



Woodley Town Council

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

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

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

NOTICE IS HEREBY GIVEN that a meeting of the Community Services Committee will be held at The Oakwood Centre at 7:30 pm on Tuesday 19 January 2016, at which your attendance is requested.

Deborah Mander
Town Clerk

A G E N D A

1. **APOLOGIES**
2. **DECLARATIONS OF INTEREST**
To receive any declarations of interest from Members on agenda items.
3. **EXCLUSION OF THE PUBLIC AND PRESS**
To resolve that, in view of the confidential nature of the business about to be transacted in relation to personal information, it is advisable in the public interest that the public and press are temporarily excluded and they are asked to withdraw for item 4 on the agenda.
4. **CITIZENS AWARDS**
To consider the nominations received for the Citizens Awards. ***(Appendix 4, enclosed for Committee members)***
5. **MINUTES OF THE COMMUNITY SERVICES COMMITTEE MEETING HELD ON 10 NOVEMBER 2015**
To approve the minutes of the Community Services Committee meeting held on 10 November 2015 and the Chairman to sign them as a true record. ***(These minutes were provided in the Full Council agenda of 8 December 2015.)***

6. **JUST AROUND THE CORNER**
To receive the report from Just Around the Corner charity, attached at **Appendix 6.** Page 5
7. **BUDGETARY CONTROL**
To note **Report No. CS 1/16.** Page 7
8. **COMMUNITY YOUTH PARTNERSHIP**
To receive **Report No. CS 2/16** of the Community Youth Partnership meeting held on 13 January 2016. Page 8
9. **WOODLEY TOWN CENTRE MANAGEMENT INITIATIVE**
To receive the report of the Woodley Town Centre Management Initiative Committee meeting held on 28 October 2015. **(Appendix 9)** Page 10
10. **REVISED ESTIMATES 2015/16**
To consider the Revised Estimates for 2015/16. **Report No. CS 3/16.** Page 12
11. **BUDGET ESTIMATES 2016/17**
To consider the Budget Estimates for 2016/17. **Report No. CS 4/16.** Page 13
12. **ALLOTMENTS UPDATE**
The allotment invoices were sent out before Christmas in the usual way and payments have been coming in steadily over the last few weeks. There are often a number of tenants who relinquish their plots at this time either actively or as a result of termination of the tenancy through non-payment for renewal.
- There are currently approximately 18 vacant plots and 24 tenants on the waiting list. The Administrative Officer is allocating these plots and others that become available with assistance on site from the Allotment Tenants Committee.
- Officers met with representatives of the Committee in January where it was agreed that the current systems and processes have worked very well over the last 12 months and that this would continue. It was noted that the treasurer of the Tenants Committee would no longer be as involved as he had previously due to other commitments and that the other members of the committee will be sharing the work of plot inspections and meeting prospective tenants on site.
13. **HIGHWAYS**
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 10 November **(Appendix 13(i))** and 15 December 2015 **(Appendix 13(ii))**. Pages 14 & 20
14. **PROPOSED CHANGES TO BRECON POST OFFICE, 4 THE PARADE, BRECON ROAD**
To note correspondence received from the Post Office, attached at **Appendix 14**, regarding proposed changes to Brecon Post Office, 4 The Parade, Woodley, RG5 4PS, and to consider a response. Page 27
15. **CITIZENS ADVICE WOKINGHAM**
a) To note that correspondence has been received from Citizens Advice Wokingham thanking the Town Council for the second instalment of the annual grant for 2015/16.

b) To note that an independent auditor has rated the quality of the advice provided by Citizens Advice Wokingham to be 'very good'. The administration, finances and other systems were also judged to be above the standard expected of a Local Citizens Advice office.

16. **COLEMANS MOOR LANE**

To note that correspondence has been received from a resident of Colemans Moor Lane enquiring whether it would be possible to install traffic signs to remind drivers of the speed limit on Colemans Moor Lane.

The Deputy Town Clerk is awaiting a response from Wokingham Borough Council to obtain an estimate of cost for the provision of solar powered speed warning signs, as mentioned in the letter.

17. **VERGE PARKING IN CAMPBELL ROAD**

Following the attendance of residents of Campbell Road at the Town Forum on 8 December 2015 to notify Members of the problems caused by verge parking in the vicinity of Southlake School in Campbell Road and the Council's agreement to take this up with Wokingham Borough Council, to receive an update on the situation.

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

To consider the consultation from Wokingham Borough Council set out in the press release regarding the proposal to introduce evening and weekend parking charges in the borough council's carparks and Saturday daytime fees at the Civic offices at Shute End. **(Appendix 18)**

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19. **WOKINGHAM BOROUGH COUNCIL GRASS CUTTING CONTRACT**

To note the press release received from Wokingham Borough Council regarding the new grass cutting contract, which will provide a more flexible service. **(Appendix 19)**

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20. **PUBLICATIONS/INFORMATION**

To note receipt of the following:

- *Citizens Advice Wokingham Winter Bulletin*
- *Woodley Volunteer Centre Newsletter – November 2015*
- *Review of the Citizens Advice service for Woodley Town Council 2014/15*

21. **FUTURE AGENDA ITEMS**

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

22. **PUBLICITY/WEBSITE**

To consider items to be publicised.

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Woodley Detached Report September - January 2016**Fee Anderson – Woodley Team Leader - Over view of the last term.**

Starting the Woodley detached work has been a positive journey; the young are very engaging and accepting of the JAC's team presence on their turf. This is largely due to our enthusiastic young volunteers.

Our early sessions between 4pm and 6pm are generally based around Woodford Park and the Town Centre area; this is where most young people are hanging around at this time.

During the lighter evenings we engaged young people with a good, healthy game of football at Woodford Park. This has been a success with the young people and they wait for us to arrive each week! There seem to be more males than females hence why we adapted to playing football. We engage the females who are on the side lines though chatting with them. Whilst in the park we visit the skate park to chat to the young people; their ages range from 11-17 years old, they talk about school, interests and life in general.

Our evening sessions, between 8pm and 11pm, have been on foot visiting Woodford Park, the Town Centre, Vauxhall Park, Sandford Park and local Tesco's area. Around 9:00 pm we call into the area at TESCO's where young people gather. We are on hand to diffuse any tensions if they arise. This has been very successful as we have an enthusiastic young team who have got to know these young people and have been able to get alongside them.

During the fireworks season we advised young people not to let fireworks off and to be respectful of people walking their dogs. We also asked them to have concern for the neighbours who live next to the park.

Things to look forward to in 2016:

Our volunteer base is growing, we have Mollie joining us on Wednesday's – she is completing a public services course and is hoping to get into the police, and is therefore volunteering with us for experience. Keith Vertigan is joining the team and he has various youth qualifications in outward bound and sports activities and music. He retires from the army in April and will therefore be more available for our long term plans to develop our work in Woodley. We are looking to expand our radius around Woodley and go to different areas to analyse any need for our presence; these areas include the Southlake area, Drovers Way Estate and the shops near Vauxhall. As the weather gets lighter we want to start other sports like table tennis and badminton.

Keith's wife is also volunteering with us and one of their joint passions is to develop in Woodley a high class meeting area for young people along the lines of a café – JAC would be interested in working with them in this vision.

General

Woodley young people are still part of our Saturday team as supported volunteers. We are still providing a support package for them through volunteering at the Stables and they are also helping with the Landscaping, planting spring bulbs etc. As part of their time at

Rehoboth they have been having mentoring sessions with the stables Manager and she is giving them individual tuition to improve their riding skills.

As a thank you for their volunteer hours we took the young people to Windsor for the day – Ice skating and shopping before Christmas.

1-1 mentoring takes place in many of the coffee shops around Woodley. We are also supporting individuals to apply for benefits: ESA etc. and we are setting up work experience placements to support them towards employment.

We are also still working with young people to plan a free running area underneath the A329. We have a new contact at Thames Water that we will be meeting with and we will also be talking to other corporate chains to see if they will support this venture along with the shelter in Woodford Park. We have now ordered the timber for the roof of the shelter in Woodford Park.

The sewing group for young mums is starting again this week after Christmas and Inside out will also be starting again in Woodley precinct.

