



**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); L. Higgs; M. Holmes; C. Lawley; D. Mills;  
R. Neall; W. Soane; M. Walker; M. Willson

**NOTICE IS HEREBY GIVEN that a meeting of the Community Services Committee will be held at The Oakwood Centre at 8:00 pm on Tuesday 31 March 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 27 JANUARY 2015**

To approve the minutes of the Community Services Committee meeting held on 27 January 2015 and the Chairman to sign them as a true record. *(These minutes were provided in the Full Council agenda of 10 February 2015 and were subsequently amended. The amended minutes are attached.)*

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4. **BUDGETARY CONTROL**

To note **Report No. CS 6/15.**

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5. **ALLOTMENTS**

a) The Chairman of the Allotment Tenants Association, Scott Golding, will attend the meeting to answer any questions on matters concerning the allotments.

b) **Allotments update**

Fencing

Three sections of fencing have been repaired by the Maintenance Team. The fence was damaged by individuals trying to gain unauthorised access to the site. Tenants reported some sheds were broken into overnight on 12 February. All tenants are advised to report such incidents directly to the police as per advice from the Community Police Team.

Water

The water supply is due to be turned back on week commencing 23 March. The supply is isolated each winter to protect the pipework from frost damage.

A suggestion has been received from a tenant about the potential for a water bore hole at the site. Officers are looking at the feasibility and associated cost of this suggestion.

Bonfires

The Council received a small number of complaints from residents on 2 March about a bonfire on the site that was alight before the time of day allowed under the tenancy agreement. The Maintenance Manager attended the site and the tenant complied with an instruction to extinguish the fire.

Plot clearing

Over the next few weeks the Maintenance Team will be clearing further plots which have been neglected, in order that they can be offered to new tenants in a reasonable condition. The process of plot inspections and termination of tenancies for neglected plots where appropriate is working well.

6. **JUST AROUND THE CORNER**

To receive the report from Just Around the Corner charity. Report to follow.

7. **COMMUNITY YOUTH PARTNERSHIP**

To receive **Report No. CS 7/15** of the Community Youth Partnership meeting held on 18 March 2015.

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8. **KEEP WOODLEY CLEAN WORKING PARTY**

To receive **Report No. CS 8/15** of the Keep Woodley Clean Working Party meeting held on 4 February 2015.

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9. **WOODLEY TOWN CENTRE MANAGEMENT INITIATIVE**

To receive the report of the Woodley Town Centre Management Initiative Committee meeting held on 28 January 2015. **(Appendix 9)**

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10. **HIGHWAYS**

a) **Road Works/Street Works Major Project Co-ordination meetings**

To note the minutes of the Wokingham Borough Council Road Works/Street Works Major Project Co-ordination meetings held on 13 January **(Appendix 10a(i))** and 10 February **(Appendix 10a(ii))**.

Pages  
20 & 27

b) **Fairwater Drive**

To note that letters have been written to Wokingham Borough Council asking why the extent of the resurfacing scheduled for Fairwater Drive was reduced and requesting that consideration be given to resurfacing the entire length of Fairwater Drive, but no reply has been received.

11. **CAMPAIGN AGAINST WASTE**

To note the report of the special Campaign Against Waste meeting held on 16 January 2015. (**Appendix 11**)

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12. **WOKINGHAM BOROUGH COUNCIL – CLEANER AND GREENER SERVICES**

To note information received from Wokingham Borough Council regarding the new Cleaner & Greener Services team. (**Appendix 12**)

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

a) To note the report from Councillor Walker on the session of the Wokingham Borough Council Highway Maintenance Efficiency Programme Peer Review, which she attended on 5 February 2015. (**Appendix 13**)

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b) To note that Councillor Neall attended the Action Planning Day on 20 March 2015, which took place following the Peer Review.

14. **PROPOSED TELECOMMUNICATIONS BASE STATION UPGRADE WORKS – PRE-APPLICATION CONSULTATIONS**

To note that the views of Committee members were sought prior to the meeting on proposed telecommunications upgrades at the following locations, as responses were required before the date of the meeting:

a) The Bulmershe School, Chequers Way, Woodley. (**Appendix 14a**)

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b) St. John's Ambulance Station, Church Road, Woodley. (**Appendix 14b**)

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For each location a response was sent stating that the Committee had no objections, and asking that the views of local residents be taken into consideration.

15. **APPLICATION FOR GOODS VEHICLE OPERATOR'S LICENCE**

To note that the Council was notified by Wokingham Borough Council of the following application for a Goods Vehicle Operator's Licence:

Applicant: AYS Business Moves Ltd, Unit 3, Headley Park Nine, Woodley, RG5 4SQ

Operating Centre: MCH Vehicle Rental, Viscount Way, RG5 4DZ

Authorisation: 1 vehicle and 0 trailers

Objections were required by 24 March 2015.

The views of Committee members were sought prior to the meeting and no objections were received.

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

To note that an application for a premises licence under the Licensing Act 2003 has been made by Martins, 141 Crockhamwell Road. The Town Council's comments have been requested by Wokingham Borough Council and are required by 14 April 2015. A summary of the application is attached at ***Appendix 16***.

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17. **ANNUAL GRANTS 2015/16**

To note that thanks have been received from the Lend and Play Toy Library, Readibus and Keep Mobile and they have all confirmed that they have the necessary insurance to carry out their activities.

18. **PUBLICATIONS/INFORMATION**

To note receipt of the following:

- *TCMI Newsletter*
- *Historic Towns Forum - March Newsletter*

19. **FUTURE AGENDA ITEMS**

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

20. **PUBLICITY/WEBSITE**

To consider items to be publicised.

**Minutes of a Meeting of the Community Services Committee held at the  
Oakwood Centre on Tuesday 27 January 2015 at 7:30 pm**

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

**Also present:** *S. Milligan, Just Around The Corner Charity  
1 member of public  
1 member of the press*

**Officers present:** *D. Mander, Town Clerk; L. Matthews, Committee Officer*

76. **APOLOGIES**

Apologies for absence were received from Councillors W. Soane and M. Willson.

77. **DECLARATIONS OF INTEREST**

Councillors Higgs, Holmes, Lawley and Neall declared personal interests in Agenda Item 4: Citizens Awards, as some of the nominees were known to them, and they took no part in the discussions concerning those nominations.

Councillor Lawley left the room for the discussion of one of the nominations.

78. **EXCLUSION OF THE PUBLIC AND PRESS**

**RESOLVED:**

- ◆ That in view of the confidential nature of the business about to be transacted in relation to personal information, it was advisable in the public interest that the public and press were temporarily excluded and asked to withdraw for the following agenda item.

79. **CITIZENS AWARDS**

Following consideration of each of the nominations it was

**RESOLVED:**

- ◆ To award a total of eight Citizens Awards.

80. **MINUTES OF THE COMMUNITY SERVICES COMMITTEE MEETING HELD  
ON 11 NOVEMBER 2014**

**Minute 63b: Fairwater Drive, Woodley**

In reply to a question, the Committee Officer reported that no reply had been received from Wokingham Borough Council explaining why the extent of Fairwater Drive scheduled for resurfacing had been reduced and agreed to write again.

**RESOLVED:**

- ◆ That the minutes of the meeting held on 11 November 2014 be approved and signed by the Chairman as a correct record.

81. **BUDGETARY CONTROL**

**RESOLVED:**

- ◆ To note Report No. CS 1/15.

82. **JUST AROUND THE CORNER**

Sam Milligan, of Just Around the Corner charity, was welcomed to the meeting and presented the JAC report, correcting an error in the printed report of the trip to a skate park, which should have reported that 9 skaters had visited the Rush Skate Park in Stroud.

Sam Milligan reported that the atmosphere around the town was currently very positive and with nothing untoward to report. The numbers of young people out on Friday and Saturday evenings was fluctuating from week to week, probably due to the changeable weather conditions.

In reply to a question Members were informed that JAC were working with more young people on a one to one basis than in the past and it seemed that the number of children needing this intensive help was increasing. There also seemed to be more need in the primary school age range than in older age groups, possibly because children tend to mature before going to secondary school. Sam Milligan commented that the education process in schools had become so intensive that less time was available for pastoral care and that this may have contributed to the increase in behavioural problems.

Sam Milligan reported that JAC were working at capacity at the Rehoboth Centre and were in the process of putting together a new 5 year plan, which would be forwarded to the Council when it was agreed by the charity's trustees.

The Chairman thanked Sam Milligan for coming to the meeting.

83. **YOUTH WORKING PARTY**

- a) The Town Clerk presented Report No. CS 2/15, of the Youth Working Party meeting held on 14 January 2015. Members expressed the view that although there would be no more Streetz events they hoped that the organiser would be encouraged to attend future meetings of the working party.

**RESOLVED:**

- ◆ To note Report No. CS 2/15.

- b) The Town Clerk presented Report No. CS 3/15, which reviewed the Youth Working Party's terms of reference and proposed that in future the working party be called the Community Youth Partnership. Members discussed the proposed revised terms of reference and it was

**RESOLVED:**

- ◆ That the name of the Youth Working Party be changed to the Community Youth Partnership.
- ◆ That the new terms of reference, attached at **Appendix A**, be adopted.

84. **REVISED ESTIMATES 2014/15**  
The Town Clerk presented Report No. CS 4/14.

**RESOLVED:**

- ◆ To note Report No. CS 4/14.
- ◆ To recommend to the Strategy and Resources Committee that the Revised Budget Estimates for 2014/15, as presented, be approved.

85. **BUDGET ESTIMATES 2015/16**  
The Town Clerk presented Report No. CS 5/15.

A suggestion from Councillor Lawley that the level of grant awarded to the CAB for the year 2015/16 be increased was discussed. It was pointed out that the stated costs of running the CAB in Woodley were significantly higher than the grant proposed and that, as the population of the town had increased in recent years and would continue to rise, there were now more families in Woodley who might need help from the CAB and it was important that the Woodley office should remain open.

It was therefore proposed by the Chairman, seconded by Councillor Holmes, and

**RESOLVED:**

- ◆ To recommend to the Strategy and Resources Committee that the grant awarded to the CAB for 2015/16 be increased from £4,000 to £7,000.  
Voting: For: 5 Abstentions: 2
- ◆ To note Report No. CS 4/15.
- ◆ To recommend to the Strategy and Resources Committee that the Budget Estimates for 2015/16, as amended to include a grant of £7,000 to the CAB, be approved.  
Voting: For: 3 Abstentions: 4

86. **ALLOTMENTS UPDATE**  
Members discussed the update that had been provided in the agenda and were pleased to note that there were currently no problems to report. It was noted that the Allotments Working Party had not met for almost a year and it was therefore suggested that the terms of reference of the working party should be reviewed, and that the views of the Allotment Tenants Association should be sought on this. The Town Clerk agreed to send a copy of the current terms of reference to all Committee members.

**RESOLVED:**

- ◆ To invite the Chairman of the Allotment Tenants Association to the next meeting of the Community Services Committee.

87. **PUBLIC TOILETS WORKING PARTY**  
The Town Clerk gave an update on matters relating to the provision of a public toilet, for Members' information as the Public Toilets Working Party reports to the Strategy and Resources Committee. She reported that it had proved to be very difficult to find a suitable site for the new toilet and that the working party had agreed to contact Wokingham Borough Council again about the possibility of locating the toilet in the Waitrose/Crockhamwell Road car park.

88. **HIGHWAYS**

a) **Road Works/Street Works Major Projects Co-ordination meetings**

Members noted the minutes of the Wokingham Borough Council Road Works/Street Works Major Projects Co-ordination meetings held on 18 November and 16 December 2014.

b) **Traffic island outside the Oakwood Centre, Headley Road**

Members noted that the repairs to the traffic island outside the Oakwood Centre were undertaken in December.

c) **Fairwater Drive**

Members noted that a reply had been received that morning from Reading Buses regarding their views on the condition of the road surface in Fairwater Drive. The reply was read out at the meeting and made reference to the cracks and potholes in the road surface. The Committee requested that it be circulated to all Councillors. It was agreed that officers would write to Wokingham Borough Council accordingly and that Councillor Walker would also raise this matter at the next Major Projects Co-ordination meeting, after discussing it with the representative from Reading Buses.

89. **TREE PLANTING**

**RESOLVED:**

- ◆ To note that new trees were planted by Wokingham Borough Council in Antrim Road and Welford Road during National Tree Week in December 2014.

90. **SOUTH EAST PERMIT SCHEME**

**RESOLVED:**

- ◆ To note that Wokingham Borough Council's application to join the South East Permit Scheme had been approved and the scheme had come into effect on 19 January 2015, but that there was a grace period until 1 March 2015 during which no fees for permits and variations would be charged.

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

**RESOLVED:**

- ◆ To note that a premises licence under the Gambling Act 2005 had been granted to Coral for the property at 143 Crockhamwell Road.

92. **Xn/WOKINGHAM TIMES**

Members noted the information provided in the agenda regarding the proposals of the editor of Xn to increase the frequency of publication following the closure of the Wokingham Times.

Members regretted that the Wokingham Times was no longer being published.

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

Members noted that Wokingham Borough Council was organising a Highway Maintenance Efficiency Programme Peer Review, in conjunction with the Local Government Association, which was taking place on 4 - 6 February 2015, and that the Woodley Town Council had been invited to send a representative to a session on 5 February.



**RESOLVED:**

- ◆ That Councillor Walker would represent the Town Council at a session of the Peer Review on 5 February.

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

Members noted information received from Wokingham Borough Council regarding a forthcoming major street lighting project and considered whether Woodley Town Council wished to be included in the project.

The Service Support Manager had proposed that that the Town Council register its interest in being included in the street lighting and procurement project and provide the Borough Council with an inventory of the Town Council owned columns that may need replacing in the short to medium term. The Town Council could then consider the associated costs and potential savings once they were known.

**RESOLVED:**

- ◆ To register an interest in being included in the Borough Council's street lighting and procurement project.
- ◆ To provide the Borough Council with an inventory of the Town Council owned columns that may need replacing in the short to medium term.

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

**RESOLVED:**

- ◆ To note that Wokingham Borough Council was consulting carers on its draft carer's strategy.

96. **PUBLICATIONS/INFORMATION**

**RESOLVED:**

- ◆ To note receipt of the following:
  - *The Volunteer's Voice*
  - *Historic Towns Forum December Newsletter*

97. **FUTURE AGENDA ITEMS**

Under this item it was requested that an item on ongoing matters regarding the bus routes in Woodley be included in a future agenda.

98. **PUBLICITY/WEBSITE**

There were no suggestions for items to be publicised.

The meeting closed at 9:25 pm

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Chairman

## **Community Youth Partnership - Terms of Reference**

### **Parent Committee: Community Services Committee**

#### **Overall purpose**

The partnership's purposes are:

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

#### **Membership of the working party**

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

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

Officers will be in attendance at all meetings.

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

#### **Meetings**

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

#### **Terms of operation**

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

- To make any recommendations outside the working party's remit to the Community Services Committee.
- To provide reports of meetings held to the Community Services Committee.

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

REPORT No. CS 6/15

<b>EXPENDITURE</b>	<b>Budget 2014/15</b>	<b>Revised Budget 2014/15</b>	<b>Actual Exp as at 28/02/2014</b>	<b>Actual Exp as at 28/02/2015</b>	<b>Actual Exp as % of Rev Budget</b>	<b>Information</b>
<b>ALLOTMENTS</b>	16681	19767	20318	18046	91.3	Lease costs paid in full, water rates under 91.7%, repairs slightly over budget.
<b>PARTNERSHIP PROJECTS</b>	37453	35901	33722	28582	79.6	Service Level Agreement final quarterly payment to JAC to be paid. Low expenditure on youth club.
<b>GRANTS</b>	29659	29660	28014	29660	100.0	All annual grants now paid in full.
<b>AMENITIES</b>	9499	9237	7971	6434	69.7	All expenditure under 91.7% at this point.
<b>EVENTS</b>	4268	4268	4430	3165	74.2	Carnival grant paid, other costs under 91.7%.
<b>CAPITAL AND PROJECTS</b>	8476	8476	4238	4238	50.0	Loan repayments made in September and March.
<b>TOTAL</b>	<b>106036</b>	<b>107309</b>	<b>98693</b>	<b>90125</b>	<b>84.0</b>	

<b>INCOME</b>	<b>Budget 2014/15</b>	<b>Revised Budget 2014/15</b>	<b>Actual Inc as at 28/02/2014</b>	<b>Actual Inc as at 28/02/2015</b>	<b>Actual Inc as % of Rev Budget</b>	<b>Information</b>
<b>ALLOTMENTS</b>	7500	7186	6611	7534	104.8	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>6611</b>	<b>7534</b>	<b>104.8</b>	
<b>NET</b>	<b>98536</b>	<b>100123</b>	<b>92082</b>	<b>82591</b>		

11 Months - 91.7%

Woodley Town Council

**Report of a Meeting of the Community Youth Partnership held at The Oakwood Centre on Wednesday 18 March 2015 at 4pm**

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

**Also present:** S. Milligan, Just Around the Corner (JAC)  
Councillor K. Baker (for part of the meeting)

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

**Apologies:** Cllr K. Haines

**DECLARATIONS OF INTEREST**

No declarations of interest were made.

