



**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 9 June 2015, 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 31 MARCH 2015**

To approve the minutes of the Community Services Committee meeting held on 31 March 2015 and the Chairman to sign them as a true record. ***(These minutes were provided in the Full Council agenda of 19 May 2015.)***

4. **JUST AROUND THE CORNER**

To receive the report from Just Around the Corner charity, attached at ***Appendix 4.***

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5. **BUDGETARY CONTROL**

a) To note **Report No. CS 9/15** – 2014/15 draft year-end figures.

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b) To note **Report No. CS 10/15.**

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6. **COMMUNITY YOUTH PARTNERSHIP**

To consider **Report No. CS 11/15** of the Community Youth Partnership meeting held on 27 May 2015.

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7. **WOODLEY TOWN CENTRE MANAGEMENT INITIATIVE**

To receive the report of the Woodley Town Centre Management Initiative Committee meeting held on 8 April 2015. (**Appendix 7**)

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8. **ALLOTMENTS UPDATE**

Banners have been produced and positioned on the entrance to the site advertising that there are plots available. There are currently 7 plots available at the site.

The annual clear up of the site took place over the late May bank holiday weekend with skips placed at the site. The skips are locked and monitored by the Tenants Committee to avoid inappropriate items e.g. asbestos being deposited in or near them. This has worked well as in previous years.

The Tenants Committee are intending to fund and install a further security CCTV camera to cover the Pitts Lane footpath entrance to the site. There is one camera already in situ near the main gate. The Tenants Committee are responsible for the operation of the CCTV units and comply with the requirements of the Information Commissioners Office for such installations.

Road planings will be purchased and delivered to the site in late summer for use in repairing the roadways. The Council has allocated funds for the purchase and the Tenants Committee will organise the labour to carry out the work.

9. **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 17 March (**Appendix 9(i)**), 14 April (**Appendix 9(ii)**) and 12 May 2015 (**Appendix 9(iii)**).

Pages  
13, 22  
& 30

b) **Temporary road closures**

To note the following temporary road closures to enable Wokingham Borough Council to carry out their annual road resurfacing works in safety. Access for residents and businesses within the boundary of the closures will be maintained.

- i) **Kingfisher Drive Service Roads, Woodley** to be closed at the junction with Kingfisher Drive. There will be no diversion route for these roads because they are all cul-de-sacs. It is anticipated that the works will be carried out between 21 November and 1 December 2015.
- ii) **Fairwater Drive, Woodley** will be closed between its junctions with Antrim Road and Campbell Road. The diversion route will be via Woodlands Avenue, Crockhamwell Road, Nightingale Road and Fairwater Drive. It is anticipated that the works will be carried out between 19 October and 28 October 2015.
- iii) **A4 Bath Road, Sonning** will be closed in both directions between Shepherds Hill roundabout and Sonning Lane. The diversion route will be via Pound Lane, Butts Hill Road, Headley Road East, Spitfire Way, Miles Way, The Bader Way, A329 Reading Road, A329 Wokingham Road, B3330 Church Road, A4 Shepherds Hill and A4

Bath Road. Due to a weak bridge in Butts Hill Road, the diversion route for HGVs will be via either A3032 Old Bath Road or A321 Wargrave Road, High Street, Church Street, Waltham Road Twyford, A321 Hurst Road, B3030 Lodge Road, B3030 Davis Street, B3030 Robinhood Lane, A329 Reading Road, A329 Wokingham Road. B3350 Church Road and B3350 Pitts Lane. It is anticipated that these works will be carried out between 5 October and 9 October 2015 and will be a night time closure.

10. **BEST KEPT STREET COMPETITION**

To consider **Report No. CS 12/15.**

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11. **BUS SHELTER – LIVINGSTONE GARDENS**

Members are asked to consider a request from Wokingham Borough Council to add a new bus shelter to the Town Council's maintenance regime. The shelter is due to be installed in Livingstone Gardens later in the summer. The shelter is of the same specification as the other shelters currently maintained by the Town Council and there will be no resource implications on the maintenance budget. The shelters installed are specified for their durability and will last for many years without any maintenance requirement. The Council currently maintains 11 bus shelters in the town. All are owned by Wokingham Borough Council.

12. **WOKINGHAM BOROUGH COUNCIL GRASS CUTTING SERVICE**

To note that Wokingham Borough Council's grass cutting service has been reviewed in the light of experiences last year and following a public consultation.

As a result of the review some changes to the service are being implemented this year to give better focus on priority areas and, in addition, a small number of trial sites are testing more flexible approaches. A briefing note prepared by Wokingham Borough Council to explain the trial is attached (**Appendix 12(i)**) along with some background information on biodiversity legislation and policy (**Appendix 12(ii)**) and the results of the public consultation (**Appendix 12(iii)**).

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13. **CONSULTATION BY WOKINGHAM BOROUGH COUNCIL:  
PROHIBITION OF WAITING ORDER**

To note correspondence received from Wokingham Borough Council, attached at **Appendix 13**, regarding a proposal to prohibit waiting on Nightingale Road and Campbell Road, Woodley and at the junction of Livingstone Gardens with Nightingale Road. The views of Members were sought prior to the meeting as responses were required by 22 May 2015 and a response was sent in support of the proposal.

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14. **APPLICATION FOR A PREMISES LICENCE UNDER THE LICENSING ACT 2003: MARTINS, 141 CROCKHAMWELL ROAD**

To note that, as agreed at the last meeting, a response was sent to Wokingham Borough Council asking for the sale of alcohol at Martins, 141 Crockhamwell Road, to be restricted to between the hours of 10am and 9pm. A hearing into the application was held by Wokingham Borough Council on 12 May and Councillor Mills attended to speak on behalf of the Town Council. A premises licence was subsequently granted, permitting the sale of alcohol between the hours of 6am and 11pm.

The decision letter is attached at **Appendix 14.**

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15. **WOKINGHAM BOROUGH COUNCIL GYPSY AND TRAVELLER LOCAL PLAN PREFERRED OPTIONS CONSULTATION**

To consider a response to the Wokingham Borough Council consultation on the Gypsy and Traveller Local Plan Preferred Options document. The document will be emailed to all Members with the agenda and printed copies will be available at the meeting for members of the Community Services Committee. Responses are required by 30 July 2015.

16. **ANNUAL GRANTS 2015/16**

To note that thanks have been received from the Citizens Advice Bureau and they have confirmed that they have the necessary insurance to carry out their activities.

17. **PUBLICATIONS/INFORMATION**

To note receipt of the following:

- *The Volunteers' Voice – Spring 2015*
- *Historic Towns Forum - May Newsletter*

18. **FUTURE AGENDA ITEMS**

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

19. **PUBLICITY/WEBSITE**

To consider items to be publicised.

**Woodley Detached Report - June 2015**

The detached sessions are running as usual on a Wednesday and a Friday afternoon. The evening session lasts till 6pm and then the evening team are back out again from 8pm. There a number of small groups hanging around the town; Vauxhall Park is the in park at the moment and there are sometimes large group in the skate park. We have made new contacts on the streets and developed contacts with some girls we worked with in small groups from one of the senior schools. They have all been offered the opportunity to come down to the stables. There seems to be more young people out on a Saturday afternoon than the evening around Woodford so we are arranging a team to run through the summer.

The stables continue to be well used by Woodley young people and many who came through initially in need of structured sessions and intense help are now a position to volunteer after school, at weekends and they have been here all half term.

This group of volunteers were also part of the core team that helped us to run a fun day for our year anniversary celebration at Rehoboth. They helped with set up, pack down and with the pony rides.

This event was attended by the Mayor and Mayoress of Woodley Town Council. We would like to thank them for the length of time that they spent with us and the interest that they showed in the work that we are doing.

**Training**

Naomi – Stables Manager – ran a training day on the 28<sup>th</sup> May, which the Woodley young people all attended.

**Mentoring** sessions continue to take place in the community with issues ranging from problems with family, school and friends to some quite complex and multiple issues involving several support services.

**Equine sessions:** Along with other Schools we have started work with St Dominic Savio School and this has been very successful so far. 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. We are putting together a summer programme to bring young people to the stables and fun days for some of the families that we work with and a volunteer fun day to treat all the volunteers who work so hard.

**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.

**COMMUNITY SERVICES COMMITTEE**

**DRAFT YEAR END FIGURES 2014/15**

**REPORT No. CS 9/15**

<b>EXPENDITURE</b>	<b>Budget 2014/15</b>	<b>Revised Budget 2014/15</b>	<b>Actual Exp as at 31/03/2014</b>	<b>Actual Exp as at 31/03/2015</b>	<b>Actual Exp as % of Rev Budget</b>	<b>Information</b>
<b>ALLOTMENTS</b>	16681	19767	20845	18462	93.4	Lease costs paid in full, water rates under 91.7%, repairs slightly over budget.
<b>PARTNERSHIP PROJECTS</b>	37453	35901	34774	35503	98.9	Grant to WTCMI and service level agreement to JAC paid. Expenditure towards Bulmershe Youth Club lower than budget.
<b>GRANTS</b>	29659	29660	28014	29660	100.0	All annual grants now paid in full.
<b>AMENITIES</b>	9499	9237	9556	7489	81.1	Streetlight repairs and fuel lower than budget estimates.
<b>EVENTS</b>	4268	4268	5549	4264	99.9	
<b>CAPITAL AND PROJECTS</b>	8476	8476	8476	8476	100.0	Loan repayments made in September and March.
<b>TOTAL</b>	<b>106036</b>	<b>107309</b>	<b>107214</b>	<b>103854</b>	<b>96.8</b>	

<b>INCOME</b>	<b>Budget 2014/15</b>	<b>Revised Budget 2014/15</b>	<b>Actual Inc as at 31/03/2014</b>	<b>Actual Inc as at 31/03/2015</b>	<b>Actual Inc as % of Rev Budget</b>	<b>Information</b>
<b>ALLOTMENTS</b>	7500	7186	6936	7701	107.2	Income higher than revised estimate.
<b>PARTNERSHIP PROJECTS</b>	0	0	0	0	0.0	
<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>7500</b>	<b>7186</b>	<b>6936</b>	<b>7701</b>	<b>107.2</b>	
<b>NET</b>	<b>98536</b>	<b>100123</b>	<b>100278</b>	<b>96153</b>		

**COMMUNITY SERVICES COMMITTEE****BUDGETARY CONTROL 2015/16****REPORT No. CS 10/15**

<b>EXPENDITURE</b>	<b>Budget 2015/16</b>	<b>Actual Exp as at 30/04/2014</b>	<b>Actual Exp as at 30/04/2015</b>	<b>Actual Exp as % of Budget</b>	<b>Information</b>
<b>ALLOTMENTS</b>	19885	736	798	4.0	Lease costs to Council not yet invoiced. Low expenditure on repairs.
<b>PARTNERSHIP PROJECTS</b>	40754	1055	6769	16.6	Service level agreement quarterly payment to JAC paid in advance (paid in May in 2014).
<b>GRANTS</b>	31000	0	0	0.0	50% of most grants paid in May.
<b>AMENITIES</b>	16539	244	736	4.5	No charges for streetlighting repairs contract or repairs to amenities at this point.
<b>EVENTS</b>	4428	183	194	4.4	No expenditure on Carnival or promotions at this point.
<b>CAPITAL AND PROJECTS</b>	8476	0	0	0.0	
<b>TOTAL</b>	<b>121082</b>	<b>2218</b>	<b>8497</b>	<b>29.5</b>	

<b>INCOME</b>	<b>Budget 2015/16</b>	<b>Actual Inc as at 30/04/2014</b>	<b>Actual Inc as at 30/04/2015</b>	<b>Actual Inc as % of Budget</b>	<b>Information</b>
<b>ALLOTMENTS</b>	8996	369	7	0.1	Income from new tenants - invoices sent out in December.
<b>PARTNERSHIP PROJECTS</b>	0	0	0	0.0	
<b>GRANTS</b>	0	0	0	0.0	
<b>AMENITIES</b>	0	0	0	0.0	
<b>EVENTS</b>	0	0	0	0.0	
<b>CAPITAL AND PROJECTS</b>	0	0	0	0.0	
<b>TOTAL</b>	<b>8996</b>	<b>369</b>	<b>7</b>	<b>0.1</b>	
<b>NET</b>	<b>112086</b>	<b>1849</b>	<b>8490</b>		

1 month = 8.3%

Woodley Town Council

**Report of a Meeting of the Community Youth Partnership held at The Oakwood Centre on Wednesday 27 May 2015 at 5pm**

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**Present:**

Sam. Milligan – JAC (Chairman)  
Cllr Mary Walker (Vice Chairman)  
Cllr Richard Dolinski  
Mark Rozzier – Woodley United FC  
Cllr Kay Gilder  
Cllr David Stares  
Cllr Keith Baker  
Trina Farrance – Bulmershe Gym Club  
Megs Dimbylow – Network Vineyard Church/Bulmershe Youth Club  
Nicola Shepherd - Thames Valley Police  
Clare Towse – Thames Valley Police  
Richard Ferguson – Targeted Youth Manager, Wokingham BC  
Deb Brown – Strategic Assets, Wokingham BC

Graham Sumbler – Woodley Baptist Church  
Natalie Yorke – Girlguiding  
Steve Outen – Woodley United FC  
Paul Cassidy – ARC Counselling

**Officers present:** Deborah Mander - Town Clerk, Andrew Bunn – Leisure Services Manger

**Apologies:** Cllr Michael Forrer, Shelagh Flower, Ashwani Gupta WBC , Sgt Mark Smith, Mark Ballard – Scouts, Paul Brown – Reading Community Football

All were welcomed to the meeting and attendees introduced themselves.

