



**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 D. Smith (Chairman); J. Cheng; R. Dolinski; M. Forrer; J. MacNaught;  
D. Mills; W. Soane; M. Walker; M. Willson

**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 April 2016, 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 COMMITTEE MEETING HELD ON 19 JANUARY 2016**  
To approve the minutes of the Community Services Committee meeting held on 19 January 2016 and the Chairman to sign them as a true record.  
*(These minutes were provided in the Full Council agenda of 9 February 2016.)*
4. **HEALTHWATCH WOKINGHAM BOROUGH**  
Nick Durman, Healthwatch Officer for Wokingham Borough, will give a short presentation to update Members on the work of Healthwatch and the plans for engaging with the local community.
5. **JUST AROUND THE CORNER**  
To receive the report from Just Around the Corner charity, to be available at the meeting.

6. **BUDGETARY CONTROL**  
To note **Report No. CS 5/16.** Page 7
7. **COMMUNITY YOUTH PARTNERSHIP**  
To receive **Report No. CS 6/16** of the Community Youth Partnership meeting held on 23 March 2016. Page 8
8. **WOODLEY TOWN CENTRE MANAGEMENT INITIATIVE**  
To receive the report of the Woodley Town Centre Management Initiative Committee meeting held on 27 January 2016. **(Appendix 8)** Page 10
9. **ALLOTMENTS UPDATE**  
The Allotment Tenants Association AGM was held at the Oakwood Centre on 23 March 2016 and was a very positive meeting.

#### Vacant Plots

12 plots have been re-let in the last few weeks as plots have become available. All plots are currently let with 6 prospective tenants on the waiting list. The Tenants Association are continuing to carry out periodic plot inspections and report findings to the Administration Officer of the Council to action as required.

#### Security

There have been breaches to the fence line, which have been repaired, and some sheds have been broken into. Tenants are encouraged to report damage or theft of their property to the police. It is intended to transplant more brambles to the perimeter area inside the fence as has been done in the past, to deter intruders.

#### Skips

Skips have been booked for the late May bank holiday weekend.

#### Roadways

Arrangements have been made for a work party of tenants to carry out repairs to the roadways using road planings provided by the Council. This worked very well last year and will be an on-going process as any repairs will always be temporary in nature due to the make up of the roadways and the amount of use. Road planings from the car park resurfacing at the leisure centre will be utilised for this. The Town Council has the necessary waste carrier licence to accept this material from the contractor.

10. **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 12 January **(Appendix 10(i))** and 16 February 2016 **(Appendix 10(ii))**. Pages 12 & 19
- b) **Fairwater Drive**  
To note that a temporary closure of Fairwater Drive, between its junctions with Antrim Road and Nightingale Road, came into effect on 30 March 2016 to enable this section of the road to be resurfaced. It was anticipated that the work would be completed by 8 April 2016.

c) **Western Avenue**

To note that a temporary closure of Western Avenue, between its junctions with Butts Hill Road and Tiverton Close, will come into effect on 12 April 2016 to enable BT Openreach contractors to undertake essential telecoms repairs. It is expected that the work will be completed by 13 April 2016.

11. **COLEMANS MOOR LANE**

As resolved at the last meeting (Community Services Committee, 19 January 2016, minute number 69) a request was made to Wokingham Borough Council for a traffic survey to be carried out in Colemans Moor Lane. A reply has been received from the Traffic Management Team noting that a speed survey was carried out in Colemans Moor Lane in 2010 and showed that the mean (average) speeds were 28.8mph northbound and 28.4mph southbound, which were below the police intervention level for speed enforcement (34mph).

The Traffic Management Team have assessed our request, but explained that they have to give priority to areas where accidents are occurring or on major through routes and are currently unable to carry out another traffic survey in Colemans Moor Lane. However, they have recently sent their vehicle activated signs to Colemans Moor Lane for two separate weeks to draw drivers' attention to their speeds.

As discussed at the last meeting, Members to consider the purchase of solar powered vehicle activated signs by the Town Council.

12. **VERGE PARKING IN CAMPBELL ROAD**

Following a meeting between the residents, the Headteacher of Southlake School and a school governor, parents have been encouraged to make use of the existing drive in, drop off and drive out scheme at the school and the amount of street parking and subsequent traffic congestion has reduced. However there are still some parents who park in the road for an extended period.

Borough Councillor Laura Blumenthall has made representation to Wokingham Borough Council on behalf of the residents and it is hoped that an agreement will soon be in place allowing the residents to take over the maintenance of the grass verges.

13. **WOKINGHAM BOROUGH COUNCIL CONSULTATION: EVENING AND WEEKEND PARKING CHARGES**

In reply to a question asked at a meeting of the Wokingham Borough Council Executive on 31 March 2016 regarding the proposed introduction of evening and Sunday parking charges in the council's car parks, the Executive Member for Planning and Highways agreed to trial an increase of 10p in hourly charging rates in Woodley car parks in lieu of the evening and Sunday charging. This will be monitored by the borough council over the next 12 months and will be compared with the income generated in other areas with a view to reviewing the overall charging regime at the end of the 2016/17 financial year.

14. **CONSULTATION BY ROYAL BERKSHIRE FIRE AND RESCUE SERVICE: INTEGRATED RISK MANAGEMENT PLAN**  
 To note that information on this consultation was emailed to committee members after the last meeting (Community Services Committee, 19 January 2016, minute number 83) and Members' comments sought. A response was subsequently sent on behalf of the committee with the following comments:
- Greater emphasis could be given to managing the risk of fires through prevention, particularly to dwelling fires.
  - Specific reference could be made to reducing the risk of school fires.
15. **WOKINGHAM BOROUGH COUNCIL LIBRARY OFFER CONSULTATION**  
 To note the draft Library Offer document received from Wokingham Borough Council. (**Appendix 15**, enclosed.) The views of Members were sought prior to the meeting as responses were required by 25 March 2016 and a response was sent with the following comments:
- The Committee was in favour of the proposed increase to opening hours and the use of technology to facilitate this.
  - The proposal to develop and adopt a flexible approach to the use of the available space to attract revenue streams seems sensible.
  - The move towards shared facilities in the "spoke libraries" will give a better use of buildings to meet community demand.
  - The development of pop-up libraries for smaller communities is welcome.
  - The Committee was very pleased to note that Wokingham Borough Council is proposing to extend the library service and bring more books to local communities.
16. **APPLICATION FOR MINOR VARIATION OF PREMISES LICENCE: MARTINS, 141 CROCKHAMWELL ROAD, WOODLEY**  
 To note information received from Wokingham Borough Council, attached at **Appendix 16**, regarding an application for a minor variation of the premises licence for Martins, 141 Crockhamwell Road, Woodley. The views of Members were sought prior to the meeting as responses were required by 23 March and no objections were raised. Page 26
17. **WOKINGHAM BOROUGH COUNCIL PARKING ENFORCEMENT PLANS**  
 To note the press release from Wokingham Borough Council regarding the plans for the borough council to take on civil parking enforcement across the borough from May 2017. (**Appendix 17**) Page 30
18. **REPLACEMENT OF STREET LIGHTING**  
 To note the press release received from Wokingham Borough Council regarding the replacement of street light columns and lanterns across the borough. (**Appendix 18**) Page 32
19. **FOSTERS RESIDENTIAL CARE HOME**  
 To note the press release from Wokingham Borough Council regarding the start of construction for the new Fosters residential Care Home. (**Appendix 19**) Page 34

20. **WOODLEY AGE CONCERN**

To note the press release from Wokingham Borough Council announcing that the management of the day centre and residential care service has been taken on by the borough council as Woodley Age Concern has ceased trading. **(Appendix 20)**

21. **MY JOURNEY WOKINGHAM**

For the past 5 years Wokingham Borough Council's Highways and Transport team has been working on a Local Sustainable Transport Fund Project, which they named My Journey Wokingham. The Department for Transport sponsored portion of this project is now over and the Highways and Transport team have produced an evaluation report, which was circulated to all Members by email on 3 March 2016. The My Journey Wokingham Project has now moved into another phase, which is developer funded.

22. **PUBLICATIONS/INFORMATION**

To note receipt of the following:

- *Swan Lifeline Newsletter – Spring 2016*

23. **FUTURE AGENDA ITEMS**

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

24. **PUBLICITY/WEBSITE**

To consider items to be publicised.

