



The Oakwood Centre, Headley Road, Woodley, Berkshire, RG5 4JZ  
www.woodley.gov.uk

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To: **Members of the Planning Committee**

Councillors T. Barker (Chairman); S. Brindley; J. Cheng; R. Dolinski; M. Forrer;  
D. Fradley; B. Franklin; J. MacNaught; D. Mills; S. Rahmouni; M. Walker; P. Wicks;  
M. Willson

**NOTICE IS HEREBY GIVEN that a meeting of the Planning Committee will be held at The Oakwood Centre at 7:45 pm on Tuesday 10 October 2017, 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 PLANNING COMMITTEE MEETING HELD ON 12 SEPTEMBER 2017**

To approve the minutes of the Planning Committee meeting held on 12 September 2017 and for the Chairman to sign them as a true record. *(These minutes were provided in the Full Council agenda of 3 October 2017.)*

4. **CURRENT PLANNING APPLICATIONS**

To consider current planning applications and agree comments to be forwarded to the planning authority. *(Appendix 4)*

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5. **PLANNING DECISIONS**

To note information on decision notices received from the planning authority since the last meeting. *(Appendix 5)*

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6. **PLANNING APPEALS**  
 To note that the following appeals against refusal of planning permission have been lodged with the Planning Inspectorate:
- a) Application: 170364  
 Location: Land rear of 7-10 Brecon Road, Woodley, RG5 4PR.  
 Proposal: Full planning application for the proposed erection of two semi-detached 2 bed dwellings with associated parking, drainage and access.
- b) Application: 170803  
 Location: 20 Tippings Lane, Woodley, RG5 4RX.  
 Proposal: Householder application for the proposed erection of a single storey front extension, following removal of existing single storey front extension.
7. **TREE PRESERVATION ORDERS**  
 TPO 3/1951: 38 Wheble Drive, Woodley, RG5 3DT.  
 To note consent for the felling of a diseased ash.
- TPO 3/1951: St James Church Centre, Kingfisher Drive, Woodley, RG5 3LH.  
 To note consent for the selective pruning of an oak, two horse chestnuts, a lime and a willow.
8. **BUS SERVICE 12 WORKING PARTY**  
 To note **Reports No. PC 4/17** and **PC 5/17** of the Bus Service 12 Working Party meetings held on 14 September and 21 September 2017. Pages 9 and 11
9. **READIBUS SERVICE LEVEL AGREEMENT**  
 To consider **Report No. PC 6/17**. Page 13
10. **COMMUNITY SPEED WATCH**  
 To note that Inspector John Donachy, Thames Valley Police, made a presentation to the Town Council at the Full Council meeting on 3 October 2017 on the Community Speed Watch project.
11. **CIVIL PARKING ENFORCEMENT**  
 To note the report on the Civil Parking Enforcement briefing session run by Wokingham Borough Council and attended by Councillors Cheng and Walker on 25 September 2017. **(Appendix 11)** Page 28
12. **WOODLEY AND NORTH EARLEY COMMUNITY FORUM**  
 To note the report of the Woodley and North Earley Community Forum held on 11 September 2017. **(Appendix 12)** Page 29
13. **LOCAL PLAN UPDATE – SITE ASSESSMENT ENGAGEMENT**  
 To note correspondence received from Wokingham Borough Council regarding the consideration of land put forward for possible future development as part of the Local Plan update, attached at **Appendix 13**. Page 32
- To consider nominating up to two representatives to attend the assessment meetings.

14. **READING BOROUGH COUNCIL – GYPSY AND TRAVELLER PROVISION CONSULTATION**  
To note that Reading Borough Council is currently consulting on provision for gypsies and travellers in Reading. The consultation document can be accessed at: [www.reading.gov.uk/gypsy-traveller-provision-consultation](http://www.reading.gov.uk/gypsy-traveller-provision-consultation)
15. **PUBLICATIONS/INFORMATION**  
To note receipt of the following:
  - *Community Council for Berkshire Newsletter – September 2017*
16. **FUTURE AGENDA ITEMS**  
To consider suggestions for future agenda items.
17. **PUBLICITY/WEBSITE**  
To consider suggestions for items to be publicised.
18. **EXCLUSION OF PUBLIC AND PRESS**  
**To resolve that, in view of the confidential nature of the business about to be transacted in relation to legal matters, it is advisable in the public interest that the public and press are temporarily excluded and they are asked to withdraw for item 19 on the agenda.**
19. **ENFORCEMENT ISSUES**  
To note any enforcement issues.