Before the start of the meeting Cllr Keith Baker explained that the partnership, which replaced the former Youth Working Party, had been formed to try and recognise just what an amazing asset the voluntary sector was to Woodley and that it should have the opportunity to drive work with young people in the town, with the Town Council as an enabler. The intention was for there to be real value to the voluntary sector and he hoped that an allocated budget of £3,000 that could be applied for by the partnership to the parent Community Services Committee would support this.

**ELECTION OF CHAIRMAN AND VICE CHAIRMAN**

Sam Milligan was elected Chairman and Mary Walker was elected Vice Chairman for the municipal year.

**DECLARATIONS OF INTEREST**

No declarations of interest were made.

**MINUTES OF THE PREVIOUS MEETING**

The minutes of the meeting held on 18 March 2015 were agreed as a correct record.

Under this item Deborah Mander reported that not all the voluntary sector organisations contacted had responded to the partnership's invitation and at present 6 of the 10 places allocated to the voluntary sector had been appointed. It was agreed that the meeting

**RECOMMEND:**

- ◆ That Paul Cassidy, CEO of ARC Counselling be appointed as a voluntary representative on the Community Youth Partnership.



Deborah Mander agreed to follow up on seeking links with the primary schools and Mark Rozzier to identify a contact at Bulmershe School.

The meeting also discussed the age range of young people that the partnership would generally look to work with, which had been agreed at the previous meeting as ages 10 - 18. After some discussion and noting that the Gym Club, Woodley United and Girlguiding all worked with children considerably younger it was agreed that the partnership would predominately work with ages 10 – 18 but would also take into account those both younger and older, where appropriate.

### **LODDON MEAD AREA – POTENTIAL PROJECT**

Cllr Keith Baker explained that this potential project had come about with the aim of making a neglected area – Loddon Mead owned by the Town Council and the area under the 329M owned by the Borough Council – a useful place and would give an opportunity for the partnership, and the two councils to work together on a project to benefit young people.

Richard Ferguson said that the intention as to present an opportunity to engage with young people and develop a project in the area referred to. He envisaged a panel being set up that would initially give some thought to what may be possible in that area. The panel would be made up of representatives from different organisations and would judge the ideas presented.

During the discussion it was noted that any covenants on the land needed to be clarified and that Highways at Wokingham BC should be consulted about safety (issues about items falling from the bridge had been concerns when a previous project in this space had been discussed) before moving forward with this proposal.

Some representatives were concerned that the young people taking part must not be set up to fail and that the chosen project should be achievable and able to be completed within a reasonable time frame to avoid disappointment. The proposal was also seen as an opportunity for young people to grow and develop and that all young people, including those with special needs, should be included in the project.

In response to a question about funding Cllr Keith Baker confirmed that there was no intention to look to the voluntary sector for funding towards any chosen project for the site.

Sam Milligan urged members of the partnership to look forward to what may be possible, rather than what hasn't happened in the past, and to be positive about what could be achieved working jointly.

There was general agreement to being involved in the potential project. The following representatives were appointed to a task and finish group (and their details would be forwarded) to work with Richard Ferguson and Deb Brown:

Trina Farrance, Natalie Yorke, Richard Dolinski, Nicola Shepherd

### **UPDATE ON ACTIVITIES**

It was agreed that for future meetings representatives to provide a written summary of their activities/events to be circulated before the meeting and that questions or clarifications only be taken at the meeting.

Under this item Andrew Bunn reported that summer holiday activities at Woodford Park would be publicised and that he could help with funding applications to Sportivate. Mark Rozzier reported that Woodley United Fc would be supporting the Carnival football competition. There was also a brief discussion about the street art boards.

### **DATE AND TIME OF NEXT MEETINGS**

Future meeting dates – it was agreed to continue with 5pm start for the time being:  
Wednesday 2 September 2015, Wednesday 21 October 2015  
Wednesday 13 January 2016, Wednesday 23 March 2016

Meeting closed at 6.05pm

**Minutes of the Woodley Town Centre Management Initiative Management Committee held at 6pm on Wednesday 8 April 2015 at the Oakwood Centre**

**Present:**

M Holmes	Chairman	G Davies	Beechwood School
M Norris	Vice Chairman	P Baraudeau	Waitrose Manager
K Baker	WBC Cllr	C Friday	Reading Chronicle
C Lawley	WTC Cllr	J Wright	Woodley Resident
D Mander	Town Clerk	M Millard	Woodley Resident
H Beilby	WTC Admin Officer	R Dolmski	Woodley Resident
J Lherbier	Town Centre Manager	D Bradbrook	PCSO

**Apologies:**

Cllr D Mills, S Smith, J Baker, T Edwards, J Ash, J Yule, A Nicholls (WBC Officer)

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

**Minutes of the WTCMI meeting held on the Wednesday 28 January 2015**

It was agreed that the minutes of the above meeting be approved.

**Minutes of the Executive Sub-Com meeting held on Thursday 12 March 2015**

It was agreed that the minutes of the above meeting be approved.

**Security in the Town Centre Police Report**

PCSO DB advised that there was nothing of importance to report. Unfortunately, no suspect was found for the Sue Ryder incident, but there have been no further similar issues and it is assumed this was hopefully a 'one off'.

The Town Centre Manager explained the Shop Watch Radio Scheme to those who were not aware of the communication between shops and Police when suspicious behaviour was suspected.

PB pointed out that the response to these communications was first class.

Concerns with regards to stand-alone cashpoints were raised but PCSO DB advised that these were not a major risk in this area at present.

**Financial Report to end of year Budget Report**

The Town Centre Manager presented the financial report and budget report.

It was noted that WTCMI generated more money than the grants from WBC and WTC, which have not increased in the last 7 years and that commercial revenues far exceeded that of public money, 70.24% against 29.76%.

CL pointed out that although the grants have not increased, they have not decreased. However, he was aware that an excellent achievement had been made in such difficult times and the Initiative thanked the Town Centre Manager accordingly.

The Town Centre Manager spoke of the apathy and poor contributions from a lot of the traders and it was suggested that a BID (Business Improvement District) would perhaps be the only way to get everyone involved physically as well as financially, with all having to comply with the majority.

The Waitrose green tokens were discussed. PB said the recipients were usually charities, but suggested that WTCMI could *perhaps* benefit exceptionally as a specific target although it can't be guaranteed. PB will liaise with JL & see if this is a possibility.

The Town Centre Manager advised that posters will be produced acknowledging those who have contributed to the WTCMI funds, so they can be placed inside their shop windows.

### **New Budget Proposal 2015/2016**

The Town Centre Manager advised that he has been conservative with the budget in the event of unexpected costs, cancellations and any grey areas.

The proposed 2015/2016 budget presented to the meeting was accepted and approved.

### **Town Centre Managers Report**

The Town Centre Manager presented his report.

In particular the request for more outside seating by "brown bag" café was discussed. Although there were some reservations with regards to congestion, planning, litter health and safety and public liability issues it was agreed in principle on the understanding that brown bag café were to take full responsibility rather than WTCMI. Cllr Keith Baker agreed to look into WBC planning issues regarding any extra tables and chairs.

It was suggested that a trial could take place over the summer months pending the above.

The Town Centre Manager advised he is still awaiting authorization from the landlord of Boots with regards to the placement of the defibrillator donated by Woodley & Earley Lions, but believes security of tenure maybe an issue.

GD advised that the Ambleside Centre were hoping for their own, or access to a defibrillator themselves and it was suggested that perhaps, instead of attaching it to the wall outside Boots, the one available could be placed on the opposite side of the centre as this would be more accessible to the Ambleside Centre and the landlord of the buildings here was very accommodating. MN will provide the landlords contact details.

GD will report back to Ambleside that one is being made available and in the meantime they can have access to the one at Beechwood School.

It was noted that any training can be provided by the Lilly-May Page trust.

It was noted that the Royal Mail post box in the Town Centre had been repainted in March after an 18 month long battle to achieve this.

The parking figures for December 2014, January and February 2015 were received and these showed an increase in tickets and hours sold from the previous year.

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

It was noted that WTC Service Support Manager Kevin Murray had received two quotes for the new North End project & was still waiting for one from Simon White. It

was agreed that although three had been requested initially, we would proceed with the two we had as Simon White was obviously not interested. The matter is now in the hands of the Woodley Town Council and needs to move forward, although the upcoming elections may cause delays.

The overall objective was discussed and it was agreed that there was a need to open up the North End of the Town Centre and reduce the divide. The Pagoda at present is creating a barrier, which may cause shoppers not to visit the North End. It was suggested that perhaps a zebra crossing at the entrance of the disabled car park in the central area would be beneficial and pedestrian friendly. MN will look into the question of how wide a zebra crossing must be. DM will discuss with designers to ensure the new Town Centre layout flows.

The meeting closed at 7.30pm

**Dates of next Management Committee meetings for 2015:**

Wednesday 1 July - 6pm

Wednesday 7 October - 6pm

**WOKINGHAM BOROUGH COUNCIL**  
**Road Works / Street Works Major Project Co-ordination Meeting**  
**Held on the 17 March 2015 in the Council Chambers**

**Attendees:**

Barry Storey	First Group	Graham Barnwell (chair)	WBC
Neil Scott	Reading Buses	Theresa Couchman	WBC
Constantin Poloboc	Courtney Buses	Edward Day	WBC
Matt Taylor	Stewarts Coaches	Jason Archer	WBC
Dafydd Bowen	Amec	James Sherwood	WBC
Richard Herneman	BT Openreach	Julia Tredwell	WBC
Kelly Shear	Hochtief	Tom Beck	WBC
Phil Wharton	Hochtief	Sam Goss	WBC
Paul Naughton	Hochtief	Joyce Stoner	WBC
Kevin Barnwell	Options Energy	Tony Jackman	WBC/WSP
Martin Nellor	SEW	Cllr Malcolm Richards	WBC
David Smith	SGN	Cllr Shepherd-DuBey	WBC
Trevor Slater	SSE	Paul Townsend	Arborfield & Newland Parish Council
Ted Henderson	SSE	Steve Bromley	Finchampstead Parish Council
T. Sullivan	TVP	Pat Doyle	Sonning Parish Council
Laura Jacklin	TVP Travel	Tony Farmere	Sonning Parish Council
Mohammed Amin	Virgin	Mike Dunstan	Wokingham Town Council
Nesan Suppiah	WSP	Mary Walker	Woodley Town Council
Dexter Pereira	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 10 February 2015 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**

David Smith (DS) gave details regarding future SGN Major Projects

**Barkham Road Project 2016 - 2017**

*Renewal of mains and Services Length 6.7km*

- Barkham Road
- Limmerhill Road
- Doles Lane
- Sandy Lane
- Aggisters Lane
- Bearwood Road
- Woosehill Lane
- Ormonde Road
- Barkham Street
- School Road

DS expects this to be 2016/2017

**Orchard Road Project**

*Renewal of mains and Services Length km*

- Lodge Road
- Broadwater Lane
- School Road
- Orchard Road
- Church Hill
- Sawpit Road

[UNCLASSIFIED]

DS acknowledged Highways works regarding Section 58 Licence for resurfacing works. Expects Orchard Road to be done as it is a mandatory main.