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**COMMUNITY SERVICES COMMITTEE**

**BUDGETARY CONTROL 2015/16**

**REPORT No. CS 5/16**

<b>EXPENDITURE</b>	<b>Budget 2015/16</b>	<b>Revised Budget 2015/16</b>	<b>Actual Exp as at 28/02/2015</b>	<b>Actual Exp as at 29/02/2016</b>	<b>Actual Exp as % of Budget</b>	<b>Information</b>
<b>ALLOTMENTS</b>	19885	16241	20318	15560	95.8	Lease paid in full, repairs costs at 99%, water rates at 95%. Staff costs under 91.7%.
<b>PARTNERSHIP PROJECTS</b>	40754	89784	33722	84027	93.6	Increase in budget - now includes estimate of expenditure on WTCMI items for which a contribution from WTCMI is paid. Staff costs under 91.7%.
<b>GRANTS</b>	31000	31000	28014	31000	100.0	All grants now paid.
<b>AMENITIES</b>	16539	9910	7971	7289	73.6	Decrease in budget - excludes anticipated costs of public toilet in 2015/16. No amenity repairs costs at this point. Streetlighting repairs/maintenance costs lower - awaiting final quarter's charge.
<b>EVENTS</b>	4428	3922	4430	2541	64.8	Low expenditure on promotions at this point.
<b>CAPITAL AND PROJECTS</b>	8476	8476	4238	4238	50.0	Loans payments made in March and September.
<b>TOTAL</b>	<b>121082</b>	<b>159333</b>	<b>98693</b>	<b>144655</b>	<b>90.8</b>	

<b>INCOME</b>	<b>Budget 2015/16</b>	<b>Revised Budget 2015/16</b>	<b>Actual Inc as at 28/02/2015</b>	<b>Actual Inc as at 29/02/2016</b>	<b>Actual Inc as % of Budget</b>	<b>Information</b>
<b>ALLOTMENTS</b>	8996	9224	6611	8366	90.7	Some vacant plots being allocated in March.
<b>PARTNERSHIP PROJECTS</b>	0	50989	0	39283	77.0	
<b>GRANTS</b>	0	0	0	0	0.0	
<b>AMENITIES</b>	0	0	0	0	0.0	
<b>EVENTS</b>	0	0	0	0	0.0	
<b>CAPITAL AND PROJECTS</b>	0	0	0	0	0.0	
<b>TOTAL</b>	<b>8996</b>	<b>60213</b>	<b>6611</b>	<b>47649</b>	<b>79.1</b>	
<b>NET</b>	<b>112086</b>	<b>99120</b>	<b>92082</b>	<b>97006</b>	<b>97.9</b>	

**Month 11: 91.7%**

Woodley Town Council

**Report of a Meeting of the Community Youth Partnership held at The Oakwood Centre on Wednesday 23 March 2016 at 5pm**

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**Present:**

Sam Milligan – JAC (Chairman)

Cllr Richard Dolinski

Cllr David Stares

Cllr Kay Gilder

Graham Sumbler – Woodley Baptist Church

Natalie Yorke – Girlguiding

Jackie Andrews – Woodley Schools  
Cluster/Girlguiding

**Officers present:** Deborah Mander - Town Clerk

**Apologies:** Mary Walker – Woodley TC, Michael Forrer – Woodley TC, Trina Farrance – Bulmershe Gym Club, Cllr Richard Dolinski, Steve Outen – Woodley United FC, Paul Brown – Reading Community Football

**DECLARATIONS OF INTEREST**

No declarations of interest were made.

**MINUTES OF THE PREVIOUS MEETING**

The minutes of the meeting held on 13 January 2016 were agreed as a correct record.

Under this item it was reported that the Town Council had approved the allocation of £200, as recommended by the Partnership at its last meeting.

**LODDON MEAD AREA – POTENTIAL PROJECT**

The video to publicise the request for ideas for the Loddon Mead area had been completed and this was shown to the meeting. This was on the Town Council and JAC's websites with suggestions to be submitted to JAC. As yet no suggestions or ideas had been received. It was agreed that all the partnership members and other attendees be asked to publicise this on their websites.

It had been noted that students at Addington School had been doing a lot of work on their ideas for youth activities at the Loddon Mead site and that this work would be used to support their accreditation. Cllr Richard Dolinski agreed to liaise with the school to see if it would be possible to arrange for the students to present their work, either at the Oakwood Centre or at the school, preferably before the next meeting of the partnership. He also agreed to pass on the partnership's thanks to the students for their energy and enthusiasm towards the project. It was noted that other schools had not taken up the opportunity to be involved and it was agreed that that Jackie Andrews would arrange for Sam Milligan to attend the next cluster meeting for head teachers where he could publicise the video and the potential project at Loddon Mead and ask for the schools' help in seeking ideas and suggestions.

Deborah Mander reported that she had kept residents near to Loddon Mead, who had expressed their concerns about the use of the site, updated on the video seeking ideas from young people.

Sam Milligan also reported that he had managed to secure a team from McDonalds between 4 – 8 April to volunteer their help and he hoped that they would agree to working at Woodford Park where the youth shelter was in need of refurbishment as well as help clear and tidy areas at Loddon Mead. Deborah Mander agreed to speak to the Head Groundsman about possible tasks at Loddon Mead and whether the space could be used to plant more trees. JAC would get some young people involved, as this would be a holiday week. Graham Sumbler would let the Friday night youth group know about the works at the site. Sam Milligan would also look at the



possibility of using some of the expected 70 volunteers on 13 May from Thames Water at the Loddon Mead site.

The meeting then discussed the possibility of enabling the growth of a project at Loddon Mead by having a more regular presence at the site through the installation of a container café. It was agreed that Sam Milligan investigate potential costs and arrangements for such a provision.

### **YOUTH SHELTER – WOODFORD PARK**

Sam Milligan reported that the materials for the refurbishment of the shelter had been ordered. As above it was hoped that the volunteer team from McDonalds would agree to assist in this project and that young people be encouraged to help with this during the Easter school holidays.

### **REPORTS**

Written reports from JAC, the Town Council and Jackie Andrews were provided at the meeting and were noted. The meeting thanked Jackie Andrews for the suggestions of activities and facilities for young people from Southlake School that she had provided in her report and noted that progress on a what's on for young people and a website would not be progressed at the moment.

Graham Sumbler reported that there were two youth groups running on a Friday – a junior and then secondary school age group - with around a 100 young people attending each week. He offered to speak about the project when he was in local schools and this was welcomed. Time constraints mean that he can't spend as much time as needed with a group of young people in the area who could do with some support. The Church Pre School received an outstanding Ofsted report and the café was well used.

Cllr Kay Gilder reported that the Snorkelling Club membership was picking up but that they were looking for more to join the Octopush Club, which ran at Bulmershe Leisure Centre.

Natalie Yorke reported that a new unit for 5 – 7 year olds was set up recently. Girlguiding needs more leaders and helpers – one unit had been closed recently because there were no leaders. It was suggested that a call for leaders and helpers be included in the next Woodley Herald.

Cllr Richard Dolinski reported that he had attended the first meeting of the Friends of Woodford Park where it had been agreed that a flower bed be established in the park to mark the Queen's 90<sup>th</sup> birthday. He wondered if there might be a way of encouraging young people to be part of the Friends group.

Deborah Mander also referred to a potential Memories of old Woodley project where interviews with older citizens could be available on the Town Council's website and whether schools may be interested in a project of this nature. Cllr Kay Gilder agreed provide a link to the website where people could post memories of Woodley.

### **ITEM FOR NEXT MEETING**

It was agreed that the following item be included on the agenda for the next meeting:  
Attracting young people to join the Friends of Woodford Park.

### **DATE AND TIME OF MEETINGS:**

Wednesday 18 May 2016 at 5pm – Rehoboth Centre RG40 5QY – on Forest Road **on the left** (if coming from Hurst direction) about 100 meters past Ashridge Centre on the right.

Wednesday 20 July 2016 at 5pm – Oakwood Centre

Wednesday 5 October 2016 at 5pm – Oakwood Centre

Wednesday 7 December 2016 at 5pm – Oakwood Centre

Wednesday 22 March 2017 at 5pm – Oakwood Centre

Meeting closed at 6.10pm

### Meeting of the Woodley TCM I Management Committee held on Wednesday 27th January 2016 at 6pm at the Oakwood Centre.

#### Present:

M Holmes – Chairman

CLlr K Baker – Wokingham BC

CLlr K Haines – Wokingham BC

J Wright – Woodley resident

S Smith – Woodley resident

CLlr R Dolinski - Woodley TC

J Yule – Boots and Woodley resident

J Lherbier - Town Centre Manager

Chas Hockin – Woodley Photographic Club

Rodney Still – Vibez Dance Studios

L Grebol – Sat Market Manager

M Millard – Woodley resident

A Nicholls - Wokingham BC Officer

J Hare – Police Officer

D Bradbrook - PCSO

S Robinson – Vibez Dance School

Pat & Bob Birt – Woodley & Earley Arts Group

Heather Neal – Woodley & Earley Arts Group

H Beilby – Woodley TC admin

**Apologies:** M Norris, J Dobson, D Mills, I Hills, C Lawley, D Mander, P Baraudeau, M Perry, V Egan

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

#### Minutes of the WTCMI meeting held on 28th October 2015

It was agreed that the minutes of the meeting on 28 October be approved.

#### Security in Town Centre - Report for the Police

PO J.Hare reported a number of bicycle thefts had recently taken place, the bikes having been left unlocked in the town centre for just a matter of minutes. Investigations into the theft from bags are on going.

There is a lot of youth locally and a core group tend to congregate in the town centre, however, PCSO D. Bradbrook confirmed when stop checked they have not been up to much and there are no concerns to date.

It was reiterated that all issues should be reported to the Police and a URN obtained in order that crime figures are accurately reflected.

It was noted that certain areas of the town centre were more intimidating than others and it was agreed that CCTV cameras would be a tremendous help in deterring crime as well as solving it.

CLlr Dolinski suggested that a case should be built to justify bringing the cameras back.

It was agreed that a letter would be sent to the LPR Commander for Wokingham and Bracknell, Bob France regarding this issue. In the mean time, TCM J. Lherbier will contact the builders and speak to them with regards to providing some lighting around the scaffold areas, specifically the alleyway next to Iceland.

#### Budget & Financial Reports (Agenda Item 4)

The Town Centre Manager presented the Financial Report – Agenda item 4, which was noted.

It was noted and agreed that Alan Harland was to be appointed as the WTCMI Auditor for the year 2015/16.

#### Town Centre Managers Report (Agenda Item 5)

The Town Centre Manager presented his report adding that the Calendar of Events had now been finalised. This would appear on the website by the end of the month, along with production of the book marks, flyers and posters.