COMMUNITY SERVICES COMMITTEE

BUDGETARY CONTROL 2015/16

REPORT No. CS 1/16

EXPENDITURE	Budget 2015/16	Actual Exp as at 31/12/2014	Actual Exp as at 31/12/2015	Actual Exp as % of Budget	Information
ALLOTMENTS	19885	14456	14603	73.4	Lease paid in full, repairs costs over 75%, water rates lower.
PARTNERSHIP PROJECTS	40754	26678	26814	65.8	No expenditure from Youth Projects fund, low expenditure in respect of Bulmershe Youth Club.
GRANTS	31000	29660	31000	100.0	All grants now paid.
AMENITIES	16539	5426	5953	36.0	No amenity repairs costs at this point. Streetlighting energy and repairs/maintenance costs under 75%.
EVENTS	4428	2784	1748	39.5	Low expenditure on promotions at this point.
CAPITAL AND PROJECTS	8476	4238	4238	50.0	Loans payments made in March and September.
TOTAL	121082	83242	84356	69.7	

INCOME	Budget 2015/16	Actual Inc as at 31/12/2014	Actual Inc as at 31/12/2015	Actual Inc as % of Budget	Information
ALLOTMENTS	8996	1727	2411	26.8	Invoices sent out in December 2015.
PARTNERSHIP PROJECTS	0	0	0	0.0	
GRANTS	0	0	0	0.0	
AMENITIES	0	0	0	0.0	
EVENTS	0	0	0	0.0	
CAPITAL AND PROJECTS	0	0	0	0.0	
TOTAL	8996	1727	2411	26.8	
NET	112086	81515	81945	73.1	

Month 9: 75%

Woodley Town Council

Report of a Meeting of the Community Youth Partnership held at The Oakwood Centre on Wednesday 13 January 2016 at 5pm

Present:

Sam Milligan – JAC (Chairman)	Steve Outen – Woodley United FC
Cllr Mary Walker (Vice Chairman)	Deborah Brown - Strategic Assets WBC
Cllr David Stares	Natalie Yorke – Girlguiding
Cllr Kay Gilder	Paul Brown – Reading Community Football
Cllr Michael Forrer	Paul Cassidy – ARC Counselling
Graham Sumbler – Woodley Baptist Church	Alison Swaddle – Bulmershe School
	Jackie Andrews – Woodley Schools Cluster/Girlguiding

Officers present: Deborah Mander - Town Clerk

Apologies: Trina Farrance – Bulmershe Gym Club, Cllr Richard Dolinski, Richard Ferguson – WBC Youth Service

DECLARATIONS OF INTEREST

No declarations of interest were made.

MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting held on 21 October 2015 were agreed as a correct record.

Under this item and in response to a question regarding contact with young people through school assemblies it was confirmed that it was the partnership that wished to have the contact although no members of the partnership were identified as yet to visit assemblies.

It was also noted that Jackie Andrews had a contact at Bulmershe School to take forward a potential project to develop a What's On for young people in Woodley. Jackie had also emailed head teachers in Woodley schools to see if they would be interested in doing a project with their students on the kind of things they'd like to see in Woodley. Southlake School's School Council will be considering this at a meeting. There was also a plan involving four primary schools to work with gifted and talented children on developing a Woodley website and the partnership expressed willingness to help with this.

LODDON MEAD AREA – POTENTIAL PROJECT

The initial advice from the Environment Agency regarding a project at Loddon Mead and the area under the A329 was noted and the Chairman thanked Deb Brown for obtaining this. The guidance on structures being 8 meters from the edge of the River Loddon was thought not to be a particular issue, given the overall space, although there was a comment that perhaps fencing should be considered if a project were to go ahead. Deb Brown also reported that she had spoken with a Highways Out of Hours Officer who confirmed that there had been an incident on the bus ramp that had resulted in debris falling off the road. It had not been reported that this included a burning engine. The barrier there is temporary and due to be replaced in the summer with a concrete safety barrier similar to the barrier installed on the other carriageway and this should stop debris falling. If the project were to go ahead risks relating to the netting between carriage ways should be investigated.

It was agreed that consultation with young people about suitable uses for the space should take place and that this would invite ideas and could include the suggestion of a parkour/BMX track. Following a suggestion and offer from Paul Cassidy to provide a short video showing the area and asking for ideas it was agreed that the sum of £200 be requested to fund this. It was also

agreed that the target age range be school years 5 – 8, although it was recognised that there would probably be feedback from older young people, if this appeared on You Tube for example, and that the video should be sent to schools, who would be asked to send it on to parents for suggestions from families. The video could also go to other youth groups, although it was recognised that most young people could be reached through the schools. It would be sent to the partnership contacts and members for their information and use within their organisations, where appropriate.

There was discussion about developing projects for young people and that although a project may not be achieved during their youth, young people would still learn from the experience. Sam Milligan agreed that JAC could provide an email for responses and the Chairman, Vice Chairman and the Town Clerk would meet to discuss and make the arrangements for the video and for it to be distributed.

It was agreed that representatives on the partnership would identify names of young people from their organisations (and any others interested) and report these to the next meeting.

The meeting discussed potential funds for the project and the Chairman reported that he had recently received information from the police about funding available from the proceeds of crime which may be an avenue to investigate. Deborah Mander agreed to write to Wokingham Borough Council to enquire about possible funding for the project.

RECOMMENDED:

- ◆ **That a sum of £200 be allocated by the Town Council to fund the provision of a video of the project area in order to carry out a consultation with local young people on the potential uses for this site.**

YOUTH SHELTER – WOODFORD PARK

Sam Milligan reported that the materials for the refurbishment of the shelter had been ordered. He was also trying to tie the repair work in with a business that was interested in supporting their staff in carrying out some community work. There could be an opportunity for a social event once the work is finished.

FUNDING REQUEST

No further information had been provided regarding a request for funding and the Chairman said this would not appear on a future agenda without further information being provided.

REPORTS

Written reports from ARC, JAC, Woodley United and the Town Council provided at the meeting were noted. Sam Milligan and Paul Cassidy also reported on the joint work they had been doing with some vulnerable young people using equine therapy and that ARC was also providing supervision support to teachers who had been working with students in challenging situations.

OPEN FORUM

The Chairman asked for ideas that the Partnership could pursue to help and support young people in our town.

It was suggested that feedback on the potential Loddon Mead project may provide other ideas the partnership could discuss.

With regard to the suggestion at the last meeting of a youth café Sam Milligan told the meeting about a recent visit he had made where a local group had used a steel container in which to base a coffee shop for young people which seemed to work well.

DATE AND TIME OF NEXT MEETING - Wednesday 23 March 2016.

It was agreed that the May/June meeting take place at the Rehoboth Centre – to include a tour of the centre.

Minutes of the meeting of the WTCMI Management Committee held on Wednesday 28th October 2015 at 6pm at the Oakwood Centre.

Present:

M Holmes – Chairman	C Lawley – Woodley resident
M Norris -Vice Chairman	I Hills – Woodley resident
Cllr K Baker –Wokingham BC	S Smith – Woodley resident
Cllr K Haines –Wokingham BC	M Perry – Woodley resident
Cllr D Mills - Woodley TC	J Wright – Woodley resident
Cllr B Rowland – Wokingham BC	M Millard – Woodley resident
Cllr R Dolinski - Woodley TC	J Hicks – Woodley Trader and resident
A Nicholls - Wokingham BC Officer	J Yule – Boots and Woodley resident
J Lherbier -Town Centre Manager	J Hare – Police Officer
G Davies -Head teacher Beechwood School	C Towse - PCSO
V Egan – Easipetcare	J Howells - PCSO
H Beilby – Woodley TC admin	V Johnson – Journalist Wokingham paper
	C Friday Reading Chronicle

Apologies: L Thorne, J Dobson, D Mander, J Baker, L Grebol, P Baraudeau

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

Minutes of the WTCMI meeting held on 1 July 2015.

Mr Millard's comment was amended as he did get a response from WBC.

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

Security in Town Centre - Report from the Police. JH in response to comments in the previous minutes, pointed out that although Woodley Town Centre is but a part of the area they cover, resources are stretched and they have to prioritise, they do patrol where possible as much as they can. It was also reiterated that any crimes that take place should be reported to the Police not only on 999 but 101 in order that they can be logged and a URN / crime number obtained, in turn giving a true picture statistically.

JH reported that a prolific thief who had been targeting Waitrose had now been arrested.

Dummy CCTV cameras were also discussed once again, J Lherbier commenting that although this would involve a substantial amount of money, they would be beneficial to the safety and security within the town centre.

J Yule was concerned with the increase of youngsters hanging about in the evening and felt that they could be intimidating. JH advised that unless there was antisocial behaviour there was little they could do but agreed to keep an eye on this matter.

Election of WTCMI Chairman

Having duly been proposed and seconded, Mary Holmes was appointed Chairman for the following year.