**Chestnut Crescent Project**

*Renewal of Mains and Services Length 3.6km*

- Chesnut Crescent
- School Green
- Oatlands Road
- Wychem Road
- Wheatfield Road
- Hitres Avenue
- Ilbury Close
- Hyde End Road
- Seymour Avenue
- Cutbush Lane
- Brookers Hill
- Lane End Close
- Hollow Lane
- Arborfield Road
- Milson Close
- Rosecroft Way
- Goddard Close

DS aware of potential conflicts with Shinfield Eastern Relief Road works.

**Paddock Heights Project**

*Renewal of Mains and Services Length 3km*

- Waltham Road
- Stanlake Road
- Byron Road
- Paddock Heights
- A321 Hurst Road            *Waltham Road to Lodge Road*
- Colleton Drive

DS hopes to have dates shortly.

**Hamilton Road Project**

*Renewal of mains and Services Length .5km*

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

Live project but no dates currently available

**Henley Road Project**

*Renewal of Mains and Services Length .5km*

- A321 Wargrave Road

Live project but no dates currently available

**Churchill Drive Project**

*Renewal of mains and Services Length .6km*

- King Street Lane
- Harmon Court
- Churchill Drive

Live project but no dates currently available.

Cllr Shepherd-DuBey (RSD) asked for coordination between developers and SGN regarding gas main works. DS assured every effort would be made to achieve this.

**Pheasant Close Project**

*Renewal of mains and Services Length .8km*

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

Live project but no dates currently available

**Barret Crescent Project**

*Renewal of mains and Services Length .98km*

- A329 London Road *Barrett Crescent to Peach Street* June – July 2015
- Barrett Crescent July – August 2015

DS planning to work in June/July Seaford Road to Peach Street. The works will require one way for Bracknell bound traffic. Seven day working in being investigated.

**Twyford Road Project**

*Renewal of mains and Services Length .5km*

- Twyford Road *Junction of Bell Foundry Lane to the A329M over-bridge* 02.04.2015 – 01.05.2015

DS is hopeful that he has a solution to repair/replace main following easement issues.

**Martins Drive Project**

*Renewal of mains and Services Length .2km*

- Martins Drive
- Jubilee Avenue

Live project but no dates currently available.

**Munro Avenue Project**

*Renewal of mains and Services Length .4 km*

- Clivedale Road
- Coppice Road

SGN are looking at other options due to difficulty finalising a route.

**Redwood Avenue Project**

*Renewal of mains and services Length km*

- Redwood Avenue 01.06.2015 – 04.07.2015
- Oak Drive 04.06.2015 – 01.07.2015

Mary Walker (MW) enquired about the resurfacing that is going to be re-excavated. DS stated that the majority of the works would be in the footway but there will be some patches in the carriageway.

### **Shinfield Relief Road**

- Cutbush Lane 15.06.2015 – 03.07.2015  
*Replace 40 lin metres of main between Barn Close Cottage and Grange Cottage*
- Arborfield Road 15.06.2015 – 17.07.2015  
*Abandon 70m of main and divert approx. 270m of 10" sun iron main for new relief road and roundabout*

DS confirmed 24 hour temporary lights will be in use but that will be manually controlled at peak times.

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

Trevor Slater (TS) provided updates for Scottish and Southern works.

#### **Shinfield**

- Hyde End Lane *Junction Church lane to Ryeish Green* 13.05.2015 – 10.08.2015
- Brookers Hill *Six Bells to the junction of Hollow Lane* 13.05.2015 – 10.08.2015
- Church Lane *Nursery Cottage to junction with Hyde End Lane* 13.05.2015 – 10.08.2015
- Hollow Lane *Brookers Hill to School Green* 13.05.2015 – 10.08.2015

TS is not currently aware of these projects but they will be looked into. It is expected that these related to South of M4 SDL works.

### **4. BT Openreach**

ED advised BT have no Major Projects.

### **5. Network Rail**

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

#### **Twyford**

- Stanlake 26.07.2015 – 14.08.2015  
*To ensure compliance with the 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 to 07.00*

#### **Wokingham**

- Waterloo Road 18.05.2015 – 20.05.2015  
*Tamping on Up & Down Roads at Level Crossing Overnight*
- Waterloo Road 03.06.2015 – 04.06.2015  
*Annual Barrier Maintenance working from 00.01 – 06.00 nightly*
- Easthampstead Road 18.08.2015 - 19.08.2015  
*Annual Barrier Maintenance working from 00.01 – 06.00 nightly*

#### **Woodley**

- Bath Road 15.10.2015 – 01.11.2015  
*Parapets and providing anti-climb measures. Night Works 20.00 – 07.00hrs*

### **6. South East Water**

Dave Stone (DS) provided updates on active and forthcoming SEW works.

#### **Finchampstead**

*Renewal of Mains and Services – 1.2 km length*



- Nine Mile Ride  
Between Park Lane and Warren Lane

TBC

### Wokingham

Renewal of Mains and Services Length .7km

- Waterloo Road 27.07.2015 – 31.03.2016  
Between Rances Lane and Priest Avenue (Road Closure approximately 10 weeks)
- Priest Avenue 27.07.2015 – 31.03.2015  
Between Waterloo Road and Tudor Close

DS confirmed there would be a drop in session available and letter drops to local residents but the Communications Plan is still being finalised.

### Wokingham

Renewal of Mains and Services Length .84km

- Woosehill Dorset Way – Sirius Close 11.05.2015 – 01.05.2015
- Heron Road Woosehill – Kestrel Way 11.05.2015 – 31.03.2015

## **7. Thames Water**

ED gave update on ongoing Thames Water works as no representative present.

### Wargrave

New Water Mains and Services Length .35km

- Blakes Road Opp No 2 Blakes Road to J/O Victoria Road On site until 30.05.2015
- Victoria Road J/O Blakes Road to O/S No 170 Victoria Road On site until 30.05.2015

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

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

### Arborfield

Pre Surface Dressing

- Church Lane 29.05.2015
- Swallowfield Road 03.06.2015 – 08.06.2015

Resurfacing

- Link Way 23.07.2015 – 27.07.2015
- Anderson Crescent 28.07.2015 – 29.07.2015
- Emblen Crescent 30.07.2015
- Bramshill Close 04.12.2015 – 08.12.2015

### Crowthorne

Resurfacing

- Wellesley Drive October

### Earley

Resurfacing

- Rushey Way Beeston Way roundabout junction 17.03.2014 – 18.03.2015

### Finchampstead

*Resurfacing*

- Longwater Road 26.11.2015 – 03.12.2015

**Grazeley**

*Resurfacing*

- Kybes Lane 30.03.2015 – 30.03.2015

**Hurst**

*Resurfacing*

- The Straight Mile 31.03.2015 – 02.04.2015

**Remenham**

*Pre-Surface Dressing*

- Aston Lane 11.06.2015 – 15.06.2015
- Remenham Lane 16.06.2015 – 18.06.2015
- Remenham Church Lane 19.06.2015 – 22.06.2015

**Shinfield**

*Resurfacing*

- Whitley Wood Lane 23.03.2015 – 24.03.2015
- Basingstoke Road 06.10.2015 – 07.10.2015

Neil Scott (NS) asked if the closure would start at 20:00. TJ confirmed that this would be the case.

**Sindlesham**

*Resurfacing*

- Mole Road *Near to Nirvana Spa* 02.07.2015 – 28.07.2015

TJ anticipates a mix of night and day closures

**Sonning**

*Resurfacing*

- A4 Bath Road 01.09.2015 – 07.09.2015

**Swallowfield**

*Pre-Surface Dressing*

- Castle Road/Castle Hill 01.06.2015 – 02.06.2015
- Church Lane 09.06.2015 – 10.06.2015

**Twyford**

*Resurfacing*

- Malvern Way 08.10.2015 - 12.10.2015
- Willow Drive 13.10.2015 – 15.10.2015
- Troutbeck Close 16.10.2015 – 19.10.2015
- The Grove 21.10.2015 – 22.10.2015
- Paddock Heights 23.10.2015 – 27.10.2015

TJ highlighted the clash with SGN at Paddock Heights. DS will investigate.

### Wargrave

#### *Resurfacing*

- A321 Wargrave Road 08.09.2015 – 14.09.2014
- Byways Close 21.10.2015

### Winnersh

#### *Resurfacing*

- A329 Reading Road 20.04.2015 – 06.05.2015
- Watmore Lane 31.07.2015 – 05.08.2015

### Woodley

#### *Resurfacing*

- Fairwater Drive (Part) 07.04.2015 – 09.04.2015
- King fisher Drive 23.06.2015 – 01.07.2015

NS asked for timings at Fairwater Drive. TJ will confirm when they are finalised.

### Wokingham

#### *Resurfacing*

- Easthampstead Road 05.10.2015 – 05.10.2015
- A321 Twyford Road 07.05.2015 – 28.05.2015
- Norreys Avenue 06.08.2015 – 13.08.2015
- Shute End (Footway only) 04.09.2015 – 24.09.2015
- Osterley Close 04.11.2015 – 20.11.2015

### Wokingham Without

#### *Resurfacing*

- Easthampstead Road 26.03.2015 – 27.03.2015

## **9. Structures**

TJ gave an update regarding works

### Earley

#### *Road Closure*

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

TJ informed the meeting that due to budgetary issues, only the Wokingham bound extents will be undertaken at the present. Contraflow will still be used but dates may change. TJ will provide further information when it is available.

## **10. Traffic and Road Safety**

Ed Day (ED) provided an update on forthcoming Traffic and Road Safety works.

### Arborfield

- Sindlesham Road *Junction improvement* 13.10.2015 – 15.10.2015
- Eversley Road *Local safety scheme* 22.10.2015 – 28.10.2015

## Earley

### *Pedestrian signal upgrade*

- |                            |                          |                          |
|----------------------------|--------------------------|--------------------------|
| • Loddon Bridge Roundabout | <i>Signal Upgrade</i>    | On site until 23.03.2015 |
| • Meldreth Way             | <i>Phase 2</i>           | 04.06.2015 – 15.07.2015  |
| • Rushey Way               |                          | 16.03.2015 – 07.04.2015  |
| • Rushey Way / Beeston Way | <i>New Cycleway Link</i> | 16.07.2015 – 29.07.2015  |
| • Thames Valley Park Drive | <i>Signal Upgrade</i>    | 30.07.2015 – 03.09.2015  |
| • Meldreth Way roundabout  |                          | 10.12.2015 – 20.01.2016  |
|                            |                          | 21.01.2016 – 02.03.2016  |

## Hurst

- |              |                             |              |
|--------------|-----------------------------|--------------|
| • Lodge Road | <i>Junction Improvement</i> | 16.10.2015 – |
| 19.10.2015   |                             |              |

## Remenham

- |                    |                             |                         |
|--------------------|-----------------------------|-------------------------|
| • B4130 White Hill | <i>Junction Improvement</i> | 24.04.2015 – 12.05.2015 |
|--------------------|-----------------------------|-------------------------|

## Twyford

- |                           |                             |                         |
|---------------------------|-----------------------------|-------------------------|
| • Waltham Road roundabout | <i>Junction Improvement</i> | 03.03.2015 – 16.03.2015 |
|---------------------------|-----------------------------|-------------------------|

## Winnersh

- |                     |                            |                         |
|---------------------|----------------------------|-------------------------|
| • A329 Reading Road | <i>Cycleway Scheme</i>     | 16.03.2015 – 28.04.2015 |
| • Bearwood Road     | <i>Local safety scheme</i> | 25.09.2015 – 28.09.2015 |

Neil Scott (NS) enquired about the completion date for the show case round about. ED advised that testing would be taking place that week with a possibility of going live after that.