CLlr Dolinski thanked the Town Centre Manager for a job very well done with regards to the Extravaganza and commented on how beautiful the new Christmas lights had been.

The Town Centre Manager stated there had been a lot of good feedback.

Sheila Smith pointed out that the flag banners advertising Christmas were still up, to which the Town Centre Manager replied he was aware of this and was chasing the matter up.

Representatives Sally Robinson and Rodney Still of recent addition to the Town Centre, dance studio Vibez, were welcomed and it was noted that another new venture, a Nail Shop had in fact opened that day, which currently meant all shop units were now occupied.

The closure of Cargo was briefly discussed, however, there had been no further information other than they were technically around until the end of March and unclear as to what would happen after that.

#### **New Car Park Charges Consultation for evenings and weekends in Woodley**

A discussion took place regarding the proposal to introduce evening and weekend parking charges in the borough council's car parks which would result in charges being imposed in the Woodley town centre car parks, where there was currently free parking.

There were serious concerns that the proposed changes would have an adverse impact on the number of people taking part in evening & Sunday activities in the town centre and also those who use the Oakwood Centre at these times. This could be detrimental to traders, the car boot as well as groups & individuals using the facilities at the Oakwood Centre.

It was also felt that this could exacerbate the unauthorised parking problems, which already exist.

Although opposed to the proposal, it was appreciated that the borough council has to make extra budget cuts imposed by the government and it was agreed that WTCMI would respond to the consultation objecting to the proposal of evening and Sunday parking charges in the Woodley town centre car parks, but would propose that revenue be increased by raising the daytime 1-hour parking rate from 70p to 80p as an alternative solution, providing Woodley's contribution at the same time.

It was noted that this solution was supported by the members of Woodley Town Council, who would be responding with the same proposal.

It was also suggested that the increased revenue raised, be invested back into these car parks with the installation of up to date payment facilities, which would prevent parking without paying and would not require policing.

#### **North End Town Centre Improvements**

The North End Town Centre improvements process has begun and an architect is about to be engaged.

#### **Questions through the chair from members of the public**

*Faulty street lights* - It was reported that several streetlights in the town centre were not working, making it difficult and disconcerting for early morning activities such as the car boot sale.

J Lherbier advised that he was aware and repairs were in hand.

*Abandoned Waitrose trollies* – It was suggested that perhaps Waitrose could put in place a system similar to Lidl, however, it was pointed out that this had been discussed on previous occasions and the present Manager was happy with the way things were. This was a trademark of Waitrose and trollies were collected on a daily basis.

R Still to speak with Manager once more and report back to WTCMI.

*Electric sub-station enclosure* – R Still was concerned with the Health & Safety issues concerning the rubbish that was collecting here. Cllr K Baker confirmed that WBC Officer P Baveystock was aware of this situation, regularly chasing the power company responsible to clear as WBC do not have the authority.

*Street Trading Consent* – J Lherbier confirmed that an application had been made for a new license amending the market / car boot sale trading hours to between 7am and 8pm.

#### **Any other business**

*Proposed public toilet* – as a result of the recent resident survey this project will be going ahead.

*Unightly private outbuildings /garages behind Nat West Bank* - Cllr J McNaught is to seek advise and TCM J Lherbier will be speaking with Mr Cowan for any further information he may be able to provide.

#### **The meeting closed at 20.07**

#### **Dates of next Management Committee Meetings 2016**

Wednesday	13 April 2016	6pm	Wednesday	6 July 2016	6pm
Wednesday	26 October 2016	6pm			

**WOKINGHAM BOROUGH COUNCIL**  
**Road Works / Street Works Major Project Co-ordination Meeting**  
**Held on the 12 January 2016 in the David Hicks Room 2**

**Attendees:**

Chris Shearman	BBLP	Graham Barnwell (chair)	WBC
Andrew Vickery	Courtney Buses	Theresa Couchman	WBC
Kevin Barnwell	OES	Edward Day	WBC
Neil Scott	Reading Buses	Jason Archer	WBC
David Smith	SGN	Joyce Stoner	WBC
Ted Henderson	SSE	Richard Thompson	WBC
Glen Beard	SSE	Phil Milburn	WBC
Todd Sullivan	TVP	Tony Jackman	WBC/WSP
J Jacklin	TVP	Cllr Shepherd-DuBey	WBC
Carol Hamilton King	Thames Water	Cllr Ian Patterson	WBC
Mark Wheatley	Thames Water	Cllr Malcolm Richards	WBC
Andrew Pryor	Virgin Media	Katy Hughes	Shinfield Parish Council
Olli Baron	WBC/WSP	Mike Dunstan	Wokingham Town Council
Dexter Pereira	WBC/WSP	Mary Walker	Woodley Town Council
Nesan Suppiah	WBC/WSP		

\*as per sign in sheet

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

**1. Minutes from the last meeting held on the 15 December 2015 were agreed**

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

David Smith (DS) presented the dates for SGN's Major Works.

**Barkham**

*Sen 30498 Renewal of Mains and Services 2016 - 2017*

- |                       |     |
|-----------------------|-----|
| • Barkham Road (Part) | TBC |
| • Limmerhill Road     | TBC |
| • Aggisters Lane      | TBC |
| • Bearwood Road       | TBC |
| • Barkham Street      | TBC |
| • School Road         | TBC |

**Earley**

*Renewal of Mains and Services 2016 – 2017*

- |                       |     |
|-----------------------|-----|
| • Culver Lane         | TBC |
| • Erleigh Court Drive | TBC |
| • Whitegates Lane     | TBC |
| • Byron Road          | TBC |
| • Hilltop Road        | TBC |

**Shinfield**

*Sen 30510 Renewal of Mains and Services*

- |                   |                          |
|-------------------|--------------------------|
| • Seymour Avenue  | On site until 15.01.2016 |
| • Cutbush Lane    | On site until 27.01.2016 |
| • Lane End Close  | 11.01.2016 – 22.01.2016  |
| • Hollow Lane     | 06.04.2016 – 26.04.2016  |
| • Rosecroft Way   | On site until 07.01.2016 |
| • Brookers Hill   | TBC                      |
| • Arborfield Road | TBC                      |

Dates for Hollow Lane to be checked.

**Shinfield**

*Renewal of Mains and Services*

[UNCLASSIFIED]

- School Green TBC
- Chesnut Crescent On site until 20.01.2016
- Oatlands Road 25.01.2016 – 18.03.2016
- Wychem Road 04.01.2016 – 12.02.2016
- Wheatfields Road 02.12.2015 – 29.01.2016
- Hirtes Avenue 07.12.2015 – 06.01.2016
- Ilbury Close 02.12.2015 – 08.01.2016
- Hyde End Road 01.02.2016 – 31.03.2016
- Goddard Close On site until 11.12.2015

### **Twyford**

#### *Sen 29780 Renewal of Mains and Services*

- Waltham Road TBC
- Stanlake Road (Compond) On site until 29.04.2016
- A321 Hurst Road (Waltham Road to Lodge Road) On site until 09.03.2016
- London Road TBC
- Springfield Park TBC
- Sycamore Drive TBC

### **Wargrave**

#### *Renewal of Mains and Services 2016 – 2017*

- Baylis Road TBC
- Fidlers Walk TBC
- Langhams Way TBC
- Newalls Rise TBC
- Purfield Drive TBC

### **Winnersh**

#### *Renewal of Mains and Services*

- King Street Lane TBC
- Harman Court TBC
- Churchill Drive TBC

### **Woodley**

#### *Renewal of Mains and Services*

- Clivedale Road TBC
- Coppice Road TBC

### **Wokingham**

#### *Sen 30498 Renewal of Mains and Services 2016 – 2017*

- Barkham Road (Part) TBC
- Woosehill Lane TBC
- Ormonde Road TBC
- Limmerhill Road TBC
- Doles Lane TBC
- Sandy Lane TBC
- Andrew Close TBC
- Duncan Drive TBC
- Easthampstead Road TBC
- Fairveiw Road TBC
- Gipsy Lane TBC
- Pages Croft TBC
- Southlands Road TBC
- Starmead Drive TBC
- Wallner Way TBC
- Murdoch Road TBC

### **Wokingham Without**

#### *Renewal of Mains and Services Length*

- New Wokingham Road On site until 11.03.2016
- Oaklands Lane 04.01.2016 – 01.02.2016

No major updates due to Christmas Holiday. Start of process to complete new contractor agreement. Process being created to have specific contractor for diversionary work and large diameter mains.

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

#### Barkham

- The Junipers 20.01.2016 – 09.02.2016
- The Woodlands 08.02.2016 – 19.04.2016
- Thorn Close 08.02.2016 – 19.04.2016
- Whitebeam Close 08.02.2016 – 19.04.2016

### 4. BT Openreach

ED advised BT have no Major Projects as not representative present.

### 5. Network Rail

ED covered presentation on behalf of Network Retail as no representative present.