**MINUTES OF THE PREVIOUS MEETING**

The minutes of the meeting held on 14 January 2015 were agreed as a correct record.

Under this item Councillor Gilder said she was pleased to report that the Octopush Club had received £240 funding from 1life towards equipment which had now been purchased. She also reported that the British Aerobics Team had returned from the World Series Aerobic Championships in Portugal with several silver and bronze medals for team and individual events. Bulmershe Gym Club was continuing to fund raise for the Euro Olympics in June.

Councillor Walker reported that she had contacted Charlotte Randall to thank her for her work in organising the Streetz events and had had a reply saying that the idea for a boxing event was being followed up.

**COMMUNITY YOUTH PARTNERSHIP - TERMS OF REFERENCE**

The agreed terms of reference for the partnership were noted. It was agreed that the meeting consider which voluntary sector organisations it could approach to identify representatives to fill the 10 places on the partnership allocated to the voluntary sector. This would mean that appointment to the voluntary sector places on the partnership could take place at the Annual Meeting, subject to representatives being identified.

Following discussion it was agreed that the Town Clerk contact the following organisations to invite a representative to the partnership:

St James/Emmanuel Churches  
Woodley Baptist Church  
The Network Vineyard Church  
Just Around the Corner  
Woodley United  
Girlguiding  
Scouts  
Girls Brigade  
Boys Brigade  
Woodley Air Cadets  
Bulmershe Gym Club

In addition, Councillor Cheng agreed to make contact with Waingels College and Bulmershe School and Councillor Walker agreed to try and find contacts for the two primary school

clusters in Woodley to identify representatives who could be invited to attend meetings of the partnership.

It was agreed that it would be beneficial for the partnership to have contact with the local business community, especially regarding incidents in the town centre, and it was suggested that this could be covered by a councillor representative being on the Woodley Town Centre Management Initiative and the Community Youth Partnership.

It was agreed that the partnership would generally look to work with young people in school years 6 to 13 (ages 10 -18), although this could be flexible, depending on circumstances.

In response to a question about the funding allocated for youth projects it was noted that if the full funds weren't spent in a year they would not be carried forward to the following year, unless the Community Services Committee supported this and it had been agreed by the Council. It was also possible that in the future a project/initiative set up by the partnership may be continued and funded by the Council, in which case the Council's budget would be set up separate from the partnerships funding.

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

Future meeting dates:

It was agreed that the next meeting would be held on Wednesday 27 May at 5pm. Sam Milligan, JAC, agreed to prepare an exercise for the meeting for all the attendees to get to know each other better.

The following dates for future meetings were agreed. However, the time of the meetings would be discussed at the meeting to be held on 27 May.

Wednesday 2 September 2015

Wednesday 21 October 2015

Wednesday 13 January 2016

Wednesday 23 March 2016

Meeting closed at 4.55pm

Woodley Town Council

**Report of a meeting of the Keep Woodley Clean Working Party held at the Oakwood Centre on Wednesday 4 February 2015 at 6.30pm**

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

**Also present:** *L. Matthews, Committee Officer*

1. **APOLOGIES**

Apologies for absence were received from Councillor A. Downes and Mr C. Gillett.

2. **REPORT OF LAST MEETING**

Members noted the report of the meeting held on 8 October 2014.

3. **MEMBERSHIP OF THE WORKING PARTY**

Members noted that the Community Services Committee had co-opted Chris Gillett to the Keep Woodley Clean Working Party for the current municipal year.

4. **WOODLEY ADOPT A STREET PROJECT**

Mrs Flower reported on the Woodley Adopt a Street Project:

- There were currently 137 members, including 7 who had joined at the Winter Extravaganza.
- The Winter Extravaganza had been very successful with regard to litter picking, with plenty of volunteers helping. The rubbish collection had been well organised, with bins being emptied at appropriate times. There did not seem to be as much rubbish to pick up as on previous occasions and it seemed that the public were more aware of disposing of litter in the correct places. The extravaganza resulted in 7 new recruits for WASP.
- 50 fluorescent waistcoats for use by the volunteers had been purchased and Shelagh Flower had stencilled "WASP" on each of them.
- Shelagh Flower was still hoping to run an art competition to promote the importance of looking after the environment, and particularly targeting local primary schools. Details had not yet been confirmed.
- Shelagh Flower would contact 1Life, the new operators of Bulmershe Leisure Centre, to see if they would be willing to join WASP.
- As requested at the last meeting, a link to the Wokingham Borough Council recycling page had been provided from the WASP page on the Town Council website.

5. **COMMUNITY LITTER PICK 2015**

The borough-wide litter pick organised by Wokingham Borough Council would take place on the weekend of 28–29 March 2015. Arrangements for the litter pick were discussed, with the main points being:

- The registration form had been completed and returned to Wokingham Borough Council.

- Shelagh Flower had contacted all the WASP volunteers and 70 had agreed to take part in the community litter pick.
- As very few members of public had taken part in the litter pick the previous year it was agreed that extra effort would be made to publicise the event.
- When the posters were received, Linda Matthews would arrange for posters to be displayed on all the council noticeboards, at the two leisure centres and at the library, and would send posters to all the local schools. Shelagh Flower would deliver posters to the Woodley churches and the local shops and would also contact the local doctors' surgeries and dentists and the MICE van.
- Shelagh Flower would produce a press release and Linda Matthews would distribute this to the press.
- Linda Matthews would enquire whether it would be possible to publicise the event in the next edition of the Woodley Herald and would arrange for publicity on the Town Council website.
- Linda Matthews and Shelagh Flower would check how many litter pickers would need to be ordered.
- Shelagh Flower had been trying to contact the Girls Brigade, who were keen to be involved in the community litter-pick, but there had been no response to her messages. Councillor Walker agreed to make contact and pass on Mrs Flower's contact details.

6. **DATE OF NEXT MEETING**

The next meeting was arranged for Wednesday 24 June 2015 at 6.30pm

The meeting ended at 7:00pm

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## **Minutes of a Meeting of the Woodley Town Centre Management Initiative Management Committee held at 6pm on Wednesday 28 January 2015 at the Oakwood Centre**

Present:

M. Holmes – Chairman	J. Wright – Woodley resident
M. Norris – Vice Chairman	J. Dobson – Woodley Pets
K. Baker – WBC Cllr	J. Carpenter - Curves
C. Lawley – Resident & WTC Cllr	M. Perry – Woodley Women’s Club
D. Mills – WTC Cllr	S. Smith - Woodley Women’s Club
B. Soane – WBC and WTC Cllr	M. Millard - Resident
D. Mander - Town Clerk WTC	A. Thomas – Car boot organiser
J. Lherbier – Town Centre Manager	
D. Bradbrook TVP	
C. Fitzgerald TVP	

### **Apologies:**

C. Towse - TVP, J. Hare – TVP, J. Baker Chapter One, L. Grebol – Saturday Market Manager, Sgt. M Smith - TVP, J. Whittaker TVP, J. Yule - Boots, I. Hills – Woodley resident, A. Nicholls – WBC Officer

The chairman announced that Cllr Kate Haines has recently, due to ill health, relinquished her position as one of the Woodley Town Council Representatives on the WTCMI, and thanked her for her support over several years [A letter to this effect has since been sent to Kate].

In her place, we now welcome Cllr Dave Mills to the WTCMI.

### **Minutes of the Management Committee meeting held on 8 October 2014**

It was agreed that the minutes of the meeting on 8 October 2014 be approved.

#### Matters arising:

J. Carpenter reported that she had followed up on the matter of gaining extra interest on surplus funds in the bank but the bank was not able to discuss this with her because she was not the account holder. The Town Centre Manager gave the background to this matter – the Management Committee had decided not to pursue this because of the time required and the probable need for the funds in the near future. It was suggested that the Executive Sub Committee could consider this matter again.

D. Mander reported that there had been difficulties in identifying a suitable site for the public toilet – underground services and proximity to businesses had made several proposed sites not suitable. The Town Council working party had recently agreed that spaces in the Waitrose/Crockhamwell Road car park, next to the vets was the best place for the toilet and had agreed to write to Wokingham Borough Council about using this site.

Cllr C. Lawley noted that the paving had been repaired in places and suggested that the area around the trees in the centre should also be looked at in terms of repairs needed.

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

PCSO D. Bradbrook reported the following:

- Although incidents of shoplifting had increased in the run up to Christmas the numbers were lower than they had been the previous year.
- There had been a few burglaries, most recently at Greggs. Some of the businesses in the area had installed CCTV. The Town Centre Manager requested that the police team inform him of these incidents as a matter of course in future. In response to a question PCSO Bradbrook said the police didn’t believe the recent burglaries to be related and that the team would be patrolling in the town centre.
- Anti social behaviour complaints were low – there had been a few relating to the town centre and the team were patrolling when able to do so.
- Shopwatch Radio Scheme– PCSO Towse has been in contact with the company and a representative will be visiting the centre to promote the use of the radios and make it more

affordable for smaller businesses. PCSO Towse would be visiting the shops to remind them she has a training package and to speak to new staff.

- Parking tickets had been issued in the town centre over the past two weeks. The team would always try to get to the centre; however, this was not a priority over other matters that the team dealt with.
- There had been an incident in one of the charity shops that PCSO Bradbrook had made other shops aware of.

In response to a point raised by the Town Centre Manager about the need for more police support in the town centre PCSO Bradbrook said that the matter for their team was resourcing levels and priorities set by the force. Their approach to the car boot sales was to have uniformed members of the police team patrolling when they could.

On a question about doorstep scams he said that there appeared to be more telephone call scams now.

PCSO Bradbrook agreed to pass on information about the mess that is being generated behind one of the charity shops. He also confirmed that they had received no reports of problems in car parks after hours.

### **Financial report**

The committee noted the reported bank balances of £86,596.58 and that income and expenditure were on target at this point. In response to a question about spending from the PR budget the Town Centre Manager confirmed that this would be spent by the end of the year. Following a discussion about advertising on the radio it was

Agreed:

That the Executive Sub Committee review the advertising strategy.

Under this item publicising bookings of the pagoda was raised and the Town Centre Manager informed the meeting that this was provided on the 'mushroom' noticeboard and agreed to provide this information on the TCMI's website as well.

The Town Centre Manager also agreed to send a list of expenditure from the contingency fund to the members of the management committee.

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

In particular it was noted that:

- The 2015 calendar of events would be going out in Woodley and parts of Earley shortly.
- The car boot organiser, A. Thomas, had discussed running more car boots through the year and it had been agreed that through the summer these would take place every Sunday.
- The former car boot organiser continued to be pursued for the monies she owed.
- The MICE van would be ending its service in March 2015 following reductions in funding.

M. Millard raised a concern about the impact that the car boot sale is having on the paving and that an increase in car boots will make the problem worse and potentially affect the events being able to be run in the town centre. Cllr K Baker said that he didn't think that would be the case and that the Borough Council would continue to repair, rather than relay and strengthen the surface, which would be very costly.

The committee was particularly pleased with the Christmas lights and welcomed the provision of a defibrillator in the town centre by the Woodley and Earley Lions. The Town Centre Manager would be contacting Boots regarding the proposed site for this.

Agreed:

To send a letter of thanks to the Lions.

Town Centre Manager to investigate training in use of a defibrillator

**North end town centre improvements**

Cllr K. Baker confirmed that the TCMI has been allocated £60,000 of Section 106 developers funds towards the project, giving a total of £100,000. The conditions placed on the funding require the Town Council to manage the project and quotes for this part of the work were being sought. He confirmed that the Town Council would consult with the TCMI on the project proposals. In response to a question he confirmed that the pagoda replacement would have all the services of the existing structure. The accessibility of the new structure's position for groups using it was raised and this was noted as a matter that would need to be addressed.

**Car parking figures**

Car parking figures from April to November 2014 were noted. Unfortunately the wireless link for reporting usage had not been working for 3 months which accounts for the apparent fall in usage.

The meeting closed at 7. 25pm

**Next meeting dates at 6pm on:****Wednesday 8 April 2015****Wednesday 1 July 2015****Wednesday 7 October 2015**

**WOKINGHAM BOROUGH COUNCIL**  
**Road Works / Street Works Major Project Co-ordination Meeting**  
**Held on the 13 January 2015 in the Council Chambers**

**Attendees:**

Barry Storey	First Group	Graham Barnwell (chair)	WBC
Constantin Poloboc	Courtney Buses	Theresa Couchman	WBC
Matt Taylor	Stewarts Coaches	Edward Day	WBC
Kevin Barnwell	Options	Jason Archer	WBC
Jim Hogan	SSE	Joyce Stoner	WBC
Tristan Coates	SEW	Tony Jackman	WBC
T. Sullivan	TVP	Richard Brommell	WBC
Laura Jacklin	TVP Travel	Richard Thompson	WBC
Andy Prior	Virgin	Alex Sexton	WBC
Steve Bromley	Finchampstead Parish Council	Cllr Keith Baker	WBC
Paul Townsend	Arborfield & Newland Parish Council	Cllr David Sleight	WBC
Pat Doyle	Sonning Parish Council	Cllr Shepherd-DuBey	WBC
Mike Dunstan	Wokingham Town Council		
Jenny Cheng	Wokingham Town Council		

\*as per sign in sheet

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

**1. Minutes from the last meeting held on the 16 December 2014 were agreed**

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

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

Ed Day (ED) gave details regarding current and future SGN schemes as no representative present.

**Crowthorne**

*SEN 29748 Knowles Avenue Project – Renewal of Mains and Services*

- |                        |                          |
|------------------------|--------------------------|
| • Linkway              | 13.04.2015 – 11.05.2015  |
| • Greenside            | On site until 19.01.2015 |
| • Alderbrook Close     | TBC                      |
| • Birch Side           | 13.04.2015 – 11.05.2015  |
| • Edgecumbe Park Drive | 13.04.2015 – 11.05.2015  |

**Barkham**

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

**Hurst**

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

**Shinfield**

*Renewal of Mains and Services SEN 30510 Chesnut Crescent*

- |                    |             |
|--------------------|-------------|
| • Chesnut Crescent | 2015 - 2016 |
| • School Green     | 2015 - 2016 |
| • Oatlands Road    | 2015 - 2016 |

• Wychem Road	2015 - 2016
• Wheatfield Road	2015 - 2016
• Hitres Avenue	2015 - 2016
• Ilbury Close	2015 - 2016
• Hyde End Road	2015 - 2016
• Seymour Avenue	2015 - 2016
• Cutbush Lane	2015 - 2016
• Brookers Hill	2015 - 2016
• Lane End Close	2015 - 2016
• Hollow Lane	2015 - 2016
• Arborfield Road	2015 - 2016
• Milson Close	2015 - 2016
• Rosecroft Way	2015 - 2016
• Goddard Close	2015 - 2016

### **Twyford**

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

• Waltham Road		TBC
• Byron Road		26.01.2015 – 09.03.2015
• Paddock Heights		09.03.2015 – 04.05.2015
• A321 Hurst Road	<i>Waltham Road to Lodge Road</i>	02.02.2015 – 03.08.2015
• Colleton Drive		TBC

### **Wargrave**

#### *SEN 30839 – Hamilton Road Renewal of mains and Services*

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

#### *SEN 30642 – Wargrave Road Renewal of mains and Services*

• A321 Wargrave Road	2015 - 2016
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### **Winnersh**

#### *SEN 30074 – Churchill Drive Renewal of mains and Services*

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

#### *SEN 30791 – Pheasant Close Renewal of mains and Services*

• Pheasant Close		2015 - 2016
• A329 Reading Road	<i>Between 307 – 381</i>	2015 - 2016
• Melbourne Avenue		2015 - 2016

### **Wokingham**

#### *SEN 29678 Barret Crescent Project - Renewal of mains and Services*

• A329 London Road	<i>Barrett Crescent to Peach Street</i>	2015 - 2016
• Barrett Crescent		27.03.2014 – 31.03.2014

#### *SEN 27231 Twyford Road Project – Renewal of mains and Services*

• Twyford Road	<i>Junction of Bell Foundry Lane to the A329M</i>	02.03.2015 – 01.05.2015
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## SEN 30645 Martins Drive Project - Renewal of mains and services

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

### Woodley

#### SEN 29706 Munro Avenue Project - Renewal of mains and Services

- Martin Close 19.01.2015 – 02.03.2015
- Hearn Road On Site until 26.02.2015
- Drovers Way On site until 03.02.2015
- Knowles Road 26.01.2015 – 09.03.2015
- Crossways On site until 23.02.2015

#### SEN 30168 Redwood Avenue Project - Renewal of mains and services

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

Tony Jackman (TJ) drew attention to Oak Drive which is planned to be resurfaced on 23 February 2015. SGN and WBC to liaise regarding this.