MW stated the road signage for lane closures were not always accurate.

ED confirmed these issues had been discussed with BBLP and appreciated being informed if there were further issues.

RSB stated that the lane closures were causing delays. ED advised that the closures were in place as safety measures.

## Wokingham

- |                      |   |                         |
|----------------------|---|-------------------------|
| • Finchampstead Road |   | 29.09.2015 – 12.10.2015 |
| • Holt Lane          | <i>Junction Evendons Lane - New Pedestrian Island</i> |                         |
|                      | <i>Local safety scheme</i>                            | 20.10.2015 – 21.10.2015 |

## Woodley

### *Cycleway*

- |             |                |                         |
|-------------|----------------|-------------------------|
| • Miles Way | <i>Phase 1</i> | 08.04.2015 – 28.04.2015 |
| • Miles Way | <i>Phase 2</i> | 13.05.2015 – 03.06.2015 |

## **11. WBC Major Projects**

ED gave update on WBC Major Projects

### Coppid Beech Improvements

- |  |   |
|--|---|
| • A329(M)A329 London Road entry/exit slips | <i>Night Time Road Closures 20:00 – 06:00</i> |
|--|---|

*Temporary Speed Limits will be in place on:*

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

## **Station Road Link**

*On site until end of April 2015 Road Closures in place*

- Station Road
- Wellington Road

## **Shinfield**

- Shinfield By Pass On site until 31.03.2015
- 

Representatives of Hochtief Construction attended this meeting to present information on works. Paul Townsend (PT) enquired about the diversionary route and the volumes of traffic being taken into account. Paul Wharton (PW) advised the TM plan for this was still under discussion. TJ advised about consultation for this plan in view of the Loddon Viaduct scheme due in the summer. PW to convey work updates through the street works team. PT enquired about the work being undertaken in conjunction with SGN's work. PW confirmed that SGN works had to be undertaken first.

## **12. HIGHWAY AGENCY**

*There will be ongoing lane closures overnight, between 22.00 and 06.00, until June 2015*

- M4 *Junction 10 Wokingham Berkshire Junction Improvement Work*

## **13. PUBLIC EVENTS**

- |                              |                         |
|------------------------------|-------------------------|
| • Vaisakhi Procession        | 03.05.2015              |
| • Shinfield 10k Run          | 04.05.2015              |
| • Wokingham May Fayre        | 04.05.2015              |
| • General Election           | 07.05.2015              |
| • Woodley Carnival           | 13.06.2015              |
| • Wokingham Civic Sunday     | 14.06.2015              |
| • Wokingham Armed Forces Day | 27.06.2015              |
| • Henley Royal Regatta       | 01.07.2015 – 05.07.2015 |
| • Henley Music Festival      | 08.07.2015 – 12.07.2015 |
| • Rewind Festival            | 21.08.2015 – 23.08.2015 |

NS highlighted that Earley Fun Run was not listed. ED is aware of event but will not be cause for a disruption. There are no planned closures in association with this event.

## **14. A.O.B**

**Date of next meeting Tuesday 14 April 2015  
Council Chambers, Shute End, Wokingham.**

**WOKINGHAM BOROUGH COUNCIL**  
**Road Works / Street Works Major Project Co-ordination Meeting**  
**Held on the 14 April 2015 in the Council Chambers**

**Attendees:**

Neil Scott	Reading Buses	Graham Barnwell (chair)	WBC
Matt Taylor	Stewarts Coaches	Theresa Couchman	WBC
Richard Herneman	BT Openreach	Edward Day	WBC
Tristan Coates	SEW	Jason Archer	WBC
David Smith	SGN	Joyce Stoner	WBC
Ted Henderson	SSE	Cllr Shepherd-DuBey	WBC
Todd Sullivan	TVP	Paul Townsend	Arborfield & Newland Parish Council
Tony Humphries	TVP	Steve Bromley	Finchampstead Parish Council
Laura Jacklin	TVP Travel	Mike Dunstan	Wokingham Town Council
Mohammed Amin	Virgin	Mary Walker	Woodley Town Council
Richard Brommell	WSP	Charlie Humphrey	
Olivier Baron	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 17 March 2015 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**

David Smith (DS) gave details regarding SGN Major Projects. Confirmation was made that AMEC are in place and the programme is being finalised.

**Barkham Road Project 2016 – 2017**

*Renewal of mains and Services Length 6.7km*

- Barkham Road
- Limmerhill Road
- Doles Lane
- Sandy Lane
- Aggisters Lane
- Bearwood Road
- Woosehill Lane
- Ormonde Road
- Barkham Street
- School Road

DS expects this to take place the middle of 2016.

**Orchard Road Project**

*Renewal of mains and Services Length km*

- Lodge Road
- Broadwater Lane
- School Road
- Orchard Road
- Church Hill
- Sawpit Road

DS is still awaiting final scheme file.

**Chestnut Cresent Project**

*Renewal of Mains and Services Length 3.6km*

- Chesnut Crescent
- School Green

[UNCLASSIFIED]

- Oatlands Road
- Wychem Road
- Wheatfield Road
- Hitres Avenue
- Ilbury Close
- Hyde End Road
- Seymour Avenue
- Cutbush Lane
- Brookers Hill
- Lane End Close
- Hollow Lane
- Arborfield Road
- Milsom Close
- Rosecroft Way
- Goddard Close

DS is still awaiting final scheme file.

### **Paddock Heights Project**

*Renewal of Mains and Services Length 3km*

- Waltham Road
- Stanlake Road
- Byron Road
- Paddock Heights
- A321 Hurst Road            *Waltham Road to Lodge Road*
- Colleton Drive

DS is looking to organise this scheme as soon as possible to avoid conflict with Highway Alliance work.

### **Hamilton Road Project**

*Renewal of mains and Services Length .5km*

- Hamilton Road
- Silverdale Road
- Clifton Rise
- School Hill
- Braybrook Road
- Victoria Road

### **Henley Road Project**

*Renewal of Mains and Services Length .5km*

- A321 Wargrave Road

### **Churchill Drive Project**

*Renewal of mains and Services Length .6km*

- King Street Lane
- Harmon Court
- Churchill Drive

### **Pheasant Close Project**

*Renewal of mains and Services Length .8km*

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

DS has confirmed that no reinforcement is required as part of Hatch Farm Dairies development. DS will provide TM plan for Reading Road when it is available.

### **Barrett Crescent Project**

Renewal of mains and Services Length .98km

- A329 London Road Barrett Crescent to Peach Street 15.06.2015 – 30.07.2015
- Barrett Crescent July – August 2015

### **Twyford Road Project**

Renewal of mains and Services Length .5km

- Twyford Road Junction of Bell Foundry Lane to the A329M over-bridge On Site – 01.05.2015

### **Martins Drive Project**

Renewal of mains and Services Length .2km

- Martins Drive
- Jubilee Avenue

DS is still awaiting final scheme file.

### **Munro Avenue Project**

Renewal of mains and Services Length .4 km

- Clivedale Road
- Coppice Road

Dates to be confirmed. DS is investigating potential construction options.

### **Redwood Avenue Project**

Renewal of mains and services Length km

- Redwood Avenue TBC
- Oak Drive TBC

### **Windmill Avenue Project**

Renewal of mains and services Length km

- Windmill Avenue 27.04.2015
- Chestnut Avenue 11.05.2015
- Old Woosehill Lane 18.05.2015

DS confirmed dates and will provide time extents when available.

TJ raised concern over work in Chestnut Avenue regarding resurfacing works.

DS confirmed that there will be work between Old Woosehill Lane and Bedford Gardens.

SGN will provide extra reinstatement where appropriate.

### **Shinfield Relief Road**

- Cutbush Lane 15.06.2015 – 03.07.2015  
Replace 40 lin metres of main between Barn Close Cottage and Grange Cottage
- Arborfield Road 15.06.2015 – 17.07.2015  
Abandon 70m of main and divert approx. 270m of 10" sun iron main for new relief road and roundabout

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

Ed Day (ED) provided updates for Scottish and Southern works.

### **Shinfield**

[UNCLASSIFIED]



- Hyde End Lane *Junction Church lane to Ryeish Green* 13.05.2015 – 10.08.2015
- Brookers Hill *Six Bells to the junction of Hollow Lane* 13.05.2015 – 10.08.2015
- Church Lane *Nursery Cottage to junction with Hyde End Lane* 13.05.2015 – 10.08.2015
- Hollow Lane *Brookers Hill to School Green* 13.05.2015 – 10.08.2015

#### 4. BT Openreach

ED advised BT have no Major Projects.

#### 5. Network Rail

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

##### Twyford

- Stanlake 26.07.2015 – 14.08.2015  
*To ensure compliance with the 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 to 07.00*

JS raised the potential emergency closure of Church Road, Earley due to an urgent situation.

##### Wokingham

- Waterloo Road 18.05.2015 – 20.05.2015  
*Tamping on Up & Down Roads at Level Crossing Overnight*
- Waterloo Road 03.06.2015 – 04.06.2015  
*Annual Barrier Maintenance working from 00.01 – 06.00 nightly*
- Easthampstead Road 18.08.2015 – 19.08.2015  
*Annual Barrier Maintenance working from 00.01 – 06.00 nightly*

##### Woodley

- Bath Road 15.10.2015 – 01.11.2015  
*Parapets and providing anti-climb measures. Night Works 20.00 – 07.00hrs*

#### 6. South East Water

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

##### Finchampstead

*Renewal of Mains and Services – 1.2 km length*

- Nine Mile Ride TBC  
*Between Park Lane and Warren Lane*

TC informed the meeting that proposed Nine Mile Ride works may be delayed due to the other postponement of other phases outside of the WBC area.

##### Wokingham

*Renewal of Mains and Services Length .7km*

- Waterloo Road 27.07.2015 – 31.03.2016  
*Between Rances Lane and Priest Avenue (Road Closure approximately 10 weeks)*
- Priest Avenue 27.07.2015 – 31.03.2015  
*Between Waterloo Road and Tudor Close*

##### Wokingham

*Renewal of Mains and Services Length .84km*

- Woollahill *Dorset Way – Sirius Close* 11.05.2015 – 01.05.2015
- Heron Road *Woollahill – Kestrel Way* 11.05.2015 – 31.03.2015

TC suggested that Heron Road may also be delayed.

[UNCLASSIFIED]



- Malvern Way 18.06.2015 – 23.06.2015
- A321 Wargrave Road 08.09.2015 – 14.09.2015
- Willow Drive 29.10.2015 – 02.11.2015
- Troutbeck Close 03.11.2015 – 04.11.2015
- Paddock Heights 05.11.2015 – 09.11.2015

TJ confirmed that Wargrave Road was expected to be the section between Wargrave and Braybrooke Road

### Winnersh

#### *Resurfacing*

- A329 Reading Road 20.04.2015 – 06.05.2015
- Watmore Lane 31.07.2015 – 05.08.2015

### Woodley

#### *Resurfacing*

- Kingfisher Drive *Service Roads* 24.06.2015 – 02.07.2015

### Wokingham

#### *Resurfacing*

- A321 Twyford Road 08.10.2015 – 28.10.2015
- Norreys Avenue 06.08.2015 – 13.08.2015
- Wellonton Road 17.11.2015 – 19.11.2015

#### *Resurfacing Footway*

- Shute End 17.08.2015 – 07.09.2015

## **9. Structures**

TJ gave an update regarding works

### Earley

#### *Road Closure*

- A3290 (Sutton Seeds Flyover) *Bridge Refurbishment Road Closure* On site – 02.05.2015

## **10. Traffic and Road Safety**

Olivier Baron (OB) provided an update on forthcoming Traffic and Road Safety works.

