



Woodley Town Council

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

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

Councillors D. Smith (Chairman); L. Higgs; M. Holmes; C. Lawley; D. Mills;
R. Neall; 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 7:30 pm on Tuesday 27 January 2015, 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 for Committee members)***
5. **MINUTES OF THE COMMUNITY SERVICES COMMITTEE MEETING HELD ON 11 NOVEMBER 2014**
To approve the minutes of the Community Services Committee meeting held on 11 November 2014 and the Chairman to sign them as a true record. ***(These minutes were provided in the Full Council agenda of 9 December 2014.)***

6. **BUDGETARY CONTROL**
To note **Report No. CS 1/15.** Page 5
7. **JUST AROUND THE CORNER**
To receive the report from Just Around the Corner charity, attached at **Appendix 7.** Page 6
8. **YOUTH WORKING PARTY**
a) To receive **Report No. CS 2/15** of the Youth Working Party meeting held on 14 January 2015. Page 7
b) To consider a review of the Youth Working Party as set out in **Report No. CS 3/15.** Page 9
9. **REVISED ESTIMATES 2014/15**
To consider the Revised Estimates for 2014/15. **Report No. CS 4/15.** Page 13
10. **BUDGET ESTIMATES 2015/16**
To consider the Budget Estimates for 2015/16. **Report No. CS 5/15.** Page 14
11. **ALLOTMENTS UPDATE**
Annual invoices were sent out in December. There are currently 11 vacant plots with no tenants on the waiting list. Some further plots are likely to become available as tenants consider whether they wish to continue, having received their invoice. The Council has been working closely with the Tenants Committee in addressing the issue of neglected plots over the last year. This has worked well and resulted in a number of unworked plots becoming available and all tenants on the waiting list being allocated a plot.
- It is intended to promote the allotment site via the Council website and the Herald in order to attract new tenants to take on the vacant plots. The Tenants Committee is also looking at ways to increase interest in allotment plots at the site. The Council's Maintenance and Grounds Teams have been able to clear some plots of debris in order to re-let them and the Tenants Committee has offered its support in assisting with this and other works at the site in the future. The working relationship between the Council and the Tenants Committee is currently very positive and productive.
- Although it was intended that the Chairman of the Allotment Tenants Association be invited to the meeting to review the aims of the Allotments Working Party and the frequency of the meetings, the Chairman of the Committee has agreed that this be an item for the meeting of the Community Services Committee to be held on 31 March 2015.
12. **PUBLIC TOILETS WORKING PARTY**
To note that the working party met on 12 December 2014 and had a meeting scheduled for 23 January 2015 to identify a site for the facility.
13. **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 18 November (**Appendix 13a(i)**) and 16 December (**Appendix 13a(ii)**). Pages 15 & 23

b) **Traffic island outside the Oakwood Centre, Headley Road**
To note that the repairs to the traffic island outside the Oakwood Centre were undertaken in December.

c) **Fairwater Drive**
To note that the views of Reading Buses have been sought regarding the state of the road surface in Fairwater Drive and a reply is awaited.

14. **TREE PLANTING**

To note that new trees were planted in Antrim Road and Welford Road during National Tree Week in December 2014.

15. **SOUTH EAST PERMIT SCHEME**

To note that Wokingham Borough Council's application to join the South East Permit Scheme (SEPS) has been approved and The Traffic Management (Wokingham Borough Council) Permit Scheme Order 2014 has been signed by the Minister.

The scheme will come into effect commencing 19 January 2015. The permit scheme will have a grace period until 1 March 2015 during which no fees for permits and variations will be charged. Fixed Penalty Notices for permit offences will not be applied until 2 March 2015.

16. **PREMISES LICENCE: 143 CROCKHAMWELL ROAD**

To note that a premises licence under the Gambling Act 2005 has been granted to Coral for the property at 143 Crockhamwell Road by Wokingham Borough Council.

17. **Xn/WOKINGHAM TIMES**

To note that, following the closure of the Wokingham Times, the editor of Xn is exploring the possibility of publishing fortnightly to provide a newspaper for the borough that would be free to the consumer and would be collected from shops and supermarkets across the borough. It is anticipated that the costs of publication would be paid for by advertising and voluntary subscriptions and the editor has approached the local councils for support by way of the placing of public notices and general advertising.

18. **WOKINGHAM BOROUGH COUNCIL – PEER REVIEW – HIGHWAYS AND TRANSPORT**

To note that Wokingham Borough Council is organising a Highway Maintenance Efficiency Programme Peer Review, in conjunction with the Local Government Association, which is taking place on 4 - 6 February 2015. Information regarding the review is attached at **Appendix 18**.

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As part of the review the opinions of town and parish councils are being sought and Woodley Town Council has been invited to send a representative to attend a session at 4pm on 5 February 2015.

19. **WOKINGHAM BOROUGH COUNCIL STREET LIGHTING REPLACEMENT AND LED LANTERN PROCUREMENT PROJECT**

To note information received from Wokingham Borough Council regarding a forthcoming major street lighting project, attached at **Appendix 19**, and to consider whether Woodley Town Council wishes to be included in the project.

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The Service Support Manger proposes that the Town Council register it's interest in being included in the street lighting replacement and procurement project and provide the Borough Council with an inventory of Town Council owned columns which may need replacing in the short to medium term. The condition survey of lighting columns will be carried out by the Service Support Manager and the Town Council's lighting maintenance contractor. The Town Council can then consider the associated costs and potential savings once these are known. The provision of lighting maintenance services through the Borough Council may also provide a saving going forwards. The Town Council owns 54 lighting columns, 11 of which have been replaced in the last 5 years.

20. **WOKINGHAM BOROUGH COUNCIL CONSULTATION ON CARER'S STRATEGY**

To note that Wokingham Borough Council is consulting carers on its draft carers' strategy.

21. **PUBLICATIONS/INFORMATION**

To note receipt of the following:

- *The Volunteers' Voice*
- *Historic Towns Forum December Newsletter*

22. **FUTURE AGENDA ITEMS**

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

23. **PUBLICITY/WEBSITE**

To consider items to be publicised.

COMMUNITY SERVICES COMMITTEE**BUDGETARY CONTROL 2014/15**

REPORT No. CS 1/15

EXPENDITURE	Budget 2014/15	Actual Exp as at 31/12/2013	Actual Exp as at 31/12/2014	Actual Exp as % of Budget	Information
ALLOTMENTS	16681	11401	14456	86.7	50% of lease cost paid, water rates over budget, repairs over budget - part cost of resiting of gates.
PARTNERSHIP PROJECTS	37453	26083	26678	71.2	Service Level Agreement quarterly payment to JAC paid in advance. Low expenditure on youth club.
GRANTS	29659	28014	29660	100.0	All annual grants now paid in full.
AMENITIES	9499	5278	5426	57.1	All expenditure under 75% at this point.
EVENTS	4268	4039	2784	65.2	Carnival grant paid, other costs under 75%. £311 increase in budget allocation for Carnival approved by S and R Cttee 24/6/14.
CAPITAL AND PROJECTS	8476	4238	4238	50.0	Loan repayments made in September and March.
TOTAL	106036	79053	83242	78.5	

INCOME	Budget 2014/15	Actual Inc as at 31/12/2013	Actual Inc as at 31/12/2014	Actual Inc as % of Budget	Information
ALLOTMENTS	7500	800	1727	23.0	Income from new tenants & invoices sent out in December.
PARTNERSHIP PROJECTS	0	0	0	0.0	
GRANTS	0	0	0	0.0	
AMENITIES	0	0	0	0.0	
EVENTS	0	0	0	0.0	
CAPITAL AND PROJECTS	0	0	0	0.0	
TOTAL	7500	800	1727	23.0	
NET	98536	78253	81515		

9 months: 75%

Woodley Detached report January 2015

Over the winter months the detached sessions for Woodley continue to run as usual with sessions after school on a Wednesday and Friday, the Friday session extends till 6pm and then the evening team back out again from 8pm onwards. Our busiest sessions are the after school sessions, on Friday students leaving Waingels College call into to Ashenbury park where they can catch up with the JAC team for a chat and hot chocolate, numbers over the last 6 weeks have fallen to about 85 on average probably more due to the cold weather and darkening days than anything else. The Wednesday sessions are usually on foot, covering Woodford Park with football and netball activities, Woodley precinct and several of the shops where the young people hang out after school.