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

Jim Hogan (JH) gave updates for Scottish and Southern current and future works.

#### Finchampstead

##### *Renewal of mains and services*

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

JH confirmed that these dates are expected to change. Positive dates to be resubmitted and confirmed.

#### Twyford

##### *Renewal Mains and Services*

- High Street On site until 02.02.2015

JH confirmed that this is no longer a road closure. Expected to end at end of February 2015.

#### Wokingham

##### *Renewal Mains and Services*

- Falcon Way 2015 – 2016
- Linnet Walk 2015 – 2016
- Starling Close 2015 – 2016
- Phoenix Close 2015 – 2016

JH expects that works will take place this year.

### **4. BT Openreach**

ED gave details of BT works as no representative present.

#### Wokingham

- Rose Street *Road Closure* 07.04.2015 – 20.04.2015

Richard Thompson (RT) asked is Cross Street would be closed. Kevin Barnwell (KB) confirmed it will not.

## 5. Network Rail

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

### Wokingham

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

## 6. South East Water

Tristan Coates (TC) provided updates on active and forthcoming SEW works. TC extended South East Water's apologies for the cancellation of the Waterloo Road Project. This was due to the reallocation of money to a larger construction scheme.

### Wokingham

#### *Renewal Mains and Services*

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

WBC/SEW to discuss Milton Road / Wiltshire Road district meter schemes. ED confirmed Milton Road may require a closure.

### Wokingham Without

#### *Renewal 925 linear metres Mains and Services*

- Nine Mile Ride (West) 2015 – 2016

TC confirmed the intention to complete work this year is possible.  
Tony Jackman (TJ) asked for further details due to planned resurfacing work.

## 7. Thames Water

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

### Wargrave

#### *New Water Mains and Services*

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

Keith Baker (KB) informed meeting of presence of polling station in Victoria Road. ED will pass on details.

## 8. Wokingham Highways Alliance Major Highway Works

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

### Arborfield

#### *Resurfacing*

- Church Lane 23.04.2015
- Swallowfield Road 28.04.2015 – 01.05.2015

### Earley

#### *Resurfacing*

- Rushey Way *junction with Gipsy Lane* 18.03.2015 – 20.03.2015
- Rushey Way *Chatton Way to Leisure Centre* 11.03.2015 – 12.03.2015
- Rushey Way *roundabout junction with Chalfont Way* 12.03.2015 – 13.03.2015
- Rushey Way *Beeston Way roundabout junction* 16.03.2014 – 17.03.2015

## **Grazeley**

### *Resurfacing*

- Kybes Lane 23.03.2015 – 25.03.2015

## **Hurst**

### *Resurfacing*

- The Straight Mile 31.03.2015 – 02.04.2015

## **Remenham**

### *Resurfacing*

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

## **Shinfield**

### *Resurfacing*

- Whitley Wood Lane 23.03.2015 – 24.03.2015

## **Sindleham**

### *Resurfacing*

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

## **Swallowfield**

### *Resurfacing*

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

## **Winnersh**

### *Resurfacing*

- A329 Reading Road 25.02.2015 – 10.03.2015

TJ confirmed this will be delayed to coincide with cycle way work.

## **Woodley**

### *Resurfacing*

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

See above comment re Oak Drive

## **Wokingham**

### *Resurfacing*

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



Easthampstead Road falls under Wokingham Without.  
Twyford Road will delay to comply with SGN works.

## **Wokingham Without**

### *Resurfacing*

- Butler Road 02.02.2015 – 10.02.2015

## **9. Structures**

TJ gave an update regarding works

### **Earley**

#### *Road Closure*

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

TJ confirmed that 24 hour working would take place over Easter.

Laura Jacklin (LJ) asked if there would be a contra flow system and if coaches would be given priority.

Also enquired as to a public relations program for these works.

TJ could not confirm contraflow but asked dates to attend TVBP to discuss.

Matt Taylor (MT) asked if signals on Sutton Seeds roundabout have been looked at to improve flow.

TJ confirmed that a study has taken place but changing the timings would have little effect due to the number of vehicles.

KB requested officers ensure a comprehensive public relations program for works was put in place.

TJ confirmed this would be to the same scale as of Major Works.

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

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

### **Earley**

#### *New Cycleway Link*

- Meldreth Way On site until 24.12.2014
- Rushey Way TBC

#### *Signal Upgrade*

- Loddon Bridge Roundabout On site until 13.03.2015

RB expects that the signal will be complete end February with footway works continuing to end date.

### **Remenham**

#### *Junction Improvement*

- B4130 White Hill 13.04.2015 – 28.04.2015

### **Winnersh**

#### *Cycleway Scheme*

- A329 Reading Road 14.03.2015 – 28.04.2015

RB confirmed that the TRO consultation process is complete – objections being analysed.

#### *Relocation of Traffic Island at M4 overbridge*

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

Joyce Stoner (JS) asked if this can take place during half term.

RB will investigate this with the contractor.

## Wokingham

- Finchampstead Road TBC  
*junction Evendons Lane - New Pedestrian Island*

## Woodley

*Pedestrian facility improvements*

- Miles Way 23.03.2015 – 10.04.2015

## **11. WBC Major Projects**

Richard Brommell gave update on WBC Major Projects

### Station Road Link

*Road closures will be in place on:*

- Wellington Road
- Station Road  
*9 February 2015 for approximately 12 weeks.*

RB confirmed that a public relations program would commence at the end of the week.

### Coppid Beech Improvements

*Road Closures will be in place on:*

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

*Temporary Speed Limits will be in place on:*

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

## **12. HIGHWAY AGENCY**

Highways agency dates provided

- M4 *Junction 10 Congestion Improvement Scheme* January - September 2015  
*A scheme will be taking place to improve the merges from the M4 slip road onto the A329(M) at junction 10.*

## **13. PUBLIC EVENTS**

- Wokingham Half Marathon 08.02.2015
- Wokingham District Scouts *St Georges Day Parade* 26.04.2015
- Vaisakhi Procession 03.05.2015
- Wokingham May Fayre 04.05.2015
- Henley Royal Regatta 01.07.2015 – 05.07.2015
- Rewind Festival 21.08.2015 – 23.08.2015

## **14. Wokingham Permit Scheme**

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

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

**Date of next meeting Tuesday 10 February 2015  
Council Chambers, Shute End, Wokingham.**

**WOKINGHAM BOROUGH COUNCIL**  
**Road Works / Street Works Major Project Co-ordination Meeting**  
**Held on the 10 February 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
David Stone	Clancy Docwra	Tom Beck	WBC
Andy Bolton	Carris Utility	James Sherwood	WBC
David Smith	SGN	Joyce Stoner	WBC
Jim Hogan	SSE	Tony Jackman	WBC
Tony Humphries	TVP	Richard Brommell	WBC
T. Sullivan	TVP	Cllr Shepherd-DuBey	WBC
Laura Jacklin	TVP Travel	Paul Townsend	Arborfield & Newland Parish Council
Mohammed Amin	Virgin	Steve Bromley	Finchampstead Parish Council
		Mary Walker	Woodley Town Council

\*as per sign in sheet

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

**1. Minutes from the last meeting held on the 13 January 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  
DS Confirmed that there will be a contractor change within SGN.

**Barkham**

*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

Barkham project has not yet been programmed. Barkham Road will be from Molly Millers Lane to School Road. Works will be mostly insertion but with some open cut.

**Sawpit Road Project**

*Renewal of mains and Services Length km*

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

DS confirmed this is not currently a live project.

**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

Dates for Chestnut Crescent still to be programmed.

### **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 stated project was dependant on contractor situation.

### **Hamilton Road Project**

*Renewal of mains and Services Length .5km*

- Hamilton Road
- Silverdale Road
- Clifton Close
- 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

## **Barret Crescent Project**

*Renewal of mains and Services Length .98km*

- A329 London Road (Phase 2) *Barrett Crescent to Peach Street*
- Barrett Crescent

DS confirmed that the private sections on London Road are complete. Majority of work is still to be programmed.

## **Twyford Road Project**

*Renewal of mains and Services Length .5km*

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

DS advised about the issue of a gas leak which requires additional work and will be discussed by relevant authorities.

## **Martins Drive Project**

*Renewal of mains and Services Length .2km*

- Martins Drive
- Jubilee Avenue

## **Munro Avenue Project**

*Renewal of mains and Services Length .4 km*

- Clivedale Road
- Coppice Road

DS stated that this project is almost complete but an open cut route is causing difficulty.

## **Redwood Avenue Project**

*Renewal of mains and services Length km*

- Redwood Avenue
- Oak Drive

DS confirmed that discussions between himself and Tony Jackman (TJ) are ongoing but contractor's issues are causing delay. DS is working on the issue.

TJ asked about Sawpit Road and Paddock Heights as these locations have been identified for resurfacing.

TJ requested a separate meeting with DS to discuss this. TJ also raised Reading Road cycleway scheme.

DS will arrange for this to be done before WBC work.

Cllr Shepherd-DuBey (RSD) enquired about Pheasant Close as this is a school route. DS confirmed that a site meeting will take place with WBC prior to the commencement of works.

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

Jim Hogan (JH) provided updates for Scottish and Southern works.

### **Twyford**

*Renewal Mains and Services*

- High Street On site
- Old Bath Road (part) *3.6km dual lay HV cable*

JH confirmed that the Twyford scheme is almost complete and reinstatement is expected to be completed by Friday 13 February 2015. There is potential to provide service to a new development which may extend works to 16 February 2015. Some minor works are to be expected for private main connections. JH expects this to be within the next three weeks. JH confirmed he is attending a meeting shortly to clarify next years work.

## **4. BT Openreach**

ED advised BT have no Major Projects.

## **5. Network Rail**

[UNCLASSIFIED]

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

### Wokingham

- Waterloo Road 03.06.2015 – 04.06.2015  
*Annual Barrier Maintenance working from 00.01 – 06.00 nightly*
- Barkham Road 03.03.2015  
*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 Length 1.2km*

- Nine Mile Ride *Park Lane – Warren Lane*

### Wokingham

*Renewal Mains and Services Length .7km*

- Waterloo Road / Priest Avenue *Road Closure approx. 20 weeks* 27.07.2015 – 31.03.2015

### Wokingham

*Renewal of Mains and Services Length .84km*

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

## **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* 14.02.2015 – 30.05.2015
- Victoria Road *J/O Blakes Road tp O/S No 170 Victoria Road* 14.02.2015 – 30.05.2015

TJ requested diversion route drawings for these works.

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

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

### Arborfield

*Pre Surface Dressing*

- Church Lane 15.06.2015
- Swallowfield Road 18.06.2015 – 23.06.2015

TJ advised works had been put back due to required materials.

### Earley

*Resurfacing*

[UNCLASSIFIED]

- Rushey Way *junction with Gipsy Lane* 18.03.2015 – 20.03.2015
- Rushey Way *Chatton Way to Leisure Centre* 11.03.2015 – 12.03.2015
- Rushey Way *roundabout junction with Chalfont Way* 12.03.2015 – 13.03.2015
- Rushey Way *Beeston Way roundabout junction* 16.03.2014 – 17.03.2015

TJ expects that this will be night work and will be able to confirm this within the week.

### **Finchampstead**

- Fleet Hill 30.04.2015 – 19.05.2015

### **Grazeley**

#### *Resurfacing*

- Kybes Lane 23.03.2015 – 25.03.2015

### **Hurst**

#### *Resurfacing*

- The Straight Mile 27.03.2015 – 10.04.2015

### **Remenham**

#### *Pre-Surface Dressing*

- Aston Lane
- Remenham Lane
- Remenham Church Lane

Works reprogrammed due to HRR

### **Shinfield**

#### *Resurfacing*

- Whitley Wood Lane 23.03.2015 – 24.03.2015

TJ informed the meeting that these work have been delayed due additional works in Mole Road

### **Sindlesham**

#### *Resurfacing*

- Mole Road *Near to Nirvana Spa* 25.05.2015 – 12.06.2015

### **Swallowfield**

#### *Pre-Surface Dressing*

- Castle Road/Castle Hill 16.06.2015 – 17.06.2015
- Church Lane 24.06.2015 – 25.06.2015

### **Winnersh**

#### *Resurfacing*

- A329 Reading Road 16.04.2015 – 29.04.2015

TJ stated that this is Phase 2 of the LSTF cycleway works.

### **Woodley**

#### *Resurfacing*

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

## Wokingham

### *Resurfacing*

- A321 Twyford Road 15.04.2015 – 05.05.2015

## Wokingham Without

### *Resurfacing*

- Butler Road 09.02.2015 – 23.02.2015
- Easthampstead Road 24.03.2015 – 27.03.2015

TJ confirmed that the Butler Road works have now commenced.

## **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**

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

### Earley

- Meldreth Way On site until 13.02.2014
- Rushey Way *New Cycleway Link* 16.03.2015 – 27.03.2015
- Loddon Bridge Roundabout *Signal Upgrade* On site until 13.03.2015

RB expects that signals will be turned on by the end of February.

### Remenham

- B4130 White Hill *Junction Improvement* 22.04.2015 – 07.05.2015

### Winnersh

- A329 Reading Road *Cycleway Scheme* 16.03.2015 – 28.04.2015
- Reading Road *New Pedestrian Island at M4 overbridge* 25.02.2015 – 05.03.2015

RB confirmed that Reading Road could not be moved forward due to resourcing issues.

## Wokingham

- Finchampstead Road TBC  
*Junction Evendons Lane - New Pedestrian Island*

RB informed the meeting that this will remain TBC due to ongoing discussions regarding the design.

## Woodley



## 11. WBC Major Projects

Richard Brommell 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 31.03.2015*

Neil Scott (NS) had a meeting with Hochtief who suggested their works would commence in March.

ED advised no agreement for a start date had been finalised and a presentation of works would be given at the next meeting.

## 12. HIGHWAY AGENCY

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

- 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 enquired if Wokingham Civic Sunday would have an effect on Arborfield Garrison.

ED advised there would be no closure in Arborfield. Broad Street would be closed and there would be a rolling closure in Rose Street and Peach Street.

TVP had information on Reading Regatta. ED requested that the information was sent to him to publicise.