### Arborfield

- Sindlesham Road *Bend improvements* 15.07.2015 – 17.07.2015  
*Local safety scheme with signing and lining*
- Eversley Road *Footway improvements* 09.02.2016 – 15.02.2016  
*Replacement of bollards with larger kerbs*

### Earley

#### *Signal Upgrade*

- Meldreth Way *Phase 2* 01.06.2015 – 10.07.2015
- Rushey Way On site – 07.04.2015

#### *New Cycleway Link*

- Rushey Way / Beeston Way On site – 03.09.2015

### Signal Improvements

- Lower Earley Way / Meldreth Way 08.09.2015 – 19.10.2015
- Thames Valley Park Drive 01.12.2015 – 11.01.2016

OB expects Rushey Way / Beeston Way to be rescheduled for next financial year

Todd Sullivan (TS) requested that signal work is coordinated with TVBP works that will be undertaken by WBC.

### Remenham

- B4130 White Hill *Island and bus stop improvements* 14.05.2015 – 28.05.2015

### Sindlesham

- Bearwood Road *Bend improvements* 13.07.2015 - 14.07.2015  
*Local safety scheme – signing and lining*

### Twyford

- Waltham Road - Stanlake Lane roundabout 12.01.2016 – 08.02.2016  
*Pedestrian Improvements*

### Winnersh

- A329 Reading Road *Phase 2 - Cycleway Scheme* On site – 13.05.2015
- A329 Reading Road *Phase 3 - Cycleway Scheme* 20.10.2015 – 30.11.2015  
*Winnersh crossroads to Woosehill*

Cllr Shepherd DuBey (RSD) requested information on Phase 3 of these works be provided to Winnersh Parish Council.

### Wokingham

- Holt Lane *Pedestrian improvements* 20.07.2015 – 21.07.2015
- Finchampstead Road 07.03.2016 – 01.04.2016  
*Junction Evendons Lane - New Pedestrian Island*

Joyce Stoner (JS) asked if the new crossing and junction improvement would be undertaken at the same time. OB confirmed it would.

### Woodley

#### Cycleway

- Miles Way *Phase 1 – off peak working* 15.04.2015 – 06.05.2015
- Miles Way *Phase 2 – off peak working* 07.05.2015 – 28.05.2015

Neil Scott (NS) enquired if this would affect bus stops in the area. OB confirmed there would be no change for bus stops.

## **11. WBC Major Projects**

ED gave update on WBC Major Projects

### Coppid Beech Improvements

- A329(M)A329 London Road entry/exit slips *Night Time Road 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*

### **Station Road Link**

*On site until end of April 2015 Road Closures in place*

- Station Road
- Wellington Road

### **Shinfield**

- Shinfield By Pass On site until 31.03.2016

## **12. HIGHWAY AGENCY**

*There will be ongoing lane closures overnight, between 22.00 and 06.00, until June 2015*

- M4 Junction 10 Wokingham Berkshire Junction Improvement Work

## **13. HAMPSHIRE COUNTY COUNCIL**

*Operation Resilience – Strafield Saye roundabout – Full closure of A33 Swallowfield Bypass*

- A33 Stratfield Saye Roundabout 01.06.2015 – 08.06.2015  
*Six nights 21:00 to 06:00*

## **14. PUBLIC EVENTS**

- Vaisakhi Procession 03.05.2015
- Shinfield 10k Run 04.05.2015
- Wokingham May Fayre 04.05.2015
- General Election 07.05.2015
- Wokingham May Concert 30.05.2015
- Woodley Carnival 13.06.2015
- Wokingham Civic Sunday 14.06.2015
- Wokingham Armed Forces Day 27.06.2015
- Henley Royal Regatta 01.07.2015 – 05.07.2015
- Henley Music Festival 08.07.2015 – 12.07.2015
- Rewind Festival 21.08.2015 – 23.08.2015

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

**Date of next meeting Tuesday 12 May 2015  
Council Chambers, Shute End, Wokingham.**

**WOKINGHAM BOROUGH COUNCIL**  
**Road Works / Street Works Major Project Co-ordination Meeting**  
**Held on the 12 May 2015 in the Council Chambers**

**Attendees:**

Neil Scott	Reading Buses	Graham Barnwell (chair)	WBC
Barry Storey	First Group	Theresa Couchman	WBC
Constantine Poloboc	Courtney Buses	Edward Day	WBC
Tristan Coates	SEW	Jason Archer	WBC
David Smith	SGN	Cllr Shepherd-DuBey	WBC
Mohammed Amin	Virgin	Cllr John Halsall	WBC
Rebecca Brooks	WBC	Cllr John Kaiser	WBC
Phil Milburn	WBC	Cllr Malcolm Richards	WBC
Tony Jackman	WBC	Steve Bromley	Finchampstead Parish Council
Richard Brommell	WBC	Mike Dunstan	Wokingham Town Council
Nesan Suppiah	WSP	Jenny Cheng	Woodley Town Council

\*as per sign in sheet

Jason Archer (JA) covered house-keeping, welcomed all attendees and opened the meeting.

**1. Minutes from the last meeting held on the 14 April 2015 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**

David Smith (DS) gave updates for SGN. AMEC have now started and gangs are being organised.

**Barkham Road Project 2016 – 2017**

*Renewal of mains and Services Length 6.7km*

- Barkham Road
- Limmerhill Road
- Doles Lane
- Sandy Lane
- Aggisters Lane
- Bearwood Road
- Woosehill Lane
- Ormonde Road
- Barkham Street
- School Road

DS expects this to take place in 2016.

**Orchard Road Project 2015 - 2016**

*Renewal of mains and Services Length km*

- Lodge Road
- Broadwater Lane
- School Road
- Orchard Road
- Church Hill
- Sawpit Road

DS expects that other than Orchard Road works will be removed due to Wokingham Highway Alliance works.

**Chestnut Crescent Project**

*Renewal of Mains and Services Length 3.6km*

- Chestnut Crescent
- School Green

[UNCLASSIFIED]

- Oatlands Road
- Wychelm Road
- Wheatfield Road
- Hitres Avenue
- Ilbury Close
- Hyde End Road
- Seymour Avenue
- Cutbush Lane
- Brookers Hill
- Lane End Close
- Hollow Lane
- Arborfield Road
- Milsom Close
- Rosecroft Way
- Goddard Close

DS is aware of the A327 Shinfield Eastern Relief Road work and this will be taken into account.

### **Paddock Heights Project**

*Renewal of Mains and Services Length 3km*

- Waltham Road
  - Stanlake Road
  - Byron Road
  - Paddock Heights
  - A321 Hurst Road
  - Colleton Drive
- Waltham Road to Lodge Road*

### **Hamilton Road Project**

*Renewal of mains and Services Length .5km*

- Hamilton Road
- Silverdale Road
- Clifton Rise
- School Hill
- Braybrook Road
- Victoria Road

### **Henley Road Project**

*Renewal of Mains and Services Length .5km*

- A321 Wargrave Road

Cllr John Hasall (JH) asked about dates considering Regatta events etc. DS will not programme if it conflicts. JH suggested mid-August onwards would be best.

### **Churchill Drive Project**

*Renewal of mains and Services Length .6km*

- King Street Lane
- Harmon Court
- Churchill Drive

### **Pheasant Close Project**

*Renewal of mains and Services Length .8km*

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

### **Barrett Crescent Project**

*Renewal of mains and Services Length .98km*

- A329 London Road      *Binfield Road to Peach Street*      15.06.2015 – 30.07.2015
- Barrett Crescent      July – August 2015

DS confirmed that the start date would be 22 June 2015. DS outlined traffic restrictions and one way system etc. TJ asked if the works at Coppid Beech had been taken into account. ED confirmed they had. DS outlined the communications plan (letter drops etc.) DS confirmed busses would be directed into Norreys Avenue. RSB asked if work will go past Norreys Avenue. DS confirmed that they will not.

### **Twyford Road Project**

*Renewal of mains and Services Length .5km*

- Twyford Road      *Junction of Bell Foundry Lane to the A329M over-bridge* On Site – 01.06.2015

DS anticipates about 4 weeks more work in this area.

### **Martins Drive Project**

*Renewal of mains and Services Length .2km*

- Martins Drive
- Jubilee Avenue

DS expects this to be completed by the end of May.

### **Munro Avenue Project**

*Renewal of mains and Services Length .4 km*

- Clivedale Road
- Coppice Road

### **Redwood Avenue Project**

*Renewal of mains and services Length km*

- Redwood Avenue      TBC
- Oak Drive      TBC

### **Windmill Avenue Project**

*Renewal of mains and services Length km*

- Windmill Avenue      On site – 22.06.2015
- Chestnut Avenue      11.05.2015 – 18.05.2015
- Old Woosehill Lane      22.06.2015 – 19.08.2015

GB requested that the site is checked every morning including pedestrian walkways. DS is aware of Section 58 restrictions and reinstatements are being planned.

### **Shinfield Relief Road**

- Cutbush Lane      15.06.2015 – 03.07.2015  
*Replace 40 lin metres of main between Barn Close Cottage and Grange Cottage*
- Arborfield Road      15.06.2015 – 17.07.2015  
*Abandon 70m of main and divert approx. 270m of 10" sun iron main for new relief road and roundabout*

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

Ed Day (ED) provided updates for Scottish and Southern works.



## Shinfield

- Hyde End Lane *Junction Church lane to Ryeish Green* TBC
- Brookers Hill *Six Bells to the junction of Hollow Lane* TBC
- Church Lane *Nursery Cottage to junction with Hyde End Lane* TBC
- Hollow Lane *Brookers Hill to School Green* TBC

## 4. BT Openreach

ED advised BT have no Major Projects.

## 5. Network Rail

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

## Twyford

- Stanlake 26.07.2015 – 14.08.2015  
*To ensure compliance with the 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 to 07.00*

## Wokingham

- Waterloo Road 18.05.2015 – 20.05.2015  
*Tamping on Up & Down Roads at Level Crossing Overnight*
- Waterloo Road 03.06.2015 – 04.06.2015  
*Annual Barrier Maintenance working from 00.01 – 06.00 nightly*
- Easthampstead Road 18.08.2015 - 19.08.2015  
*Annual Barrier Maintenance working from 00.01 – 06.00 nightly*

## Woodley

- Bath Road 15.10.2015 – 01.11.2015  
*Parapets and providing anti-climb measures. Night Works 20.00 – 07.00hrs*
- Warren Road 04.10.2015 – 07.11.2015

NS asked if Warren Road would be a footway closure. ED will be able to confirm when information obtained.

## 6. South East Water

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

### Water main upgrade – Waterloo Road Wokingham

#### *Scheme background*

- Why is the main being replaced The driver is burst & consequence driven
- Length of new pipeline
- Total length of new main 1061m
- Type of pipe recommended 125mm HPPE
- Pipe pressure rating 10 Bar
- Service transfers required Yes approx. 103Nr
- Abandon Existing Main Yes
- Conditions Road/Verge
- Cost of the works £294K
- The scheme formed part of the company's £424 million investment programme taking place between 2015 and 2020.

#### *Timescale and details*

- Programme too big for presentation
- Overall date are 27.07.2015 – 20.03.2016
- Project Brief Description

### *Limiting disruption to Wokingham*

- Diversion routes will be clearly signed for the duration of the work
- Access to homes businesses will maintained at all time
- Working closely with Rushmoor Borough Council
- Banksman if required to Sheppard vehicles and pedestrians
- Shuts for Commissioning will be kept within 3 hours

### *External Communications*

- Advanced meeting with Rushmoor Borough Council

### *Future Communications*

- Letter drop to stakeholders, Businesses and directly affected customers
- Press releases to local media
- Dedicated scheme website
- Advance warning signs will be displayed ahead of the work
- Regular updates sent to radio station for traffic and information bulletins
- Clear public information boards for use around excavations

### **Finchampstead**

#### *Renewal of Mains and Services – 1.2 km length*

- Nine Mile Ride TBC  
*Between Park Lane and Warren Lane*

Ringmead strategy has been finalised and will start in August. WBC works have been postponed until 2017.

### **Wokingham**

#### *Renewal of Mains and Services Length .84km*

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

Works moved to 2016

## **7. Thames Water**

ED gave update on ongoing Thames Water works as no representative present.

### **Wargrave**

#### *New Water Mains and Services Length .35km*

- Blakes Road *Opp No 2 Blakes Road to J/O Victoria Road* On site until 30.05.2015
- Victoria Road *J/O Blakes Road to O/S No 170 Victoria Road* On site until 30.05.2015

JA confirmed that work is progressing well looks to be on target.