At the weekends Friday night continues to be busy although numbers have dropped a little on the run up to Christmas again more due to weather conditions than anything else but numbers are still around 20 -30 on a night. We have noted that Saturday evenings are generally becoming busier again. The skate park and shelter area in Woodford Park is still a favourite meeting place.

The team arranged a trip for a group of skaters to go to Milton Keynes skate park, the outing took place during the Christmas holidays, 8 skaters went along had an amazing time and proved a very usual opportunity to build deeper relationships with the group.

The young people (and families) we make contact with during our detached outreach sessions are also using our stables facilities, where we build relationships and offer activities to those who might not otherwise have access to.

The detached teams are enhanced by a group of young volunteers who have been helped by JAC in the past are keen to give something back to the community.

The JAC team attended the Streetz event – a verbal report will be given at meeting

Mentoring sessions continue to take place in the community with issues ranging from problems with family, school and friends to some quite complex problems.

Equine sessions: Woodley schools continue to use JAC as Behavioural and Pastoral support in one to one, two to one and group work sessions. St Dominic Savio School have recently referred into our service for the first time and we hope this will be the beginning of further work with the school. Other sessions at the stables include small groups from detached sessions and a number of young people from Woodley continue to volunteer on a regular basis at the stables.

Young mums sewing group the group is continuing to provide a very important meeting place for young mums at the same time as learning and developing skills in dressmaking and knitting , the group is wonderfully supported by JAC volunteers who give a listening ear as well as years of experience.

Inside Out continues to be a place for the older people in Woodley to meet have a tea and chat, there are a number of regulars who look forward to the JAC van on Thursday mornings. There was a little break over the Christmas holidays but the team are back out in force again.

Woodley Town Council

**Report of a Meeting of the Youth Working Party held at The Oakwood Centre on
Wednesday 14 January 2015 at 4pm**

Present: Councillor M. Walker (*Chairman*), J. Cheng, K. Gilder, C. Lawley

Also present: PC T. Cameron – TVP
Sgt M. Smith, TVP
M. Ahmed, Community Warden Wokingham BC
C. Randall

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

Apologies: Cllr E. Rowland
Cllr K. Haines
I. Mullens – The Loft
S. Flower, resident
A. Gupta, Social Inclusion Officer Wokingham BC
R. Ferguson, Targeted Youth Manager
T. Eisner, JAC

DECLARATIONS OF INTEREST

No declarations of interest were made.

MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting held on 22 October 2014 were agreed as a correct record.

BULMERSHE YOUTH CLUB

The update from Meg Dimbylow, Vineyard Church, was tabled at the meeting. A new group of young people was attending the club, with total numbers at 20 – 30 each week. The club was supported by a consistent team of 8 – 10 each week, nearly all of whom had been helping at the club since it started a year ago. The club has the same structure as before – upstairs available for table tennis, pool etc and downstairs for football, netball. There is also an opportunity to use the new gym with the help of 1Life – and it may be possible to access funding to support this.

Deborah Mander reported that she, Meg Dimbylow and Carl Skeats had met with the centre management to discuss the youth club's requirements in terms of space and equipment. It was hoped that the three organisations would work together going forward. It was noted that the TV that had been used by the club had been removed and there may be a need for a replacement.

STREETZ EVENT 13 SEPTEMBER

Charlotte Randall attended the meeting to report back on the Streetz event that had taken place the previous weekend. Unfortunately this second Streetz event had not gone as well as the first one and it had been spoilt by the behaviour of a minority of people. Charlotte said that she wouldn't be proposing to organise another event like this and thanked the working party for the opportunity to try out her idea for Woodley's 16s and under. In response the Chairman thanked Charlotte for trying her idea.

The police representatives said that the event had attracted people from older age groups and this had caused some problems. They wouldn't support any future similar event on licensing grounds.

YOUTH WORKING PARTY REVIEW

It was noted that proposals for a review of the working party would be presented to the Community Services Committee on 27 January. The aim of the review would be to widen the scope of the working party and increase the involvement and status of the voluntary sector organisations working with young people in Woodley. The report and new terms of reference would be circulated to the invited representatives on the working party on 22 January and it was hoped that they would be able to respond with comments in time for the meeting on 27 January. It was noted that a JAC representative would probably be at the meeting that evening and could give feedback in person.

REPORTS

The following updates were given:

Octopush and Snorkling Clubs

Kay Gilder reported that she had met with 1Life, who now ran the pool and had been reassured that they were happy for her to carry on with the clubs at the centre and had provided some funding for new equipment for the club.

Kay Gilder also reported on Bulmershe Gym Club's recent success in filling 6 of the 7 places of the British Olympics team and the real need for funds of each of the team to raise £1,000 each to pay for the extra competitions they were required to compete at this year in Azerbaijan and Portugal.

Police

Sergeant Mark Smith reported that resource levels were the same and there were no plans to lose staff from the Woodley team. In terms of the area there were some projects being planned.

Community Warden

Mohammed Ahmed reported that he had been working with the Junior Warden Scheme with pupils at South Lake School. They have started an intergenerational project, working with the Social Inclusion Officer and residents at Alexandra Place. In November the junior wardens had visited the RE3 centre, which they had enjoyed.

Woodley Town Council

Andrew Bunn reported that they were running 3 trampolining and 2 judo courses a week for young people at the moment and these were almost full. The team was about to deliver 'Smash up' badminton at Bulmershe School, for which the centre had received grant funding. Andrew was also involved with a project to talk to and encourage organisations to take their activities out into the community and set up satellite clubs

DATE AND TIME OF NEXT MEETING

Future meeting date (at 4pm):

Wednesday 18 March 2015.

Meeting closed at 4.35pm

Woodley Town Council

YOUTH WORKING PARTY REVIEW

REPORT OF THE TOWN CLERK

Purpose of Report

To review the committee's Youth Working Party terms of reference and recommend that these be adopted by the Committee.

Background

The Youth Working Party was re-established in 2011, following the termination of the Woodley Area Youth Committee, a joint Woodley and Wokingham BC group. Before the area committee was established the Council had a youth working party in some form or other for many years. The working party provides an opportunity for the exchange of information on youth services and activities in the town and for joint projects and activities to be provided. Representatives from all local organisations providing youth services in the town are invited to attend meetings, as are secondary schools.

The working party's existing terms of reference are attached to this report at **Appendix A**.

Information

Recent Youth Working Party meetings have not always been well attended by the invited representatives who work with young people in the town. Concerns have been raised by some representatives that the meetings are not achieving much more than providing an opportunity to update each other and the Council on their activities. There was some discussion about a review of the working party's purpose at its meeting of 15 January 2014, prompted by comments from a voluntary sector representative. In order to address these and aim to increase the value of the working party's activities to the voluntary sector and the other bodies/organisations represented it is proposed that the working party's terms of reference be widened to include:

- Access to funds for the use of bodies/organisations working with young people for activities and projects to support and engage local young people.
- Reservation of the chairmanship of the working party for a representative from the voluntary sector, with the vice chairmanship held by a town councillor.

It is also proposed that the working party be called the Community Youth Partnership in future.

Youth project fund

A sum of £3,000 has been included in the proposed Community Services budget for 2015/16 to provide a fund for projects and activities supporting young people. Representatives on the new Community Youth Partnership would consider applications from bodies/organisations working with young people and agree any recommendations on the allocation of funds to the Community Services Committee. The partnership would not be delegated to allocate the youth project fund. The partnership will require a report on the outcome of the use of project funding that would also be reported to the Community Services Committee.

Chairmanship

The appointment of a representative from the partnership's voluntary sector representatives will give a clear message of the importance placed on this sector's role in the local work that is

being undertaken to support and encourage young people in our town. Agendas for partnership meetings will be discussed and agreed by both the chairman and the vice chairman.