Election of Vice Chairman

Having duly been proposed and seconded, Mark Norris was appointed Vice Chairman for the following year.

Appointments to the Management Committee

Cllr K Baker and Cllr K Haines are the 2 WBC reps with Cllr B Rowland as the deputy.

Cllr D Mills and Mrs M Holmes are the 2 WTC reps.

Co-options to the Management Committee

Ian Hills, Sheila Smith, Coling Lawley and Jack Wright were co-opted to the Management Committee with voting rights for the following year.

Financial Report.

The Finance report was noted. The purchase of some replacement Christmas lights was agreed.

The Hula Hoop act for the extravaganza stage was agreed, and the cost will be covered by WTCMI or a sponsorship.

Budget Report.

Disappointment in the Woodley trader's contribution was discussed with contributions becoming less each year. The traders / retailers / businesses should not take events such as the Extravaganza and the flower displays for granted. If they can be persuaded to contribute they would hopefully become more interested and involved with what happens to their money.

Cllr Rowland noticed that the WTCMI were paying bank charges and receiving no interest.

J Lherbier advised that this had been discussed previously and a decision was made not to pursue the matter.

However, KB suggested this is something that can be looked at by the Executive Sub Committee.

KH commented that no income had been received from the Public Information Pillars.

J Lherbier advised that a payment would be received by the end of the year.

Town Centre Manager's Report.

The TCM presented his report and it was noted that the matters of the defibrillator and Court case, were progressing and in hand.

Whilst discussing the success of winning an award with Berkshire Garden Trust and specifically Chiltern in Bloom, although widely reported, it was suggested that it may be nice to erect a plaque to advertise the fact. This can be discussed with our Town Clerk.

There was some concern as to what is happening with 'Cargo'. J Hicks, as one of the landlords, advised that although the lease runs out next March, Cargo's staff have been told they will finish in mid-January.

North End Town Centre Improvements.

Cllr Baker stated that the £250,000 contribution from WBC together with the £40,000 contribution from the WTCMI will enable work to start on the north end, following original plans and then subsequently move along to the area of the trees.

WBC will provide the project management, procurement and experience.

With some innovative ideas having already been discussed at a preliminary meeting, it was agreed that Cllr Haines and Jacques Lherbier from the WTCMI would work closely with the WBC project team and be consulted and involved in all of the decision making process.

There was some concern from the committee that WTCMI were not being involved and WBC were taking over, however, Cllr Baker advised this was not the case, no decisions have been taken. The next step will be the architects who will provide the vision and WTCMI would be involved in the next meetings thereafter.

Consider spending approval of £40K to WBC towards project.

The £40,000 contribution against Wokingham Borough Council £250,000 was discussed and agreed in principal on the understanding that WTCMI were kept informed and strongly involved with the process.

It was suggested that the £10,000 Mary Portas funds should be spent on something specific such as seating as part of the regeneration of the town centre.

Safety in the town centre.

A discussion took place with regards to road safety and it was agreed that clear signage and road markings would be beneficial to both pedestrians and vehicles. J Lherbier is awaiting information from the PCSOs to ascertain requirements.

Questions through the Chair from members of the public. None

Any other business. None

The meeting closed at 7.50pm.

Dates of the next Management Committee Meetings 2016:

Wednesday	27 January 2016	6pm	Wednesday	13 April 2016	6pm
Wednesday	6 July 2016	6pm	Wednesday	26 October 2016	6pm

Woodley Town Council

REVISED ESTIMATES 2015/16

REPORT OF THE TOWN CLERK

Purpose of Report

To inform and advise Members of the recommendations for the Community Services Committee Revised Budget Estimates for the 2015/16 financial year.

Information

The Revised Estimates for 2015/16, ***Budget Appendix (enclosed)***, have been drawn up taking into account any additional factors or information from officers that are expected to affect income and expenditure for the year.

The net revised estimate for the year shows an anticipated decrease of £12,114 on the original estimates for the committee's spending.

At the allotments the estimated water and repairs costs are likely to be lower than anticipated giving an underspend of £3,644. Income from rents is likely to be £228 higher than the original estimate.

The amenities budget allocation for the running costs of a public toilet will not be spent in this financial year and this accounts for most of the underspend of £6,629 as well as the reduction in income of £852.

The partnership projects budget appears to show a high increase in the revised estimates set against the original costs and income (£49,030 and £50,989) respectively. This is mainly because the original budget did not include the staff costs and other expenditure in respect of the Woodley Town Centre Management Initiative which the Council either recharges or the WTCMI contributes back to the Town Council. In future years the estimates for these sums will be included in the original budget figures. The actual increase in the Service Level Agreement with the Just Around the Corner charity, which uses the Retail Price Index for annual increase levels, was £259 lower than anticipated.

Recommendations

- ◆ **that Members note the contents of the report.**
- ◆ **that Members recommend approval of the Revised Estimates for 2015/16, as set out in the Budget Appendix.**

BUDGET ESTIMATES 2016/17

REPORT OF THE TOWN CLERK

Purpose of Report

To inform Members of the recommendations for the Community Services Committee's Budget Estimates for the 2016/17 financial year.

Information

The budget estimates for the 2016/17 financial year, ***Budget Appendix (enclosed)***, have been drawn up taking into account the 2015/16 revised estimates, advice from officers in respect of operational costs and activities and the plans for services.

The budget estimates assume the Council's continued partnership in the Woodley Town Centre Management Initiative and a £3,000 contribution to Carnival Day activities, specifically towards the planned fireworks display as part of the 2016 event.

The allocation of £3,000 for a Youth Projects Fund has again been included in the partnership projects budget. An allocation of £500 to support the Bulmershe Youth Club has also been budgeted for.

The amenities budget includes funding to run a public toilet in the town centre for half the year which, in practical terms, would be the earliest a toilet could be installed. Income estimates from a public toilet are also included in the budget figures. This project is subject to the feedback from the annual residents' survey which should soon be available.

Grants proposed within the budget are as follows- see ***Budget Appendix*** for a summary of the applications:

ReadiBus	£17,136
CAB	£6,345
Keep Mobile	£1,000
ARC	£5,000
Lend and Play Toy Library	£1,000

Estimated income of £10,566 from allotment rents reflects the agreed and notified increase in allotment rents for 2017 and the changes to the discount rate and additional charge per pole for water.

Overall, the proposed budget figures for 2016/17 anticipate there will be a net increase of £9,795 on the previous year's revised figure and a decrease of £2,319 compared with the 2015/16 original budget figure.

Recommendations:

- ◆ **that Members note the contents of the report.**
- ◆ **that Members approve the proposed grant allocations as set out in the Budget Appendix, subject to Council approval of the 2016/17 Budget Estimates.**
- ◆ **that Members recommend approval of the Budget Estimates for the 2016/17 financial year, as set out in the Budget Appendix.**

WOKINGHAM BOROUGH COUNCIL
Road Works / Street Works Major Project Co-ordination Meeting
Held on the 10 November 2015 in the Council Chambers

Attendees:

Andrew Vickery	Courtney Buses	Graham Barnwell (chair)	WBC
Ted Henderson	SSE	Theresa Couchman	WBC
Jim Hogan	SSE	Edward Day	WBC
Richard Kingston	SSE	Jason Archer	WBC
Glen Beard	SSE	Joyce Stoner	WBC
Tony Humphries	TVP	Rebecca Brooks	WBC
Mohammed Amin	Virgin Media	Cllr Malcolm Richards	WBC
G Holman	Virgin Media	Cllr Shepherd-DuBey	WBC
Dexter Pereira	WSP/WBC	Steve Bromley	Finchampstead Parish Council
Olivier Baron	WSP/WBC	Kathy Hughes	Shinfield Parish Council
Im Kait Hong	WSP/WBC	Mike Dunstan	Wokingham Town Council
Tony Jackman	WSP/WBC	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 October 2015 were agreed

Olivier Baron confirmed that Winnersh Parish Council and other stakeholders will be consulted with regard to LSTF Phase 3 cycleway works as per action from previous meeting.

2. Southern Gas Networks renewal of Gas Mains and Services

Ed Day (ED) presented the dates for SGN's Major Works.