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

Tony Jackman (TJ) gave an updates on Wokingham Highway Alliance works.

### **Arborfield**

#### *Pre Surface Dressing*

- Church Lane 29.05.2015
- Swallowfield Road 03.06.2015 – 08.06.2015

#### *Resurfacing*

- Link Way 23.07.2015 – 27.07.2015
- Emblen Crescent 30.07.2015
- Anderson Crescent 28.07.2015 – 29.07.2015

### **Remenham**

#### *Pre-Surface Dressing*

- Aston Lane 08.06.2015 – 10.06.2015
- Remenham Lane 11.06.2015 – 15.06.2015
- Remenham Church Lane 16.06.2015 – 17.06.2015

### **Sindlesham**

#### *Resurfacing*

- Mole Road (Near to Nirvana Spa) TBC
- TJ confirmed that Mole Road has been postponed due to SERR work on A327

### **Swallowfield**

#### *Pre-Surface Dressing*

- Castle Road/Castle Hill 01.06.2015 – 02.06.2015
- Church Lane 09.06.2015 – 10.06.2015

### **Winnersh**

#### *Resurfacing*

- A329 Reading Road Arbor Lane to Winnersh cross roads On site – 20.05.2015
- Watmore Lane 31.07.2015 – 05.08.2015

### **Woodley**

#### *Resurfacing*

- Kingfisher Drive Service Roads 24.06.2015 – 02.07.2015

### **Wokingham**

#### *Resurfacing*

- A321 Twyford Road TBC
- Norreys Avenue 06.08.2015 – 13.08.2015

## **9. Structures**

## **10. Traffic and Road Safety**

Richard Brommell (RB) provided an update on forthcoming Traffic and Road Safety works.

### **Arborfield**

- Sindlesham Road Bend improvements 15.07.2015 – 17.07.2015
- Eversley Road Footway improvements 09.02.2016 – 15.02.2016

### **Barkham**

- Bearwood Road Bend improvements 13.07.2015 – 14.07.2015

### **Earley**

#### *Signal Upgrade*

- Meldreth Way Phase 2 01.06.2015 – 10.07.2015
- Rushey Way Signal upgrade On site – 15.05.2015
- Rushey Way / Beeston Way New cycleway link 30.07.2015 – 03.09.2015

- Thames Valley Park Drive      *Signal improvements*      01.11.2015 – 11.01.2016

**Remenham**

- B4130 White Hill      *Junction improvements*      14.05.2015 – 27.05.2015

**Twyford**

- Waltham Road - Stanlake Lane roundabout  
*Pedestrian Improvements*      12.01.2016 – 08.02.2016

**Winnersh**

- A329 Reading Road      *Phase 2 - Cycleway Scheme*      On site – 29.05.2015

RB suggested there may be a small delay due to issues with equipment. Cllr Shepherd DuBey (RSD) asked if Phase 3 was still planned for January. RB confirmed that investigative work is taking place and informing local interested parties.

**Wokingham**

- Holt Lane      *Pedestrian improvements*      20.07.2015 – 21.07.2015
- Finchampstead Road      *Junction Evendons Lane - New Pedestrian Island*      07.03.2016 – 01.04.2016

**Woodley**

*Cycleway*

- Miles Way      *Phase 1 – off peak working*      On site – 06.05.2015
- Miles Way      *Phase 2 – off peak working*      07.05.2015 – 28.05.2015

**11. WBC Major Projects**

ED gave update on WBC Major Projects

**Coppid Beech Improvements**

- A329(M)A329 London Road entry/exit slips      *Night Time Road 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*

**Shinfield**

- Shinfield By Pass      On site until 31.03.2016

**12. HIGHWAY AGENCY**

*There will be ongoing lane closures overnight, between 22.00 and 06.00, until July 2015*

- M4      *Junction 10 Wokingham Berkshire*      *Junction Improvement Work*

**13. PUBLIC EVENTS**

- Wokingham May Concert      30.05.2015
- Woodley Carnival      13.06.2015
- Wokingham Civic Sunday      14.06.2015
- Wokingham Armed Forces Day      27.06.2015
- Henley Royal Regatta      01.07.2015 – 05.07.2015
- Henley Music Festival      08.07.2015 – 12.07.2015
- Rewind Festival      21.08.2015 – 23.08.2015

14. A.O.B

**Date of next meeting Tuesday 16 June 2015  
Council Chambers, Shute End, Wokingham.**

Woodley Town Council

**BEST KEPT STREET COMPETITION**

**REPORT OF THE SERVICE SUPPORT MANAGER**

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**Purpose of Report**

To ask Members to consider what investigation and actions are to be undertaken regarding the introduction of a Best Kept Street competition for Woodley.

**Background**

The following motion was carried at a meeting of Full Council on 10 February 2015 and deferred to the Community Services Committee to progress;

*Motion:*

*"This Council notes the success of Woodley Town Council's efforts to develop and maintain Woodley's great community spirit.*

*Council welcomes the national recognition that Woodley is a great place to bring up a family as exemplified by Family Investments.*

*Council notes that some of the factors contributing to this success are:*

- 1. The Oakwood Centre with its Café, Theatre, Community use and its use as a permanent base for the local Police Neighbourhood team.*
- 2. Woodford Park, Woodford Park Leisure Centre, Bulmershe Leisure Centre, Woodley War Memorial and the Skate Park.*
- 3. Our local Shopping Centre with its low cost car parks, Town Centre Management Initiative, Winter Extravaganza and the Annual Woodley Carnival.*
- 4. Local services such as schools and community and health facilities.*
- 5. The environmental contributions of the annual Garden and Best Kept Allotment competitions, the annual Woodley Clean up and volunteers such as the Woodley Adopt a Street Project (WASP).*
- 6. Local churches, the care of our vulnerable residents and those in need, e.g. Food Banks.*
- 7. Our myriad of local community societies and local voluntary works as recognised by the annual Citizen's Awards and the Mayor's award.*

*This Council agrees that as a further means of keeping Woodley's great community spirit as one of the best in the country would be to promote good citizenship with respect to keeping Woodley neat and tidy. We ask the Community Services Committee to investigate the possibility of two new awards, the "Best Kept Street" and "Best Community Street" awards, to be presented at the Citizens Awards evening.*

*The following to be the criteria:*

- Best Kept Street – the most visually attractive street due to the hard work and efforts of local residents looking after their street's environment.*
- Best Community Street – where local people have come together to make a positive improvement to their street."*

In consideration of the proposed competitions Members are asked to note that the annual Woodley Garden Competition is in its fourth year and does not attract many entrants (around 6 – 10 entries). Officers are looking at ways to increase participation through

further promotion. The competition is currently promoted through flyers in public buildings, local garden centres and retailers, press releases and the Town Council website.

In the meantime there are several projects underway or about to be embarked upon i.e. 3G pitch, public toilets, precinct refurbishment and Woodford Park Leisure Centre development, which will place demands on Officer and Member time over the next 2/3 years.

Officers have not had the opportunity to fully investigate the proposed competitions and work on this will reduce the time available for the other projects mentioned.

Members are asked how they wish to proceed.

### **Recommendations**

- ◆ **That Members note the contents of the report.**
  
- ◆ **That Members consider how they wish to advise the Council on how it should proceed in this matter.**

## **Briefing note for town and parish councils**

Following a public consultation on our maintenance of open green spaces – including our grass cutting service – we are now moving towards a more flexible system that will allow us to focus on the priority areas identified by residents and to encourage greater biodiversity in specific locations (please see separate information sheet for details on the consultation results and the legislative framework relating to biodiversity).

In order to achieve this we have taken the decision to develop a flexible contract specification that will allow us to:

- Target areas that need a higher level of maintenance such as play areas and sports pitches
- Introduce long-grass regimes (which will be cut once a year and which will provide a more diverse natural habitat for wildlife) in appropriate areas
- Introduce wildflower or pictorial meadows in highly visible areas in order to enhance biodiversity and provide attractive landscapes.

This is a long-term plan and long-grass regimes and wildflower meadows will be introduced across the borough during the next 10 to 15 years, during which time we will look to work with community groups, town and parish councils and local residents to identify locations and establish appropriate maintenance of sites.

In the short term, we need to 'trial' this new way of working and have selected three sites:

- **Ashenbury Park, Woodley, where a large proportion of the park will be cut just once this year in order to develop a more natural environment with paths for walkers and some shorter areas for recreation. The park entrance and play area will be cut more often and some wildflower meadow planting will be developed in certain areas. It is possible, depending on the success of the trial year, that Ashenbury Park could become another nature reserve within the borough.**
- **Cantley Park, Wokingham where for this year, long grass regimes will be introduced around the trees and adjacent to hedgerows. This will not affect sports use and consideration will be given to any potential impact on homes. Wildflower / pictorial meadows will also be trialled in this area particularly around the edge of the park.**
- **Woosehill Spine Road, Wokingham, where a small central section of the road will have an annual cut with enhancement by wildflower / pictorial meadow sowing. The remainder of the central area and particularly the strip adjacent to the road edge will be cut at normal frequency**

These sites will be trialled during the final year of our current contract and we will be monitoring the impact and the public reaction to the changes in order to inform decision on future priority areas and further long-grass areas and pictorial meadows. There will be opportunities for town and parish councils as well as community groups and residents to comment on the trial sites and to suggest other areas for long-grass regimes or wildflower meadows via the Wokingham Borough Council website at: <http://www.wokingham.gov.uk/parks/grasscutting/>. Updated and improved grass cutting information will also be available from this webpage.



## **Local and National Legislative framework relating to biodiversity**

### **National policy and legislation:**

#### **Natural Environment and Rural Communities Act 2006: Duty for Public Authorities:**

*'Every public authority must, in exercising its functions, have regard, so far as is consistent with the proper exercise of those functions, to the purpose of conserving biodiversity'*

**The National Planning Policy Framework (2012):** requires planning authorities to promote the preservation, restoration and re-creation of priority habitats, ecological networks and the protection and recovery of priority species populations. It prescribes that local plans should have a clear strategy for enhancing the natural, built and historic environment and supporting wider biodiversity networks, including planning at a landscape scale across local authority boundaries and supporting Nature Improvement Areas

**UK Biodiversity Action Plan:** *'Halt the loss of biodiversity and continue to reverse previous losses through targeted actions for species and habitats.*

*Increase awareness, understanding and enjoyment of biodiversity, and engage more people in conservation and enhancement.*

*Restore and enhance biodiversity in urban, rural and marine environments through better planning, design and practice.*

*Develop an effective management framework that ensures biodiversity is taken into account in wider decision making.*

*Ensure knowledge on biodiversity is available to all policy makers and practitioners.'*

**National Pollinator Strategy 2014:** *'More, bigger, better, joined-up, diverse and high-quality flower-rich habitats (including nesting places and shelter) supporting our pollinators across the country.'*

*'Ensuring good practice to help pollinators through initiatives with a wide range of organisations and professional networks including managers of public and amenity spaces, utility and transport companies, brownfield site managers, local authorities, developers and planners'*

*'Enhanced awareness across a wide range of businesses, other organisations and the public of the essential needs of pollinators.'*

*'Evidence of actions taken to support pollinators.'*

### **Wokingham Borough Council Adopted Policy:**

#### **Wokingham BC Open Spaces, Sports and Recreation Strategy**

*'The Council expects this typology (Natural and Semi-Natural Open Space) should be aimed at either protection of existing local biodiversity, the creation of new UK Biodiversity Action Plan (BAP) Priority Habitats (Habitats of Principal Importance or Section 41 NERC Act habitats and/or enhancements aimed at improving the capacity of the site to support protected or UK BAP Species (Species of Principal Importance or Section 41 NERC Act species).'*

#### **Wokingham BC Biodiversity Action Plan 2014**

*'Threats to grassland-*

*-Inappropriate management or changes in type of grassland management (e.g. lack of active grassland management leading to scrub invasion, over-grazing).*

*-Inappropriate management of roadside verges.'*

*- Total area of semi-improved grassland being managed with nature conservation as the priority is increased from 32.5ha to 300ha.*

*-Grasslands and hedgerows to be publicly valued and appreciated part of our natural heritage.*

**Maintaining Our Open Green Spaces Consultation Report**

The online survey was carried out between Friday October 17 and Friday December 12 and 173 responses were received. Below is a summary of the responses received for each question.