#### Earley

- A3290 21.03.2016 – 04.04.2016  
*De-vegetation and fence line repairs working from 08:00 to 17:00. Phase 1 and 2.*

#### Ruscombe

- Southbury Lane 23.03.2016 – 15.05.2016  
*To ensure compliance with the Overhead Line Electrification requirements, work to existing bridge parapets will include raising the height of the parapets and providing anti-climb measures. Night Works 22.00 to 06.00 and weekend closures.*

#### Twyford

- Hurst Road 12.05.2016 – 28.10.2016  
*Proposed work to lift in materials required to extend the current platform lengths at Twyford Station. It is expected that these works will commence in the Spring of 2016 and concluded by the end of Autumn 2016 as a time guide.*

#### Wokingham

- Barkham Road 12.01.2016 – 13.01.2016  
*Annual Barrier Maintenance working from 00.01 – 06.00 nightly*
- Easthampstead Road 13.03.2016  
*Track maintenance working from 00.01 – 06.00hrs*

#### Woodley

- Bath Road Western Bridge TBC
- Bath Road Eastern Bridge TBC
- Butts Hill Road TBC
- Warren Road 27.02.2016 – 28.02.2016  
*To ensure compliance with Overhead Line Electrification requirements, works to existing bridge parapets will include raising the height of the parapets and providing anti-climb measures. Night Works 20.00 – 06.00hrs*

### 6. South East Water Renewal of Mains and Services

ED gave an update on Major Projects 2015 - 2016.

#### Finchampstead

*Renewal of Mains and Services Length 1.2km*

- Nine Mile Ride Between Park Lane and Warren Lane TBC

#### Wokingham

[UNCLASSIFIED]

## Renewal of Mains and Services Length

- Waterloo Road *Between Rances Lane and Priest Avenue* On site until 19.01.2016
- Priest Avenue *Between Waterloo Road and Tudor Close* On site until 19.01.2016
- Buckhurst Grove On site until 19.12.2015
- Woosehill *Dorset Way – Sirius Close* TBC
- Heron Road *Woosehill – Kestrel Way* TBC

## 7. Thames Water

Mark Wheatley (MW) gave updates for works and will provide information when available.

### Earley

- Whiteknights Road *Two way traffic lights* 07.01.2016 – 28.04.2016

## 8. Wokingham Highways Alliance Major Highway Works

Tony Jackman (TJ) gave an updates on Wokingham Highway Alliance works and provided information on new Wokingham Highways Alliance delivery / design structure

### Arborfield

- Eversley Road *Kerbing Improvements* TBC

### Earley

- Meldreth Way *Cycleway phase 2* On hold
- Thames Valley Park Drive *Signal Improvements* TBC

Meldreth Way on hold due to electricity cables uncovered.

Thames Valley Park Drive to be confirmed due to A3290 waterproofing works.

### Shinfield

Resurfacing

- Basingstoke Road *A33 to Church Lane* 07.03.2016 – 11.03.2016  
Closure at nights

### Sonning

Resurfacing

- Bath Road TBC

### Wargrave

Resurfacing

- Wargrave Road TBC

### Winnersh

- Reading Road On site until 14.03.2016

*Cycleway (LSTF Phase 3) Upgrade Winnersh cross roads to Woodward Close.*

These works include a full closure at night 20.00 hrs to 06.00hrs. No access to residents due to depth of reinstatements.

### Wokingham

Resurfacing

- Norreys Avenue 22.02.2015– 04.03.2016
- Finchampstead Road 14.03.2016 – 11.04.2016

*Junction Evendons Lane – New signalized crossing*

Works require road closures.

### Woodley

Resurfacing

- Fairwater Drive  
Nightingale to Antrim Road planned for Easter Holidays.

TBC

## 9. Wokingham Highways Alliance Major Highway Works – Design

### Structural Maintenance 2016 – 2017

Dexter Pereira gave updates of proposed schemes.

- Wellingtonia Avenue, Finchampstead
- Mole Road, Sindlesham
- London Road, Twyford
- Trafalgar Gardens, Woosehill
- Blenheim Gardens, Woosehill
- Binfield Road, Wokingham
- Finchampstead Road, Wokingham
- Keswick Gardens, Woodley
- Crockhamwell Road, Woodley
- Warren Road, Woodley

Schemes are all in design stages.

Neil Scott (NS) asked about the extent of works in Crockhamwell Road DP confirmed Lodden Bridge to Nightingale Road.

### Capital Schemes 2016 – 2017

Olli Baron gave updates for Capital Schemes

- A327 Eversley Road junction with Sheerlands Road Arborfield  
Local Safety Scheme (LSS) junction improvement
- Biggs Lane junction with Princess Marina Drive Arborfield  
LSS
- Lower Earley Way junction with Mill Lane Earley  
Cycleway scheme
- Beeston Way / Rushey Way Earley  
Pedestrian / cycleway improvements
- Lodge Road Hurst  
Footway improvements
- A4 Bath Road junction with Mumberry Hill Wargarve  
LSS junction improvements
- A4 Bath Road Wargarve  
LSS
- Smith's Walk Wokingham  
Cycleway improvements
- Station Road junction with Alderman Willey Close Wokingham  
Junction improvements
- Miles Way junction with The Bader Way Woodley  
Pedestrian improvements

Phil Milburn (PM) recommended that A327 / Biggs Lane be placed near back of programme due to development works.

Cllr Shepherd-DuBey (RSD) asked for co-ordination between development works. OB confirmed there would be.

## 10. Structures

Nesan Suppiah gave updates on Highways Alliance Works

### Charvil

- Old Bath Road – Tywford Mill Bridge     *Bridge Refurbishment*     03.05.2016 – 25.07.2016

### Earley

- A3290Suttons Flyover (Reading Bound) *Bridge Refurbishment*     21.03.2016 – 20.04.2016  
Reading bound



## 11. WBC Major Projects

ED gave update on WBC Major Projects

### A3290

- A3290 Loddon Viaduct TBC

## 12. Virgin Media

No presentation given.

## 13. Highways England

ED provided information on ongoing works.

- M4 Junction 10 Wokingham Berkshire January / February 2016

## 14. Developments

Phil Milburn gave updates for developments

### Arborfield

- Arborfield Garrison Site  
Off highway 18 January 2016

### Earley

- Sibley Hall Redhatch Drive (Persimmons)  
Entrance to be completed
- Hatch Farm of Lower Earley Way (Bovis)  
11 January temporary entrance
- Pitts Lane (Hicks Developments)

### Shinfield

- Basingstoke Road / Grazeley Road (BBLP junction amendment start March 2016)
- Hyde End Road opposite 191 (Taylor Wimpey and David Wilson Homes)
- Basingstoke Road near Hilltop (Coinfords)
- Croft Road (Countrywide Estates)
- Cut Bush Lane (Bellway)
- Hyde End Road and Deardon Way (Lindon / Bovis / Bloor Homes)  
Hyde End Road first.
- Hyde End Road junction signalisation (Taylor Wimpey)  
ED raised concerns with Croft Road and Hyde End Road / Deardon Way developments. Mud left on road during cold weather. PM will raise issue with developers.

### Wokingham

- Montague Place London Road (David Wilson Homes)
- Keephatch Development Warren House and Keephatch Road (Crest)  
Richard Thompson (RT) asked about temporary footway. PM confirmed this is being monitored.
- Barkham Road (Cala Homes)  
Sewer works 2 way portable light system (PLS)
- Folly Court Barkham Road (Bewley Homes)  
Junction works requiring 2 way PLS
- Twyford Road (Bovis)
- Old Forest Road / Reading Road junction (Bovis)  
Move to Winnersh

### Woodley

- Sandford Farm Perimeter Road (Taylor Wimpey)  
Phase 3 of 7
- Mohawk Way (J D Moran)
- Headley Road East / Spitfire Way (Linpac Development)  
Footway work awaiting date
- Woodlands Avenue / Church Road (Cala Homes)  
New footway between Fairwater and Church Road
- Loddon Bridge Road (Bloor Homes)  
Accessing via Viscount Way

GB raised parish boundary issues with Woodlands Avenue. PM confirmed it would be.

Swallowfield

- Swallowfield Street

(Bellway Homes)

### 15. PUBLIC EVENTS

- |   |                         |
|---|-------------------------|
| • Wokingham Half Marathon   | 21.02.2016              |
| • Shinfield 10k   | 02.05.2016              |
| • Local Elections   | 05.05.2016              |
| • Woodley 10k   | 08.05.2016              |
| • Woodley Carnival  | 11.06.2016              |
| • Wokingham Town Council<br><i>Queens Birthday Celebration / International Street Concert</i> | 12.06.2016              |
| • Henley Women's Regatta  | 16.06.2016 – 19.06.2016 |
| • Henley Regatta  | 28.06.2016 – 03.07.2016 |
| • Marvellous  | 23.07.2016 – 24.07.2016 |
| • Rewind Festival   | 19.08.2016 – 21.08.2016 |

### 16. A.O.B

**Date of next meeting Tuesday 16 February 2016  
Council Chambers, Shute End, Wokingham.**

**WOKINGHAM BOROUGH COUNCIL**  
**Road Works / Street Works Major Project Co-ordination Meeting**  
**Held on the 16 February 2016 in the Council Chambers**

**Attendees:**

Andrew Vickery	Courtney Buses	Graham Barnwell (chair)	WBC
Margret Burgess	Network Rail	Theresa Couchman	WBC
Neil Scott	Reading Buses	Jason Archer	WBC
Richard Clark	SSE	Joyce Stoner	WBC
Jim Hogan	SSE	James Sherwood	WBC
Dave Mould	SSE	Rebecca Brooks	WBC
Chris Ibbotson	SSE	Im Kait Hong	WBC/WSP
L Parks	SSE	Phil Milburn	WBC/WSP
Todd Sullivan	TVP	Tony Jackman	WBC/WSP
Tony Humphreys	TVP	Cllr Shepherd-DuBey	WBC
Lauren Jacklin	TVP	Cllr David Chopping	WBC
Mohammed Amin	Virgin Media	Sue Roberts	Shinfield Parish Council
		Mary Walker	Woodley Town Council

\*as per sign in sheet

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

**1. Minutes from the last meeting held on the 12 January 2016 were agreed**

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

Jason Archer (JA) presented the dates for SGN's Major Works.