Barkham

Renewal of Mains and Services 2016 - 2017

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

Earley

Renewal of Mains and Services 2016 – 2017

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

Hurst

Renewal of Mains and Services Length 2016 - 2017

- Orchard Road

Shinfield

Renewal of Mains and Services

- | | |
|-------------------|-------------------------|
| • Seymour Avenue | 16.11.2015 – 29.12.2015 |
| • Cutbush Lane | 04.01.2016 – 26.02.2016 |
| • Brookers Hill | TBC |
| • Lane End Close | 11.01.2016 – 22.01.2016 |
| • Hollow Lane | TBC |
| • Arborfield Road | TBC |
| • Milsom Close | 09.11.2015 – 18.12.2015 |
| • Rosecroft Way | 09.11.2015 – 06.01.2016 |

[UNCLASSIFIED]

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- Goddard Close 23.11.2015 – 11.12.2015

Shinfield

Renewal of Mains and Services

- School Green TBC
- Chesnut Crescent 18.01.2016 – 11.03.2016
- Otlands Road 14.12.2015 – 14.01.2016
- Wychem Road 01.12.2015 – 13.01.2016
- Wheatfields Road 16.11.2015 – 13.01.2016
- Hirtes Avenue 01.12.2015 – 30.12.2015
- Ilbury Close 01.12.2015 – 07.01.2016
- Hyde End Road TBC

Twyford

Renewal of Mains and Services

- Waltham Road
 - Stanlake Road (Compond)
 - A321 Hurst Road (Waltham Road to Lodge Road)
 - Colleton Drive
 - London Road
 - Springfield Park
 - Sycamore Drive
- On site until 11.12.2015
On site until 09.03.2016

Wargrave

Renewal of Mains and Services 2016 – 2017

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

Winnersh

Renewal of Mains and Services

- Pheasant Close
 - A329 Reading Road (Between 307 – 381)
 - King Street Lane
 - Harman Court
 - Churchill Drive
- On site until 11.11.2015
On site until 11.11.2015
TBC
TBC
TBC

Woodley

Renewal of Mains and Services

- Redwood Avenue
 - Oak Drive
 - Clivedale Road
 - Coppice Road
- On site until 20.11.2015
On site until 20.11.2015
TBC
TBC

Wokingham

Renewal of Mains and Services 2016 – 2017

- Barkham Road (Part)
- Woosehill Lane
- Ormonde Road
- Limmerhill Road
- Doles Lane
- Sandy Lane
- Andrew Close
- Duncan Drive
- Easthampstead Road
- Fairveiw Road
- Gipsy Lane

- Pages Croft

Wokingham

Renewal of Mains and Services 2016 – 2017

- Southlands Road
- Starmead Drive
- Wallner Way

Wokingham Without

Renewal of Mains and Services Length .9km

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

3. Scottish & Southern Energy Renewal of Mains & Services

Barkham

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

Jim Hogan (JH) gave an update on the Barkham Project

Earley

- Bythorn Close On site until 14.12.2015
- Tinwell Close On site until 14.12.2015
- Redhatch Drive On site until 17.11.2015
- Radstock Lane On site until 17.11.2015
- Beech Lane On site until 17.11.2015
- Thistleton Way On site until 14.12.2015

Richard Kingston (RK) gave an update the Earley Project

The last reinstatement is to be completed by week ending 9 November 2015.

Finchampstead

- Chivers Drive On site until 04.12.2015

Shinfield

- Hyde End Lane On site until 22.11.2015
Works at this location suspended due to developer
- Church Lane (Road Closure) On site until 14.11.2015
- Church Lane On site until 06.12.2015
- School Green *Completed awaiting joint hole completion*
- Croft Road On site until 22.11.2015
Works at this location suspended due to developer
- Deardon Way Road Crossing On site until 14.11.2015

Glen Beard (GB) gave an update on the Finchampstead Project

Winnersh

- Primrose Lane On site until 17.11.2015
- Bluebell Meadow On site until 14.12.2015

RK gave an update on the Winnersh Project

There is an issue over surface course.

Earley / Woodley

Installation of 33kv Cables in ducting

Please note: Project on Hold

- Nightingale Road *Directional drill A3290 & Railway Line*
- Pond Head Lane

[UNCLASSIFIED]

4. BT Openreach

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

5. Network Rail

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

Ruscombe

- Southbury Lane 17.11.2015 – 07.12.2015
 - Stanlake Lane On site until 27.11.2015
- To ensure compliance with the Overhead Line Electrification requirements, work to existing bridge parapets will include raising the height of the parapets and providing anti-climb measures. Night Works 22.00 to 06.00 and weekend closures.*

Wokingham

- Barkham Road 12.01.2016 – 13.01.2016
Annual Barrier Maintenance working from 00.01 – 06.00 nightly

Woodley

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

6. South East Water Renewal of Mains and Services

Liam Coyle (LC) gave an update on Major Projects 2015 - 2016.

Finchampstead

Renewal of Mains and Services Length 1.2km

- Nine Mile Ride Between Park Land and Warren Lane TBC

Wokingham

Renewal of Mains and Services Length .7km

- Waterloo Road On site 27.03.2016
Between Rances Lane and Priest Avenue (Road Closure approximately 10 weeks)
- Priest Avenue On site until 27.03.2016
Between Waterloo Road and Tudor Close
- Buckhurst Grove On site until 21.12.2015

Works are progressing well. Waterloo Road reopened. Priest Avenue remains closed with works expected to be completed by the end of November 2015. The connection at Waterloo Road and Priest Avenue to be under three way lights which should be completed by the second week in December 2015.

Wokingham

Renewal of Mains and Services Length .84km

- Woollahill Dorset Way – Sirius Close TBC
- Heron Road Woollahill – Kestrel Way TBC

7. Thames Water

No Major Projects planned.

8. Wokingham Highways Alliance Major Highway Works

[UNCLASSIFIED]

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

Shinfield

- Basingstoke Road *A33 to Church Lane* 07.03.2016 – 11.03.2016

Sonning

Resurfacing

- Bath Road TBC

Wargrave

Resurfacing

- Wargrave Road TBC

Wokingham

Resurfacing

- Heathlands Road *Road Closure* 26.11.2015 – 26.11.2015
- Easthampstead Road *Road Closure* 26.11.2015 – 26.11.2015

Woodley

Resurfacing

- Fairwater Drive TBC
- Kingfisher Drive *from Antrim to Nightingale* 23.11.2015 – 25.11.2015

Mary Walker (MSW) requested a reason for the road closure. Information given was contradictory and lack of programming.

TJ confirmed the works program was delayed due to the problems with the removal of the road material and working around school time tables.

Wokingham

Resurfacing

- Norreys Avenue 22.02.2015 – 04.03.2016
- A329 London Road 11.11.2015 – 19.11.2015

Seaford Road to Peach Street – nighttime road closure

Malcolm Richards (MR) asked about start times and extent of the closure.

TJ confirmed this would be a full road closure commencing at 08:00hrs and that buses will be diverted.

9. Structures

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

Charvil

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

Road Closure

Rebecca Brookes (RB) enquired if there would be advanced public relations. PR confirmed.

Earley

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

10. Traffic and Road Safety

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

Arborfield

- Eversley Road *Kerbing improvements* 07.12.2015 – 14.12.2015

Earley

- Lower Earley Way *Roundabout improvements* On site until 15.11.2015
- Meldreth Way *Cycleway Phase 2* 15.10.2015 – 02.12.2015

[UNCLASSIFIED]

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- Thames Valley Park Drive *Signal improvements* 14.03.2016 – 11.04.2016

Wokingham

- Finchampstead Road 14.03.2016 – 11.04.2016
Junction of Evendons Lane – New signalised crossing

Winnersh

- Reading Road 04.01.2016 – 14.03.2016
Cycle way (LSFT Phase 3) Upgrade Winnersh cross roads to Holt Lane
Extent of works to be confirmed

11. WBC Major Projects

ED gave update on WBC Major Projects

A3290

- A3290 Loddon Viaduct

Shinfield

- Shinfield Eastern Relief Road On site until 31.03.2016
- M4 Bridge Installation *Night Closures w/c 09.11.2015 w/c 16.11.2015 w/c 23.11.2015*

12. Virgin Media

No presentation given.

13. Highways England

ED provided information on ongoing works.

- M4 *Junction 10 Wokingham Berkshire Junction Improvement Work*

14. Developments

Winnersh

- Lower Earley Way

Shinfield

- Hyde End Road

Wokingham

- Barkham Road
- Twyford Road

Katy Hughes (KH) raised concerns over the Shinfield Development: The duration of the works and mud being left on the public highway. Enquired as to if there is a working group in place for people to raise their grievances. Ed will raise her requests with Phil Milburn as an action for the next meeting.