**Q1. What types of open spaces do you visit / use and how often**

	Every day	Every week	Few times a month	Occasionally	Never
Parks	37	72	22	25	2
Sports pitches	5	33	15	44	42
Play areas	12	42	19	33	38
Cemeteries	1	4	6	38	86
Local green space	29	58	23	16	5

**Q2. Are you aware that different organisations are responsible for maintaining open green spaces across the borough?**

Yes: 85 (55%)  
 No: 71 (41%)  
 Don't know: 7 (4%)

**Q3 Do you think that organisations/groups that regularly use open spaces (such as sports pitches) should be able to help contribute to more maintenance in times of high demand?**

Yes: 85 (49%)  
 No: 61 (36%)  
 Don't know: 26 (15%)

Those responding yes were asked which groups/ organisations and, in summary, the majority of respondents focussed on sports clubs with a particular emphasis on football use. Other groups mentioned were: dog walkers and other walking groups.

Other issues raised were:

- Level and proportion of financial contribution
- Respondents noted that sports clubs already pay to hire pitches and issue of whether this fee was sufficient to cover costs was raised.
- Payment should be proportional to usage
- Feeling among some respondents that sports clubs should do more to reduce litter and / or be fined for doing so

**Q4. Would you support an approach where the council can amend the frequency of its work to provide more cuts in particular areas whilst reducing the work in other areas?**

Yes: 110 (64%)  
 No: 48 (28%)  
 Don't know: 14 (8%)

**Q5. Would you be happy for certain areas to be given preference in times of high demand, such as this year?**

Yes: 139 (82%)  
 No: 24 (14%)  
 Don't know: 7 (4%)

**Q6. If yes, (to Q5) could you rank the area below in order of importance to you:**

Area	Percentage rank in importance to respondent (1 high to 6 low)					
	1	2	3	4	5	6
Park	30	43	35	23	2	6
Sport pitches	30	24	18	19	27	19
Play areas	41	28	31	18	10	5
Grass verges	19	16	16	24	32	28
Cemeteries	5	5	11	24	32	59
Local green spaces	20	24	23	24	32	20

**Q7. Have you ever cut/mowed a public space in your area?**

Yes: 55 (32.2%)  
 No: 116 (67.8%)

Respondents who had mowed / cut public spaces predominately mentioned grass verges outside or near their homes.

**Q8. Do you think any of the following would encourage local residents or groups to help maintain open green spaces?**

	Yes	No	Don't know
Equipment	101	41	19
Training	72	57	20
Permission	125	23	11
Friends Groups	88	33	28
Volunteers schemes	132	17	15

**Respondents were asked for other suggestions and the comments focused on:**

1. Specific ideas to encourage volunteering, including:

- Employed 'caretakers' to encourage / organise local groups
- Designated events / days similar to borough wide litter picks
- Incentives (such as reduction in Council Tax or other financial support)
- Provision of free equipment and storage

2. Transfer of ownership to homeowners, sports clubs or other interested groups

3. Other ideas including:

- Tarmac over grass verges
- Flower meadows
- Use of people on community service orders
- Prevention of people parking on verges / damaging grass

4. Some respondents objected to the principle of residents being asked to perform this service

**Q9. Overall how satisfied are you with the information you receive from the Council about the maintenance of open green spaces in the borough**

Very Satisfied:	3 (2%)
Satisfied:	18 (11%)
Neither satisfied nor Dissatisfied	71 (41%)
Dissatisfied:	66 (38%)
Very Dissatisfied:	14 (8%)

**Q10. Overall how satisfied are you with the condition and the maintenance of open green spaces in the borough**

Very satisfied:	3 (1.8%)
Satisfied:	34 (19.9%)
Neither satisfied nor dissatisfied:	43 (25.1%)
Dissatisfied:	75 (43.9%)
Very dissatisfied:	16 (9.4%)

**Q 11. Respondents were asked for other comments and, in summary, the comments focused on:**

1. Support for a greater level of flexibility over the prioritisation and timing of public green space maintenance with issues to consider:

- Greater flexibility to be built into contract arrangements
- Differing focus on whether to prioritise areas based on sporting use, family use, general appearance or area or safety

2. Comments on volunteering were limited, with specific issue raised:

- Use of existing groups (NAG)
- Desire for 'permission'
- Lack of free green waste collection

3. General comments on quality of service, with focus on:

- Impact on appearance of area
- Impact on use of space by children / families
- Impact on use of space for sport
- Problems of litter and dog fouling exacerbated by longer grass
- Risks caused by overhanging hedges and tree
- Inflexibility of current contract arrangements

Customer Services Tel: 0118 974 6000  
 Email: [traffic.management@wokingham.gov.uk](mailto:traffic.management@wokingham.gov.uk)  
 Date: 28<sup>th</sup> April 2015  
 My ref:  
 Your ref:  
 File ref: TM/TMC



**WOKINGHAM  
BOROUGH COUNCIL**

Deborah Mander  
[townclerk@woodley.gov.uk](mailto:townclerk@woodley.gov.uk)

Environment
P.O. Box 153
Shute End, Wokingham
Berkshire RG40 1WL
Tel: (0118) 974 6000
Minicom No: (0118) 974 6991
DX: 33506 – Wokingham

Dear Deborah

**(NIGHTINGALE ROAD, CAMPBELL ROAD, AND LIVINGSTONE GARDENS,  
WOODLEY) (PROHIBITION OF WAITING) ORDER 2015**

At the meeting on 14th April 2015, the Executive Member for Highways resolved to advertise and consult on a scheme to prohibit waiting on Nightingale Road, and Campbell Road, Woodley. The junction of Livingstone Gardens with Nightingale Road has also been included in this consultation.

The extents of these restrictions are shown on the attached plan and associated documents are also available online at [www.wokingham.gov.uk/tro](http://www.wokingham.gov.uk/tro)

Concerns have been raised by the police regarding parked vehicles close to the mini roundabout on the junction of Nightingale Road and Campbell Road. Parking around this junction often occurs at drop off and pickup times for South Lake Junior School and local nursery. Although this parking is for a short time twice a day, it is not appropriate for any vehicle to park close to the junction with the mini roundabout. It is therefore proposed to introduce No Waiting At Any Time restrictions around that junction. Currently, parking also tends to block visibility further into Campbell Road outside the school, causing congestion and access problems at those times. It is therefore proposed to introduce an extension to the existing No Waiting Mondays to Fridays 8am – 4pm to protect the whole length of the north side of Campbell Road from the mini roundabout past the school.

It has therefore been agreed with the police to promote some junction protection waiting restrictions at the mini-roundabout and into Campbell Road. As it is common practice that vehicles are merely displaced by new yellow line restrictions, we are also proposing some further No Waiting At Any Time restrictions in Nightingale Road and Livingstone Gardens which would prevent parking causing problems near bus stops or on the corner of Livingstone Gardens. It is the aim of the proposals to make the location safer for all road users, but particularly at school times.

UNCLASSIFIED

Page 1

Wokingham Borough Council - A Unitary Authority Tel: (0118) 974 6000 [www.wokingham.gov.uk](http://www.wokingham.gov.uk)

Sign up for email and text alerts at <http://wokinghamalerts.datasquirt.co.uk/Login.aspx>



INVALUABLE PEOPLE

Any objections to the proposals, together with the grounds on which they are made, should be sent in writing to the Traffic Management Team in Environment Services, P.O. Box 153, Shute End, Wokingham, Berkshire, RG40 1WL or by email to [traffic.management@wokingham.gov.uk](mailto:traffic.management@wokingham.gov.uk) by no later than the 22<sup>nd</sup> May, 2015.

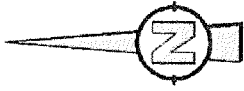
If you have any queries regarding this matter please contact the Traffic Management Team on the number above or via the [traffic.management@wokingham.gov.uk](mailto:traffic.management@wokingham.gov.uk) mailbox.

Yours sincerely



**Julia Tredwell**  
Traffic and Transport Technician

Enc. Drawing number 5049/2061A



**WOKINGHAM  
BOROUGH COUNCIL**  
Shute End, Wokingham, Berkshire RG40 1BN  
Tel: (01753) 974 6000 Web: www.wokingham.gov.uk

CLIENT  
Wokingham Borough Council

ARCHITECT

PROJECT  
Proposed Parking Restrictions

TITLE  
General Layout of  
Proposed TRO

SCALE & SIZE: A3

CHECKED: [ ]

DATE: 04/08/05

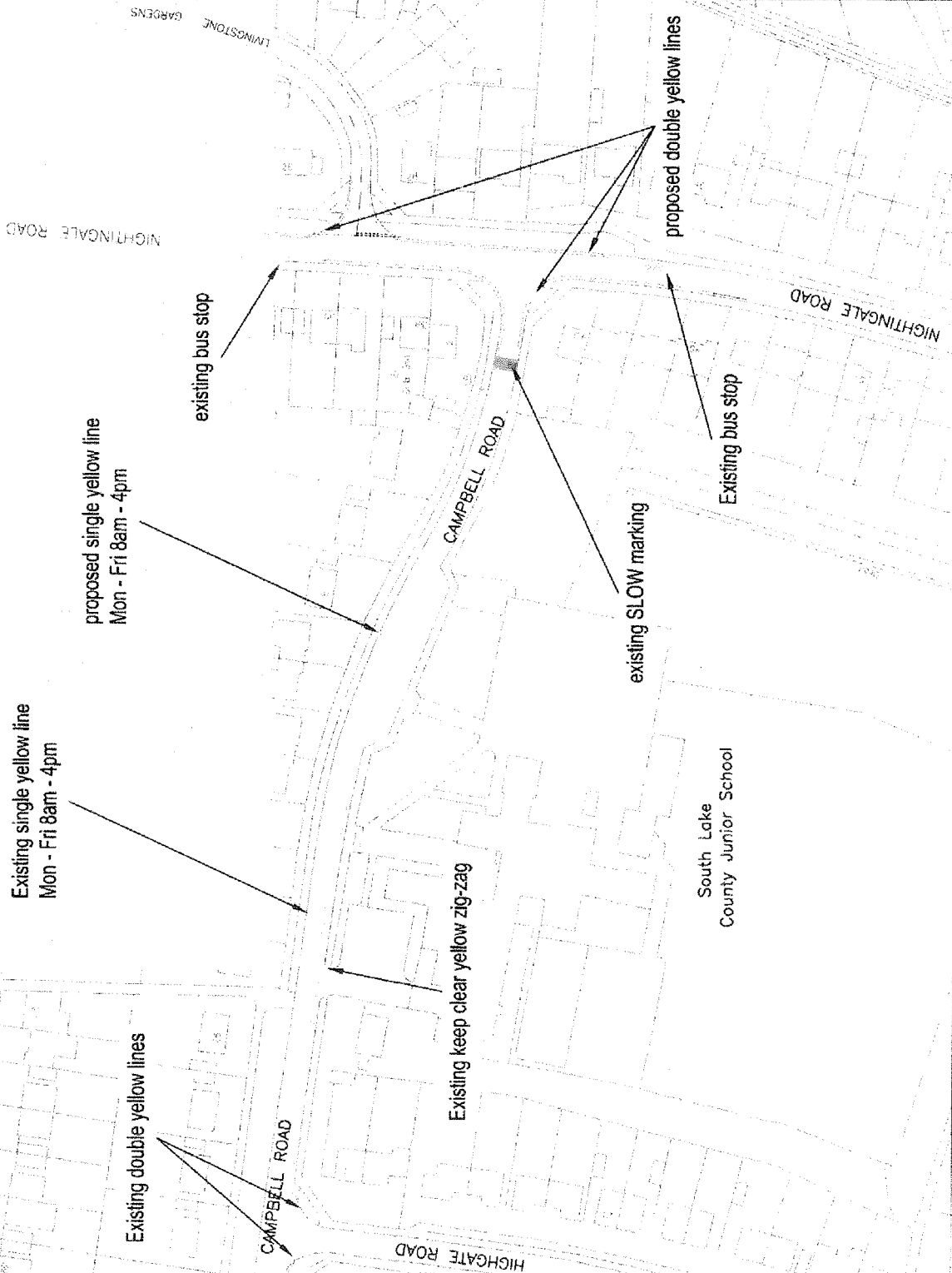
DESIGNER: [ ]

JOB

REV: A

PROJECT NO: 5049-2061

DRAWING STATUS: FOR CONSTRUCTION



proposed single yellow line  
Mon - Fri 8am - 4pm

existing bus stop

proposed double yellow lines

existing SLOW marking

Existing bus stop

Existing single yellow line  
Mon - Fri 8am - 4pm

Existing keep clear yellow zig-zag

Existing double yellow lines

South Lake  
County Junior School



Tel: 0118 974 6319 (Direct Line)

Email: [madeleine.shopland@wokingham.gov.uk](mailto:madeleine.shopland@wokingham.gov.uk)

Date: 14 May 2015



**WOKINGHAM  
BOROUGH COUNCIL**

Governance and Improvement Services  
PO Box 151  
Shute End, Wokingham  
Berkshire RG40 1WH

Linda Matthews  
Committee Officer  
Woodley Town Council  
The Oakwood Centre,  
Headley Road  
Woodley  
RG5 4JZ

Dear Ms Matthews,

**NOTICE OF HEARING - APPLICATION FOR NEW PREMISES LICENCE AT MARTIN'S,  
141 CROCKHAMWELL ROAD, WOODLEY RG5 3JP**

Further to previous correspondence, a meeting of the Licensing and Appeals (Hearings) Sub-Committee was held on Tuesday 12 May 2015 at 2pm, to determine the application for a new premises licence for Martin's, 141 Crockhamwell Road, Woodley RG5 3JP.