The proposed terms of reference of the Community Youth Partnership are attached at ***Appendix B.***

Resources

Subject to the agreement at full Council on 10 February, funds of £3,000 have been allocated for a youth projects fund.

It is not anticipated that there will be any other increased costs as a result of the proposals.

A copy of this report was provided to the representatives invited to the Youth Working Party meetings on publication of the Committee agenda and it is hoped that some feedback on the proposals will be able to be reported to members when this item is considered by the Committee.

Recommendation

- ◆ **That Members consider the proposed terms of reference of the Community Youth Partnership which will replace those of the Youth Working Party.**

Parent Committee: Community Services Committee

Overall purpose

The working party's role is to provide an opportunity for the exchange of information on youth services and activities in the town, engender good working relationships between providers of youth services and activities in the town and to enable and, where appropriate, be part of joint projects and plans to improve services and support to Woodley's young people.

Membership of the working party

There shall be at least five members of Council appointed to the working party. Officers will be in attendance at all meetings.

Representatives from all organisations providing services and activities for young people in Woodley and other interested parties, as agreed by the working party, will be invited to each meeting of the working party.

Meetings

Meetings of the working party shall take place at least quarterly.

Terms of operation

To liaise with organisations and bodies providing services and activities for young people in Woodley.

To receive information on activities and services to young people in the town from youth service providers.

To receive and consider representations and proposals from young people and representatives providing services and activities for young people and make any recommendations to the Community Services Committee, Council or any other relevant Committee or organisation, as appropriate.

To be part of a network of providers of youth services and activities and encourage exchanges of information and joint working, where appropriate.

To take part in joint projects to make provision for and support young people.

To take any relevant matters forward, as agreed by the working party, to the appropriate body or organisation, including the Ambleside Neighbourhood Partnership Committee.

To consider any other matters relating to young people in Woodley.

To make any recommendations outside the working party's remit to the Community Services Committee.

To provide reports of meetings held to the Community Services Committee.

Parent Committee: Community Services Committee

Overall purpose

The partnership's purposes are:

- to provide an opportunity for the exchange of information on youth services and activities in the town
- engender good working relationships between providers of youth services and activities in the town
- to enable and/or be involved in joint projects and plans to improve services and support to Woodley's young people
- to consider and make recommendations on applications to the Town Council's youth project fund

Membership of the working party

There shall be at least five members of Council and up to ten representatives of voluntary sector organisations working with young people appointed to the working party.

Chairmanship of the partnership will be held by a voluntary sector representative. The Vice Chairman will be held by a town councillor. Agendas for meetings of the partnership will be set jointly by the Chairman and Vice Chairman.

Officers will be in attendance at all meetings.

Representatives from other organisations working with or providing services and activities for young people in Woodley and other interested parties, as agreed by the working party, will be invited to each meeting of the working party.

Meetings

Meetings of the working party shall take place at least quarterly.

Terms of operation

- To liaise with organisations and bodies providing services and activities for young people in Woodley.
- To receive information on activities and services to young people in the town from youth service providers.
- To receive and consider representations and proposals from young people and representatives providing services and activities for young people and make any recommendations to the Community Services Committee, Council or any other relevant Committee or organisation, as appropriate.
- To receive and consider applications to the youth projects fund held by the Town Council and make any recommendations on those to the Community Services Committee.
- To be part of a network of providers of youth services and activities and encourage exchanges of information and joint working, where appropriate.
- To take part in joint projects to make provision for and support young people.
- To take any relevant matters forward, as agreed by the working party, to the appropriate body or organisation.
- To consider any other matters relating to young people in Woodley.
- To make any recommendations outside the working party's remit to the Community Services Committee.
- To provide reports of meetings held to the Community Services Committee.

Woodley Town Council

REVISED ESTIMATES 2014/15

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 2014/15 financial year.

Information

The Revised Estimates for 2014/15, ***Budget Appendix (enclosed)***, 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 £1,587 on the original estimates for the committee's spending.

In the year the Strategy and Resources Committee agreed to increase its support to the annual Woodley Carnival by an additional £311 on top of the original allocation of £700.

At the allotments, the dry summer, increase in tenants and a possible leak earlier in the year has meant a higher than anticipated charge for water. The repairs costs were also higher than estimated because some of the costs to re-site the gate were allocated from the repairs budget and the costs of an additional skip to take away rubbish from plots to be able to rent these to new tenants. In total an increase over the original expenditure budget of £3,086.

Partnership projects expenditure will be £1,552 under the original budget estimate because the allocation to support Bulmershe Youth Club is likely to be lower and 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).

Amenities expenditure on repairs and fuel costs for street lighting are anticipated to be lower than budgeted for in the original budget.

The income from allotments is estimated to be £314 lower 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 2014/15, as set out in the Budget Appendix.**

BUDGET ESTIMATES 2015/16

REPORT OF THE TOWN CLERK

Purpose of Report

To inform Members of the recommendations for the Community Services Committee's Budget Estimates for the 2015/16 financial year.

Information

The budget estimates for the 2015/16 financial year, **Budget Appendix (enclosed)**, have been drawn up taking into account the 2014/15 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 a contribution to the hire of the Council's facilities on Carnival Day and associated events.

An additional allocation of £3,000 for a Youth Projects Fund has been included in the partnership projects budget. An allocation of £2,000 to support the Bulmershe Youth Club has also been included in this budget.

The amenities budget assumes that the public toilet in the town centre will be installed by July 2015 and potential income and expenditure costs for maintenance, consumables, utilities, cleaning and rates, based on best knowledge at this point, are set out in the estimates.

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

ReadiBus	£17,000
CAB	£4,000
Keep Mobile	£1,000
Wokingham Job Support Centre	£0
ARC	£5,000
Lend and Play Toy Library	£1,000

Estimated income of £8,996 from allotment rents reflects the agreed and notified increase in allotment rents for 2016 of 2.3% and the changes to the discount rate and the additional charge per pole for water.

Overall, the proposed budget figures for 2015/16 anticipate there will be a net increase of £9,368 on the previous year's revised figure and an increase of £10,955 over the 2014/15 original budget figure.

Recommendations:

- ◆ **that Members note the contents of the report.**
- ◆ **that Members approve the proposed grant allocations as set out in the Budget Appendix, subject to Council approval of the 2015/16 Budget Estimates.**
- ◆ **that Members recommend approval of the Budget Estimates for the 2015/16 financial year, as set out in the Budget Appendix.**

**WOKINGHAM BOROUGH COUNCIL
Road Works / Street Works Major Project Co-ordination Meeting
Held on the 18 November 2014 in the Council Chambers**

Attendees:

		Graham Barnwell (chair)	WBC
Richard Herneman	Openreach	Theresa Couchman	WBC
Kevin Barnwell	Options	Edward Day	WBC
David Smith	SGN	Jason Archer	WBC
Garry Percival	SGN	Joyce Stoner	WBC
Adam French	SEW	Tom Beck	WBC
Tristan Coates	SEW	Phil Milburn	WBC
Dave Stone	Clancy Docwa	Cllr Shepherd-DuBey	WBC
	Clancy Docwa	Cllr Malcolm Richards	WBC
Todd Sullivan	Savills	Mike Dunstan	Wokingham Town Council
Mark Wheatley	Thames Water	Vinny Murphy	BBLP
T. Humphreys	TVP	Neil Scott	Reading Buses
Laura Jacklin	TVP Travel	Barry Storey	Firstgroup
Andy Pryor	Virgin Media	Charlie Humphreys	Courtney Buses
Mohammed Amin	Virgin Media	Matt Taylor	Stewarts Coaches

*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 21 October 2014 were agreed

GB asked for any corrections or amendments of the minutes from the previous meeting.

2. Southern Gas Networks renewal of Gas Mains and Services

David Smith (DS) gave details regarding current and future SGN schemes and informed the meeting that schemes are progressing well.