## 14. A.O.B

**Date of next meeting Tuesday 17 March 2015  
Council Chambers, Shute End, Wokingham.**

**Notes of Special Campaign against Waste Meeting  
Held at Smallmead on Friday 16<sup>th</sup> January, 2015.**

Those present:

Pete Baveystock  
David Allen  
Linda Chambers  
Tim Chambers  
Graham Hook  
Valerie Bowman  
Katy Dagnell  
Judith Neuhofer  
Lis Halson  
Mirander Parker  
Mary Walker

WBC Waste Services  
WBC Waste Services  
Earley T C  
Earley T C  
Ruscombe PC  
Hurst P C  
Finchampstead P C  
Barkham P C  
Swallowfield P C  
Charvil P C  
Woodley T C

Comments from meeting	Action
<p>PB opened the meeting at 10am and thanked everyone for coming along</p> <p>No previous minutes as a special meeting to discuss any issues regarding the <b>cessation of the Amenity service from 1<sup>st</sup> February 2015</b>. It is not intended there will be no extension to this date.</p> <p><b>PB confirmed that the amenity service is being withdrawn due to:</b></p> <ul style="list-style-type: none"> <li>• Safety concerns/issues</li> <li>• Environmental issues – waste has to go to landfill as comingled</li> <li>• Non-compliance with waste regulations, so collection cannot be recycled and could not be defended under European regulations TEEP (Technically, Economically, Environmentally and Practicable regarding the collection)</li> <li>• Cost</li> </ul> <p>All cancelled sites will be monitored by WBC and fly-tipped items dealt with following withdrawal.</p>	
<p><b>Waste Services are keen to assist residents and the Parish/Town councils where possible.</b></p> <p><b>Guidance on current services provided by WBC – see web site – payments may change at the beginning of each financial year:</b></p> <ul style="list-style-type: none"> <li>• Assisted collection for the elderly and infirm</li> <li>• Provision of a rubbish tip / recycling centre HWRC amenity sites Smallmead, Reading and Longshot Lane, Bracknell <ul style="list-style-type: none"> <li>○ Assistance can be asked for at both HWRC sites</li> </ul> </li> <li>• Bulky item collection organised through Veolia – see WBC web site</li> </ul>	

<ul style="list-style-type: none"> <li>○ Standard collection: items left outside home and collected on an unspecified Tuesday or Wednesday within 10 working days of payment receipt - £27 for collection of up to 5 items</li> <li>○ Collection by appointment through Veolia – items left outside home on an agreed Tuesday or Wednesday - £32.20 for up to 5 items</li> <li>• Collection of single fridge or freezer <ul style="list-style-type: none"> <li>○ unspecified Tuesday or Wednesday within 10 working days of payment receipt - £21.20 per unit</li> <li>○ free for pensioners</li> <li>○ specified Tuesday or Wednesday - £27.00 per unit</li> <li>○ free for pensioners</li> </ul> </li> <li>• TVs and Monitors can be collected by arrangement, but can't be mixed with other items as they are classed as hazardous waste</li> <li>• Good quality furniture and settees etc. can be donated to charity by contacting Age concern phone 0118 327 1329 and they will collect.</li> <li>• We subsidise compost bins for residents – see below</li> <li>• Many outlets such as John Lewis will collect old items often cheaper than we will if residents are buying from them.</li> <li>• Green waste collection from households fortnightly for residents who have paid for the scheme</li> </ul>	
<p><b>PB offered the option to provide a local battery collection service at Parish or Town Council offices, through the European Recycling Platform</b>  <a href="http://www.erp-batteries.co.uk">www.erp-batteries.co.uk</a>.</p> <ul style="list-style-type: none"> <li>• Some parishes took boxes provided for this.</li> <li>• VB suggested that schools might like to look at this service.</li> </ul>	PB
<p>PB said that Recyclebank, who currently deal with the recycling points scheme for residents who recycle, have offered 3 reverse vend machines for recycling plastic bottles. WBC is going to trial one of these at Shute end, but they could be put into outlets at parish/town council offices provided they are safe. Cannot be put outside. PB is looking for sites. Details are:</p> <ul style="list-style-type: none"> <li>• A machine about the size of a coffee vend machine</li> <li>• Can be personalised as to the look of the machine</li> <li>• Requires electricity and Wi-Fi to operate</li> <li>• Allows residents or staff on the Greenredeem scheme to recycle by putting plastic bottles into to machine which gives them additional points which they can then redeem for various rewards.</li> </ul> <p>Anyone interested in having a machine please contact PB. It is appreciated office space is limited in most cases though.</p>	ALL
<p>Discussion then went onto the option of Veolia or Sita providing an amenity service which provides compliance under TEEP. Information on this included:</p> <ul style="list-style-type: none"> <li>• Parishes/Town councils would have to deal direct with either of the two companies, but waste services would be happy to set up the initial contact and help where they can</li> <li>• A service could be set up providing vehicles that could take separate</li> </ul>	

<p>waste streams, so that items could be recycled.</p> <ul style="list-style-type: none"> <li>• Alternatively a single waste stream collection could be set up i.e. for green waste</li> <li>• No hazardous waste can be collected</li> <li>• Cost is uncertain, but initial enquiry would seem to indicate around £500-£800 per collection</li> </ul> <p>DA pointed out that having gone through the cessation of the existing scheme it may be unwise to introduce a replacement service which might be costly and difficult to withdraw at a later date.</p> <p>No one from the meeting wanted to take this service up</p>	
<p>Home composting was discussed.</p> <ul style="list-style-type: none"> <li>• VB agreed to put together 10 top tips on home composting which could be provided for residents and included in the parish magazines etc.</li> <li>• Currently WBC subsidise composters purchased by residents by £10 per bin – see above. This could go up to £15 if the DCOG grant is agreed, currently applied for by WBC. Options to be discussed in due course.</li> </ul> <p>Community composting was mentioned.</p> <ul style="list-style-type: none"> <li>• Would be up to local residents and planning permission is required</li> <li>• Generally a club whereby residents take green waste to be composted on site i.e. a local allotment which would allow residents to shred cuttings and take green waste for composting.</li> <li>• Resulting compost is then shared out to the participants.</li> <li>• This would be a community project.</li> <li>• TC said that Earley Town Council already chip wood and place at locations for residents and allotment holders to use in their area.</li> </ul>	<p>VB</p> <p>ALL</p>
<p>BW mentioned that the Borough Litter Pick was scheduled for the week end of 28/29<sup>th</sup> March. Any large items found fly-tipped can be removed by WBC contractors.</p> <ul style="list-style-type: none"> <li>• Details on WBC website</li> </ul>	
<p>Finally PB said he was looking for additional glass bank sites across the borough and welcomed any suggestions.</p>	<p>ALL</p>

**From:** Peter Baveystock <[Peter.Baveystock@wokingham.gov.uk](mailto:Peter.Baveystock@wokingham.gov.uk)>  
**Subject:** New Cleaner & Greener Team ~[UNCLASSIFIED]~  
**Date:** 13 March 2015 13:39:02 GMT  
**To:** undisclosed-recipients::

Dear Colleague,

There have been some changes to how we deliver Parks & Open Spaces and Waste and as you can see from the chart below we have created a new team called Cleaner & Greener Services with the names and titles as detailed below:

Service Manager – Peter Baveystock  
Commissioning and Project Manager – Julia Woodbridge  
Play Development Officer – Jane Hopkins  
Performance Officers x 3 – Beverlie Warman, James Jones-Mcfarland and David Allen  
Technical Officers x 2 – Stephanie Harris & Emma Pilgrim  
Waste Reduction Coordinator – Irum Gulzar

The three performance Officers have three distinct areas as per the attached which reflect the Health & Wellbeing areas but they do require some more work and there will be more details to follow.

This change gives us an opportunity to develop closer working between these two customer facing services and yourselves and we'd also like to bring those new services into and develop "Campaign Against Waste" and therefore think about renaming it to something like "Campaign for a Cleaner & Greener Environment" "CCGE" – suggestions please!

Please come back to me if you have any questions and we can discuss when we meet at Colnbrook in May.

Peter

**Peter Baveystock (Assoc MCIWM)**

Service Manager

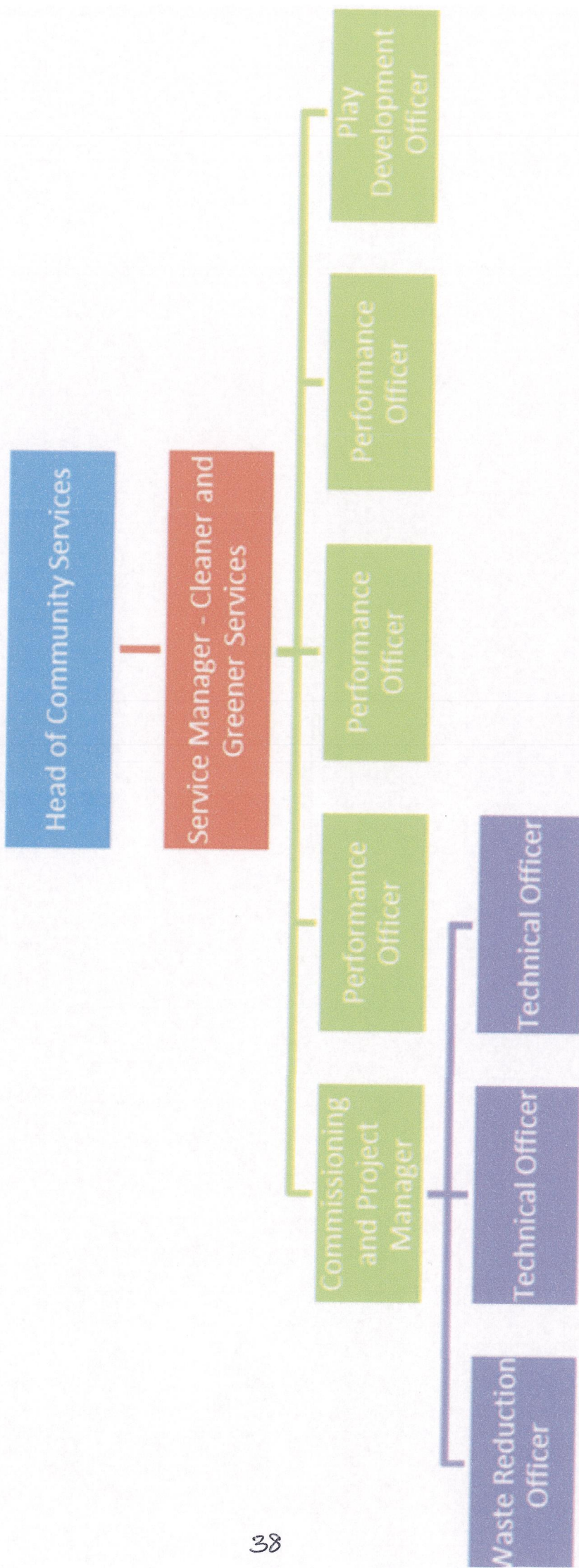
Cleaner & Greener Services

Wokingham Borough Council

Tel: 0118 974 6338

[peter.baveystock@wokingham.gov.uk](mailto:peter.baveystock@wokingham.gov.uk)

[www.wokingham.gov.uk](http://www.wokingham.gov.uk)



Feedback from Peer Review (Highways) meeting

Thursday 5<sup>th</sup> February

This meeting was chaired by Carmel Mc Keogh the Deputy Chief Executive member of Blackpool Council assisted by Martin Veal of Bath and NE Somerset. The review is funded by the Highways Maintenance and Efficiency Programme to obtain feedback from town and parish councils with regard to the effectiveness of liaison between the borough and the parishes.

It was generally felt that there was not a huge amount of contact with councils regarding the maintenance of the highways and that WBC needs to engage more fully with the people 'on the coal face' prior to projects being decided upon and implemented. These, obviously, come up at Major Projects meetings by which time it is too late for us to implement change.

All members present were of the opinion that more needed to be done to involve the various councils and it was suggested by Martin Veal that, as a group of parishes, we set up a Parish Charter which would lay down what was expected from the Borough and what they could expect from us. It was suggested that we look online at various charters that have been set up in different areas.

Carmel McKeogh left the meeting to feed back the information to the Borough so we await the outcome.

Mary Walker



Our Ref: **(CS)122018 - (VF)86768 - Bulmershe School**

Clerk: Jan Nowecki  
Woodley Town Council

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

Date: 03.03.2015

Dear Jan Nowecki,

**PROPOSED BASE STATION UPGRADE WORKS AT (CS)122018 - (VF)86768 - Bulmershe School, Chequers Way, Woodley, Reading, Berkshire, RG5 3EL.**

Vodafone Limited has entered into an agreement with Telefónica UK Limited pursuant to which the two companies plan to jointly operate and manage a single network grid across the UK. These arrangements will be overseen by Cornerstone Telecommunications Infrastructure Ltd (CTIL) which is a joint venture company owned by Vodafone Limited and Telefónica UK Limited.

This agreement allows both organisations to:

- Pool their basic network infrastructure, while running two, independent, nationwide networks
- Maximise opportunities to consolidate the number of base stations
- significantly reduce the environmental impact of network development.

Vodafone is in the process of progressing an upgrade of the above existing telecommunication installation. The purpose of this letter is to consult with you and seek your views on our proposal before any planning submission is made. We understand that you are not always able to provide site specific comments, however, Vodafone is committed to consultation with communities on our mobile telecommunications proposals and as such would encourage you to respond.

As part of Vodafone's continued network improvement program, there is a specific requirement to maintain the capacity and coverage in this location, providing the local area with additional capacity, coverage, and new (4G) technology.

Mobiles can only work with a network of base stations in place where people want to use their mobile phones or other wireless devices. Without base stations, the mobile phones and other devices we rely on simply will not work.

Please find below the details of the proposed site upgrade: -

Our technical network requirement is as follows:

Nominal number	(CS)122018 - (VF)86768 - Bulmershe School
----------------	---

**DALY INTERNATIONAL (UK) Ltd • Site Acquisition • Town Planners • Designers • Construction • Project Managers**  
 2nd Floor Dukesbridge Chambers, Duke Street, Reading, RG1 4SA  
 Telephone +44 (0) 118 951 9930 • Facsimile +44 (0) 118 951 9931  
 • Registered In England & Wales No. 342 5239  
 • Registered Office: c/o Griffins, 24-32 London Road, Newbury, Berkshire, RG14 1JX  
[www.dalyinternational.com](http://www.dalyinternational.com)





they also have the formal backing of the World Health Organisation. A certificate of ICNIRP compliance will be included within the planning submission.

In order to give you time to send your comments or request further information, we commit to allow at least 14 days before submission is made to the Local Planning Authority. This 14 day period starts from the date at the top of this letter.

We would also be grateful if you could please advise of any local stakeholders or groups that might like to make comments.

We look forward to receiving any comments you may have on the proposal.

Yours faithfully,

**Ruminder Jutla**  
Planning Consultant

e-mail: [Ruminder.Jutla@dalyinternational.com](mailto:Ruminder.Jutla@dalyinternational.com)

Tel: 0118 951 9930

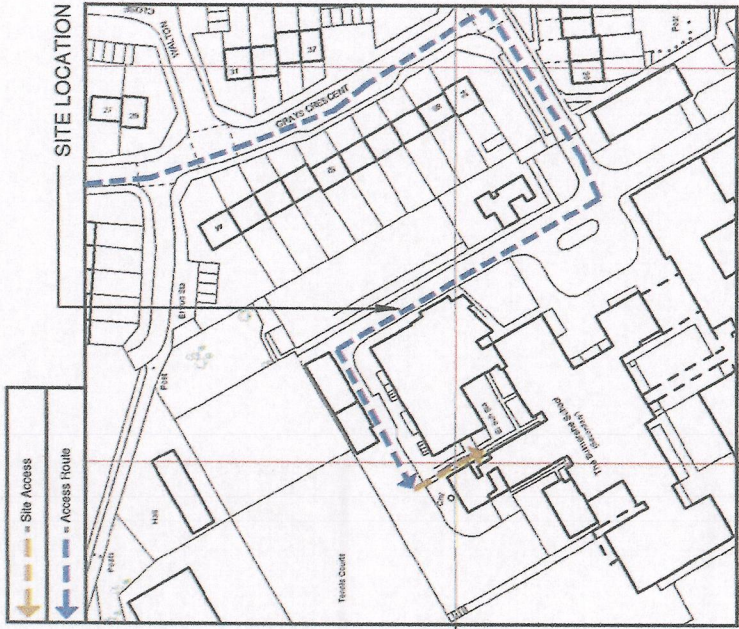
(for and on behalf of CTIL and Vodafone Limited)



ALL DIMENSIONS ARE IN MM UNLESS NOTED OTHERWISE			
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<b>NOTES:</b> 1) ALL DIMENSIONS ARE IN MM UNLESS NOTES OTHERWISE 2) DRAWINGS TO BE READ IN CONJUNCTION WITH SITE SURVEY FORM 3) PRIOR TO BUILD, CONTRACTOR MUST ENSURE INFORMATION SHOWN ON DRAWINGS IS TO THE LATEST SITE CONFIRMATION FORM (SCF), SHOULD ANY CONFLICT ARISE, THEN CONTACT THE DESIGN CONSULTANT IMMEDIATELY. 4) SITE IS TO BE PROVIDED WITH ADEQUATE SAFETY SIGNAGE IN ACCORDANCE WITH TELEFONICA UK STANDARD DETAIL DRAWING 8981/A			
A	FIRST ISSUE		
By	Ch	Ap	Date
	BCL	LB	13.01.15