15. PUBLIC EVENTS

- Woodley Christmas Lights 28.11.2015
- Wokingham Winter Carnival 29.11.2015
- Wokingham Christmas Tree 02.12.2015
- Twyford Christmas Fayre 04.12.2015
- Toy Run 06.12.2015
- Woodley Christmas Extravaganza 06.12.2015
- Wokingham Half Marathon 21.02.2016
- Woodley 10k 08.05.2016
- Henley Regatta 28.06.2016 – 03.07.2016
- Rewind Festival 19.08.2016 – 21.08.2016

16. A.O.B

**Date of next meeting Tuesday 15 December 2015
Council Chambers, Shute End, Wokingham.**

WOKINGHAM BOROUGH COUNCIL
Road Works / Street Works Major Project Co-ordination Meeting
Held on the 15 December 2015 in the David Hicks Room 2

Attendees:

Mark Hingston	BT Openreach	Graham Barnwell (chair)	WBC
Andrew Vickery	Courtney Buses	Theresa Couchman	WBC
Kevin Barnwell	OES	Edward Day	WBC
Neil Scott	Reading Buses	Ian Patterson	WBC
David Smith	SGN	Jeremy Pinnington	WBC
A French	South East Water	Carmen Pelljero Costa	WBC
Ted Henderson	SSE	Tony Jackman	WSP/WBC
Jim Hogan	SSE	Olivier Baron	WBC/WSP
Richard Kingston	SSE	Dexter Pereira	WBC/WSP
Glen Beard	SSE	Phil Milburn	WBC/WSP
Todd Sullivan	TVP	Cllr Shepherd-DuBey	WBC
J Jacklin	TVP	Steve Bromley	Finchampstead Parish Council
Mohammed Amin	Virgin Media	Katy Hughes	Shinfield Parish Council
G Holman	Virgin Media	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 10 November 2015 were agreed

Olivier Baron confirmed that Winnersh Parish Council and other stakeholders will be consulted with regard to LSTF Phase 3 cycleway works as per action from previous meeting.

2. Southern Gas Networks renewal of Gas Mains and Services

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

Barkham

Sen 30498 Renewal of Mains and Services 2016 - 2017

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

Work has been agreed but not yet planned. Planning meeting to be held around March 2016. 6km of work.

Earley

Renewal of Mains and Services 2016 - 2017

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

Shinfield

Sen 30510 Renewal of Mains and Services

- Seymour Avenue On site until 15.01.2016
- Cutbush Lane On site until 27.01.2016
- Lane End Close 11.01.2016 - 22.01.2016
- Hollow Lane 05.01.2016 - 20.01.2016
- Milsom Close On site until 21.12.2015
- Rosecroft Way On site until 07.01.2016
- Broolers Hill TBC
- Arborfield Road TBC

[UNCLASSIFIED]

Shinfield

Renewal of Mains and Services

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

Phil Milburn (PM) raised Bewley development site and enquired as to whether it was included.
DS confirmed connections will not be done but the main is being upsized to account for it.

Twyford

Sen 29780 Renewal of Mains and Services

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

Wargrave

Renewal of Mains and Services 2016 – 2017

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

Winnersh

Renewal of Mains and Services

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

Woodley

Renewal of Mains and Services

- Clivedale Road TBC
- Coppice Road TBC

Awaiting resourcing

Wokingham

Sen 30498 Renewal of Mains and Services 2016 – 2017

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

- Starmead Drive TBC
- Wallner Way TBC
- Murdoch Road TBC

Wokingham Without

Renewal of Mains and Services Length

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

Jeremy Pinnington (JP) asked about SGN's issues with the contractor.
DS gave outline on process.

3. Scottish & Southern Energy Renewal of Mains & Services

Barkham

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

Jim Hogan (JH) gave an update on Barkham works.
The Junipers requires footpath closure. No other closures.

Shinfield

- Deardon Way On site until 18.12.2015
- Hyde End Lane On site
Works at this location suspended due to developer
- Church Lane On site until 14.12.2015
- Church Lane On site until 06.12.2015
- Croft Road On site
Works at this location suspended due to developer

Glen Beard (GB) gave on update on Shinfield scheme completion.

4. BT Openreach

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

5. Network Rail

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

Ruscombe

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

Wokingham

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

Woodley

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

6. South East Water Renewal of Mains and Services

Adam French (AF) gave an update on Major Projects 2015 - 2016.

Finchampstead

Renewal of Mains and Services Length 1.2km

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

Wokingham

Renewal of Mains and Services Length

- Waterloo Road *Between Rances Lane and Priest Avenue (Road Closure approximately 10 weeks)* On site 27.03.2016
- Priest Avenue *Between Waterloo Road and Tudor Close* On site until 27.03.2016
- Buckhurst Grove On site until 21.12.2015
- Woosehill *Dorset Way – Sirius Close* TBC
- Heron Road *Woosehill – Kestrel Way* TBC

7. Thames Water

No Major Projects planned.

8. Wokingham Highways Alliance Major Highway Works

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

Shinfield

- Basingstoke Road *A33 to Church Lane* 07.03.2016 – 11.03.2016

Katie Hughes (KH) Asked about the bus lane removal and about Hyde End Road / Basingstoke Road junction improvements.

TJ confirmed that his work is only resurfacing.

PM expects that Hyde End works will be in early 2016/2017 financial year due to legal process.

Sonning

Resurfacing

- Bath Road TBC
- Early next financial year.

Wargrave

Resurfacing

- Wargrave Road TBC
- Early next financial year.

Woodley

Resurfacing

- Fairwater Drive TBC
- Easter 2016

Wokingham

Resurfacing

- Norreys Avenue 22.02.20156– 04.03.2016
- Road Closure

Proposed Structural Maintenance 2016 – 2017

- Trafalgar Gardens, Woosehill
- Blenheim Gardens, Woosehill
- Binfield Road, Wokingham
- Finchampstead Road, Wokingham

[UNCLASSIFIED]

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- Keswick Gardens, Woodley
- Crockhamwell Road, Woodley
- Warren Road, Woodley
- Wellingtonia Avenue, Finchampstead
- Mole Road, Sindlesham
- London Road, Twyford

Not yet signed off.

9. Structures

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

Charvil

- Old Bath Road – Tywford Mill Bridge *Bridge Refurbishment* 03.05.2016 – 25.07.2016
Full road closure.

Earley

- A3290 Suttons Flyover (Reading Bound) *Bridge Refurbishment* 26.03.2016 – 21.04.2016
Todd Sullivan (TS) raised potential clash with traffic signal works. TJ confirmed that the signals scheme has been removed.

10. Traffic and Road Safety

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

Arborfield

- Eversley Road *Kerbing improvements* TBC
Scheme delayed due to traffic management restrictions. Road closure is required so reprogrammed due to closure.

Earley

- Thames Valley Park Drive *Signal improvements* 14.03.2016 – 11.04.2016
To be rearranged.

Winnersh

- Reading Road 04.01.2016 – 14.03.2016
Cycle way (LSFT Phase 3) Upgrade Winnersh cross roads to Woodward Close
TJ gave update on scheme and gave details of night time closures.
Neil Scott (NS) raised concerns over road closures. TJ will plan any closure taking into account concerns raised.
GB asked for advanced warning signs. TJ has arranged for this.

Wokingham

- Finchampstead Road 14.03.2016 – 11.04.2016
Junction of Evendons Lane – New signalised crossing

11. WBC Major Projects

ED gave update on WBC Major Projects

A3290

- A3290 Loddon Viaduct TBC
22 July / 23 July 2016 for six weeks

12. Virgin Media

No presentation given.

13. Highways England

ED provided information on ongoing works.

- M4 *Junction 10 Wokingham Berkshire* January / February 2016

14. Developments

Phil Milburn gave updates regarding ongoing developments.
 Matters arising (PM) stated there is no current forum in place but is looking into setting one up.
 PM is working with developments to resolve mud issues.

Earley

- Sibley Hall Redhatch Drive (Persimmons)
Issues with diversion now resolved.
- Hatch Farm of Lower Earley Way (Bovis)
Temporary entrance 4 January 2016.
- Pitts Lane (Hicks Developments)
Delayed due to slowworms on site.
- Loddon Bridge Road (Bloor Homes)
No start date as yet.

Shinfield

- Basingstoke Road / Grazeley Road (BBLP junction amendment start March 2016)
- Hyde End Road opposite 191 (Taylor Wimpey and David Wilson Homes)
Issues with traffic island
- Basingstoke Road near Hilltop (Coinfords)
Working off highway
- Croft Road (Countrywide Estates)
- Meareoak Lane Grazeley School (Francis Construction)
New entrances
- Cut Bush Lane (Bellway)
Expects middle of February 2016
- Hyde End Road and Deardon Way (Lindon / Bovis / Bloor Homes)
Hyde End Road first.
- Hyde End Road junction signalisation (Taylor Wimpy)

KH raised concerns over contactor parking at the Basingstoke Road Development. PM this was dependent on offsite space which would hopefully be available by Christmas.