**Earley***Renewal of Mains and Services 2016 – 2017*

- Culver Lane TBC
- Erleigh Court Drive TBC
- Whitegates Lane TBC
- Byron Road TBC
- Hilltop Road TBC

**Shinfield***Sen 30510 Renewal of Mains and Services*

- Seymour Avenue On site 19.02.2016
- Cutbush Lane On site until 26.02.2016
- Lane End Close TBC
- Hollow Lane 06.04.2016 – 26.04.2016
- Rosecroft Way On site until 15.02.2016
- Brookers Hill TBC
- Arborfield Road TBC

**Barkham***Sen 30498 Renewal of Mains and Services*

- Barkham Road (Part) 18.04.2016 – 01.06.2016
- Limmerhill Road TBC
- Aggisters Lane TBC
- Bearwood Road TBC
- Barkham Road 18.07.2016 – 19.08.2016
- School Road 23.05.2016 – 27.06.2016

**Shinfield***Renewal of Mains and Services*

- School Green TBC
- Chesnut Crescent 20.04.2016 – 02.06.2016

[UNCLASSIFIED]

- Oatlands Road On site until 06.04.2016
- Wychem Road On site until 19.02.2016
- Wheatfields Road On site until 16.02.2016
- Hyde End Road TBC

### **Twyford**

#### *Sen 29780 Renewal of Mains and Services*

- Waltham Road TBC
- Stanlake Road (Compound) On site until 29.04.2016
- A321 Hurst Road (Waltham Road to Lodge Road) On site until 24.05.2016
- London Road TBC
- Springfield Park TBC
- Sycamore Drive TBC

### **Wargrave**

#### *Renewal of Mains and Services 2016 – 2017*

- Baylis Road TBC
- Fidlers Walk TBC
- Langhams Way TBC
- Newalls Rise TBC
- Purfield Drive TBC

### **Winnersh**

#### *Renewal of Mains and Services*

- King Street Lane TBC
- Harman Court TBC
- Churchill Drive TBC

### **Woodley**

#### *Renewal of Mains and Services*

- Fairwater Drive 16.05.2016 – 13.06.2016
- Kingfisher Drive 16.05.2016 – 13.06.2016

### **Wokingham**

#### *Sen 30498 Renewal of Mains and Services 2016 – 2017*

- Barkham Road (Part) 18.07.2016 – 10.10.2016
- Woosehill Lane TBC
- Ormonde Road TBC
- Limmerhill Road TBC
- Doles Lane TBC
- Sandy Lane TBC
- Andrew Close TBC
- Duncan Drive TBC
- Easthampstead Road TBC
- Fairveiw Road TBC
- Gipsy Lane TBC
- Crutchley Road 04.05.2016 – 20.06.2016
- Pages Croft TBC
- Southlands Road TBC
- Starmead Drive TBC
- Wallner Way TBC
- Murdoch Road TBC

Mary Walker (MW) raised the question of SGN undertaking works of Fairwater Drive with a Section 58 in place. Tony Jackman (TJ) confirmed the Section 58 and the requirement to meet with SGN.

Phil Milburn (PM) enquired about SGN works on King Street Lane JA confirmed these were minor works.

Cllr Shepherd-DuBey (RSD) Queried the closure of Kingstreet Lane JA advised that street works were aware.

PM confirmed that the closure would not clash with other works and advanced warning for any closure would be given.

## **Wokingham Without**

### *Renewal of Mains and Services Length*

- New Wokingham Road On site until 11.03.2016
- Oaklands Lane TBC

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

Chris Ibbotson (CI) gave the presentation for Scottish and Southern works.

#### **Barkham**

- The Junipers On site until 23.02.2016
- The Woodlands On site until 31.03.2016
- Thorn Close On site until 25.04.2016
- Whitebeam Close On site until 31.03.2016

Jim Hogan (JH) advised that they were now three quarters of the way though this scheme. Thorn Close was still to be undertaken and the works were on target for the end date.

#### **Earley**

##### *Installation of ducting 33KV*

- Wokingham Road 25.04.2016 – 02.06.2016

#### **Woodley**

##### *Installation of ducting 33KV*

- Nightingale Road TBC
- Dartington Avenue TBC
- Clivedale Road TBC
- Coppice Road TBC
- Loddon Bridge Road TBC

Neil Scott queried the closure date for Loddon Bridge Road. JA That dates would be looked into after the conclusion of the trial holes. NS also asked about the Coppice Road closure. SSE should not require a closure for these works.

### **4. BT Openreach**

JA advised BT have no Major Projects as not representative present.

### **5. Network Rail**

Margret Burgess (MB) covered presentation on behalf of Network Retail as no representative present.

#### **Earley**

- A3290 21.03.2016 – 04.04.2016  
*De-vegetation and fence line repairs working from 08:00 to 17:00. Phase 1 and 2.*

#### **Ruscombe**

- Southbury Lane 23.03.2016 – 15.05.2016  
*To ensure compliance with the Overhead Line Electrification requirements, work to existing bridge parapets will include raising the height of the parapets and providing anti-climb measures. Night Works 22.00 to 06.00 and weekend closures.*

#### **Twyford**

- Hurst Road 12.05.2016 – 28.10.2016  
*Proposed work to lift in materials required to extend the current platform lengths at Twyford Station. It is expected that these works will commence in the Spring of 2016 and concluded by the end of Autumn 2016 as a time guide.*

#### **Wokingham**

- Easthampstead Road 13.03.2016  
*Track maintenance working from 00.01 – 06.00hrs*

## Woodley

- Bath Road                      *Western Bridge*                      TBC
- Bath Road                      *Eastern Bridge*                      TBC
- Butts Hill Road                      TBC
- Warren Road                      27.02.2016 – 28.02.2016

*To ensure compliance with Overhead Line Electrification requirements, works to existing bridge parapets will include raising the height of the parapets and providing anti-climb measures. Night Works 20.00 – 06.00hrs*

## **6. South East Water Renewal of Mains and Services**

JA gave an update on Major Projects 2015 - 2016.

### Wokingham

*Renewal of Mains and Services Length*

- Woosehill                      *Dorset Way – Sirius Close*                      TBC
- Heron Road                      *Woosehill – Kestrel Way*                      TBC

## **7. Thames Water**

JA gave updates for Thames Water schemes.

### Arborfield

*New mains and services*

- Biggs Lane                      16.05.2016 – 25.07.2016  
*Langley Common Road to Buttenshaw Avenue. Two and three way traffic lights.*

### Earley

*Install pressure reducing valve*

- Wokingham Road                      14.03.2016 – 31.03.2016

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

Tony Jackman (TJ) gave an updates on Wokingham Highway Alliance works and provided information on new Wokingham Highways Alliance delivery / design structure

### Arborfield

- Eversley Road                      *Kerbing Improvements*                      TBC

### Earley

- Meldreth Way                      *Cycleway phase 2*                      22.02.2016 – 30.04.2016
- Thames Valley Park Drive                      *Signal Improvements*                      TBC

To be undertaken after Suttons Flyover work.

### Finchampstead

*Resurfacing*

- Wellingtonia Avenue                      *Lower Wokingham Road to The Ridges*                      TBC

### Swallowfield / Shinfield

*Resurfacing*

- A33 Swallowfield By-Pass                      TBC  
*Borough Boundary to Mereoak Lane*

### Shinfield

*Resurfacing*

- Basingstoke Road                      *A33 to Church Lane*                      07.03.2016 – 11.03.2016  
20:00hrs to 06:00hrs night closure.

[UNCLASSIFIED]

## **Sonning**

### *Resurfacing*

- Bath Road TBC

## **Twyford**

### *Resurfacing*

- Paddock Heights TBC

## **Wargrave**

### *Resurfacing*

- Wargrave Road *Carlise roundabout to Braybook Lane* TBC

## **Winnersh**

- Reading Road On site until 14.03.2016  
*Cycleway (LSTF Phase 3) Upgrade Winnersh cross roads to Woodward Close.*  
Works to be finished by Friday 18 February 2016.

## **Wokingham**

### *Resurfacing*

- Trafalgar Close TBC
- Blenheim Close TBC
- Finchampstead Road 14.03.2016 – 11.04.2016  
*Junction Evendons Lane New signalised crossing*
- Norreys Avenue 22.02.2016 – 04.03.2016

## **Woodley**

### *Resurfacing*

- Fairwater Drive Easter 2016  
*Nightingale to Antrim Road planned for Easter Holidays.*
- Warren Road TBC
- Keswick Gardens TBC

TJ advised the exact dates for the Fairwater Drive works would be available the following week.

## **9. Wokingham Highways Alliance Major Highway Works – Design**

### **Structural Maintenance 2016 – 2017**

- Mole Road, Sindlesham
- London Road / Binfield Road

## **10. Structures**

Im Kait Hong (IMK) gave updates on Highways Alliance Works

### **Charvil**

- Old Bath Road – Tywford Mill Bridge *Bridge Refurbishment* 03.05.2016 – 22.07.2016

### **Earley**

- A3290 Suttons Flyover (Reading Bound) *Bridge Refurbishment* 21.03.2016 – 20.04.2016  
Reading bound

NS requested information about these work JA confirmed information would be sent on.

## **11. WBC Major Projects**

### **A3290**

- A3290 Loddon Viaduct *Contraflow will be in place 24hrs* 22.07.2016 – 05.09.2016

## 12. Virgin Media

No presentation given.