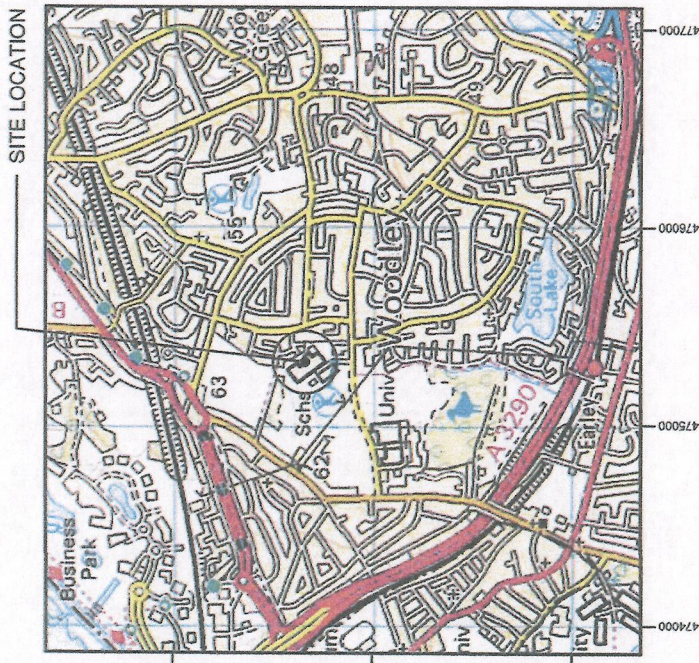


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Cell ID No's		
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Site Address / Contact Details		
CHEQUERS WAY WOODLEY BERKSHIRE RG5 3EL		
Drawing Title:	SITE LOCATION MAPS	
Purpose of Issue:	PLANNING	
Drawing Number:	100	
Surveyed By:	LB	Scale: AS SHOWN
Drawn:	BCL	Date: 13.01.15
		Date: 13.01.15
		Issue: A



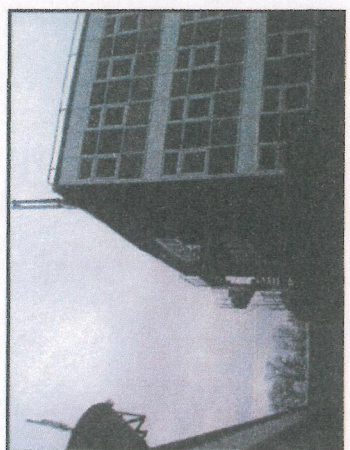
**DETAILED SITE LOCATION**  
(Scale 1:1250)

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**SITE LOCATION**  
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**SITE PHOTOGRAPH**

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NGR | E: 475325 N: 173412

CONCESSION REQUIRED NO

NOTES:

- 1) ALL DIMENSIONS ARE IN MM UNLESS NOTES OTHERWISE.
- 2) DRAWINGS TO BE READ IN CONJUNCTION WITH SITE SURVEY FORM.
- 3) PRIOR TO BUILD, CONTRACTOR MUST ENSURE INFORMATION SHOWN ON DRAWINGS IS TO THE LATEST SITE CONFIRMATION FORM (SCF), SHOULD ANY CONFLICT ARISE. THEN CONTACT THE DESIGN CONSULTANT IMMEDIATELY.
- 4) SITE IS TO BE PROVIDED WITH ADEQUATE SAFETY SIGNAGE IN ACCORDANCE WITH TELEFONICA UK STANDARD DETAIL DRAWING 389 1/A

Rev	Modification	By	Ch	Ac	Date
A	FIRST ISSUE				13.01.15



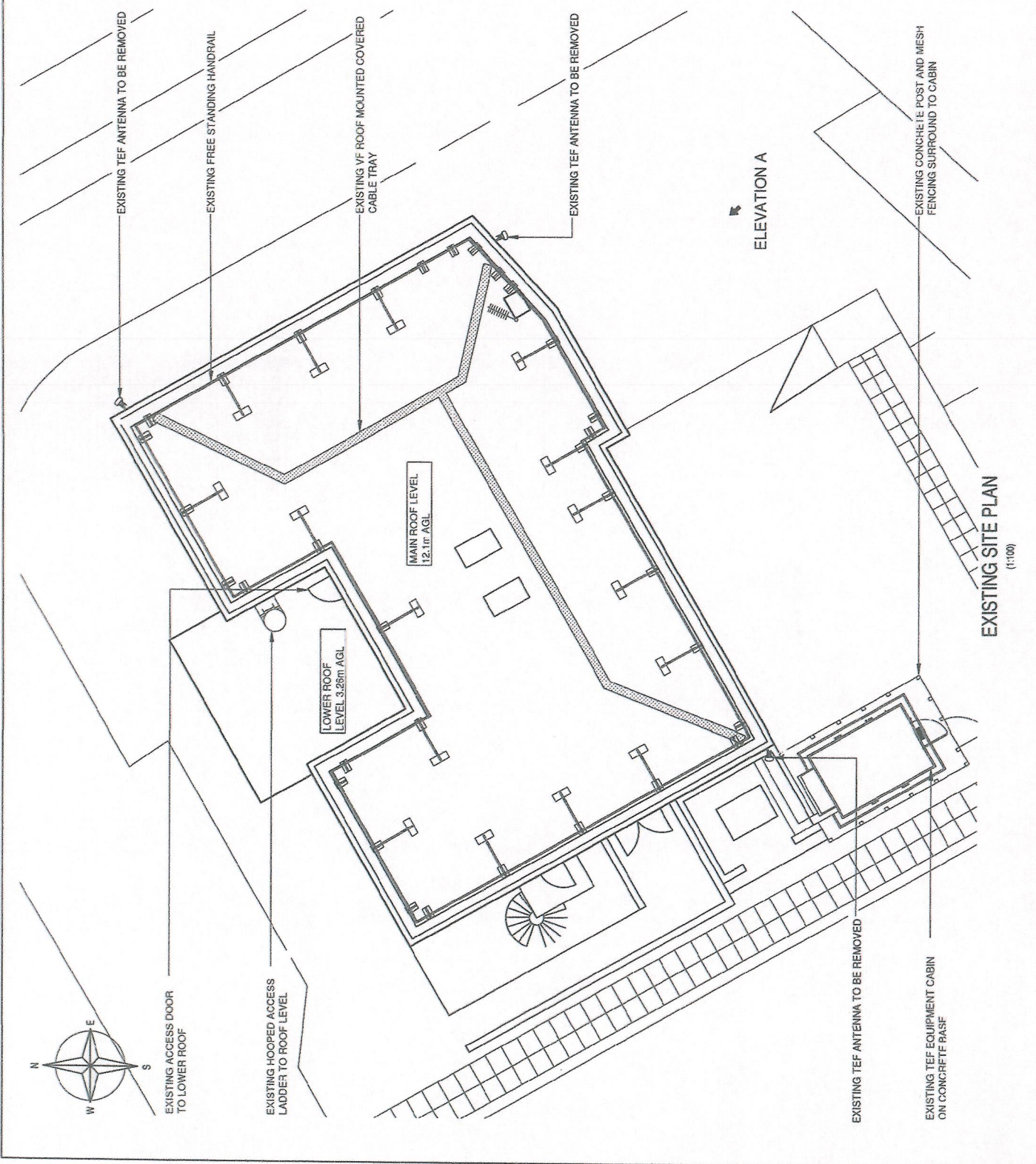
Cell Name  
WOODLEY

Cell ID No's  
TEF VF  
122018 002742 86768

Site Address / Contact Details  
CHECKERS WAY  
WOODLEY  
READING  
BERKSHIRE  
RG3 3EL

Drawing Title: EXISTING SITE PLAN  
Purpose of Issue: PLANNING  
Drawing Number: 200

Surveyed By:	LB	Scale:	1:100
Drawn:	LB	Date:	13.01.15
BCI:	LB	Checked:	LB
		Date:	13.01.15
		Issue:	A



EXISTING SITE PLAN (1:100)

ALL DIMENSIONS ARE IN MM UNLESS NOTED OTHERWISE

NGR E-775325 N: 173412

CONCESSION REQUIRED NO

NOTES:

- 1) ALL DIMENSIONS ARE IN MM UNLESS NOTED OTHERWISE
- 2) DRAWINGS TO BE READ IN CONJUNCTION WITH SITE SURVEY FORM.
- 3) PRIOR TO BUILD, CONTRACTOR MUST ENSURE INFORMATION SHOWN ON DRAWINGS IS TO THE LATEST SITE CONFIRMATION FORM (SCF). SHOULD ANY CONFLICT ARISE, THEN CONTACT THE DESIGN CONSULTANT IMMEDIATELY.
- 4) SITE IS TO BE PROVIDED WITH ADEQUATE SAFETY SIGNAGE IN ACCORDANCE WITH TELEFONICA UK STANDARD DETAIL DRAWING 9391/A

Rev	Modification	By	Ch	Ap	Date
A	FIRST ISSUE				13.01.15



Cell Name  
WOODLEY

Cell ID No's  
TEF VF  
122013 002742 86768

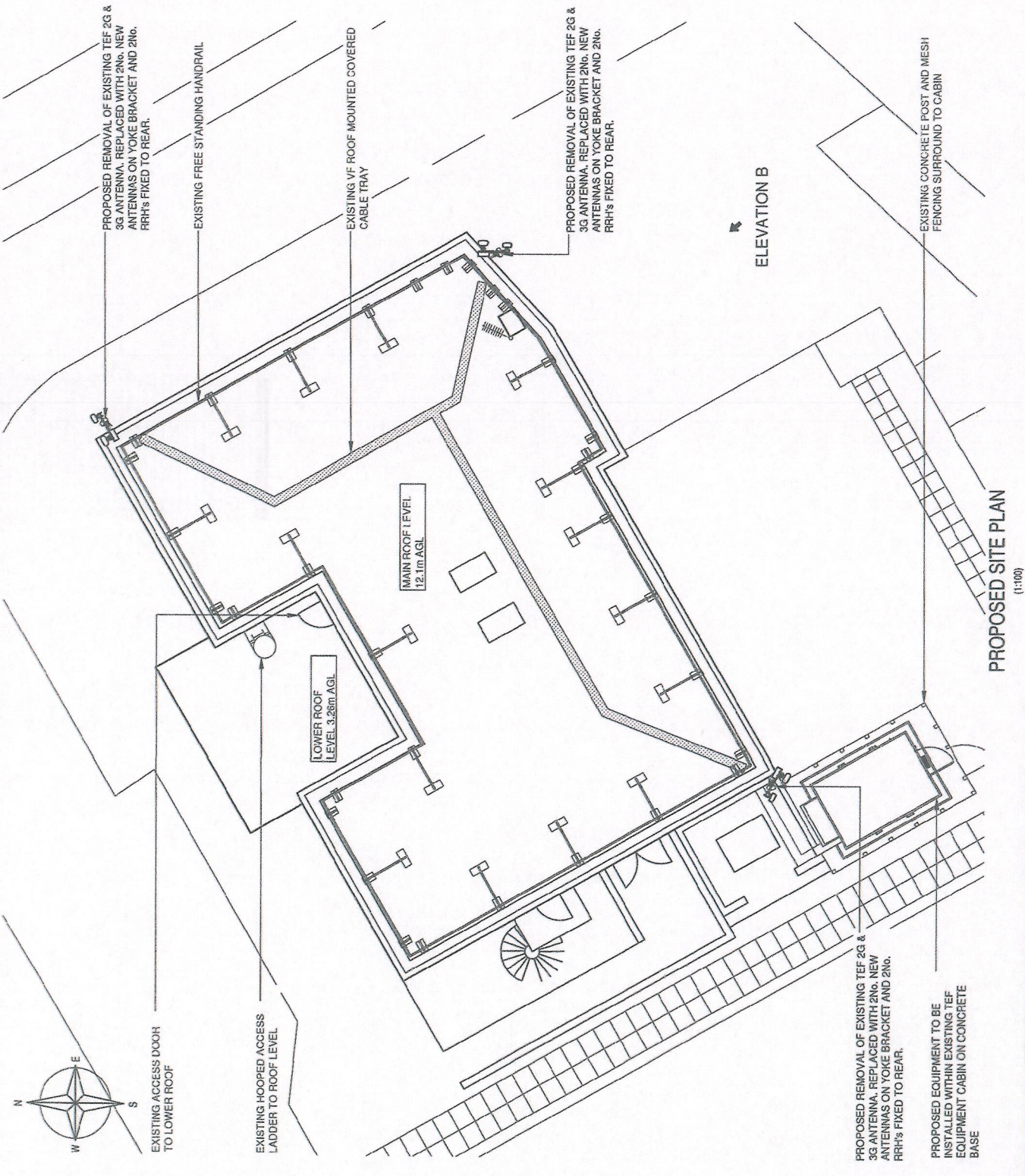
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CHEQUERS WAY  
WOODLEY  
READING  
BERKSHIRE  
RG5 3EL

Drawing Title  
PROPOSED SITE PLAN

Purpose of Issue  
PLANNING

Drawing Number  
201

Surveyed By:	LB	Scale:	1:100
Drawn:	LB	Date:	13.01.15
Check:	LB	Date:	13.01.15
Issue:	A	Date:	13.01.15



PROPOSED SITE PLAN (1:100)

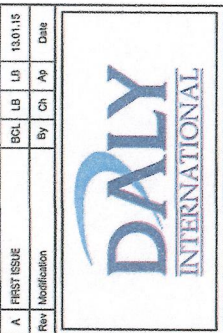
The drawings comply with Telefonica & Vodafone Standard ICNIRP guidelines.

ALL DIMENSIONS ARE IN MM UNLESS NOTED OTHERWISE  
 NGR E-175325 N: 173412

CONCESSION REQUIRED NO

NOTES:  
 1) ALL DIMENSIONS ARE IN MM UNLESS NOTES OTHERWISE.  
 2) DRAWINGS TO BE READ IN CONJUNCTION WITH SITE SURVEY FORM.  
 3) PRIOR TO BUILD, CONTRACTOR MUST ENSURE INFORMATION SHOWN ON DRAWINGS IS TO THE LATEST SITE CONFIRMATION FORM (SCF). SHOULD ANY CONFLICT ARISE, THEN CONTACT THE DESIGN CONSULTANT IMMEDIATELY.  
 4) SITE IS TO BE PROVIDED WITH ADEQUATE SAFETY SIGNAGE IN ACCORDANCE WITH TELEFONICA UK STANDARD DETAIL DRAWING 3891/A

Rev	Modification	By	Ch	Ap	Date
A	FIRST ISSUE	BCL	LB		13.01.15



Cell Name  
 WOODLEY

Cell ID No's  
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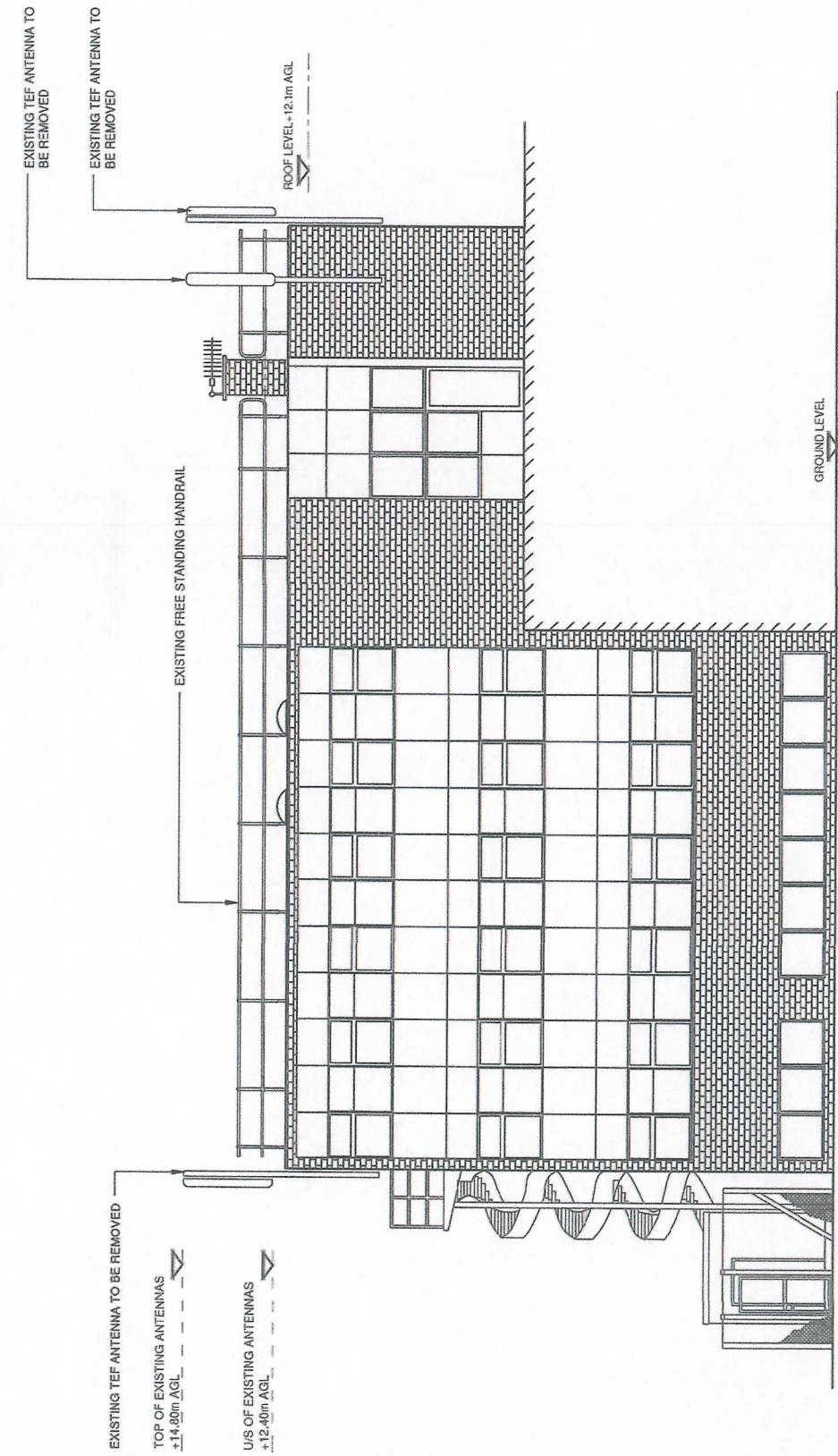
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 CHEQUERS WAY  
 WOODLEY  
 READING  
 BERKSHIRE  
 RG5 3EL