Crowthorne

Knowles Avenue Project – Renewal of Mains and Services

- Squirrels Drey 15.12.2014 – 19.01.2015
- Parkway On site until 09.01.2015
- Heatherway On site until 28.11.2014
- Linkway 24.11.2014 – 05.01.2015
- Greenside 10.12.2014 – 19.01.2015
- Alderbrook Close TBC
- Bardgers Sett 15.12.2014 – 19.01.2015
- Edgecumbe Park Drive On site until 17.12.2014
- Highway On site until 09.12.2014

Barkham

- Aggisters Lane 2015 – 2016
- Doles Lane 2015 – 2016
- Sandy Lane 2015 - 2016

Hurst

- Lodge Road 2015 - 2016
- Broadwater Lane 2015 – 2016
- School Road 2015 – 2016
- Orchard Road 2015 – 2016
- Church Hill 2015 – 2016
- Sawpit Road 2015 – 2016

Sindlesham

- Bearwood Road 2015 – 2016

[UNCLASSIFIED]

Shinfield

Renewal of Mains and Services

- Chesnut Crescent 2015 - 2016
- School Green 2015 - 2016
- Oaklands Road 2015 - 2016
- Wychelm Road 2015 - 2016
- Wheatfield Road 2015 - 2016
- Hitres Avenue 2015 - 2016
- Ilbury Close 2015 - 2016
- Hyde End Road 2015 - 2016
- Seymour Avenue 2015 - 2016
- Cutbush Lane 2015 - 2016
- Lane End Close 2015 - 2016
- Hollow Lane 2015 - 2016
- Arborfield Road 2015 - 2016
- Milson Close 2015 - 2016
- Rosecroft Way 2015 - 2016
- Goddard Close 2015 - 2016

DS made location plans available should attendees wish to view them.

Ruscombe

Northbury Avenue Project (Ruscombe and Twyford) - Renewal of Mains and Services

- Stanlake Lane TBC

Sindlesham

- Bearwood Road 2015 - 2016

Twyford

Paddock Heights Project (Twyford and Ruscombe) - Renewal of Mains and Services

- Waltham Road TBC
- Byron Road 26.01.2015 - 09.03.2015
- Paddock Heights 09.03.2015 - 04.05.2015
- A321 Hurst Road *Waltham Road to Lodge Road* TBC
- Stanlake Lane TBC
- Collerton Drive TBC

Wargrave

Renewal of mains and services

- A321 Wargrave Road 2015 - 2016
- Hamilton Road 2015 - 2016
- Silverdale Road 2015 - 2016
- Clifton Close 2015 - 2016
- School Hill 2015 - 2016
- Braybrook Road 2015 - 2016
- Victoria Road 2015 - 2016

Mark Wheatley (MW) asked about the extents of the Victoria Road works. SGN and TW representatives will meet to discuss.

Winnersh

Renewal of mains and Services

- King Street Lane 2015 - 2016

[UNCLASSIFIED]

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- Harmon Court 2015 - 2016
- Churchill Drive 2015 - 2016
- Pheasant Close 2015 - 2016
- A329 Reading Road *Between 307 – 381* 2015 - 2016
- Melbourne Avenue 2015 – 2016

DS confirmed that King Street Lane remains a road crossing only.

Wokingham

London Road Project - Renewal of mains and Services

- A329 London Road *Barrett Crescent to Peach Street* 2015 - 2016
- Barrett Crescent 27.03.2014 – 31.03.2014
- Twyford Road *Junction of Bell Foundry Lane to the A329M* 02.03.2015 – 01.05.2015
- Barkham Road 2015 – 2016
- Limmerhill Road 2015 – 2016

DS confirmed that the Twyford Road easement issues are close to being resolved and the works are planned as above.

Headington Drive Project - Renewal of mains and Services

- Crutchley Road On site until 12.01.2015
- Ward Close On site until 15.12.2014

Wokingham

Renewal of mains and services

- Martins Drive 2015 - 2016
- Jubilee Avenue 2015 - 2016

Woodley

Munro Avenue Project - Renewal of mains and Services

- Clivedale Road On site until 22.12.2014
- Coppice Road 02.02.2015 – 27.04.2015
- Martin Close 19.01.2015 – 02.03.2015
- Hearn Road 05.01.2015 – 30.03.2015
- Drovers Way On site until 03.02.2015
- Players Green 24.11.2014 – 09.01.2015
- Raleigh Close On site until 10.12.2014
- Knowles Road 26.01.2015 – 09.03.2015
- Tennyson Road On site until 03.11.2014
- Crossways 05.01.2015 – 23.02.2015
- Loddon Bridge Road TBC

DS confirmed that Clivedale Road will not involve a road closure as a mains route has been found in the footway.

Woodley

Renewal of mains and services

- Redwood Avenue 2015 - 2016
- Oak Drive 2015 – 2016

DS indicated that all 2015/16 projects are now considered 'live' and planning with relevant authorities is now being undertaken.

3. Scottish & Southern Energy Renewal of Mains & Services

Ed Day (ED) gave updates for Scottish and Southern current and future works.

Earley

- Nightingale Road *Direction drill A3290 and Railway Line* TBC
- Pond Head Lane TBC

Finchampstead

Renewal of mains and services

- Chivers Drive 05.01.2015 – 13.03.2015
- Copse Drive 05.01.2015 – 13.03.2015
- Watkins Close 05.01.2015 – 13.03.2015
- Carolina Place 05.01.2015 – 13.03.2015

Twyford

Renewal Mains and Services

- Wargrave Road (part) On site – 28.11.2014
- High Street Road Closure 05.01.2015 – 20.01.2015

Wokingham

Renewal Mains and Services

- Falcon Way TBC
- Linnet Walk TBC
- Starling Close TBC
- Phoenix Close TBC

4. BT Openreach

ED advised there were no proposed major works.

5. Network Rail

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

Wokingham

- Star Lane Level Crossing *Road Closure 23:00 – 05:00hrs* 12.01.2015 – 16.01.2015
- *Annual Barrier Maintenance Road Closure 00:01 – 05:00hrs* 08.01.2015 – 09.01.2015
- Wokingham Level Crossing 15.01.2015 – 16.01.2015
- *Annual Barrier Maintenance Road Closure 00:01 – 05:00hrs*

6. South East Water

Adam French (AF) and Tristan Coates (TC) provided updates on active and forthcoming SEW works.

Wokingham

Renewal Mains and Services

- Waterloo Road / Priest Avenue *Road Closure approx. 20 weeks* 05.01.2015 – 31.05.2015
- Woosehill *From Hampshire Way to Smiths Walk* 2015 – 2016

AF informed the meeting that a communications plan is being produced for Waterloo Road and will provide further details at future meetings.

TC expects that Woosehill works will involve two way temporary signals and expects that the work will commence in January. Lewis Gocool (LG) asked for plans of Woosehill scheme as WBC have planned works in the area. TC and WBC will meet to discuss.

Wokingham Without

Renewal 925 linear metres Mains and Services

- Nine Mile Ride (West) 2015 – 2016

[UNCLASSIFIED]

Page 4 of 8

AF indicated extents of this work – anticipated to be from Park Lane to California Crossroads under two way signal.

7. Thames Water

MW gave update on ongoing TW works

Wokingham

- A329 London Road *Emergency sewer repairs* On site until 19.11.2014

Wargrave

New Water Mains and Services

- Blakes Road 14.02.2015 – 30.05.2015
- Victoria Road 14.02.2015 – 30.05.2015

MW and DS confirmed intent for SGN and TW to discuss collaborative working in this location.

8. Wokingham Highways Alliance Major Highway Works

Lewis Gocool (LG) gave an updates on highway structure maintenance schemes.

Arborfield

Resurfacing

- Church Lane 31.03.2015
- Swallowfield Road 03.04.2015 – 08.04.2015

Earley

Resurfacing

- Wokingham Road *Three Tuns to Loddon Bridge* On site until 26.11.2014
- Chatteris Way (Part) 09.12.2014 – 11.12.2014
- Elm Lane (Part) *Road Closure* 28.11.2014 – 08.12.2014
- Kerris Way 12.12.2014 – 15.12.2014
- Rushey Way *junction with Gipsy Lane* 09.03.2015 – 10.03.2015
- Rushey Way *Chatton Way to Leisure Centre* 11.03.2015 – 12.03.2015
- Rushey Way *roundabout junction with Chalfont Way* 13.03.2015 – 16.03.2015
- Beeston Way 16.03.2014 – 17.03.2015

Neil Scott (NS) asked when the closure of Elm Lane will take place. LG confirmed that it would commence on 29/11 and be in force between 09:30 and 16:00, Monday to Friday.

