure 3.3.14 – 31.3.14 for maintenance.
<u>Traffic</u>	<u>Headley Road East</u> pedestrian facility improvements and bus stop works 31.3.14 – 11.4.14

Major Projects affecting Woodley as of 20th January 2014

Items in *italics* are updates from last month

Southern Gas

Rivermead Road (cul de sac end) *on site -10.2.14*

Network Rail

Warren Road - *bridge re-opened as of 21.1.14*

Loddon Bridge Road closure at railway bridge overnight

on 17.3.14

Butts Hill Road railway bridge – a project manager has now been appointed.

Thames Water

3 Tuns to Showcase cinema this work to be carried out next summer holiday to coincide with the introduction of the cycleway scheme (which has been moved to the summer holidays).

Highways

Glendevon Road phase 3 – 11.4.14 – 25.4.14 -*resurfacing*

Structures

Suttons flyover (Thames Valley Park) – *southbound (out)*

Total closure 17.3.14 – 4.4.14 for maintenance then

Suttons flyover (TVP) – *northbound (in)*

Total closure 4.4.14 -25.4.14 (school holidays)

Sonning – Thames Street *installation of river fenders –*

Should not cause any disruption.

Traffic

Headley Road East pedestrian facility improvements

and bus stop works 31.3.14 – 11.4.14

Councillor Baker informed the meeting that considerable damage had been caused by the floods on the Oxfordshire side of Sonning Bridge. Bridge re-opened 21.1.14

Mary Walker

WOODLEY

**LOCAL AMENITY
PROGRAMME 2014/2015**

SITE	DELIVERY DATES
Southlake Crescent - Refuse Vehicle 10 am - 11 am 1st Saturday of Every Month except January due to Christmas collections	05.04.14/03.05.14/07.06.14 05.07.14/02.08.14/06.09.14 04.10.14/01.11.14/06.12.14 07.02.15/07.03.15
Drovers Way Refuse Vehicle 8 am - 10 am 1st Saturday of Every Month except January due to Christmas collections	
No service in January at Drovers Way due to extended Christmas collections.	

**THIS IS A SERVICE FOR THE LOCAL PUBLIC
COMMUNITY PLEASE DO NOT USE IT FOR
COMMERCIAL WASTE**

A329 Cycleway Phase 1, Wokingham Road

Q. What is Mandatory Cycleway?

A. A Mandatory Cycleway is a Cycleway as defined by a Traffic Regulation Order. There it is defined in law, the same process as installing double yellow lines.

Q. What are the minimum & maximum widths for cycle lanes on a 40mph road?

A. Design guidance recommends a width of 1.5m wide for all mandatory cycle lanes, whether they are on 30 or 40mph roads.

Q. Is there any progress with replacing signs on Fairwater drive as result of installing the cycleway, WTC have chased this previously

A. Signs now installed or replaced

Q. A request to write to the town Council with progress report with scheme delivery

A. The scheme has been delayed due to programme congesting and impact on the local road network. The project has been reschedule for June 2014 and is likely to be accompanied by Phase 2 to Winnersh. A full publicity scheme is being prepared and will be available in February 2014. The display and information can be taken to the Woodley Town Hall (The Oakwood Centre) if councillors feel that his is a good idea?

Q. How many pedestrian Islands will be lost as a result of this scheme

A. Currently there are 7 pedestrian islands along this stretch of the Wokingham Road. In the scheme we are proposing to remove 3 of them leaving four. However we will be installing a new Toucan Crossing so the net loss will be 2 pedestrian islands

David Wilby
Senior Transport Planner
Wokingham Borough Council