Drawing Title: EXISTING SITE ELEVATION A

Purpose of Issue: PLANNING

Drawing Number: 300



Surveyed By: LB  
 Date: 13.01.15  
 Checked: LB  
 Date: 13.01.15  
 Issue: A



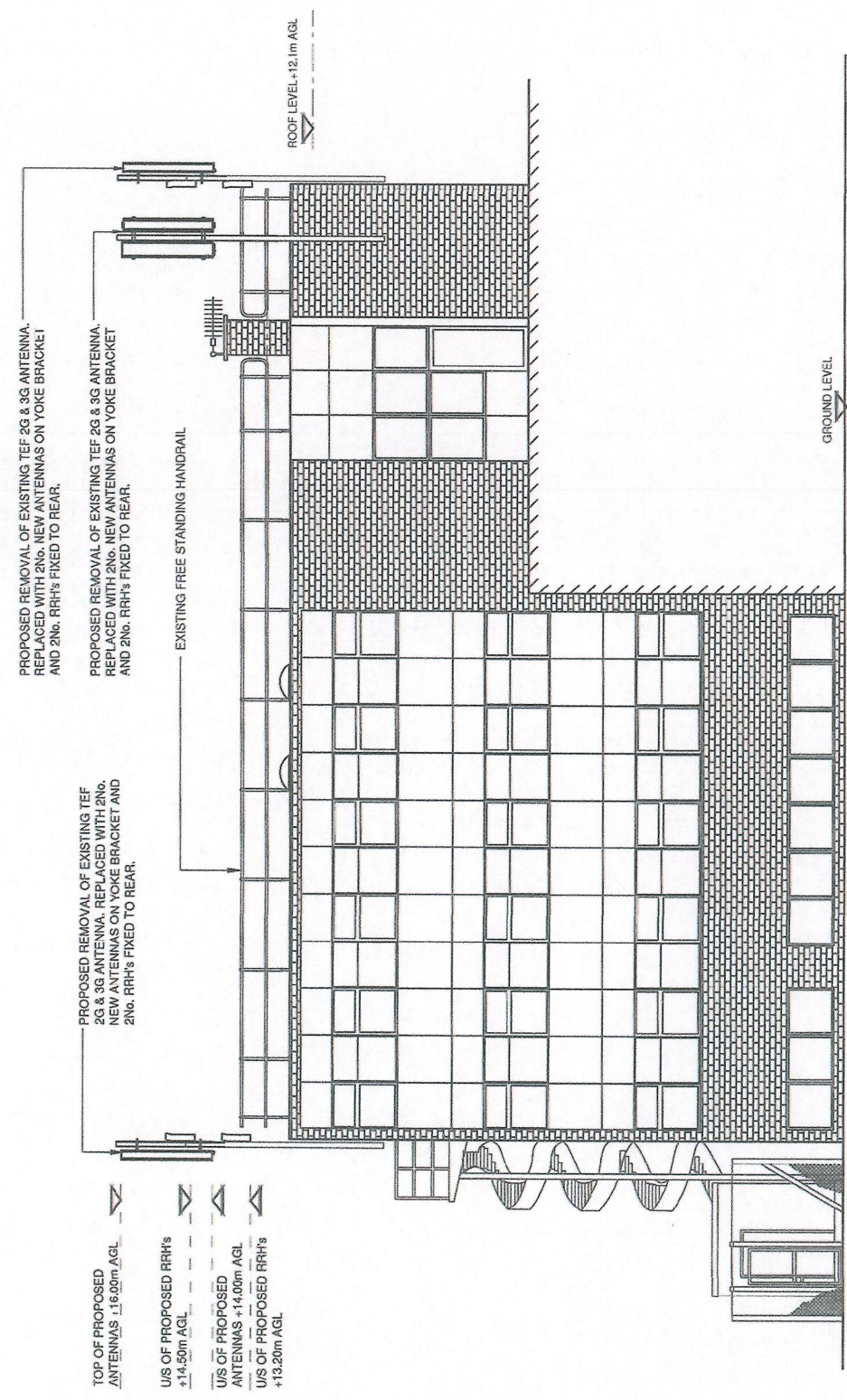
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 CONCESSION REQUIRED NO  
 NOTES:  
 THIS DRAWING DEPICTS THE SITE FOLLOWING THE PROPOSED WORKS. ALL EQUIPMENT TO BE REMOVED HAS NOT BEEN SHOWN  
 GL = GROUND LEVEL  
 AGL = ABOVE GROUND LEVEL

Rev	Modification	By	Ch	Ap	Date
A	FIRST ISSUE				13.01.15

Cell Name	WOODLEY
Cell ID No's	TEF 002742 VLF 86768
Site Address / Contact Details	
CHEQUERS WAY WOODLEY READING BERKSHIRE RG3 3EL	
Drawing Title:	PROPOSED SITE ELEVATION B
Purpose of Issue:	PLANNING
Drawing Number:	301
Scale:	1:100
Date:	13.01.15
Drawn:	LB
Checked:	LB
By:	LB



- TOP OF PROPOSED ANTENNAS +16.00m AGL
- UIS OF PROPOSED RRH's +14.50m AGL
- UIS OF PROPOSED ANTENNAS +14.00m AGL
- UIS OF PROPOSED RRH's +13.20m AGL

PROPOSED SITE ELEVATION B  
(1:100)

The drawings comply with Telefonica & Vodafone Standard ICNIRP guidelines.



Our Ref: **(CS)122135 - (VF)3052 - ST JOHN AMBULANCE**

Clerk: Deborah Mander  
Woodley Town Council

By Email: [townclerk@woodley.gov.uk](mailto:townclerk@woodley.gov.uk)

Date: 16.03.2015

Dear Deborah Mander,

**PROPOSED BASE STATION UPGRADE WORKS AT (CS)122135 - (VF)3052 - ST JOHN AMBULANCE, CHURCH RD, WOODLEY, BERKSHIRE, RG5 4PQ.**

Vodafone Limited has entered into an agreement with Telefónica UK Limited pursuant to which the two companies plan to jointly operate and manage a single network grid across the UK. These arrangements will be overseen by Cornerstone Telecommunications Infrastructure Ltd (CTIL) which is a joint venture company owned by Vodafone Limited and Telefónica UK Limited.

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As part of Vodafone's continued network improvement program, there is a specific requirement for an upgrade at this location, providing the local area with additional capacity, coverage, and new (4G) technology.

Mobiles can only work with a network of base stations in place where people want to use their mobile phones or other wireless devices. Without base stations, the mobile phones and other devices we rely on simply will not work.

Please find below the details of the proposed site upgrade: -

Our technical network requirement is as follows:

Nominal number	(CS)122135 - (VF)3052 - ST JOHN AMBULANCE
----------------	---



Site objective	To upgrade existing installation in order to provide additional capacity, coverage, and new (4G) technology to the locality.
----------------	--

The option is as follows:

Site Name and Address	ST JOHN AMBULANCE, CHURCH RD, WOODLEY, BERKSHIRE, RG5 4PQ.
National Grid Reference	(E) 476823 (N) 173768
Type of Installation	Replacement of 17.3m existing pole with a new 17.5m pole; relocation of 3 no. existing antennas. Installation of 3 no. new antennas & 2 no. new 600mm dish antennas; plus ancillary works.  (Please refer to the attached full schematic drawings of the proposal for further detail).
Traffic Light Model Rating	AMBER
<p><b>Assessment:</b></p> <p>The purpose of the development is to provide the local area with additional capacity, coverage, and new (4G) technology;</p> <p>The upgrade of this existing site removes any requirement to develop a new base station in the local area, which is in line with local and national planning policies governing good telecoms development;</p> <p>The different radio coverage dynamics associated with the provision of new 4G frequencies to the local area necessitates a modest increase in the height of the replacement installation;</p> <p>The proposal will effect negligible/marginal visual change upon the area when seen from local vantage points;</p> <p>Our reasoned conclusion is that the benefits of the proposal significantly and demonstrably outweigh any adverse effects. This is a conclusion supported by local planning policy and the content of section 5 - <i>Supporting Advanced Communications Infrastructure</i> of the NPPF.</p>	

The Local Planning Authority must register and our records of other potential sites have already been reviewed, the policies in the Development Plan have been taken into account and the planning history of the site has been examined.



All Vodafone installations are designed to be fully compliant with the public exposure guidelines established by the International Commission on Non-Ionizing Radiation Protection (ICNIRP). These guidelines have the support of UK Government, the European Union and they also have the formal backing of the World Health Organisation. A certificate of ICNIRP compliance will be included within the planning submission.

In order to give you time to send your comments or request further information, we commit to allow at least 14 days before submission is made to the Local Planning Authority. This 14 day period starts from the date at the top of this letter.

We would also be grateful if you could please advise of any local stakeholders or groups that might like to make comments.

We look forward to receiving any comments you may have on the proposal.



Yours Sincerely,

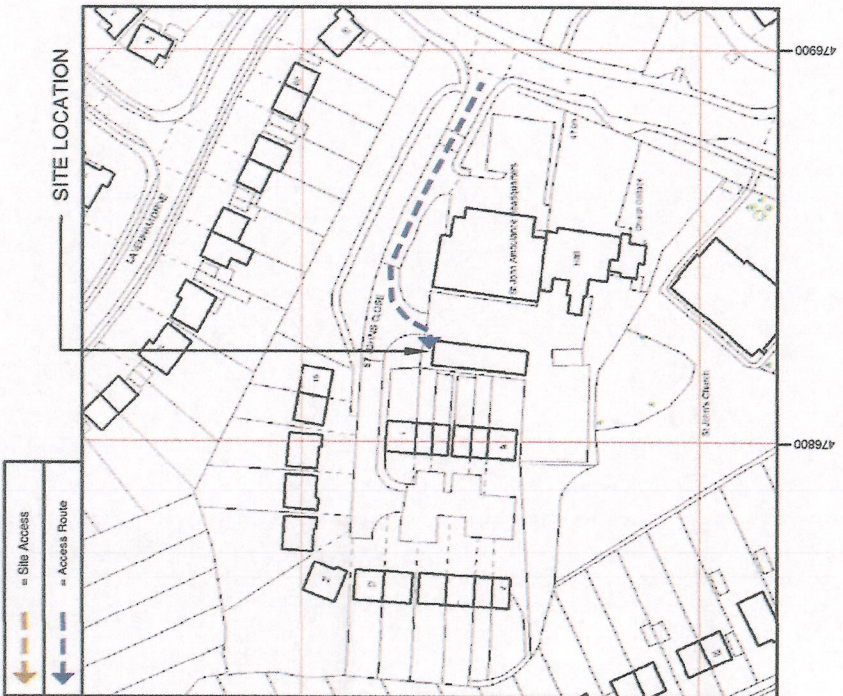
**Ruminder Jutla**  
Planning Consultant

e-mail: [ruminder.jutla@dalyinternational.com](mailto:ruminder.jutla@dalyinternational.com)  
Tel: 0118 951 9930

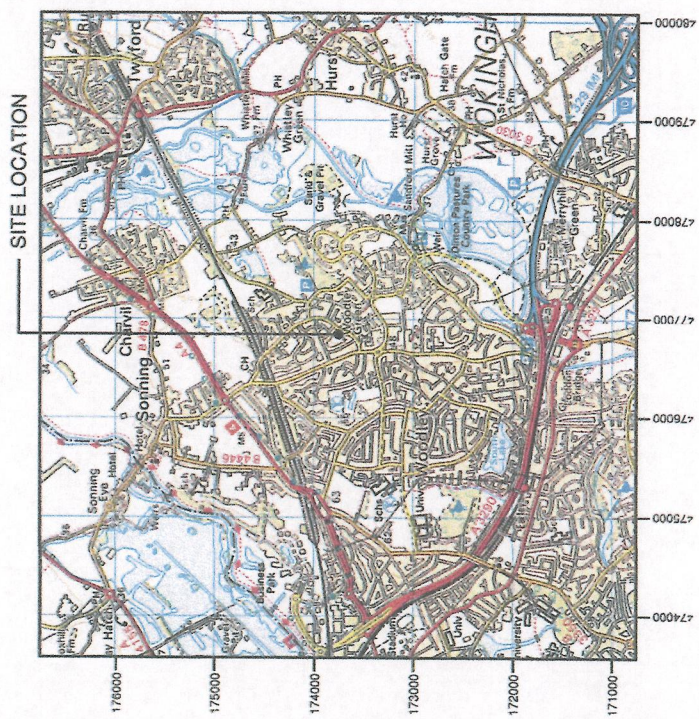
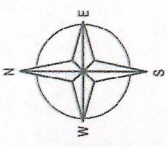
(for and on behalf of CTIL and Vodafone Limited)



ALL DIMENSIONS ARE IN MM UNLESS NOTED OTHERWISE					
NGR	E:478823 N:179768				
CONCESSION REQUIRED	NO				
DIRECTIONS TO SITE: FROM A329(M) TAKE THE WINNERSH EXIT & TAKE 2ND EXIT AT THE RYABOUT ONTO WHARFEDALE ROAD. AT THE NEXT RYABOUT TAKE 2ND EXIT ONTO A329. TAKE 1ST EXIT ONTO CHURCH ROAD. AT THE NEXT RYABOUT TAKE 1ST EXIT ONTO SPITFIRE WAY. TAKE 1ST EXIT AT THE NEXT RYABOUT ONTO BUTTS HILL ROAD. TURN RIGHT ONTO CHURCH ROAD THEN LEFT ONTO ST JOHN'S CLOSE. THE SITE CAN BE FOUND ON THE LEFT AT THE END OF THE ST JOHN BUILDING					
NOTES: 1) ALL DIMENSIONS ARE IN MM UNLESS NOTED OTHERWISE. 2) DRAWINGS TO BE READ IN CONJUNCTION WITH SITE SURVEY FORM. 3) PRIOR TO BUILD, CONTRACTOR MUST ENSURE INFORMATION SHOWN ON DRAWINGS IS TO THE LATEST SITE CONFIRMATION FORM (SCF). SHOULD CONTRACTOR HAVE ANY QUERY, CONTACT THE DESIGN CONSULTANT IMMEDIATELY. 4) SITE IS TO BE PROVIDED WITH ADEQUATE SAFETY SIGNAGE IN ACCORDANCE WITH TELEFONICA UK STANDARD DETAIL DRAWING 8891/A					
A	FIRST ISSUE	PL	JK	DO	10.03.15
Rev	Modification	By	Ch	Ap	Date
					
					
Cell Name ST JOHN AMBULANCE					
Cell ID No's					
CTIL	TEF	VF			
122135	N/A	3052			
Site Address / Contact Details CHURCH ROAD WOODLEY BERKSHIRE RG9 4HQ					
Drawing Title: SITE LOCATION MAPS					
Purpose of Issue: PLANNING					
Drawing Number: 100					
Drawn By:	Checked:	Drawn:	Checked:	Drawn:	Checked:
AKSESS	AKSESS	AS SHOWN	AK	11.03.15	A



**DETAILED SITE LOCATION**  
(Scale 1:1250)  
Based upon Ordnance Survey map extract with the permission of the Controller of Her Majesty's Stationery Office. Crown copyright. Licence No. 100022432