NS asked if Chatteris Way scheme will slip based upon Elm Lane. LG expects it to take place on the 10th December.

Grazeley

Resurfacing

- Kybes Lane 23.03.2015

Hurst

Resurfacing

- The Straight Mile 27.03.2015 – 30.03.2015

Remenham

Resurfacing

- Aston Lane 13.04.2015 – 15.04.2015
- Remenham Lane 16.04.2015 – 20.04.2015
- Remenham Church Lane 21.04.2015 – 22.04.2015

Shinfield

Resurfacing

- Whitley Wood Lane 18.03.2015 – 20.03.2015

Sindlesham

Resurfacing

- Mole Road *Near to Nirvana Spa* 05.01.2015 - 23.01.2015

LG suggested that this date is subject to change.

Swallowfield

Resurfacing

- Castle Road/Castle Hill 01.04.2015 – 02.04.2015
- Church Lane 09.04.2015 – 10.04.2015

Winnersh

Resurfacing

- A329 Reading Road 16.02.2015 – 27.02.2015

Woodley

Resurfacing

- Western Avenue (Part) 16.02.2015 – 18.02.2015
- Oak Drive 23.02.2015 – 24.02.2015
- Fairwater Drive (Part) 12.02.2015 – 19.02.2015

Wokingham

Resurfacing

- Durham Close 30.01.2015 – 30.01.2015
- Woosehill Spine Road 26.01.2015 – 30.01.2015
- Easthampstead Road 24.03.2015 – 26.03.2015
- A321 Twyford Road 09.03.2015 – 27.03.2015
- Peach Street TBC

Wokingham Without

Resurfacing

- Butler Road 02.02.2015 – 10.02.2015

9. Structures

Suppiah Thiruppalnesan gave an update regarding works

Twyford

Road Closure

- Old Bath Road *Bridge Refurbishment Road Closure* 2015 - 2016

Wokingham

- Twyford Road On site until 18.12.2014
Embankment stabilisation with associated barrier works

Representatives from Thames Valley Business Park asked to more information on when Suttons Flyover works will commence. Phil Milburn expects the start date to be Easter 2015. ST agreed with this.

10. Traffic and Road Safety

ED provided an update on forthcoming Traffic and Road Safety works.

Earley

Cycleway Scheme

- A329 Wokingham Road On site until 01.12.2014

New Cycleway Link

- Meldreth Way 02.12.2014 – 25.12.2014
- Rushey Way 05.01.2015 – 22.01.2015

Signal Upgrade

- Loddon Bridge Roundabout On site until 21.01.2015

Cycleway Signing

- Black Boy Roundabout 02.02.2015 – 06.02.2015

Remenham

Junction Improvement

- B4130 White Hill 13.04.2015 – 28.04.2015

Winnersh

Cycleway Scheme

- A329 Reading Road 19.01.2015 – 03.04.2015

Relocation of Traffic Island at M4 overbridge

- Reading Road *New Pedestrian Island at M4 overbridge* 25.02.2015 – 05.03.2015

Wokingham

- Finchampstead Road 02.03.2015 – 20.03.2015
junction Evendons Lane - New Pedestrian Island

Woodley

Pedestrian facility improvements

- Miles Way 23.03.2015 – 10.04.2015

11. Highway Drainage

Finchampstead

ED gave update on WBC Drainage schemes

- Barkham Ride *Road Closure - Commonfield Lane to Woodside Close* 10.11.2014 – 24.11.2014

[UNCLASSIFIED]

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12. WBC Major Projects

ED gave update on WBC Major Projects

Station Road Link

Road closures will be in place on:

- Barkham Road 10.11.2014 – 05.12.2014
- Oxford Road 27.10.2014 – 05.12.2014
- Wellington Road TBC

13. HIGHWAY AGENCY

Highways agency dates provided

- M4 Junction 8/9 to 10 *Drainage Maintenance* Onsite until 18.11.2014
The hard-shoulder will be closed 24 hours a day and there will be overnight lane closure on both east and an westbound carriageways.
- M4 Junction 10 to 11 *Bridge Refurbishment* Onsite until 30.11.2014
24 hour contraflow system with narrow lanes and speed restriction on both east and westbound carriageways, overnight lane closures and occasional full overnight slip road closures at Junction 10.
- M4 Junction 10 *Congestion Improvement Scheme* Autumn 2014 – Spring 2015
A scheme will be taking place to improve the merges from the M4 slip road onto the A329(M) at junction 10.

14. Public Events

- Christmas Charity Market 21/22.11.2014
- Woodley Christmas Lights 29.11.2014
- Wokingham Winter Carnival 30.11.2014
- Woodley Winter Extravaganza 07.12.2014
- Twyford Winter Carnival 05.12.2014
- Toy Run 07.12.2014

15. Wokingham Permit Scheme

Wokingham Borough Council's application to join the South East Permit Scheme (SEPS) has been approved and The Traffic Management (Wokingham Borough Council) Permit Scheme Order 2014 is awaiting signature by the Minister.

The scheme will come into effect commencing 19 January 2015. The permit scheme will have a grace period of six weeks so charges for permits and variations will not be applied until 1 March 2015.

16. A.O.B

**2014 Christmas Embargo 15 December to 31 December 2014
On Major Routes and Town Centres**

**Date of next meeting Tuesday 16th December 2014
Wokingham Town Hall, Market Place, Wokingham.**

WOKINGHAM BOROUGH COUNCIL
Road Works / Street Works Major Project Co-ordination Meeting
Held on the 16 December 2014 in the Council Chambers

Attendees:

Neil Scott	Reading Buses	Graham Barnwell (chair)	WBC
Constantin Poloboc	Courtney Buses	Theresa Couchman	WBC
Richard Hernaman	Openreach	Edward Day	WBC
Kevin Barnwell	Options	Jason Archer	WBC
David Smith	SGN	Joyce Stoner	WBC
Bill Sheldon	BBLP	Tony Jackman	WBC
Martin Nellor	Clancy Docwa	Phil Milburn	WBC
Todd Sullivan	Savills	Tom Beck	WBC
Jim Hogan	SSE	David Wilby	WBC
Tony Humphreys	TVP	Cllr Shepherd-DuBey	WBC
Laura Jacklin	TVP Travel	Steve Bromley	Finchampstead Parish Council
Im Kiat Hong	WBC	Mike Dunstan	Wokingham 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 18 November 2014 were agreed

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

2. Southern Gas Networks renewal of Gas Mains and Services

Ed Day (ED) gave details regarding current and future SGN schemes and informed the meeting that schemes are progressing well.

Crowthorne

SEN 29748 Knowles Avenue Project – Renewal of Mains and Services

- | | |
|------------------------|--------------------------|
| • Squirrels Drey | On site until 19.01.2015 |
| • Parkway | On site until 09.01.2015 |
| • Heatherway | On site until 28.11.2014 |
| • Linkway | On site until 05.01.2015 |
| • Greenside | On site until 19.01.2015 |
| • Alderbrook Close | TBC |
| • Bardgers Sett | On site until 19.01.2015 |
| • Edgecumbe Park Drive | On site until 17.12.2014 |
| • Highway | On site until 09.12.2014 |

Barkham

- | | |
|-------------------|-------------|
| • Aggisters Lane | 2015 – 2016 |
| • Doles Lane | 2015 – 2016 |
| • Sandy Lane | 2015 – 2016 |
| • Barkham Road | 2015 – 2016 |
| • Limmerhill Road | 2015 - 2016 |

Shinfield

Renewal of Mains and Services SEN 30510 Chesut Crescent

- | | |
|--------------------|-------------|
| • Chesnut Crescent | 2015 - 2016 |
| • School Green | 2015 - 2016 |
| • Oaklands Road | 2015 - 2016 |
| • Wychelm Road | 2015 - 2016 |
| • Wheatfield Road | 2015 - 2016 |
| • Hitres Avenue | 2015 - 2016 |
| • Ilbury Close | 2015 – 2016 |
| • Hyde End Road | 2015 - 2016 |
| • Seymour Avenue | 2015 - 2016 |