Wokingham

- Montague Place London Road (David Wilson Homes)
Retaining wall required and footway reinstated
- Keephatch Development Warren House and Keephatch Road (Crest)
Maintenance work on Warren House Road
- Barkham Road (Cala Homes)
Highway work complete after entrance done
- Folly Court Barkahm Road (Bewley Homes)
Entrance improvements
- Twyford Road (Bovis)
New roundabout – temporary entrances 4 January 2016
- Old Forest Road / Reading Road junction (Bovis)
Signalisation of junction

DS has been made aware of diversionary works in area.

Cllr Shepherd-DuBey (RSD) raised concerns over residential access opposite the Old Forest Road development.
 PM will provide an official response on access. Will investigate whether bridge lights are included.

Woodley

- Sandford Farm Perimeter Road (Taylor Wimpey)
Working on phase 3. Roundabout requires completion
- Mohawk Way (J D Moran)
Entrance requires completion
- Headley Road East / Spitfire Way (Linpac Development)
Majority of highway works done. Widening of the footway required
- Woodlands Avenue / Church Road (Cala Homes)
Footway/Cycleway being installed – completion expected at end on January 2016

GB requested that PH provide maps of key highway works as part of developments.

15. PUBLIC EVENTS

- Wokingham Half Marathon 21.02.2016
- Woodley 10k 08.05.2016
- Henley Regatta 28.06.2016 – 03.07.2016
- Rewind Festival 19.08.2016 – 21.08.2016

16. A.O.B

**Date of next meeting Tuesday 12 January 2016
Council Chambers, Shute End, Wokingham.**



Woodley Town Council
24 DEC 2015

Ms Deborah Mander - Town Clerk
Woodley Town Council
The Oakwood Centre
Headley Road, Woodley
READING
RG5 4JZ

23 December 2015

Dear Ms Mander

Brecon Post Office®
4 The Parade, Brecon Road, Woodley, Reading, RG5 4PS

Changes to your Post Office® - tell us what you think

We're talking to the Postmaster about making some changes to the above Post Office and we'd like you to tell us what you think about the changes before we finalise our plans.

What's happening?

There's an exciting programme of investment and transformation taking place across the Post Office network, helping to make our branches more modern and convenient for you and for the Postmasters who run them. We're talking to the Postmaster about changing to one of our new-style local branches and if the change goes ahead:

- Post Office services would be offered from two low-screened, open plan style service points integrated into the retail counter
- The branch would be open for longer:
Mon – Sat 07:30 – 18:00 & Sun 07:30 – 12:00.
(Current opening times are: Mon - Fri 09:00 – 17:30 & Sat 09:00 – 12:30)
- You'll still be able to get most of the Post Office products and services you're used to however for a small number of services you may need to go on-line, telephone our customer helpline or visit an alternative Post Office. Details of product availability are provided overleaf
- To get your new branch ready, it may need to close for up to seven days during March/April 2016 for refurbishment

What's next?

We want to know what's important to you and would like you to tell us what you think, particularly on the following areas:

- Why you use this Post Office and what you like about it
- What you think about the proposed new-look Post Office. For example the Post Office service point would be on the retail counter, so is there anything you'd like to ask us or would like us to take into consideration about the proposed location of the Post Office till or the queuing area
- What you think about any changes to the opening hours
- If you have any comments about how you will access the Post Office products and services that won't be available at the branch if the change goes ahead
- If you have any comments about the potential closure period during the refurbishment or access to other branches in the area

There's also a list of frequently asked questions provided at the end which you may find useful.

It's easy to let us have your feedback by completing our convenient online survey via the following link postofficeviews.co.uk and entering the unique code for this branch 15593999

If you have a QR scanner on your mobile phone, all you need to do is scan here:



Customer information materials are also being displayed in branch and details are published on our website too at postofficeviews.co.uk

We'll be accepting comments up to and including 21 January 2016.

You can also let us have your comments in the following ways:



postofficeviews.co.uk



FREEPOST Your Comments
**(This is the full address to use.
No further address or name details are required)**



comments@postoffice.co.uk



Customer Helpline: 03457 22 33 44
Textphone: 03457 22 33 55

Please note that items sent by Freepost take 2 working days to arrive and don't include Saturday or Sunday. Therefore please do allow sufficient time for your comments to arrive before the end of the consultation period, as we are unable to consider feedback received after the deadline.

We won't be responding to you individually however the feedback received will be taken into consideration as we finalise plans with the Postmaster. We'll write to you again outlining the main comments received and our response to these and also to explain the final plans for the branch. All of the responses received will be provided to the independent statutory consumer watchdog, which in Great Britain is Citizens Advice and Citizens Advice Scotland, and in Northern Ireland, the Consumer Council.

When would the changes happen?

We're planning to make these changes in March/April 2016 and we'll put a poster up in branch at least two weeks before to let customers know the exact date and to tell them how we've considered the feedback. We'll make sure any disruption caused by the refurbishment is kept to a minimum.

The following branch will be happy to provide customers with Post Office services during this period.

- Twyford Post Office, 19 London Road, Twyford, Reading, RG10 9EH

We'll also be asking customers for their feedback once the changes have taken place and details will be available in branch shortly after the new look branch opens.

Yours sincerely

David Gold

**David Gold
Area Manager**

To get this information in a different format, for example, in larger print, audio or braille please contact the Customer Helpline on 03457 22 33 44 or Textphone 03457 22 33 55.

This communication process has been agreed with the independent statutory consumer watchdog, which in Great Britain is Citizens Advice and Citizens Advice Scotland, and in Northern Ireland, the Consumer Council, and is being carried out in line with our Code of Practice for changes to the Post Office network, which we have agreed with them. If you'd like copies of the Code they are available in branch, or by contacting us or on our website at: www.postoffice.co.uk/transforming-post-office. If you think that the process has not been properly followed and wish to make a complaint, then please write to us or email us via the contact details included in our posters and letters and let us know why. We'll examine your complaint and respond to you as soon as we can. We will provide you with the relevant contact points for the consumer watchdog, so if you are still not satisfied when you have received our response, you can ask them for their assistance.

Brecon Post Office® services available

Your Postmaster or our Customer Helpline on 03457 223344 will be happy to help you with any queries about product availability or provide you with details of maximum value of transactions. Customers can also shop online at www.postoffice.co.uk

	Current branch	New branch
Mail		
First & Second Class mail	✓	✓
Stamps, stamp books (1 st class 6 & 12 only, 2 nd class 12 only)	✓	✓
Special stamps (Christmas issue only) & postage labels	✓	✓
Signed For	✓	✓
Special Delivery	✓	✓
Home shopping returns	✓	✓
Inland small, medium & large parcels	✓	✓
Express & contract parcels	✓	✓
British Forces Mail (BFPO)	✓	✓
International letters & postcards (inc. signed for & Airsure)	✓	✓
International parcels up to 2kg & printed papers up to 5kg	✓	✓
Parcelforce Worldwide International parcels	✓	✓
Articles for the blind (inland & international)	✓	✓
Royal Mail redirection service	✓	✓
Local Collect	✓	✓
Drop & Go	✓	✓
Withdrawals, deposits and payments		
Post Office Card Account	✓	✓
Personal & Business Banking cash withdrawals, deposits & balance enquiries using a card. Also enveloped cheque deposits and barcoded deposit slips.	✓	✓
Postal orders	✓	✓
Moneygram	✓	✓
Bill payments		
Bill payments (card, barcoded or manual)	✓	✓
Key recharging	✓	✓
Transcash (without barcode)	✓	✓
Licences		
Rod fishing licences	✓	✓
Travel		
Pre-order travel money	✓	✓
On demand travel money	Euros/Dollars	Euros/Dollars
Travel insurance referral	x	✓
On demand travel insurance	✓	x
Mobile Top-ups & E vouchers		
Mobile Top-ups & E vouchers	✓	✓
National Lottery Terminal	✓	✓
Payment by cheque		
Payment by cheque	✓	✓
Products marked x are available at Twyford Post Office, 19 London Road, Twyford, Reading, RG10 9EH	Opening times: Mon – Fri 09:00 – 17:30 Sat 09:00 – 12:30	

Frequently Asked Questions.

Why are you looking to make this change?