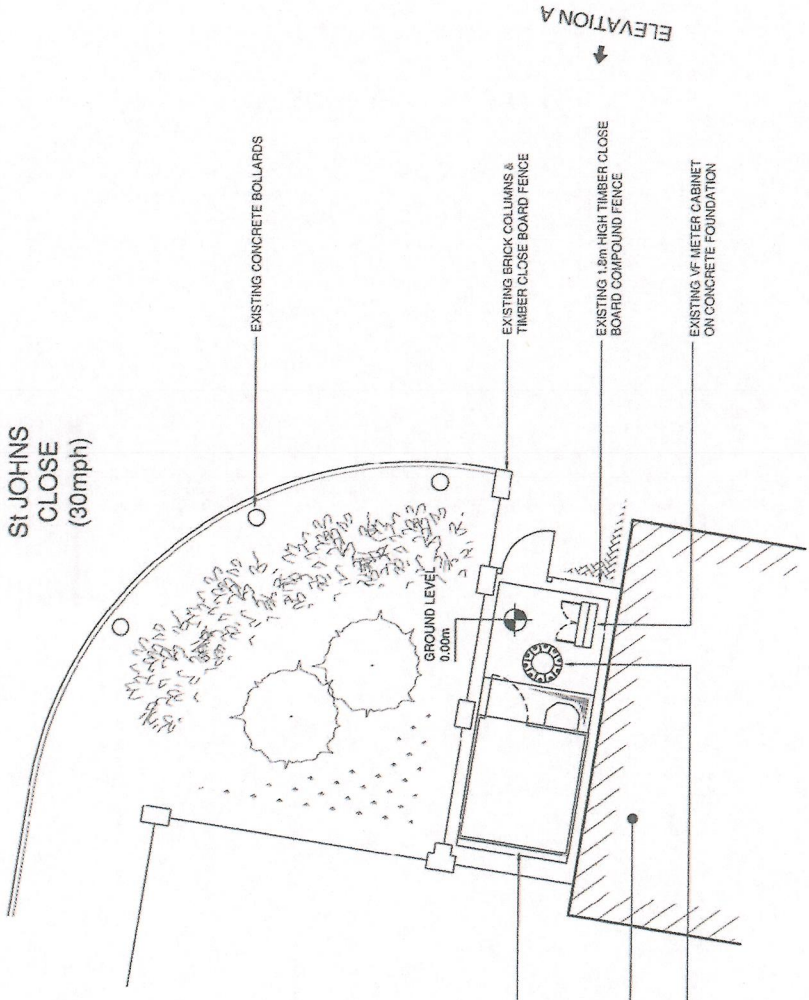
**SITE LOCATION**  
(Scale 1:50000)  
Ordnance Survey map extract based upon Landranger map series with the permission of the controller of Her Majesty's Stationery Office. Licence No. 0100022432. Crown copyright.



**SITE PHOTOGRAPH**



St JOHNS  
CLOSE  
(30mph)



- EXISTING VF EQUIPMENT CABIN ON CONCRETE FOUNDATION
- EXISTING BUILDING
- EXISTING VF 17.3m HIGH PHASE 1 MONOPOLE (Type 15) ON CONCRETE FOUNDATION TO BE REMOVED

- EXISTING CONCRETE ROLLARDS
- EXISTING BRICK COLUMNS & TIMBER CLOSE BOARD FENCE
- EXISTING 1.8m HIGH TIMBER CLOSE BOARD COMPOUND FENCE
- EXISTING VF METER CABINET ON CONCRETE FOUNDATION

ALL DIMENSIONS ARE IN MM UNLESS NOTED OTHERWISE  
 NGR E:476823 N:173768  
 CONCESSION REQUIRED NO  
 NOTES:  
 1) ALL DIMENSIONS ARE IN MM UNLESS NOTES OTHERWISE.  
 2) DRAWINGS TO BE READ IN CONJUNCTION WITH SITE SURVEY FORM.  
 3) PRIOR TO BUILD, CONTRACTOR MUST ENSURE INFORMATION SHOWN ON DRAWINGS IS TO THE LATEST SITE CONFIRMATION FORM (SCF). SHOULD ANY CONFLICT ARISE, THEN CONTACT THE DESIGN CONSULTANT IMMEDIATELY.  
 4) SITE IS TO BE PROVIDED WITH ADEQUATE SAFETY SIGNAGE IN ACCORDANCE WITH TELEFONICA UK STANDARD DETAIL DRAWING 9891/A

Rev	Modification	PL	AK	DO	10.03.15
A					

Cell Name		Cell ID No's
ST JOHN AMBULANCE		

Cell	TEF	VF
122135	N/A	3032

Site Address / Contact Details	
CHURCH ROAD WOODLEY BERKSHIRE RG5 4PQ	

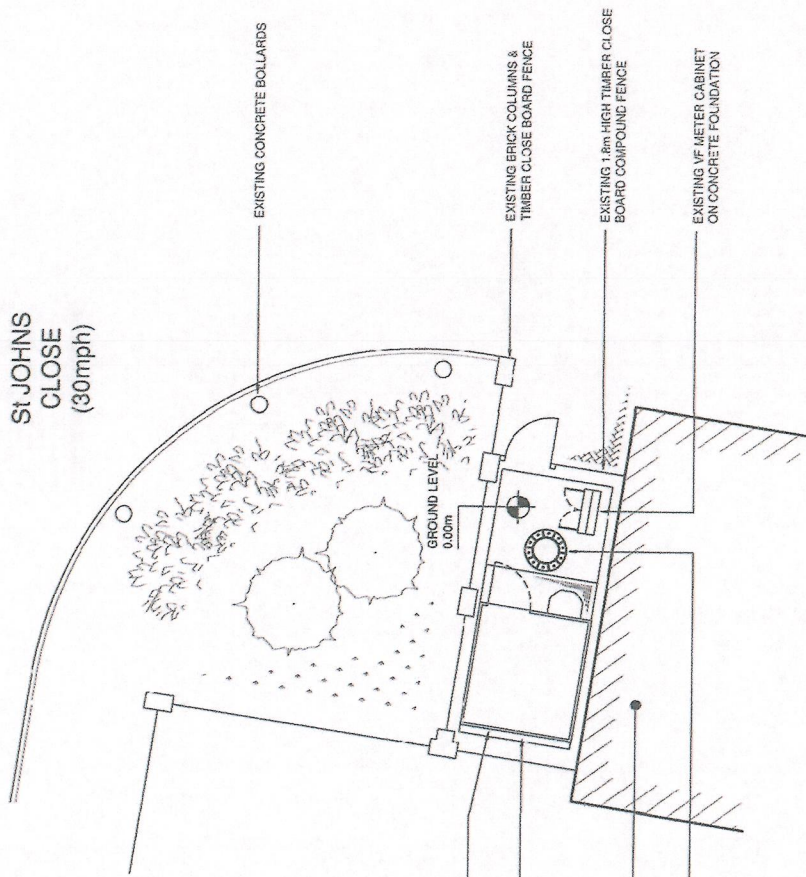
Drawing Title:	EXISTING SITE PLAN
Purpose of Issue:	PLANNING
Drawing Number:	200

Surveyed By:	AK/SSS	Scale:	1:100
Drawn:		Date:	11.03.15



ST. JOHNS  
CLOSE  
(30mph)



ELEVATION B  
↓



- PROPOSED EQUIPMENT TO BE INSTALLED WITHIN EXISTING VF EQUIPMENT CABIN
- EXISTING VF EQUIPMENT CABIN ON CONCRETE FOUNDATION
- EXISTING BUILDING
- PROPOSED 17.5m CU PHOSCO PHASE 4.5 MONOPOLE ON EXISTING CONCRETE FOUNDATION SUBJECT TO GDC RESULTS

ALL DIMENSIONS ARE IN MM UNLESS NOTED OTHERWISE

NGR	E:478923 N:173788	CONCESSION REQUIRED	NO
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NOTES:  
 1) ALL DIMENSIONS ARE IN MM UNLESS NOTES OTHERWISE.  
 2) DRAWINGS TO BE READ IN CONJUNCTION WITH SITE SURVEY FORM.  
 3) PRIOR TO BUILD, CONTRACTOR MUST ENSURE INFORMATION SHOWN ON DRAWING IS TO THE LATEST SITE CONFIRMATION FORM (SCF). SHOULD ANY CONFLICT ARISE, THEN CONTACT THE DESIGN CONSULTANT IMMEDIATELY.  
 4) SITE IS TO BE PROVIDED WITH ADEQUATE SAFETY SIGNAGE IN ACCORDANCE WITH TELEFONICA UK STANDARD DETAIL DRAWING 5391/A

Rev	Identification	PI	AK	DO	10.03.15
A					

Cell Name	Opti	
ST JOHN AMBULANCE		
Cell ID No's		
CTIL	TEF	VF
122135	N/A	3052

Site Address / Contact Details  
 CHURCH ROAD  
 WOODLEY  
 BERKSHIRE  
 RG5 4PO

Drawing Title:	PROPOSED SITE PLAN
Purpose of Issue	PLANNING
Drawing Number:	201

Survised By:	AKSESS	Scale:	1:100
Drawn:		Date:	10.03.15
PI		Check:	AK
		Date:	11.03.15
		Mark:	A

These drawings comply with Standard ICNIRP design guidelines.

ALL DIMENSIONS ARE IN MM UNLESS NOTED OTHERWISE  
 NGR E:476823 N:173768  
 CONCESSION REQUIRED NO

NOTES:  
 1) ALL DIMENSIONS ARE IN MM UNLESS NOTES OTHERWISE  
 2) DRAWINGS TO BE READ IN CONJUNCTION WITH SITE SURVEY FORM  
 3) PRIOR TO BUILD, CONTRACTOR MUST ENSURE INFORMATION SHOWN ON DRAWINGS IS TO THE LATEST SITE CONFIRMATION FORM (SCF). SHOULD ANY CONFLICT ARISE, THEN CONTACT THE DESIGN CONSULTANT IMMEDIATELY.  
 4) SITE IS TO BE PROVIDED WITH ADEQUATE SAFETY SIGNAGE IN ACCORDANCE WITH TELEFONICA UK STANDARD DETAIL DRAWING 9391/A

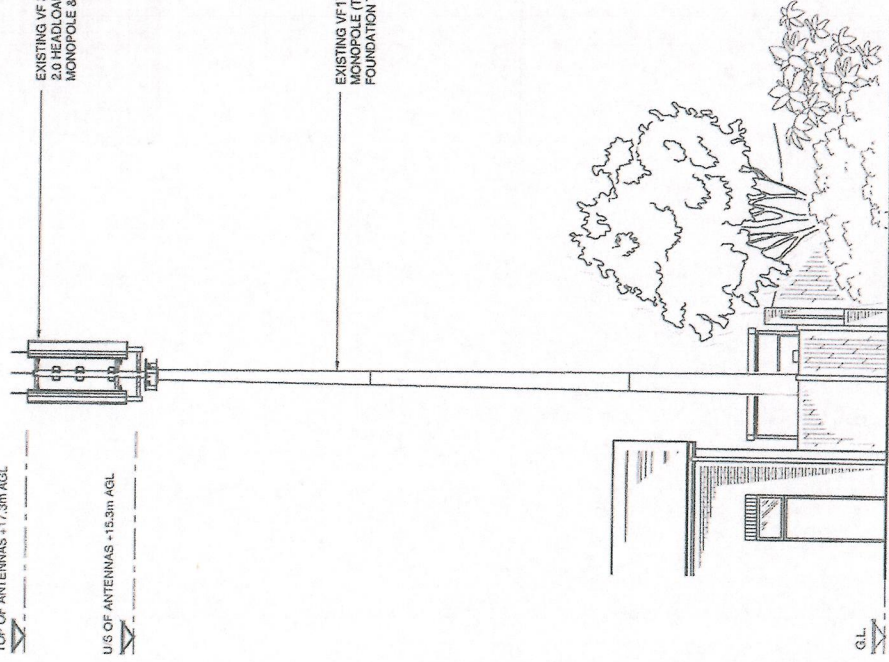
EXISTING V.F. 3m. ANTENNAS MOUNTED TO PHASE 2 MONOPOLE TO BE RELOCATED TO NEW MONOPOLE & RIGGED IN NEW CONFIGURATION

EXISTING V.F. 17.3m HIGH PHASE 1 MONOPOLE (TYPE 15) ON CONCRETE FOUNDATION TO BE REMOVED

TOP OF ANTENNAS +17.3m AGL

U/S OF ANTENNAS +15.3m AGL

G.L.



Rev	Modification	By	Ch	Ap	Date
A	FIRST ISSUE				10.03.15



Cell Name: ST JOHN AMBULANCE  
 Cell ID No's: -  
 CTIL: 122135  
 TEF: N/A  
 VF: 3052

Site Address / Contact Details  
 CHURCH ROAD  
 WOODLEY  
 BERKSHIRE  
 RG5 4PQ

Drawing Title: EXISTING SITE ELEVATION A  
 Purpose of Issue: PLANNING  
 Drawing Number: 300

Surveyed By: AK/SS	Scale: 1:100	Issue: A
Drawn: PL	Date: 10.03.15	Date: 11.03.15
Checked: AK		

ALL DIMENSIONS ARE IN mm UNLESS NOTED OTHERWISE

NGR E:476823 N:173765

CONCESSION REQUIRED NO

NOTES:

- 1) ALL DIMENSIONS ARE IN MM UNLESS NOTES OTHERWISE.
- 2) DRAWINGS TO BE READ IN CONJUNCTION WITH SITE SURVEY FORM.
- 3) PRIOR TO BUILD, CONTRACTOR MUST ENSURE INFORMATION SHOWN ON DRAWINGS IS TO THE LATEST SITE CONFIRMATION FORM (SCF). SHOULD ANY CONFLICT ARISE, THEN CONTACT THE DESIGN CONSULTANT IMMEDIATELY.
- 4) SITE IS TO BE PROVIDED WITH ADEQUATE SAFETY SIGNAGE IN ACCORDANCE WITH TELEFONICA UK STANDARD DETAIL DRAWING 959/1/A

Rev	Modification	By	Ch	Ap	DO	10.03.15
A	FIRST ISSUE					



Cell Name Opt

ST JOHN AMBULANCE

Cell ID No's

CTIL TEF VF

122135 N/A 3052

Site Address / Contact Details

CHURCH ROAD  
WOODLEY  
BERKSHIRE  
RG5 4PQ

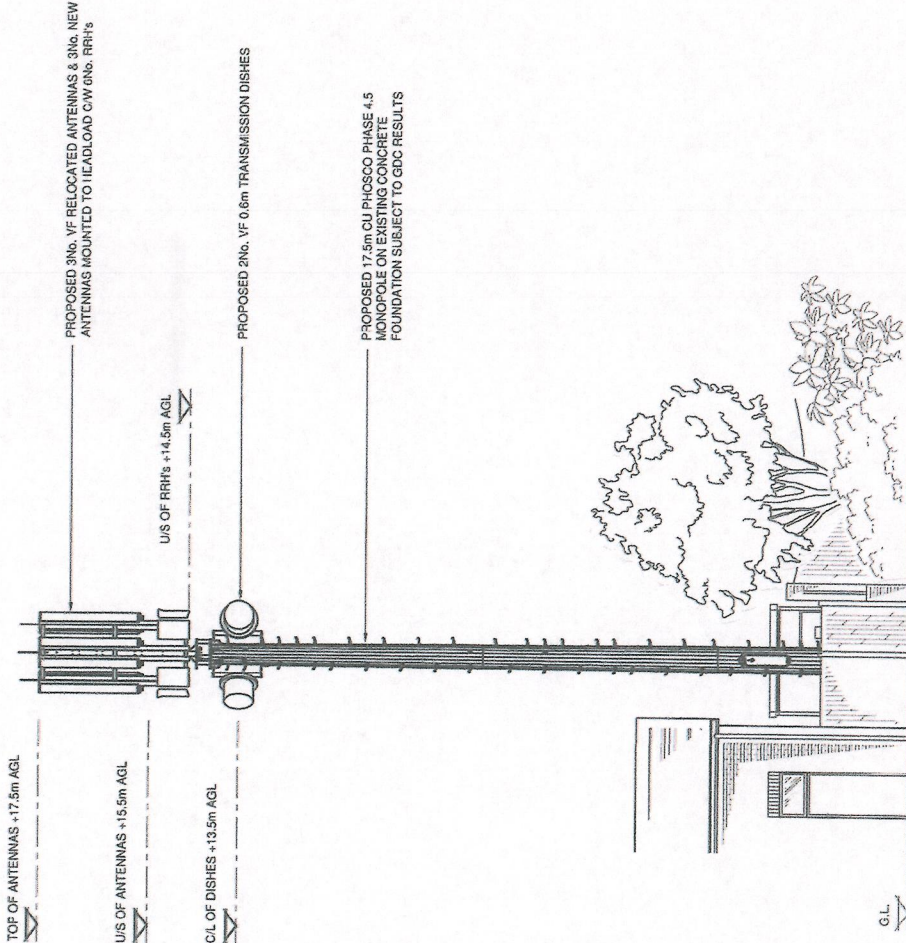
Drawing Title: PROPOSED SITE ELEVATION B

Purpose of Issue: PLANNING

Drawing Number: 301

Scale: 1:100  
Date: 11.03.15

Drawn: PL  
Checked: AK  
Issue: A



These drawings comply with Standard ICNIRP design guidelines.