[UNCLASSIFIED]

- Cutbush Lane 2015 - 2016
- Lane End Close 2015 - 2016
- Hollow Lane 2015 - 2016
- Arborfield Road 2015 - 2016
- Milson Close 2015 - 2016
- Rosecroft Way 2015 - 2016
- Goddard Close 2015 - 2016

Twyford

SEN 209780 Paddock Heights Project (Twyford and Ruscombe) - Renewal of Mains and Services

- Waltham Road TBC
- Byron Road 26.01.2015 – 09.03.2015
- Paddock Heights 09.03.2015 – 04.05.2015
- A321 Hurst Road *Waltham Road to Lodge Road* TBC
- Collerton Drive TBC

Wargrave

SEN 30839 – Hamilton Road Renewal of mains and Services

- Hamilton Road 2015 - 2016
- Silverdale Road 2015 - 2016
- Clifton Close 2015 - 2016
- School Hill 2015 - 2016
- Braybrook Road 2015 - 2016
- Victoria Road 2015 - 2016

SEN 30642 – Wargrave Road Renewal of mains and Services

- A321 Wargrave Road 2015 - 2016

Winnersh

SEN 30074 – Churchill Drive Renewal of mains and Services

- King Street Lane 2015 - 2016
- Harmon Court 2015 - 2016
- Churchill Drive 2015 - 2016

SEN 30791 – Pheasant Close Renewal of mains and Services

- Pheasant Close 2015 - 2016
- A329 Reading Road *Between 307 – 381* 2015 - 2016
- Melbourne Avenue 2015 - 2016

Wokingham

SEN 29678 Barret Crescent Project - Renewal of mains and Services

- A329 London Road *Barrett Crescent to Peach Street* 2015 - 2016
- Barrett Crescent 27.03.2014 – 31.03.2014

SEN 27231 Twyford Road Project – Renewal of mains and Services

- Twyford Road *Junction of Bell Foundry Lane to the A329M* 02.03.2015 – 01.05.2015

SEN 29698 Headington Drive Project – Renewal of mains and Services

- Crutchley Road On site until 12.01.2015

SEN 30645 Martins Drive Project - Renewal of mains and services

- Martins Drive 2015 - 2016
- Jubilee Avenue 2015 - 2016

Woodley

SEN 29706 Munro Avenue Project - Renewal of mains and Services

• Clivedale Road	On site until 22.12.2014
• Coppice Road	02.02.2015 – 27.04.2015
• Martin Close	19.01.2015 – 02.03.2015
• Hearn Road	05.01.2015 – 30.03.2015
• Drovers Way	On site until 03.02.2015
• Players Green	On site until 09.01.2015
• Knowles Road	26.01.2015 – 09.03.2015
• Crossways	05.01.2015 – 23.02.2015
• Loddon Bridge Road	TBC

SEN 30168 Redwood Avenue Project - Renewal of mains and services

• Redwood Avenue	2015 - 2016
• Oak Drive	2015 – 2016

3. Scottish & Southern Energy Renewal of Mains & Services

ED gave updates for Scottish and Southern current and future works.

Earley

• Nightingale Road	<i>Direction drill A3290 and Railway Line</i>	TBC
• Pond Head Lane		TBC

Finchampstead

Renewal of mains and services

• Chivers Drive	05.01.2015 – 13.03.2015
• Copse Drive	05.01.2015 – 13.03.2015
• Watkins Close	05.01.2015 – 13.03.2015
• Carolina Place	05.01.2015 – 13.03.2015

Twyford

Renewal Mains and Services

• High Street	Road Closure	05.01.2015 – 20.01.2015
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Wokingham

Renewal Mains and Services

• Falcon Way	TBC
• Linnet Walk	TBC
• Starling Close	TBC
• Phoenix Close	TBC

4. BT Openreach

ED advised there were no proposed major works.

5. Network Rail

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

Wokingham

• Star Lane Level Crossing	<i>Road Closure 23:00 – 05:00hrs</i>	12.01.2015 – 16.01.2015
	<i>Annual Barrier Maintenance Road Closure 00:01 – 05:00hrs</i>	08.01.2015 – 09.01.2015

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- Wokingham Level Crossing
Annual Barrier Maintenance Road Closure 00:01 – 05:00hrs 15.01.2015 – 16.01.2015

6. South East Water

ED provided updates on active and forthcoming SEW works.

Wokingham

Renewal Mains and Services

- Waterloo Road / Priest Avenue *Road Closure approx. 20 weeks* TBC
- Woosehill *From Hampshire Way to Smiths Walk* 2015 – 2016

Wokingham Without

Renewal 925 linear metres Mains and Services

- Nine Mile Ride (West) 2015 – 2016

7. Thames Water

gave update on ongoing TW works

Wargrave

New Water Mains and Services

- Blakes Road 14.02.2015 – 30.05.2015
- Victoria Road 14.02.2015 – 30.05.2015

8. Wokingham Highways Alliance Major Highway Works

Tony Jackman (TJ) gave an updates on highway structure maintenance schemes.

Arborfield

Resurfacing

- Church Lane 23.04.2015
- Swallowfield Road 28.04.2015 – 01.05.2015

Earley

Resurfacing

- Chatteris Way (Part) 06.01.2015 – 08.01.2015
- Elm Lane (Part) On site until 15.01.2014
- Kerris Way 09.01.2014 – 12.01.2015
- Rushey Way *junction with Gipsy Lane* 18.03.2015 – 20.03.2015
- Rushey Way *Chatton Way to Leisure Centre* 11.03.2015 – 12.03.2015
- Rushey Way *roundabout junction with Chalfont Way* 12.03.2015 – 13.03.2015
- Rushey Way *Beeston Way roundabout junction* 16.03.2014 – 17.03.2015

Grazeley

Resurfacing

- Kybes Lane 23.03.2015 – 25.03.2015

Hurst

Resurfacing

- The Straight Mile 31.03.2015 – 02.04.2015

Remenham

Resurfacing

- Aston Lane 06.05.2015 – 08.05.2015
- Remenham Lane 11.05.2015 – 13.05.2015
- Remenham Church Lane 14.05.2015 – 15.05.2015

Shinfield

Resurfacing

- Whitley Wood Lane 23.03.2015 – 24.03.2015

Sindlesham

Resurfacing

- Mole Road *Near to Nirvana Spa* 31.03.2015 – 22.04.2015

Swallowfield

Resurfacing

- Castle Road/Castle Hill 24.04.2015 – 27.04.2015
- Church Lane 04.05.2015 – 05.05.2015

Winnersh

Resurfacing

- A329 Reading Road 25.02.2015 – 10.03.2015

Woodley

Resurfacing

- Western Avenue (Part) 11.02.2015 – 20.02.2015
- Oak Drive 23.02.2015 – 24.02.2015
- Fairwater Drive (Part) 07.04.2015 – 14.04.2015

Wokingham

Resurfacing

- Durham Close 03.02.2015
- Woosehill Spine Road 27.01.2015 – 02.02.2015
- Easthampstead Road 26.03.2015 – 30.03.2015
- A321 Twyford Road 15.04.2015 – 05.05.2015

Wokingham Without

Resurfacing

- Butler Road 02.02.2015 – 10.02.2015

9. Structures

Im Kiat Hong (IMH) gave an update regarding works

Earley

Road Closure

- A3290 (Sutton Seeds Flyover) *Bridge Refurbishment* 29.03.2015 – 20.04.2015

Twyford

Road Closure

- Old Bath Road *Bridge Refurbishment Road Closure* TBC

Wokingham

- Twyford Road *Embankment stabilisation with associated barrier works* On site until 23.12.2014

10. Traffic and Road Safety

ED provided an update on forthcoming Traffic and Road Safety works.