This change is part of major programme of modernisation taking place across the Post Office network, the largest in the history of Post Office Limited. The Programme is underpinned by Government investment which will see up to 8,000 branches modernised and additional investment in up to 3,000 community and outreach branches.

Will my transactions still be private?

In most cases Post Office and shop customers queue together but the Post Office service point will be clearly signed. A low level serving screen helps to aid privacy and there would be enough space for people to wait back from those being served. Post Office training also covers the protection of confidential information and personal data.

What about security?

We can't go into detail about specific security arrangements in order to safeguard those people working at and using Post Office branches but there would continue to be appropriate security measures in place, as well as robust procedures and guidelines which postmasters and their staff are required to follow. All of which helps contribute to a secure environment.

Will people still be properly trained?

Our customers deserve to receive the best possible service. Post Office training packages are provided to postmasters so that any person they employ who would be handling Post Office transactions is trained to Post Office standards, just as you'd expect.

Will there be enough space?

To make sure any changes meet with Post Office accessibility standards, an assessment is carried out on what the proposed layout might look like following conversion. This includes having space to wait for service, adequate turning circle space for wheelchair users where appropriate and keeping entrance areas and shopping aisles free of any obstructions, so people have a clear access route to the Post Office service point.

Can I see the floorplans?

The feedback we get from customers and local representatives helps us to deliver the change with the postmaster, including the final layout. Once the change takes place, will be asking customers for their feedback on how they are finding their new style service.

Will I have to wait longer to be served?

The new style branch is designed to handle straightforward transactions which can be carried out quickly and efficiently. Post Office services will also be available whenever the shop is open so customers can choose to visit the branch at a time more convenient to them.

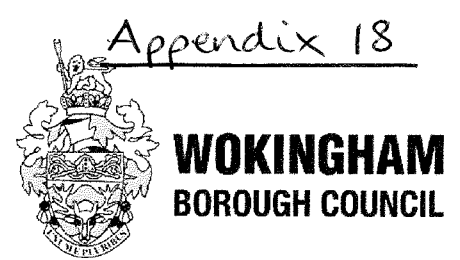
Will I still be able to do business banking?

Staff at the branch will be happy to speak to customers about their individual requirements and transaction limits for their specific transaction.

Will I still be able to leave my mail securely?

Mail will be held safely at the branch ready for collection by Royal Mail.

NEWS RELEASE



Date: January 13, 2016
Issued by: Louise Page (0118) 908 8469

Issue No: 5i/16
Version: 1.0

EVENING AND WEEKEND PARKING CHARGES CONSULTATION

Public consultation starts today (January 13) into proposals to introduce evening and weekend charges in Wokingham Borough Council's 18 carparks and Saturday daytime fees at the Civic Offices at Shute End.

To take part in the consultation people can either complete an online form at: www.wokingham.gov.uk/consultations or write to the Car Parking Section in Environment P.O. Box 153, Shute End, Wokingham, Berkshire RG40 1WL.

The consultation finishes on February 5.

The changes, which would come into force from April 3, are to bring Wokingham Borough car park charges into line with neighbouring authorities. Overnight parking is currently free in the council's carparks, as is Saturday daytime in Shute End.

"We understand people are going to get upset about this, but compared to other nearby councils we've hung on as long as possible before introducing overnight charges. But we simply cannot afford to run free carparks in this current climate," said Cllr John Kaiser, executive member for planning and highways.

"If they are to survive our carparks must become more self-sufficient, and these new charges have been set with best value for local people very much in mind."

The proposals would see a £1 charge applied all day Sunday, bank holiday, and Monday to Saturday between 6pm and 8am in the following carparks:

- Cockpit Path
- Easthampstead Road East
- Easthampstead Road West

- MORE -

- Crockhamwell Road
- Headley Road
- Denmark Street
- School Lane, Wargrave
- Station Road, Earley
- Lytham Road East
- Lytham Road West
- Polehampton Close East, Twyford
- Polehampton Close East, West
- Shute End Council Offices
- The Paddocks
- Carnival Pool
- The Paddocks
- Rose Street
- Winnersh Triangle

All these car parks - excluding School Lane in Wargrave - would also have a 12-month evening season ticket (6pm-8am) costing £292.

Under the plans Shute End would also see the following charges apply Saturday daytime, between 8am and 6pm (excluding bank holidays):

- 70p up to 1 hour
- £1.20 up to 2 hours
- £2 up to 4 hours
- £3 up to 6 hours
- £4 up to 10 hours

The un-laden weight limit for all borough-run car parks would also increase from 30 cwt to 35 cwt to reflect the bigger size of newer cars.

To make these changes the borough council must first draw up a draft Traffic Regulation Order (TRO) which is advertised in local media and on its website. This is a legal process which requires the details of the new parking charges to be advertised for a period of time, and also serves as public consultation.

Copies of the draft TRO for these proposals can be inspected free of charge between 9am and 5pm, Monday to Friday, at the council's Shute End offices. It can also be viewed online at:

www.wokingham.gov.uk/tro

- ENDS -

Further information:

More from Cllr John Kaiser, executive member for planning and highways, on (0771) 419 2352 or email john.kaiser@wokingham.gov.uk

NEWS RELEASE



Appendix 19

**WOKINGHAM
BOROUGH COUNCIL**

Date: Wednesday January 13, 2016
Issued by: David Allen (0118) 974 6066

Issue No: 4j/16
Version: 1.0

NEW GRASS CUTTING CONTRACT TO PROVIDE HIGH QUALITY, FLEXIBLE SERVICE

The Wokingham Borough's parks, pitches and play areas will remain looking good whilst also being kind to birds, bugs and bees, and provide a splash of colour, thanks to Wokingham Borough Council's new grounds maintenance contract.

The new contact has been awarded to provider ISS Facility Services – Landscaping following a joint procurement with the Royal Borough of Windsor and Maidenhead. Under the contract, ISS will target grass cutting at areas of most importance to residents and will maintain the grassland and wildflower meadows that have proved popular at Cantley Park in Wokingham, Ashenbury Park in Woodley and on the Woosehill Spine Road.

The key innovations of the contract include:

- A flexible grass cutting service; under which grass will be cut when necessary rather than relying on a fixed schedule
- A new performance management scheme that will have a greater focus on customer satisfaction and the quality of the service provided
- A strong focus on enhancing biodiversity by providing areas of longer grass and wildflowers in which pollinators and other wildlife can flourish

The contract has been designed with input from a public consultation held in 2014, during which residents told the borough council that they would welcome a more flexible grass cutting service that targeted priority areas at priority times.

Cllr Angus Ross, executive member for Environment, said: "We listened to what people told us in 2014 and began to put changes – such as greater flexibility and wildflower meadows – in place last summer.

- MORE -

"The new contract will enshrine those changes and I look forward to us working with ISS to ensure we have a high level of resident satisfaction within an affordable contract. The wildflower meadows have been very attractive and have proved popular and I am sure they will continue to be so."

The joint procurement process with the Royal Borough of Windsor and Maidenhead is part of a drive for more efficient procurement and has led to ongoing savings of about £40,000 per year for the council. Further efficiency savings will result from a shared management structure for ISS across both councils – although each authority will receive a service tailored to its needs.

Cllr Ross added: "Our financial position is extremely difficult, so I am delighted we found a way to save money during the procurement process and have found a provider committed to high levels of customer satisfaction within our available budget."

- ENDS -

Further information:

More from Cllr Angus Ross, executive member for Environment, on (0118) 978 0487.