General description supplementary to the premises licence application  
for:

*Martin McColl*

141 CROCKHAMWELL ROAD  
WOODLEY  
READING, BERKSHIRE  
RG5 3JP

Contents:

- Convenience Store overview.

### Convenience Store Overview.

#### **Convenience Store:**

This is a well-established convenience store traded by Martin McColl Limited. This convenience store has been designed to serve both the local community and those from further a-field. The convenience store provides a range of fresh foods, groceries and other products. The off-licence is an important part of the service that the store will be expected to provide. The convenience store has a retail area of approximately 1150 sq ft.

#### **Security:**

The digital CCTV system benefits from a recorder with image retention. Recordings can be made available to Police and other enforcement agencies as needed.

#### **The Operation:**

The store is to be operated by the manager, assisted by a team of staff. The designated premises supervisor is trained and certified through the APLH training scheme. The manager and/or designated premises supervisor will be responsible for training all staff and keeping and maintaining ongoing training records. The Challenge 25 trading initiative will also be used supported by the refusals system with records kept in the Refusals Scanning System to tie in with the CCTV system. The scanning system has an age restricted till prompt for all age restricted products. Challenge 25 signage will be displayed throughout the store to advise customers of the Challenge 25 Policy that is in place at the store.



**Lockett & Co**  
Retail, Licensing & Training Consultants



**McColl's Retail Group Ltd**  
AGNIELLS ROAD  
ESSEX  
CM15 9ST  
TEL: 01777 212616  
FAX: 01777 22131

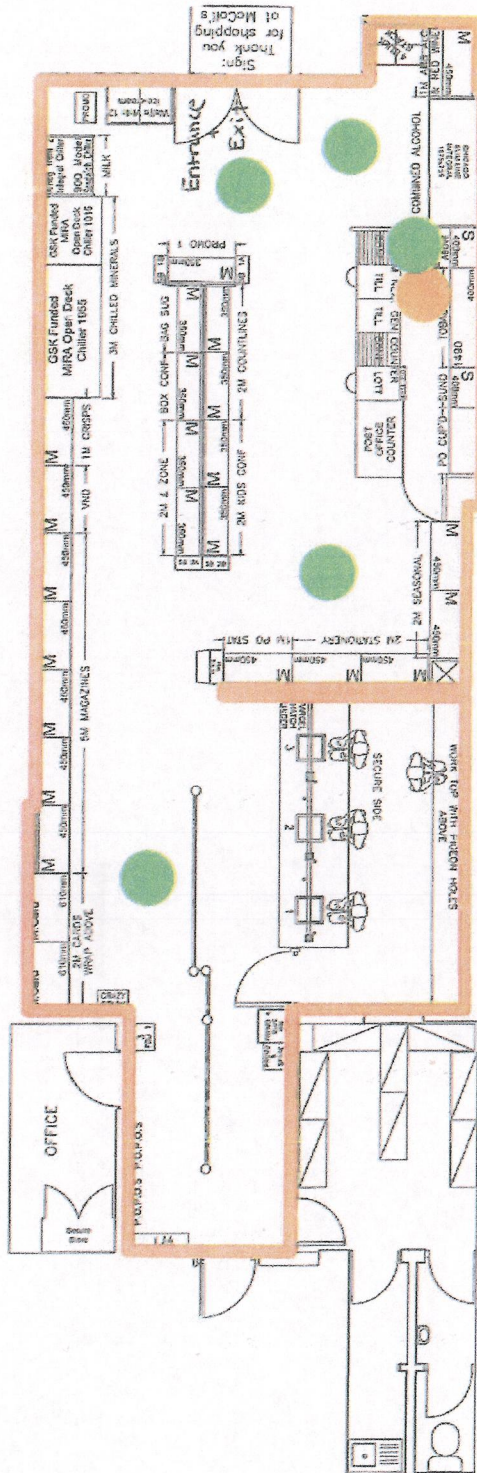
**McColl's Retail Group Ltd**  
AGNIELLS ROAD  
ESSEX  
CM15 9ST  
TEL: 01777 212616  
FAX: 01777 22131

**PROJECT TYPE/DETAILS**

ALCOHOL LICENSE APPLICATION

Rev	Revision Details
A	PROPOSED-HD-2012/2015
DRAWN BY HOLLIE DALTON	

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



**NOTES:**

1. FIRE FIGHTING EQUIPMENT & ALL OF THE REQUIREMENTS OF THE FIRE SERVICE WILL BE INCORPORATED & WILL BE PROVIDED TO COMPLY WITH THE EUROPEAN STANDARDS
2. ALL WALL/PERIMETER FIXTURES TO A HEIGHT OF 2.1M
3. ALL FLOOR DISPLAYS TO A HEIGHT OF 1.5M
4. COUNTER HEIGHT 965MM

**FIRE STANDARDS:**

1. FIRE SAFETY RELATED SIGNS AND NOTICES ARE TO THE HEALTH AND SAFETY (SAFETY SIGNS & SIGNALS) REGULATIONS ACT 1986. THOSE THAT COMPLY TO BS 5489, PART 1, 1990 ALSO COMPLY
2. ILLUMINATED "EXIT" SIGNS ARE TO CONFORM TO BS2500
3. FIRE FIGHTING EQUIPMENT IS TO COMPLY WITH EUROPEAN STANDARDS BS EN3 AND BS 7863

**Key:**

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

Date: March 2015

**Application for a premises licence to be granted  
under the Licensing Act 2003**

**PLEASE READ THE FOLLOWING INSTRUCTIONS FIRST**

Before completing this form please read the guidance notes at the end of the form. If you are completing this form by hand please write legibly in block capitals. In all cases ensure that your answers are inside the boxes and written in black ink. Use additional sheets if necessary.

You may wish to keep a copy of the completed form for your records.

**I/We** MARTIN MCCOLL LIMITED

*(Insert name(s) of applicant)*

**apply for a premises licence under section 17 of the Licensing Act 2003 for the premises described in Part 1 below (the premises) and I/we are making this application to you as the relevant licensing authority in accordance with section 12 of the Licensing Act 2003**

**Part 1 – Premises Details**

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

<b>Telephone number at premises (if any)</b>	0118 969 7544
<b>Non-domestic rateable value of premises</b>	£34,250.00

**Part 2 - Applicant Details**

Please state whether you are applying for a premises licence as

Please tick as appropriate

- |   |                                     |                             |
|---|-------------------------------------|-----------------------------|
| a) an individual or individuals *                 | <input type="checkbox"/>            | please complete section (A) |
| b) a person other than an individual *            |                                     |                             |
| i. as a limited company                           | <input checked="" type="checkbox"/> | please complete section (B) |
| ii. as a partnership                              | <input type="checkbox"/>            | please complete section (B) |
| iii. as an unincorporated association or          | <input type="checkbox"/>            | please complete section (B) |
| iv. other (for example a statutory corporation)   | <input type="checkbox"/>            | please complete section (B) |
| c) a recognised club                              | <input type="checkbox"/>            | please complete section (B) |
| d) a charity                                      | <input type="checkbox"/>            | please complete section (B) |
| e) the proprietor of an educational establishment | <input type="checkbox"/>            | please complete section (B) |

- f) a health service body  please complete section (B)
- g) a person who is registered under Part 2 of the Care Standards Act 2000 (c14) in respect of an independent hospital in Wales  please complete section (B)
- ga) a person who is registered under Chapter 2 of Part 1 of the Health and Social Care Act 2008 (within the meaning of that Part) in an independent hospital in England  please complete section (B)
- h) the chief officer of police of a police force in England and Wales  please complete section (B)

\* If you are applying as a person described in (a) or (b) please confirm:

Please tick yes

- I am carrying on or proposing to carry on a business which involves the use of the premises for licensable activities; or
- I am making the application pursuant to a statutory function or
- a function discharged by virtue of Her Majesty's prerogative

**(A) INDIVIDUAL APPLICANTS** (fill in as applicable)

Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	Other Title (for example, Rev)	
<b>Surname</b>			<b>First names</b>		
I am 18 years old or over				<input type="checkbox"/>	Please tick yes
Current postal address if different from premises address					
Post town				Postcode	
<b>Daytime contact telephone number</b>					
<b>E-mail address (optional)</b>					

**SECOND INDIVIDUAL APPLICANT (if applicable)**

Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	Other Title (for example, Rev)	
<b>Surname</b>			<b>First names</b>		
I am 18 years old or over				<input type="checkbox"/>	Please tick yes
Current postal address if different from premises address					
Post town				Postcode	
<b>Daytime contact telephone number</b>					
<b>E-mail address (optional)</b>					

**(B) OTHER APPLICANTS**

Please provide name and registered address of applicant in full. Where appropriate please give any registered number. In the case of a partnership or other joint venture (other than a body corporate), please give the name and address of each party concerned.

<b>Name</b> MARTIN MCCOLL LIMITED
<b>Address</b>  MARTIN MCCOLL HOUSE ASHWELLS ROAD BRENTWOOD ESSEX CM15 9ST
<b>Registered number (where applicable)</b> 298945
<b>Description of applicant (for example, partnership, company, unincorporated association etc.)</b> PRIVATE LIMITED COMPANY
<b>Telephone number (if any)</b>
<b>E-mail address (optional)</b>

**Part 3 Operating Schedule**

When do you want the premises licence to start?

DD		MM		YYYY			
1	5	0	4	2	0	1	5

If you wish the licence to be valid only for a limited period, when do you want it to end?

DD		MM		YYYY			

Please give a general description of the premises (please read guidance note 1)

PLEASE SEE ATTACHED OVERVIEW.

If 5,000 or more people are expected to attend the premises at any one time, please state the number expected to attend.

What licensable activities do you intend to carry on from the premises?

(Please see sections 1 and 14 of the Licensing Act 2003 and Schedules 1 and 2 to the Licensing Act 2003)

Provision of regulated entertainment

Please tick any that apply

- a) plays (if ticking yes, fill in box A)
- b) films (if ticking yes, fill in box B)
- c) indoor sporting events (if ticking yes, fill in box C)
- d) boxing or wrestling entertainment (if ticking yes, fill in box D)
- e) live music (if ticking yes, fill in box E)
- f) recorded music (if ticking yes, fill in box F)
- g) performances of dance (if ticking yes, fill in box G)
- h) anything of a similar description to that falling within (e), (f) or (g) (if ticking yes, fill in box H)

**Provision of late night refreshment** (if ticking yes, fill in box I)

**Supply of alcohol** (if ticking yes, fill in box J)

In all cases complete boxes K, L and M

A

Plays Standard days and timings (please read guidance note 6)			Will the performance of a play take place indoors or outdoors or both – please tick (please read guidance note 2)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish			
Mon			<b>Please give further details here</b> (please read guidance note 3)		
Tue					
Wed			<b>State any seasonal variations for performing plays</b> (please read guidance note 4)		
Thur					
Fri			<b>Non standard timings. Where you intend to use the premises for the performance of plays at different times to those listed in the column on the left, please list</b> (please read guidance note 5)		
Sat					
Sun					



J

<b>Supply of alcohol</b> Standard days and timings (please read guidance note 6)			<b>Will the supply of alcohol be for consumption – please tick</b> (please read guidance note 7)	
			On the premises	<input type="checkbox"/>
			Off the premises	<input checked="" type="checkbox"/>
			Both	<input type="checkbox"/>
<b>Day</b>	<b>Start</b>	<b>Finish</b>	<b>State any seasonal variations for the supply of alcohol</b> (please read guidance note 4)	
Mon	06:00	23:00		
Tue	06:00	23:00		
Wed	06:00	23:00		
Thur	06:00	23:00		
Fri	06:00	23:00		
Sat	06:00	23:00		
Sun	06:00	23:00		
			<b>Non standard timings. Where you intend to use the premises for the supply of alcohol at different times to those listed in the column on the left, please list</b> (please read guidance note 5)	

State the name and details of the individual whom you wish to specify on the licence as designated premises supervisor:

<b>Name:</b> DAVID HAROLD DAVENPORT	
<b>Address:</b> 5 SORREL GROVE GREAT NOTLEY BRAINTREE ESSEX	
<b>Postcode:</b>	CM77 7ZR
<b>Personal licence number (if known):</b> P1484	
<b>Issuing licensing authority (if known):</b> BRAINTREE DISTRICT COUNCIL	

K

Please highlight any adult entertainment or services, activities, other entertainment or matters ancillary to the use of the premises that may give rise to concern in respect of children (please read guidance note 8).

NONE

L

Hours premises are open to the public Standard days and timings (please read guidance note 6)			State any seasonal variations (please read guidance note 4)
Day	Start	Finish	
Mon	06:00	23:00	<p><b>Non standard timings. Where you intend the premises to be open to the public at different times from those listed in the column on the left, please list</b> (please read guidance note 5)</p>
Tue	06:00	23:00	
Wed	06:00	23:00	
Thur	06:00	23:00	
Fri	06:00	23:00	
Sat	06:00	23:00	
Sun	06:00	23:00	

M Describe the steps you intend to take to promote the four licensing objectives:

a) **General – all four licensing objectives (b, c, d and e)** (please read guidance note 9)

PLEASE SEE PROPOSED CONDITIONS – ATTACHED.

b) **The prevention of crime and disorder**

PLEASE SEE PROPOSED CONDITIONS – ATTACHED.

c) **Public safety**

PLEASE SEE PROPOSED CONDITIONS – ATTACHED.

d) **The prevention of public nuisance**

PLEASE SEE PROPOSED CONDITIONS – ATTACHED.

e) **The protection of children from harm**

PLEASE SEE PROPOSED CONDITIONS – ATTACHED.

**Section M Describe the steps you intend to take to promote the four licensing objectives:**

**a) General-all four licensing objectives (b, c, d, e)**

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.

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.

A till prompt system will be in operation at the store and used for the refusal of all age restricted products.

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.

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.

The licence holder shall display prominent signage confirming the company's Challenge 25 policy.

Spirits will be located behind the counter.

**b) The prevention of crime and disorder.**

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.

Spirits will be located behind the counter.

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.**

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) Prevention of public nuisance.**

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.**

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.

A till prompt system will be in operation at the store and used for the refusal of all age restricted products.

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.

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.

The licence holder shall display prominent signage confirming the company's Challenge 25 policy.

Spirits will be located behind the counter.

**Checklist:**


Please tick to indicate agreement

- o I have made or enclosed payment of the fee.
- o I have enclosed the plan of the premises.
- o I have sent copies of this application and the plan to responsible authorities and others where applicable.
- o I have enclosed the consent form completed by the individual I wish to be designated premises supervisor, if applicable.
- o I understand that I must now advertise my application.
- o I understand that if I do not comply with the above requirements my application will be rejected.

**IT IS AN OFFENCE, LIABLE ON SUMMARY CONVICTION TO A FINE NOT EXCEEDING LEVEL 5 ON THE STANDARD SCALE, UNDER SECTION 158 OF THE LICENSING ACT 2003, TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION.**

**Part 4 – Signatures** (please read guidance note 10)

**Signature of applicant or applicant’s solicitor or other duly authorised agent** (see guidance note 11).  
**If signing on behalf of the applicant, please state in what capacity.**

Signature	 Lockett + Co.
Date	16 <sup>th</sup> MARCH 2015
Capacity	DULY AUTHORISED AGENTS

**For joint applications, signature of 2<sup>nd</sup> applicant or 2<sup>nd</sup> applicant’s solicitor or other authorised agent** (please read guidance note 12). **If signing on behalf of the applicant, please state in what capacity.**

Signature	
Date	
Capacity	

**Contact name (where not previously given) and postal address for correspondence associated with this application** (please read guidance note 13)

MELISSA ZAFFINO  
 LOCKETT & CO  
 13 CHURCH STREET

<b>Post town</b>	KIDDERMINSTER	<b>Postcode</b>	DY10 2AH
<b>Telephone number (if any)</b>	01562 864488		

**If you would prefer us to correspond with you by e-mail, your e-mail address (optional)**  
 melissa@lockett.uk.com