## 13. Developments

Phil Milburn (PM) gave updates for developments

### Arborfield

- Arborfield Garrison Site

### Earley

- Sibley Hall Redhatch Drive (Persimmons)  
Entrance to do
- Hatch Farm of Lower Earley Way (Bovis)  
Remedial works being undertaken

### Shinfield

#### S278/S38 Agreement – ongoing / pending

- Basingstoke Road / Grazeley Road (BBLP junction amendment start March 2016)
- Hyde End Road opposite 191 (Taylor Wimpey and David Wilson Homes)
- Basingstoke Road near Hilltop (Coinfords)
- Croft Road (Countrywide Estates)
- Cut Bush Lane (Bellway)
- Hyde End Road and Deardon Way (Lindon / Bovis / Bloor Homes).  
West of Hollow Lane 1300 houses
- Hyde End Road/ Basingstoke Road *signalisation* (Taylor Wimpy)  
To commence in the next two weeks

### Wokingham

- Montague Place London Road (David Wilson Homes)
- Keephatch Development Warren House and Keephatch Road (Crest)
- Folly Court Barkahm Road (Bewley Homes)
- Twyford Road (Bovis)
- Old Forest Road / Reading Road junction (Bovis)

### Woodley

- Sandford Farm Perimeter Road (Taylor Wimpey)
- Mohawk Way (J D Moran)
- Headley Road East / Spitfire Way (Linpac Development)
- Woodlands Avenue / Church Road (Cala Homes)
- Loddon Bridge Road (Bloor Homes)

### Swallowfield

- Swallowfield Street (Bellway Homes)

## ELGIN 'ROAD WORKS.ORG'

- From 1 April 2014 to 31 March 2015, there has been 64,270 hits from Stakeholders on roadworks items within the Wokingham Borough.
- This equates to 9.17 per works item.
- Approximately a third of these hits related to WBC works.
- This marked improvement can show the benefit in engaging with 'roadwork.org'
- The increased promotion the Streetworks Team has led to Wokingham Borough Council having the highest hit count and percentage increase out of all of our neighbouring unitary authorities.
- This is likely to increase further as the 'roadworks.org' system is now embedded into the WBC website, making access even easier for members of the public and other stakeholders.

NS remarked that should works not take place, they should be cancelled, so they are removed from the website.

## 14. PUBLIC EVENTS

- Wokingham Half Marathon 21.02.2016
- Shinfield 10k 02.05.2016
- Local Elections 05.05.2016
- Woodley 10k 08.05.2016
- Woodley Carnival 11.06.2016
- Wokingham Town Council 12.06.2016



*Queens Birthday Celebration / International Street Concert*

- Henley Women's Regatta 16.06.2016 – 19.06.2016
- Henley Regatta 28.06.2016 – 03.07.2016
- Marvellous 23.07.2016 – 24.07.2016
- Rewind Festival 19.08.2016 – 21.08.2016
- Swallowfield scouts 10k 18.09.2016

**15. A.O.B**

**Date of next meeting Tuesday 22 March 2016  
David Hicks Room 1, Shute End, Wokingham.**

[Insert name and address of relevant licensing authority and its reference number (optional)]

## Application for a minor variation to a premises licence or club premises certificate under the Licensing Act 2003

PLEASE READ THE FOLLOWING INSTRUCTIONS FIRST

Before completing this form please read the Guidance Notes at the end of the form, especially Note 1. If you are completing this form by hand please write legibly in block capitals. In all cases ensure that your answers are inside the boxes and in black ink. Use additional sheets if necessary. Once completed please send your application to the relevant licensing authority. You may wish to keep a copy of the completed form for your records.

MARTIN MCCOLL LIMITED

(Insert name(s) of applicant)

being the premises licence holder(s) / club holding a club premises certificate, apply to vary a premises licence under section 41A / club premises certificate under section 86A of the Licensing Act 2003 for the premises described in Part 1 below.

### Part 1 – Premises details

<b>Postal address of premises</b> (or, if none, ordnance survey map reference, or description)	
MARTINS 141 CROCKHAMWELL ROAD	
Post town WOODLEY	Post Code RG5 3JP

Telephone number at premises (if any)

Premises licence number/club premises certificate number

PR0421

**Brief description of premises** (Please see Guidance Note 2)

WELL ESTABLISHED CONVENIENCE STORE TRADING UNDER COMPANY OWN FORMAT SERVING BOTH THE LOCAL COMMUNITY AND THOSE FROM FURTHER AFIELD. THE STORE OFFERS A RANGE OF FRESH FOODS, GROCERIES AND OTHER PRODUCTS.

## Part 2 – Applicant Details

I am/ we are the premises licence holder/club premises certificate holder  
Contact phone number in working hours (if any)

Please tick  yes

<b>Applicant Postal address IF DIFFERENT FROM PREMISES ADDRESS</b>	
MARTIN MCCOLL LIMITED MARTIN MCCOLL HOUSE ASHWELLS ROAD	
Post town BRENTWOOD	Postcode CM15 9ST
Please provide email address if you would prefer us to contact you by email (optional)	

## Part 3 – Proposed variation(s)

Do you want the proposed variation to have effect as soon as possible?

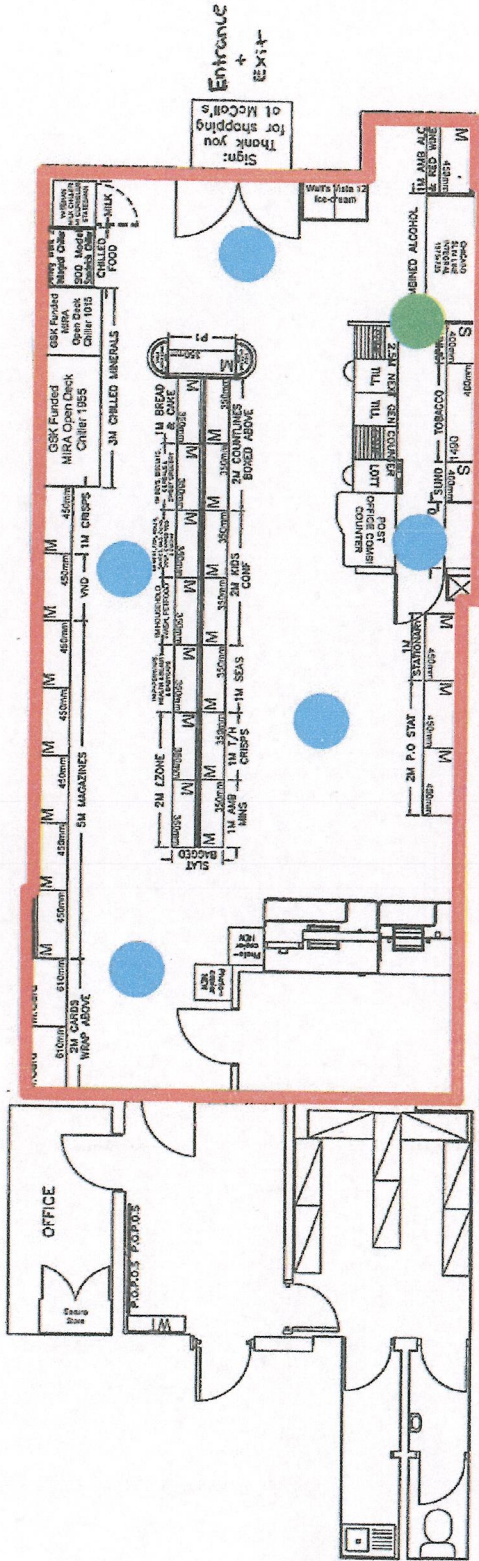
Please tick  yes

Day    Month    Year

If not, from what date do you want the variation to take effect?

**Please describe the proposed variation(s) in detail in the box below and explain why you consider that they could not have an adverse effect on the promotion of any of the licensing objectives (See Guidance Note 1). This should include whether new or increased levels of licensable activities will be taking place indoors or outdoors (indoors may include a tent):**

<p><b>Details of proposed variations</b> (Please see Guidance Note 3)</p> <p>CHANGE THE INTERNAL LAYOUT (STORE PLAN) WHICH IS ATTACHED TO THE PREMISES LICENCE. THE NEW PLAN IS ATTACHED TO THE APPLICATION.</p>
--



**Key:**

- Fire Extinguishers.
- CCTV.
- Area to be licensed for the sale of alcohol for consumption off the premise.