Earley

New Cycleway Link

- Meldreth Way On site until 24.12.2014
- Rushey Way 13.01.2015 – 26.01.2015

Signal Upgrade

- Loddon Bridge Roundabout On site until 27.01.2015

Cycleway Signing

- Black Boy Roundabout 02.02.2015 – 06.02.2015

Remenham

Junction Improvement

- B4130 White Hill 13.04.2015 – 28.04.2015

Winnersh

Cycleway Scheme

- A329 Reading Road 28.01.2015 – 10.03.2015

Relocation of Traffic Island at M4 overbridge

- Reading Road *New Pedestrian Island at M4 overbridge* 25.02.2015 – 05.03.2015

Wokingham

- Finchampstead Road 02.03.2015 – 20.03.2015
junction Evendons Lane - New Pedestrian Island

Woodley

Pedestrian facility improvements

- Miles Way 23.03.2015 – 10.04.2015

11. WBC Major Projects

ED gave update on WBC Major Projects

Station Road Link

Road closures will be in place on:

[UNCLASSIFIED]

- Wellington Road

TBC Early 2015

Coppid Beech Improvements

Road Closures will be in place on:

- A329(M)A329 London Road entry/exit slips *Night closures* 20:00 – 06:00

Temporary Speed Limits will be in place on:

- A329(M) London Road entry/exit slips 30 miles per hour
- A329(M) between M4 and Borough Boundary 50 miles per hour
- A329 London Road / B3408 London Road 30 miles per hour

12. HIGHWAY AGENCY

Highways agency dates provided

- M4 *Junction 10 to 11 Bridge Refurbishment* Onsite until 30.11.2014
24 hour contraflow system with narrow lanes and speed restriction on both east and westbound carriageways, overnight lane closures and occasional full overnight slip road closures at Junction 10.
- M4 *Junction 10 Congestion Improvement Scheme* Winter 2014 – Spring 2015
A scheme will be taking place to improve the merges from the M4 slip road onto the A329(M) at junction 10.

13. Wokingham Permit Scheme

The scheme will come into effect commencing 19 January 2015. The permit scheme will have a grace period of six weeks so charges for permits and variations will not be applied until 1 March 2015.

**2014 Christmas Embargo 15 December to 31 December 2014
 On Major Routes and Town Centres**

14. A.O.B

**Date of next meeting Tuesday 13 January 2013
 Council Chambers, Shute End, Wokingham.**

HMEP Strategic Review (4-6 February 2015)



**WOKINGHAM
BOROUGH COUNCIL**

For three days beginning on the 4th February 2015, the Council is hosting a visit by a peer challenge team as part of the Highways Maintenance Efficiency Programme (HMEP). The team will be supported by members of the Local Government Association's (LGA) Local Government Support Team. The team will be here at the invitation of the Council.

Preparation for the visit involves a range of activities and you may be involved in these or the actual review visit itself.

Members of the visiting team are:

1. **Cllr Martin Veal**, Bath and North East Somerset Council
2. **Carmel McKeogh**, Deputy CE, Blackpool BC
3. **Andy Tatt**, Head of Peterborough Highway Services, Growth and Regeneration Directorate, Peterborough City Council
4. **James Bailey**, Commissioner for the Highways and the Built County, Staffordshire County Council
5. **Becca Singh**, Local Government Support Team, Local Government Association (LGA)

WBC:

Review Sponsor – Matt Davey, Head of Highways and Transportation

Review Co-ordinator – Paula Jobson, Highway asset Manager

Why?

With changes to the nationally imposed inspection and assessment regime, a new approach to sector led improvement has been developed by local government and is being implemented across a range of council services.

The approach has received high levels of support from councils who overwhelmingly endorse the key principle on which it is based which is that:

- councils are responsible for their own performance
- stronger local accountability leads to further improvement
- councils have a sense of collective responsibility for performance in the sector as a whole.

The Strategic Review is not an inspection like CPA or CAA; it is instead a tool for improvement

What happens?

The review team will gather information from a range of sources and then challenge the Council's performance in line with the areas the Council has asked for.

Members of the team are knowledgeable about, and experienced in, local government. They are visiting as friends, albeit 'critical friends'.

The team feel there is real value in stimulating widespread discussion within Wokingham about how it can become more effective in relation to delivering its Highway & Transport Functions. Many of the best ideas for improvement often come from staff and members within the Council that is being reviewed.

During the 3-day visit the challenge team will talk to a cross-section of people including elected members, officers and partner organisations. One to one Meetings usually take about one hour with a little more time allocated to focus groups.

At the end of the challenge, the team will feed back their conclusions and recommendations.

Who is responsible?

Central Government is highly supportive of peer review. It is also promoted by the LGA with the aim of encouraging high standards of achievement in all local authorities. This is local government helping itself.

The actual challenge itself is arranged in conjunction with the Council.

Contact for more information?

If you would like more information or the opportunity to speak to the team, please contact:

Ernest Opuni
Review Manager
Local Government Association
Mobile: 07919562851
email: becca.singh@local.gov.uk

or

Paula Jobson
Highway Asset Manager
Wokingham Borough Council
Tele: 0118 908 8258
email: paula.jobson@wokingham.gov.uk



**WOKINGHAM
BOROUGH COUNCIL**

OHMEP

Highway Maintenance Efficiency Programme

Local 
Government
Association

STREET LIGHTING COLUMN REPLACEMENT AND LED LANTERN PROCUREMENT PROJECT (LED PROJECT)

To: Clerks to the Town and Parish Councils,

For your Council's information, please find below some initial details regarding a forthcoming major Street Lighting Project to replace ageing street lighting columns and install LED lanterns within the Borough. I would be grateful if you would bring this to the attention of your Council.

Wokingham Borough Council, in conjunction with Slough and Reading Borough Councils, is working to progress a joint procurement project. The procurement processes and the appointment of a contractor are scheduled to be undertaken in 2015, with the works, anticipated to be spread over three years, commencing in April 2016.

The scale of this project will maximise our "purchasing" power with regard to the cost of approximately 7,500 new columns and LED lanterns, thus minimising capital costs. We will also be replacing approximately 6,300 lanterns, on existing columns, in favour of LED lanterns, with the combined effect of substantially reducing energy use and ongoing revenue costs.

The Borough would like to make you aware of this project and will be providing you with further information, relevant to your area, as the project progresses. The preliminary project programme is:

1. Determine existing asset condition, define the extent of 'demand' and produce the specifications for new assets – by end of February 2015
2. OJEU Advertisement – In April 2015
3. Produce necessary procurement and contract documents – By end of June 2015
4. Invitation to Tender – in July 2015
5. Evaluation of tenders and selection of preferred contractor – by end October 2015
6. Appoint Contractor – in December 2015
7. Contractor mobilisation – by end of March 2016
8. Commence works – in April 2016

The Borough is aware that a number of the Town and Parish Councils own and maintain street lighting assets and we would like to extend to them the opportunity of taking advantage of the project, if they so wish.

If your Council does own any street lighting assets, which are in need of replacement, and there is a possibility that you might wish to include these in the scope of the project, I would be grateful if you could provide the following as soon as possible:

1. Confirmation of your possible interest and, if so,
2. An inventory list of your street lighting assets (including their age if possible) with an indication of those you understand need replacing
3. Details of your scheduled Council meeting(s) in February/March 2015

This information will allow us to gauge the possible extent of interest for inclusion in the design and procurement process and to make sure there is no current "duplication" with the Borough's own inventory records.

We have also been made aware that some of the Town and Parish Councils with street lighting assets may wish to consider, in conjunction with any asset replacement works, the future arrangements for the maintenance of these street lights. To this end, we will be preparing a number of possible maintenance options to present to you in the New Year.

I hope the above information is of assistance to you.