Budget Appendix:

**Revised Budget Estimates
2015/16**

**Budget Estimates
2016/17**

Proposed Annual Grants

Community Services Committee
19 January 2016

COMMUNITY SERVICES COMMITTEE - BUDGET SUMMARY 2016/17

Expenditure					
		Actual	Estimate	Revised Est	Estimate
		2014/15	2015/16	2015/16	2016/17
Code	Description				
	Allotments	18462	19885	16241	16805
	Partnership Projects	91492	40754	89784	91439
	Grants	29660	31000	31000	30481
	Amenities	7490	16539	9910	18302
	Events	4264	4428	3922	6692
	Capital and Projects	8476	8476	8476	8476
Total		159844	121082	159333	172195
Income					
		Actual	Estimate	Revised Est	Estimate
		2014/15	2015/16	2015/16	2016/17
Code	Description				
	Allotments	7881	8996	9224	10566
	Partnership Projects	56161	0	50989	51986
	Grants	0	0	0	0
	Amenities	0	852	0	728
	Events	0	0	0	0
	Capital and Projects	0	0	0	0
Total		64042	9848	60213	63280
Net		95802	111234	99120	108915

Allotments 601						
Expenditure		Actual	Estimate	Revised Est	Estimate	
Code	Description	2014/15	2015/16	2015/16	2016/17	Information
4001	Staff	6219	6385	6090	6495	
4012	Water rates	3648	5250	2151	2060	Weather dependent
4013	Lease	6500	6500	6500	6500	
4036	Repairs	2095	1750	1500	1750	
Total		18462	19885	16241	16805	
Income		Actual	Estimate	Revised Est	Estimate	
Code	Description	2014/15	2015/16	2015/16	2016/17	Information
1001	Rents	7881	8996	9224	10566	From 2016/17 includes tenants' water charge.
Total		7881	8996	9224	10566	
Net		10581	10889	7017	6239	

Partnership projects 602						
Expenditure		Actual	Estimate	Revised Est	Estimate	
Code	Description	2014/15	2015/16	2015/16	2016/17	Information
4001	TCMI staff costs	34384	0	32989	33986	TCMI staff costs not included in original 2015/16
4235	Bulmershe Youth Club	202	2000	300	500	
4261	Town centre expenditure	21605	0	18000	18000	Estimated - off set by TCMI contributions
4262	Town Centre Management grant	12633	12633	12633	12633	
4264	Just Around the Corner SLA	22668	23121	22862	23320	Estimated RPI increase at 2%
4266	Youth projects fund	0	3000	3000	3000	
Total		91492	40754	89784	91439	Information
Income		Actual	Estimate	Revised Est	Estimate	
Code	Description	2014/15	2015/16	2015/16	2016/17	Information
1172	Staff costs recharged	34384	0	32989	33986	TCMI staff costs not included in original 2015/16
1173	TCMI contribution rec'd	21777	0	18000	18000	
Total		56161	0	50989	51986	
Net		35331	40754	38795	39453	

Grants 603						
Expenditure		Actual	Estimate	Revised Est	Estimate	
Code	Description	2014/15	2015/16	2015/16	2016/17	Information
4661	Readibus	16538	17000	17000	17136	Increase of 0.8%.
4663	Citizens Advice Bureau	3803	7000	7000	6345	Sum requested.
4665	Keep Mobile	1819	1000	1000	1000	Requested £4000.
4667	ARC	5000	5000	5000	5000	Sum requested.
4668	Wokingham Job Support Centre	500	0	0	0	
4669	Lend and Play Toy Library	2000	1000	1000	1000	Sum requested.
Total		29660	31000	31000	30481	
Income		Actual	Estimate	Revised Est	Estimate	
Code	Description	2014/15	2015/16	2015/16	2016/17	Information
Total		0	0	0	0	
Net		29660	31000	31000	30481	

Amenities 604						
Expenditure						
Code	Description	Actual 2014/15	Estimate 2015/16	Revised Est 2015/16	Estimate 2016/17	Information
4001	Staff	3133	3879	3460	3988	
4014	Street lights - fuel	1284	1900	1900	1900	
4036	Street lights - repairs	3348	3800	3800	3800	
4163	Amenities repairs	-275	750	750	750	
	Town Centre - Public toilet		5400	0	7364	Assumes toilet to be installed and operational Sept 2016.
	Rates - public toilet		810	0	500	
Total		7490	16539	9910	18302	
Income						
Code	Description	Actual 2014/15	Estimate 2015/16	Revised Est 2015/16	Estimate 2016/17	Information
	Town Centre public toilet	0	852	0	728	
Total		0	852	0	728	
Net		7490	15687	9910	17574	

Events 605						
Expenditure						
Code	Description	Actual 2014/15	Estimate 2015/16	Revised Est 2015/16	Estimate 2016/17	Information
4001	Staff	2253	2328	2075	2392	
4031	Promotions/materials	1000	1100	1300	1300	
4533	Woodley Carnival	1011	1000	547	3000	2016/17 towards Carnival fireworks
Total		4264	4428	3922	6692	
Income						
Code	Description	Actual 2014/15	Estimate 2015/16	Revised Est 2015/16	Estimate 2016/17	Information
Total		0	0	0	0	
Net		4264	4428	3922	6692	

Capital and projects 609						
Expenditure						
Code	Description	Actual 2014/15	Estimate 2015/16	Revised Est 2015/16	Estimate 2016/17	Information
4957	Airfield Loan Interest	6491	6292	6292	6074	
4967	Airfield Loan Principal	1985	2184	2184	2402	
Total		8476	8476	8476	8476	
Income						
Code	Description	Actual 2014/15	Estimate 2015/16	Revised Est 2015/16	Estimate 2016/17	Information
Total		0	0	0	0	
Net		8476	8476	8476	8476	

Woodley Town Council

Proposed Annual Grants 2016/17

Organisation	Amount requested 2016/17	Purpose of grant	Service provided to Woodley residents	Grant awarded 2015/16	Proposed grant 2016/17
ReadiBus	£17,000 + inflation	To provide a public transport equivalent bus service for people unable to use the ordinary bus service.	Last year 253 Woodley residents with restricted mobility were registered to use the service, and made 9,939 journeys. Service booked in advance and is door to door. Journeys throughout an area of 80 square miles between 7.15 am and 11.15 pm.	£17,000	£17,136 This represents last year's grant plus an increase of 0.8%.
Wokingham & District Citizens Advice Bureau	£6,345	Free, confidential, impartial and independent advice service – mediation, representation and support for all members of the community regardless of race, gender, age, sexuality or disability. Areas include – welfare benefits, debt, consumer issues, employment, housing, legal, relationship, tax, utilities, community care, education, health and immigration.	Service from Woodley Extension Bureau on Headley Road, next to the Library. In 2014/15 675 Woodley residents were helped to solve 1,243 new problems at an estimated cost of £6,345 (when deducting the support from WBC and others). Advice is tailored to clients. Increasing demand for benefits, employment and debt issues. The office in Woodley is actively seeking Woodley based volunteers – some have been recruited but more are needed. A reduction in grant funding may result in a reduction of the CAB's services – it is looking for a trustee with fundraising skills and experience as well as organising events to raise income.	£7,000	£6,345 Sum is based on Woodley CAB office usage cost in 2014/15, after deducting funding support from Wokingham BC and other sources.
Keep Mobile	£4,000	Provision of transport for Woodley residents unable to gain access to mainstream transport and those of other operators to travel outside the area for work, socialising, shopping, day trips, medical appointments. Includes Dial a Ride.	In the last year 1,357 trips provided to 298 Woodley residents. The cost of providing the service to the people who need it in Woodley in 2014/15 was £12,081. The service able to be provided depends on WTC's grant and any additional funding awarded – donations are decreasing. In 2013/14 182 requests for trips from Woodley members had to be refused. Hopes to increase the Day Excursions programme - to help social inclusion and a contribution to the National Campaign to End Loneliness.	£1,000	£1,000 Residents who use this service are able to travel to areas not covered by Readibus.

ARC	£5,000	To provide a free and confidential counselling service to Woodley residents at the Oakwood Centre.	<p>Free and confidential youth counselling service offering emotional and mental health support to young people and their families. Helps improve resilience, ability to achieve and cope in school, reducing pressure on other services, helping with issues such as bullying, bereavement, domestic violence, abuse, self harm, anxiety and depression, family breakdown.</p> <p>Over the last year has provided over 1,200 counselling sessions to more than 200 Woodley residents, mostly young people. Also provided peer mentor training to 50 young people, arranged and presented community wellbeing workshops to more than 70 Woodley parents concerned about their children's anxiety. Also participated in the new Community Youth Partnership and worked with other organisations.</p> <p>In the future aims to continue to provide the service, responding to the demands of the community and provide the same level of service to Woodley residents.</p>	£5,000	£5,000 Sum requested by ARC in application – This service operates in Woodley and provides support to local residents who are experiencing difficulties.
Lend and Play Toy Library	£1,000	Towards employee and running costs to deliver a toy library service to local people and organisations.	<p>Hires high quality toys, play equipment and learning resources for 0-5 yrs on library system. Open to all families and members plus childminders, people who have children visiting, nurseries and children's centres. Range of toys include those suitable for children with additional developmental needs and larger outdoor play items. The library provides toys and resources for family drop in sessions at the Ambleside Centre.</p> <p>New volunteers have been recruited this year and opening hours have been revised to include every Saturday morning to increase availability for working parents.</p> <p>The organisation wants to invest in marketing aids and procure a reliable internet connections to enable online orders membership renewal.</p> <p>Last year 196 families used the service – 66 were Woodley residents.</p>	£1,000	£1,000 To support the local provision of the service.