<b>McColl's</b> RETAIL GROUP	
<b>McColl's Martins RSM Coll</b>	
MCCOLLS RETAIL GROUP LTD AUNTILS ROAD BRENTFORD ESSEX CM115 6ST	
TEL: 01972 92818	FAX: 01273 227151
PROJECT TYPE/DETAILS	
ALCOHOL LICENCE APPLICATION	
Rev	Revision Details
A	ALC APP-HD-18/01/2016
DRAWN BY HOLLIE DALTON	

**NOTES:**

1. FIRE FIGHTING EQUIPMENT & ALL OF THE REQUIREMENTS OF THE FIRE SERVICE WILL BE INCORPORATED & WILL BE PROVIDED TO COMPLY WITH THE EUROPEAN STANDARDS
- No. BSENS3 & BS7283.
2. ALL WALL/FIREMETER FIXTURES TO A HEIGHT OF 2.1M
3. ALL FLOOR DISPLAYS TO A HEIGHT OF 1.5M
4. COUNTER HEIGHT 865MM

**FIRE STANDARDS:**

1. FIRE SAFETY RELATED SIGNS AND NOTICES ARE TO THE HEALTH AND SAFETY (SAFETY SIGNS & SIGNALS) REGULATIONS ACT 1986. THOSE THAT COMPLY TO BS 5499, PART 1, 1990 ALSO COMPLY
2. ILLUMINATED "EXIT" SIGNS ARE TO CONFORM TO BS2560
3. FIRE FIGHTING EQUIPMENT IS TO COMPLY WITH EUROPEAN STANDARDS BS EN3 AND BS 7893

Date: March 2016  
Scale: 1:100

*Proposed*



**McColl's Retail Group Ltd**  
ALDRIDGE  
BIRMINGHAM  
ESSEX

TEL: 01272 252046 FAX: 01272 251154  
CM15 8ST

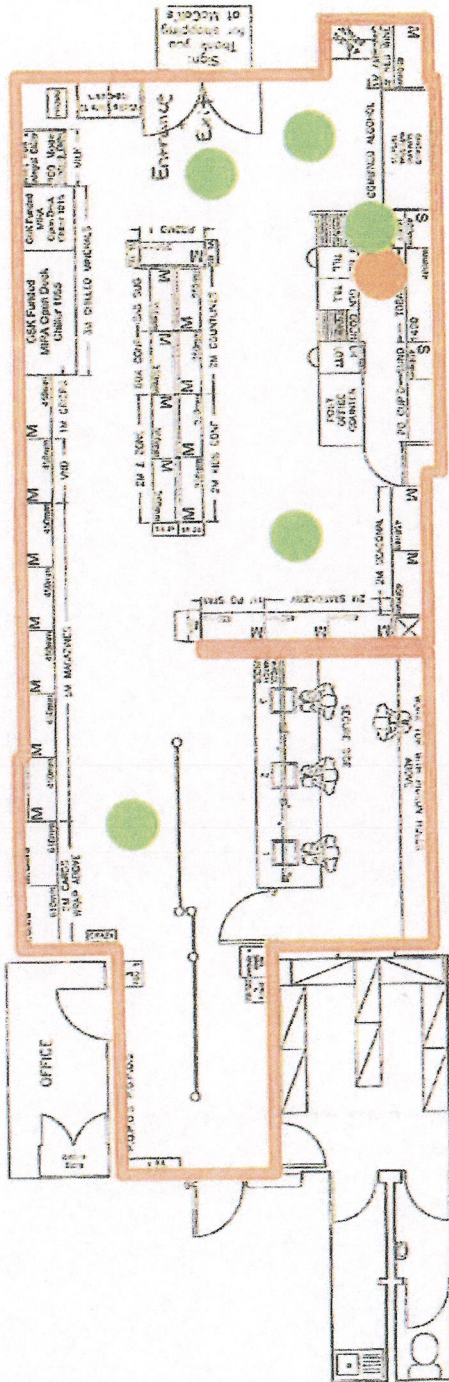
**PROJECT TYPE/DETAILS**

ALCOHOL LICENSE APPLICATION

**Revision Details**

Rev	Description
A	PROPOSED DATED 30/03/2015
DRAWN BY HOLLIE DALTON	

**Martins**  
141 Crockhamwell Road  
Woodley, Reading, Berkshire  
RG5 3JP



**NOTES:**

1. FIRE FIGHTING EQUIPMENT & ALL OF THE REQUIREMENTS OF THE FIRE SERVICE WILL BE INCORPORATED & WILL BE PROVIDED TO COMPLY WITH THE EUROPEAN STANDARDS

NO. BS EN 3 & BS 7263.

2. ALL WALL PERIMETER FIXTURES TO A HEIGHT OF 2.1M
3. ALL FLOOR DISPLAYS TO A HEIGHT OF 1.5M
4. COUNTER HEIGHT 965MM

**FIRE STANDARDS:**

1. FIRE SAFETY RELATED SIGNS AND NOTICES ARE TO THE HEALTH AND SAFETY (SAFETY SIGNS & SIGNALS) REGULATIONS ACT 1986 THOSE THAT COMPLY TO BS 5499, PART 1, 1989 ALSO COMPLY
2. ILLUMINATED "EXIT" SIGNS ARE TO CONFORM TO BS 2560
3. FIRE FIGHTING EQUIPMENT IS TO COMPLY WITH EUROPEAN STANDARDS BS EN 3 AND BS 7863

<b>Key:</b>	- Fire Extinguishers
	- CCTV.
	- Area to be licenced for the sale of alcohol for consumption off the premise.

Date: March 2015

Existing

# NEWS RELEASE



APPENDIX 17

**WOKINGHAM  
BOROUGH COUNCIL**

Date: March 24, 2016  
Issued by: Louise Page (0118) 908 8469

Issue No: 34i/15  
Version: 1.0

## **PARKING ENFORCEMENT PLANS ON TRACK**

Wokingham Borough Council's plans are on track to take on civil parking enforcement (CPE) across the borough, from May 2017.

The council is currently working on its application to the Department for Transport (DfT) to do this, and hopes to submit it this summer. Emergency services, parish councils, neighbouring councils and other statutory bodies will be consulted, as part of it.

CPE means the borough council would take over the police's role to legally enforce parking breaches such as on double yellow lines, double parking or parking across dropped kerbs, parking in a residents' parking zone without a permit and overstaying time-limited bays. The police will retain some parking enforcement powers, for example when dealing with obstructions generally.

The council would also be able to tackle cars obstructing verges and pavements where they are parked next to yellow lines - making things safer for pedestrians and road users.

The new powers would harmonise enforcement at both on and off-street parking locations, and allow the council to better manage parking schemes for residents and businesses.

The project also involves refreshing - and in some places correcting - parking restriction signs and lines. In Twyford, this work is planned to start in April. Residents will be kept up-to-date via street information signs, or in the post. Car owners in some locations might have to move their vehicles while markings are refreshed.

Thames Valley Police currently has CPE responsibility in the Wokingham Borough, but supports the council's bid to take over this role and bring the borough in line with other Thames Valley councils.

**- MORE -**

“Local people and businesses also want us to take this on, and many already think we do,” said Cllr Keith Baker, leader of Wokingham Borough Council.

“Please be patient with us. There’ll be some parking regulations that are no longer relevant because traffic movements and geography around them have changed. We won’t know until CPE beds in. So we will review those then.

“Clearly with 1,700 roads in the borough we will prioritise certain areas such as outside schools.”

The DfT application process can take 18 months and involves an Act of Parliament. The council will hear next March if its application has been successful.

Traffic Regulations Orders (TROs) for all parking regulations in the borough are being converted from a criminal to a civil offence, and for the first time these will all be available as easy to read maps on the council’s website.

The appeals process for parking is also being simplified and made more transparent, with independent adjudication.

**- ENDS -**

# NEWS RELEASE



APPENDIX 18

**WOKINGHAM  
BOROUGH COUNCIL**

Date: March 24, 2016  
Issued by: Louise Page (0118) 908 8469

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## LIGHTING PROJECT IS STREETS AHEAD

Work starts early next month (April) in Earley on a Wokingham Borough Council project to replace some 8,000 street light columns and more than 13,000 new LED lanterns across the whole borough.

These will include those on major roads, in residential areas, in parks and open spaces, property and car park lighting, as well as some owned by town and parish councils.

The borough council is joining Slough and Reading councils as partners in the scheme, thanks to £18.9million from the Department for Transport (DfT) which is being split between the three.

The work is due to take two years to complete.

Local authorities have a legal duty to maintain street lighting so this funding is a welcome opportunity to replace and upgrade ageing pieces with the latest technology that reduces street light carbon footprints, as well as improve their management.

As a joint project it also means the three authorities can take advantage of economies of scale in terms of resources and costs - making the funding go further.

Each authority will take the lead in managing the scheme in their own borough and pay a small percentage of their costs, with the DfT funding covering the majority. Town and parish councils involved in the scheme will fund their highway lighting work in a similar way.

“We have an ongoing programme to replace and update our 16,000 street lights across the borough, but this funding gives us a fantastic opportunity to target a significant number in one go,” said Cllr Keith Baker, leader of the council.

**- MORE -**



“These new LED lanterns are greener with a lower carbon footprint, are cheaper to maintain, and easier to manage because they are run through a central management system.

“The white light produced by these LED lanterns is also more natural so is better for our eyes.”

Current research nationally says crime levels aren't affected by the introduction of white light, dimming and/ or part-night lighting. Moreover pedestrians tend to feel more comfortable at night because they can see better.

A dedicated section has been set up on the borough council's website detailing when and where the columns and lanterns are due to be replaced, alongside a FAQ and additional information: -

[www.wokingham.gov.uk/parking-roads-and-travel/maintaining-roads-and-streets/street-lighting-upgrade/](http://www.wokingham.gov.uk/parking-roads-and-travel/maintaining-roads-and-streets/street-lighting-upgrade/)

**- ENDS -**

# NEWS RELEASE

APPENDIX 19



**WOKINGHAM  
BOROUGH COUNCIL**

Date: March 30, 2016  
Issued by: Louise Page (0118) 908 8469

Issue No: 41i/16  
Version: 1.0

Wokingham  
Housing 

## **BUILDING TO START ON FOSTERS**

*With sub pix*

Construction is due to start in the next few weeks on the new Fosters Residential Care Home in Woodley, creating a £6million purpose-built extra care facility on the site of a former old people's home.

The Wokingham Borough Council project is being managed by its company Wokingham Housing Ltd (WHL) in partnership with R J Leighfield & Sons Ltd; chosen and now appointed by competitive tender to build the new care home.

The new two-storey facility in Fosters Lane will offer 34 affordable one-bedroom apartments, with a private balcony or terrace, for frail elderly and those suffering from dementia. Communal facilities include two lounge areas, a dining room, laundry room, and accommodation for guests to stay over.