Should you require any further information please contact:

David White
Service Manager (Highway Assets)

david.white@wokingham.gov.uk
07713 066674

31st December 2014

Budget Appendix:

**Revised Budget Estimates
2014/15**

**Budget Estimates
2015/16**

Proposed Annual Grants

Community Services Committee
27 January 2015

COMMUNITY SERVICES COMMITTEE - BUDGET SUMMARY 2015/16

Expenditure		Actual	Estimate	Revised Est	Estimate
		2013/14	2014/15	2014/15	2015/16
Code	Description				
	Allotments	20590	16681	19767	19885
	Partnership Projects	34777	37453	35901	40754
	Grants	28014	29659	29660	28000
	Amenities	9555	9499	9237	18039
	Events	5549	4268	4268	4428
	Capital and Projects	8476	8476	8476	8476
Total		106961	106036	107309	119582
Income		Actual	Estimate	Revised Est	Estimate
		2013/14	2014/15	2014/15	2015/16
Code	Description				
	Allotments	6936	7500	7186	8996
	Partnership Projects	0	0	0	0
	Grants	0	0	0	0
	Amenities	0	0	0	1095
	Events	0	0	0	0
	Capital and Projects	0	0	0	0
Total		6936	7500	7186	10091
Net		100025	98536	100123	109491

Allotments 601

Expenditure		Actual	Estimate	Revised Est	Estimate	Information
Code	Description	2013/14	2014/15	2014/15	2015/16	
4001	Staff	5699	5881	6267	6385	
4012	Water rates	6935	2800	5000	5250	
4013	Lease	6500	6500	6500	6500	
4036	Repairs	1456	1500	2000	1750	
Total		20590	16681	19767	19885	
Income		Actual	Estimate	Revised Est	Estimate	Information
Code	Description	2013/14	2014/15	2014/15	2015/16	
1001	Rents	6936	7500	7186	8996	2016 new rates and water charge.
Total		6936	7500	7186	8996	
Net		13654	9181	12581	10889	

Partnership projects 602

Expenditure		Actual	Estimate	Revised Est	Estimate	Information
Code	Description	2013/14	2014/15	2014/15	2015/16	
4262	Town Centre Management grant	12663	12633	12633	12633	
4264	Just Around the Corner SLA	22114	22820	22668	23121	Est 2% increase as at March 2015.
4235	Bulmershe Youth Club		2000	600	2000	Support to Bulmershe Youth Club.
	Youth Projects Fund	0	0	0	3000	New fund - Youth Working Party proposals
Total		34777	37453	35901	40754	
Income		Actual	Estimate	Revised Est	Estimate	Information
Code	Description	2013/14	2014/15	2014/15	2015/16	
Total		0	0	0	0	
Net		34777	37453	35901	40754	

Grants 603

Expenditure		Actual	Estimate	Revised Est	Estimate	Information
Code	Description	2013/14	2014/15	2014/15	2015/16	
4661	Readibus	16056	16538	16538	17000	Incr by 2.8%
4662	Museum of Berks Aviation	1000	0	0	0	
4663	Citizens Advice Bureau	3692	3803	3803	4000	£7838 applied for
4665	Keep Mobile	1766	1819	1819	1000	£3940 applied for
4667	ARC	5000	5000	5000	5000	£5000 applied for
4668	Wokingham Job Support Centre	500	500	500	0	£500 applied for
4669	Lend and Play Toy Library	0	2000	2000	1000	£3000 applied for
Total		28014	29659	29660	28000	
Income		Actual	Estimate	Revised Est	Estimate	Information
Code	Description	2013/14	2014/15	2014/15	2015/16	
Total		0	0	0	0	
Net		28014	29659	29660	28000	

Amenities 604

Expenditure		Actual	Estimate	Revised Est	Estimate	Information
Code	Description	2013/14	2014/15	2014/15	2015/16	
4001	Staff	2877	3009	3137	3879	
4014	Street lights - fuel	1763	1940	1800	1900	
4036	Street lights - repairs	4346	3800	3800	3800	
4163	Amenities repairs	223	750	500	750	
4164	Refuse vehicle - Airfield Centre	346	0	0	0	
	Town Centre - Public toilet	0	0	0	6900	Anticipates provision from July 2015 - consumables and maintenance, cleaning and utilities.
	Rates - public toilet	0	0	0	810	Estimated wef July 2015.
Total		9555	9499	9237	18039	

Income		Actual	Estimate	Revised Est	Estimate	Information
Code	Description	2013/14	2014/15	2014/15	2015/16	
	Town Centre public toilet	0	0	0	1095	Assumes 20 visits a day at 20p from July.
Total		0	0	0	1095	
Net		9555	9499	9237	16944	

Events 605

Expenditure		Actual	Estimate	Revised Est	Estimate	Information
Code	Description	2013/14	2014/15	2014/15	2015/16	
4001	Staff	2158	2257	2257	2328	
4031	Promotions/materials	1200	1000	1000	1100	
4533	Woodley Carnival	1500	1011	1011	1000	
4534	Community events	691	0	0	0	
Total		5549	4268	4268	4428	

Income		Actual	Estimate	Revised Est	Estimate	Information
Code	Description	2013/14	2014/15	2014/15	2015/16	
Total		0	0	0	0	
Net		5549	4268	4268	4428	

Capital and projects 609

Expenditure		Actual	Estimate	Revised Est	Estimate	Information
Code	Description	2013/14	2014/15	2014/15	2015/16	
4957	Airfield Loan Interest	6671	6491	6491	6292	
4967	Airfield Loan Principal	1805	1985	1985	2184	
Total		8476	8476	8476	8476	

Income		Actual	Estimate	Revised Est	Estimate	Information
Code	Description	2013/14	2014/15	2014/15	2015/16	
Total		0	0	0	0	
Net		8476	8476	8476	8476	

Woodley Town Council

Proposed Annual Grants 2015/16

Organisation	Amount requested 2015/16	Purpose of grant	Service provided to Woodley residents	Grant awarded 2014/15	Proposed grant 2015/16
ReadiBus	£16,538 + inflation	To provide a public transport equivalent bus service for people unable to use the ordinary bus service.	Last year 244 Woodley residents with restricted mobility were registered to use the service, and made 10,000 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.	£16,538	£17,000 This represents last year's grant plus an increase of 2.8%.
Wokingham & District Citizens Advice Bureau	£7,838	Free, confidential, impartial and independent advice service – mediation, representation 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 794 Woodley residents were helped to solve 1,413 problems at an estimated cost of £6,574 (when deducting the support from WBC and others). Complexity of problems presented by clients is increasing. Areas most people seeking help for are debt, welfare benefits and employment. A reduction in grant funding may result in a reduction of the CAB's services – it is looking for a trustee with fundraising skills and experience as well as organising events to raise income. It is looking to other funders to support the provision of the service so that it can continue present levels.	£3,803	£4,000 Sum is last year's grant plus 5.2%. The service is based in Woodley and provides support and advice to local residents who are experiencing difficulties.
Keep Mobile	£3,940	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 1,564 trips provided to 298 Woodley residents. The cost of providing the service to the people who need it in Woodley is £3,940. The service able to be provided depends on WTC's grant and any additional funding awarded – donations are decreasing. Last year 483 requests for trips from Woodley members had to be refused. Hopes to increase the Day Excursions programme - to help social inclusion.	£1,819	£1,000 Residents who use this service are able to travel to areas not covered by Readibus. This is a reduction on last year's grant level.
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 running costs.	Five days a week service for up to 6 months to provide one to one support and guidance in finding employment from the centre in Wokingham. Eight workstations and regular CV training courses available. Looking to improve digital skills for job search. In the last year 27 Woodley clients used service.	£500	£0 Proposal that the WJSC seek a grant from the Council's Community Grants funding in place of an annual grant.

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, 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 1,100 counselling sessions were provided to Woodley residents and mentoring training to 30 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 and the organisation is looking to expand to cope – including the new provision of a fully qualified youth counsellor based at the Woodley surgery above Lidl providing a further 5 sessions a week. In the coming year ARC aims to expand into further GP surgeries, increase the number of school counselling sessions, to support victims of crime and to work with others to ensure that child sexual exploitation is prevented.	£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.
Lend and Play Toy Library	£3,000	Towards employee and running costs to deliver a toy library 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. The library provides toys and resources for family drop in sessions at the Ambleside Centre. New website is up and there is a new bespoke ordering service. Opening hours have been extended on Thursdays and 3 new committee members have joined. Last year 151 families used the service – 65 were Woodley residents. Hopes to adjust opening hours and open on more Saturdays next year, would like to be able to offer free membership to local families (initial fee is £10) and are aiming to but further electronic learning devices.	£2,000	£1,000 To support the local provision of the service.