The Sub-Committee comprised three Members of the Authority's Licensing and Appeals Committee, namely Chris Singleton (Chairman), Malcolm Richards and Mike Gore.

The Sub-Committee was attended by Madeleine Shopland (Clerk), Will Cottrell and Neil Allen (Legal Advisors to the Sub-Committee), Karen Court (Licensing Officer), Corrigan Lockett, Lockett & Co (on behalf of the Applicant), and Dave Mills on behalf of Woodley Town Council (Objector).

In considering the application, the Sub-Committee gave full consideration to the information submitted in writing and at the Appeal Hearing by the Applicant's representative. The information provided by the Licensing Officer on behalf of the Licensing Authority was also taken into consideration and noted, as was the information provided by Dave Mills on behalf of Woodley Town Council.

The Sub-Committee was reminded that in considering representations received, the Licensing Authority had a duty to carry out its functions with a view to promoting the four licensing objectives: the prevention of crime and disorder, public safety; the prevention of public nuisance; and the protection of children from harm.

The Sub-Committee then heard from the parties present.

The main points put forward by the Licensing Officer were that:

- The application was received on 17 March 2015;
- A copy of the application, location/layout plans and representations were attached to the report;
- The application had been checked and was confirmed to have been correctly made;

- The 28 day consultation period ran until 14 April 2015;
- The responsible authorities, Ward Members and the Parish Council were advised of the application by e-mail on 23 March 2015;
- Details of the application were as follows:
  - A convenience store providing a range of fresh foods, groceries and other products with a retail area of approximately 1,200 sq ft;
  - The off-license was an important part of the service that the store would be expected to provide (in the Applicant's view);
  - Sale by retail of alcohol (for consumption off the premises only) from 06:00 to 23:00 hours, Monday to Sunday;
  - Hours premises are open to the public: between 06:00 and 23:00 hours, Monday to Sunday;
- The application had been advertised correctly, with site notices displayed at the premises and these were checked on 29 March 2015. A notice had been placed in the Wokingham News on 25 March 2015;
- During the statutory consultation period of 28 days, a representation had been received from Woodley Town Council;
- There had been no representations received from Thames Valley Police, the Fire Authority, Environmental Health, Health and Safety, Trading Standards, Planning, Children and Young People's Services or Public Health.

The main points of the information put forward by Mr Lockett on behalf of the Applicant were that:

- Martin McColl Limited had 1400 stores and had been looking at a change in business emphasis. Confectionary, tobacco and news stores (CTN) were turning into convenience stores, providing a range of fresh foods, groceries and other products, across the country;
- The premises had full CCTV and shutters which could be pulled down. Staff were already trained in the sale of age restricted products as the store already sold cigarettes. Staff would be trained with regards to their responsibilities in the retail sale of alcohol and regular refresher training would also be undertaken;
- A Challenge 25 policy would be operated at the premises;
- The scanning system had an age restricted till prompt for all age restricted products. If a sale was refused it was logged electronically on the scanning system. The store had a digital CCTV system which benefitted from a recorder with image retention so an image of a person who had been refused a sale was kept;
- There had not been any objections made by any of the Responsible Authorities;
- The Applicant had tried to mediate with the Town Council but had been unable to come to an agreement;
- Over 900 of the company's stores were licensed to sell alcohol;
- Mr Lockett referred the Sub Committee to Section 10.15 of the 'Revised Guidance issued under section 182 of the Licensing Act 2003' (March 2015) which stated 'Shops, stores and supermarkets should normally be free to provide sales of alcohol for consumption off the premises at any times when the retail outlet is open for shopping unless there are good reasons, based on the licensing objectives, for restricting those hours' and 9.42 which stated 'The authority's determination should be evidence-based, justified as being appropriate for the promotion of the licensing objectives and proportionate to what it is intended to achieve.'

The Chairman invited Mr Mills to address the Sub-Committee on behalf of Woodley Town Council.

The main points of the information put forward by Mr Mills were that:

- The Woodley Town Council Community Services Committee had met on 31 March and considered the application;
- Woodley town centre was a popular place for young people aged approximately 15-18 years old to gather in the evening due to the fast food outlets in this location. In the view of the Community Services Committee, restricting the sale of alcohol at Martins to no later than 21:00 would assist in the prevention of the sale of alcohol to minors and would thereby protect children from harm;
- The town centre was also used by minors on their way to school in the morning. The Woodley Town Council Community Services Committee had felt that restricting the sale of alcohol to after 10:00 would prevent the possible sale of alcohol to young people and would again protect children from harm;
- It was the view of the Woodley Town Council Community Services Committee that restricting the sale of alcohol to between the hours of 10:00 and 21:00 would assist in the prevention of crime and disorder and in the prevention of public nuisance;
- The Woodley Town Council Community Services Committee had concerns regarding possible proxy sales and purchasing of alcohol.

With regards to children passing through the town centre on the way to school in the morning, Members asked Mr Mills which schools were located nearby. Mr Mills indicated that although Beechwood Primary School was situated very nearby this was a primary school and there were not concerns that primary school age children would be accessing alcohol. Bulmershe and Waingels secondary schools were located approximately 1 mile and 0.5 miles away respectively.

Members asked whether there had been incidents of public nuisance in the area. Mr Mills indicated that there had been problems in the past but the problem had currently diminished. The Licensing Officer confirmed that there had not been any prosecutions for the sale of alcohol to underage individuals in the area.

Members questioned whether there were other premises located nearby which sold alcohol and which children passed on the way to school and were informed that Waitrose and Lidl were also nearby and sold alcohol. Mr Mills commented that Lidl closed no later 21:00 and Waitrose usually closed at 20:00, whereas Martin's proposed to sell alcohol until and open to 23:00 Monday to Sunday. Members asked what the licensing hours for Waitrose and Lidl were. These were subsequently confirmed by the Licensing Officer.

Members asked Mr Mills whether the Town Council Committee believed that the Challenge 25 Policy may not be effective. Mr Mills commented that it would deter underage sales but possible proxy sales and purchases were still a concern. Mr Lockett highlighted the store's policy regarding the sale of alcohol to underage individuals and proxy sales.

The Licensing Officer confirmed that she was satisfied with the operating schedule conditions proposed.

The Chairman explained that the Sub-Committee would retire to consider the information it had received and that a decision letter would be sent to all parties within five working days.

The Hearing closed at 2.40pm.

Following consideration of the application, and relevant representation given verbally and in writing, the Sub-Committee agreed that it would be appropriate that the application for a new premises licence at Martin's, 141 Crockhamwell Road, Woodley RG5 3JP should be granted, subject to the following conditions being attached to the licence:

a) General – all four licensing objectives:

1. A suitable and sufficient CCTV system with recording facilities will be in place at site and will operate at all times the premise is open for licensable activities. Images can be made available upon reasonable request by the Police or other relevant officers of a responsible authority.
2. Staff will be trained with regard to their responsibilities in the retail sale of alcohol and regular refresher training will also be undertaken. Training records can be made available for inspection upon reasonable request by the Police or other relevant officers of a responsible authority.
3. A till prompt system will be in operation at the store and used for the refusal of all age restricted products.
4. An electronic refusal log will be operated and maintained and will be produced to a relevant officer of the Police or other relevant officers of a responsible authority upon reasonable request.
5. A Challenge 25 policy will be operated at the premise; forms of identification that will be accepted are a valid passport, photo card driving licence and PASS accredited identification card.
6. The licence holder shall display prominent signage confirming the company's Challenge 25 policy.
7. Spirits will be located behind the counter.

b) Prevention of crime and disorder:

1. A suitable and sufficient CCTV system with recording facilities will be in place at site and will operate at all times the premise is open for licensable activities. Images can be made available upon reasonable request by the Police or other relevant officers of a responsible authority.
2. Spirits will be located behind the counter.
3. Staff will be trained with regard to their responsibilities in the retail sale of alcohol and regular refresher training will also be undertaken. Training records can be made available for inspection upon reasonable request by the Police or other relevant officers of a responsible authority.

c) Public Safety:

1. A suitable and sufficient CCTV system with recording facilities will be in place at site and will operate at all times the premise is open for licensable activities. Images can be made available upon reasonable request by the Police or other relevant officers of a responsible authority.

d) The prevention of public nuisance:

1. Staff will be trained with regard to their responsibilities in the retail sale of alcohol and regular refresher training will also be undertaken. Training

records can be made available for inspection upon reasonable request by the Police or other relevant officers of a responsible authority.

e) The protection of children from harm:

1. Staff will be trained with regard to their responsibilities in the retail sale of alcohol and regular refresher training will also be undertaken. Training records can be made available for inspection upon reasonable request by the Police or other relevant officers of a responsible authority.
2. A till prompt system will be in operation at the store and used for the refusal of all age restricted products.
3. An electronic refusal log will be operated and maintained and will be produced to a relevant officer of the Police or other relevant officers of a responsible authority upon reasonable request.
4. A Challenge 25 policy will be operated at the premise; forms of identification that will be accepted are a valid passport, photo card driving licence and PASS accredited identification card.
5. The licence holder shall display prominent signage confirming the company's Challenge 25 policy.
6. Spirits will be located behind the counter.

The Sub-Committee's reasons for granting the licence were that it was satisfied that given the distance between the premises and the two secondary schools, there was not a reason to believe that children would be harmed by the granting of the licence. The Sub Committee noted that other premises situated in the area already sold alcohol for consumption off the premises at the time when children would be passing on the way to school.

The Sub-Committee was also satisfied from the evidence presented that there was no actual evidence that there would be public nuisance or crime and disorder or that children should come to harm should the licence be granted. Members noted that there had been no prosecutions for underage sales or recent reports of public nuisance after 21:00. The Sub-Committee noted the Interested Party's concerns regarding groups of young people gathering in the town centre after 21:00 but felt that if they were not attempting to purchase alcohol then it was outside the scope of the Sub-Committee.

The Sub-Committee agreed that the Conditions proposed were appropriate.

If you wish to, you can appeal to the Magistrates' Court against the decision. You must lodge your appeal with the Court within twenty-one days of receipt of this letter.

If you believe that the Sub-Committee was not administered fairly or correctly, you can make a complaint to the Local Government Ombudsman alleging maladministration by the Sub-Committee.

If you require any further information regarding any of the contents of this letter, please do not hesitate to contact me on the number listed above.

Yours sincerely,

Madeleine Shopland  
Principal Democratic Services Officer