The site will now be prepared for building work to start and the home is due to be finished in autumn next year.

The scheme will remain under WHL's ownership, with the council's care company Optalis as the provider.

The tender process saw five contractors submit bids and from these R J Leighfield & Sons Ltd was appointed. It is a long established, well respected family-run company with experience of delivering projects of this type on time and to a high standard.

"We're really pleased to be starting building works on Fosters Extra Care Home. Along with our Phoenix Avenue development, WHL will have more than 100 homes under construction in the borough, making a significant contribution to meeting the area's housing need," said Bill Flood, managing director at WHL.

**- MORE -**

“Fosters Extra Care Scheme has been carefully designed to provide modern housing for more frail older people, giving them the benefit of a home of their own within a great community setting, based around homely, high quality communal areas both inside and out. It’s a scheme we know WHL and the council will be very proud of.”

Simon Leighfield, managing director of R J Leighfield & Sons, said: “We’re excited to be part of the team working for Wokingham Housing to deliver this much-needed scheme.”

The UK’s population is living longer and the number of over 75s will rise significantly in the next decade. Twenty per cent of the Wokingham Borough’s over-75s live in Woodley and it is predicted there will be around 400 people aged 75 with dementia living there by 2020.

Extra care housing provides a safe environment where people can continue to live as independently as possible through additional care and support. Long gone are the days of long-term residential care being the only option.

The borough council needs to offer a wide range of care for older people giving them greater choice if they need support.

Wokingham Housing Limited secured a loan of £1.5m, courtesy of the Homes and Community Agency, which can be put towards the overall cost of the new facility.

Other partners during construction will include WHL’s employers agent Madlins to provide project management support and quantity surveying services; M&E consultants PJR Services as the scheme’s building services design engineers, as well as Living Architects - all have experience in delivering similar types of development.

WHL also hopes to provide on-site training opportunities for work-experience placements and new apprenticeships in line with the National Skills Academy guidelines.

**- ENDS -**

# NEWS RELEASE

APPENDIX 20



**WOKINGHAM  
BOROUGH COUNCIL**

Date: Wednesday March 30, 2016  
Issued by: Marlena O'Donnell (0118) 974 6773

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Version: 1.0

## **PARTNERSHIP RESCUE FOR VULNERABLE PEOPLE**

Woodley Age Concern day centre and residential care service ceased trading as a limited company last week (March 24).

Wokingham Borough Council has taken on the management of the service, including staff. Optalis is now managing the service on behalf of the council. Interim arrangements are in place to ensure continuity of service and the welfare of residents remains a priority. All services are operating as usual.

The council is also working with Involve (voluntary sector umbrella organisation) to provide alternative, community based activities to people with dementia and their carers.

By working together, the council, Optalis and Involve hope to draw on the wealth of experience from different local organisations to ensure older people with dementia benefit from community-based, local support that best meet their needs.

“We’ve supporting Woodley Age Concern over the years to provide support to vulnerable people,” said Stuart Rowbotham, Wokingham Borough Council’s director of health and wellbeing.

“But unfortunately the organisation has found itself in a difficult financial situation and is no longer able to provide these services. We’ve been working with them to try and avoid this situation, but regrettably it is unavoidable and Woodley Age Concern ceased trading.

Mette Le Jakobsen, managing director at Optalis, said: “While the loss of a local provider is hard for all concerned, our priority is to work with Wokingham Borough Council and Involve to ensure the people relying on this support continue to receive safe and effective services.”

**- MORE -**

Philip Cook, general manager at Involve, said: “It’s very sad when a charity finds itself in this position.

“We are now working with Wokingham Borough Council and Optalis to ensure services can continue with minimal disruption to those using them, and that those services going forward are available and sustainable for any local residents needing help and support.”

**- ENDS -**



**WOKINGHAM**  
**BOROUGH COUNCIL**

# **Library Offer**

***JANUARY 2016***

## **Contents**

	<i>Page</i>
Basis of offer	3
Underpinning Principles	4
Delivery Model	5

## **Basis of Offer**

Whilst it is true to say that the central requirements for the provision of library services has changed little since their inception in the Public Libraries and Museums Act 1964, the expectations and value of library services has grown since this time to encompass a much broader range of services and activities that contribute to the overall wellbeing of our towns and villages.

Libraries are now centre points within their communities, places where people of all ages come to do more than borrow books for pleasure and learning. They are places for parents and children to bond and grow, places for groups and clubs to meet, a respite for the isolated, they are champions of local creativity and gateways to all the public services that we use.

It is vital when establishing The Library Offer to recognise the increasing ways in which our library services and library buildings help sustain and elevate the quality of life for our residents.

In the 21<sup>st</sup> century, our libraries will be welcoming and vibrant places that people are drawn to. They will protect the clearly valued heritage of our library services whilst evolving naturally to offer more and more opportunity for residents of all ages to engage in activities and access services. The libraries themselves will be flexible and adaptable in terms of their space and their uses, aligning seamlessly with other provision in their area.

The Library Offer establishes and promotes the activities that our residents can expect when visiting or using our libraries.

This offer is intended to establish a framework of underpinning principles and a delivery model which:-

- Extend the offering and give increased access to the library service.
- Provide as much as we can with the resources we have available



## **Underpinning Principles**

### **Access to Services**

- The Library Service will adapt to meet the growing population and changing behaviours of our residents.
- The Library Service will utilise opportunities to provide residents with a flexible mix of physical and virtual options for accessing all services
- Improve access to other Wokingham Borough Council services in line with Customer Services vision
- Strong partnership working to ensure flexibility of delivery and access to library services

### **Library Stock**

- Maintain the approach of books being the primary stock type
- Stock purchased will be responsive to the behaviour and needs of our residents
- Increase the numbers of items available in other formats
- Continue to ensure that we hold the books that people most want

### **Visiting and Using Buildings**

- The environment within libraries will be welcoming and enjoyable
- Buildings will be flexible and adaptable to changing demands for their use
- Enable access to other types of services including other council services, health services and local community and voluntary services
- They will provide space for locally focused events and activities that develop a sense of community
- Actively identify events and services that support the broader Council vision

### **Technology**

- The Library Service will continue to grow its online services to provide more opportunity for residents to access services when they want them.
- Invest in technologies that support learning and self-sustaining behaviours in residents.
- Increase the range of services within libraries by enabling payments for other Council services.
- Respond to natural opportunities to deliver a greater range of Council services within libraries.

### **Income Generation**

- Income generation ideas will feel a natural extension of our services and activities
- Where opportunities for investment present themselves we will look to gain the most value from them so as to minimise the need for further investments in the future

### **Supporting Wokingham Borough Council Vision**

- The library service will continue to identify ways to directly support Wokingham Borough Council's vision for the borough
- Maintain or improve on the usage of library services so that they remain a valuable method of supporting and promoting other Council services.

## **Delivery Model**

The delivery model will take a 'hub and spoke' approach. The larger libraries at Wokingham, Woodley and Lower Earley will act as hubs, with smaller branches delivering service in the community around them.

### **Hub Libraries**

The hub libraries will operate using a combination of traditional staffed opening hours and unstaffed self-service opening hours. This combination allows for those customers who are more vulnerable or need more support to access services whilst staff are there to support them, and also allows the overall service hours to be increased for the more independent library users. The overall approach results in a reduction of costs as fewer of the opening hours rely on having staff on duty. These sites will also be developed and adapted to give more flexible usage of space, allowing community groups and strategic partners to make use of the building whilst it is not operating as a library. In addition, space will be modified and adapted to attract business income and paying clients. For example, innovative meeting spaces using interactive technologies.

During unstaffed hour's access to buildings will be controlled by an electronic door lock which only opens when presented with a valid library ticket together with a PIN – it will allow for specific library users to be granted access, or have access restricted if necessary. The site will be monitored by CCTV, and record key actions such as customers entering and leaving the building. Customers use self-service terminals to borrow and return books and other items. If customers leave the building with books which they have not issued to themselves this will be identified as the pass through the doors, and recorded by CCTV. Pre-recorded *tannoy* messages warn customers when closing time is approaching, and lights can be set to automatically start dimming in the lead up to closure times. The process of building closedown is also more streamlined, allowing a single member of staff to turn all lighting and all computers off with single key turn.

The approach is tried and tested, with over 200 libraries operating the model on mainland Europe, and a growing number adopting the approach in the UK, including Peterborough, Brighton & Hove, Trafford and London Borough of Barnet.

### **Spoke Libraries**

The spoke libraries will operate a regular set of opening hours focused on the times when there is most demand within the community, rather than the existing historic and rather confusing opening hour patterns operated at some sites.

Spoke libraries would initially consist of the existing smaller branches, however, not all libraries are well positioned, and not all libraries work sufficiently well alongside other local service offerings. It is important that all our spoke libraries offer the necessary services and are provided in such a way that make best use of the buildings in which they are located (whether these are Council buildings or in partnership with other services in the area). This approach would mean taking different or more pragmatic approaches to the buildings stock and a broader offer of local library services whilst not relying on a single asset.

### ***Pop-up libraries***

The methodology used for unstaffed opening at the library hubs could also be utilised to develop partnerships to deliver self-service libraries in shared facilities, and also provide temporary libraries. This could allow the service to be extended, provided more flexibly, and closer to the hearts of small communities. In addition the service could be delivered through library space located within existing community facilities – e.g. Community Centres

**WOKINGHAM BOROUGH COUNCIL LIBRARIES – HUB AND SPOKE MODEL**