## New Applications Received Between 08/09/2017 and 05/10/2017

<u>Application No</u>	<u>Date Recd</u>	<u>Case Officer</u>	<u>Applicant Name</u>	<u>Location</u>
<b>New Application</b>				
<b>172112</b>	02/10/2017	Nuno Fernandes	Mr Anandhakrishnan Balaradjou	10 Cottesmore Road Cottesmore Road Woodley RG5 3NX
	<b>Proposal :</b> Householder application for proposed erection of two storey rear extension to dwelling following demolition of existing conservatory plus single storey front extension to form a porch and conversion of garage to provide habitable accommodation.			
	<b>Observations :</b>			
<b>172310</b>	02/10/2017	Chris Kempster	Mrs Wilkinson	17 Buckden Close Buckden Close Woodley RG5 4HB
	<b>Proposal :</b> Householder application for the proposed erection of a first floor side extension to dwelling and internal alterations.			
	<b>Observations :</b>			
<b>172547</b>	25/09/2017	Mohammad Islam	Woodley Pre-School	Woodford Park Leisure Centre Haddon Drive Woodley RG5 4LY
	<b>Proposal :</b> Full application for the proposed erection of a single storey prefabricated modular building to form childrens nursery with associated toilets and staff rooms following removal of existing storage shed.			
	<b>Observations :</b>			
<b>172611</b>	11/09/2017	Ade Balogun	Mr C Holmes	31 Woodway Woodway Woodley RG5 3HA
	<b>Proposal :</b> Householder application for the proposed erection of a two storey rear extension to dwelling, to include two side dormer extensions.			
	<b>Observations :</b>			
<b>172631</b>	15/09/2017	Gregory Smart	Mr Richards	67 Malone Road Malone Road Woodley RG5 3NL
	<b>Proposal :</b> Householder application for the proposed erection of two storey side extension and single storey front and rear extensions, following the demolition of existing garage to dwelling.			
	<b>Observations :</b>			
<b>172648</b>	11/09/2017	Rasha Khoja	Mr & Mrs Lee	18 Concorde Way Concorde Way Woodley RG5 4NF
	<b>Proposal :</b> Householder application for proposed erection of single storey rear extension to form an orangery			

## New Applications Received Between 08/09/2017 and 05/10/2017

<u>Application No</u>	<u>Date Recd</u>	<u>Case Officer</u>	<u>Applicant Name</u>	<u>Location</u>
<b>Observations :</b>				
<b>172668</b>	11/09/2017	Chris Kempster	Mr & Mrs Chen	14 Colemans Moor Lane Colemans Moor Lane Woodley RG5 4BU
<b>Proposal :</b> Householder application for the proposed single storey rear extension to dwelling. (Retrospective)				
<b>Observations :</b>				
<b>172684</b>	11/09/2017	Simon Taylor	Waitrose Ltd	Crockhamwell Road Crockhamwell Road Woodley RG5 3JW
<b>Proposal :</b> Application for advertisement consent for the proposed installation of illuminated totem in car park.				
<b>Observations :</b>				
<b>172687</b>	15/09/2017	Pooja Kumar	Unknown	128 Church Road Church Road Earley RG6 1HR
<b>Proposal :</b> ADJOINING PARISH CONSULTATION				
Full application for the proposed erection of 10 No. residential apartments with associated parking and access following demolition of the existing dwelling.				
<b>Observations :</b>				
<b>172711</b>	15/09/2017	Gregory Smart	Mr Robert Tait	11 Glendevon Road Glendevon Road Woodley RG5 4PJ
<b>Proposal :</b> Householder application for the proposed erection of single storey rear extension to dwelling.				
<b>Observations :</b>				
<b>172761</b>	22/09/2017	Mohammad Islam	Mr & Mrs Hotson	14 Caldbeck Drive Caldbeck Drive Woodley RG5 4LA
<b>Proposal :</b> Householder application for the proposed single storey side and rear extension to existing dwelling.				
<b>Observations :</b>				
<b>172784</b>	22/09/2017	Dariusz Kusyk	Mr Sloan	191 Colemans Moor Road Colemans Moor Road Woodley RG5 4DD
<b>Proposal :</b> Householder application for the proposed erection of rear dormer extension to convert roof space to habitable accommodation.				
<b>Observations :</b>				

**New Applications Received Between 08/09/2017 and 05/10/2017**

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<u>Application No</u>	<u>Date Recd</u>	<u>Case Officer</u>	<u>Applicant Name</u>	<u>Location</u>
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**Applications Received :- 12**

**NOTIFICATIONS OF PLANNING DECISIONS FROM Wokingham Borough Council**

Thu 5 October 2017

' C ' Contrary to Borough

Page No : 1

' E ' Endorsed by Borough

**GRANTED PLANNING PERMISSIONS**

E 171029	Approved	78 Beechwood Avenue
E 171880	Approved	45 Woodwaye
E 171941	Approved	64 Western Avenue
E 172082	Approved	5 Dunbar Drive
E 172142	Approved	27 Bodmin Road
E 172150	Approved	2 The Ridgeway
E 172216	Approved	38 Malone Road
E 172217	Approved	26 Marathon Close
E 172245	Approved	48 Wilmington Close
E 172264	Approved	134 Church Road
E 172265	Approved	140-142 Crockhamwell Road
E 172266	Approved	140-142 Crockhamwell Road
E 172267	Approved	73 Loddon Bridge Road
E 172269	Approved	92 Rochester Avenue
E 172315	Approved	22 Walmer Road
E 172352	Approved	54 Ravensbourne Drive
E 172369	Approved	406 - 412 London Road
E 172371	Approved	54 Hazel Drive
E 172429	Approved	18 Glendevon Road
E 172453	Approved	406 - 412 London Road
E 172456	Approved	56 Roslyn Road

**REFUSED PLANNING PERMISSIONS**

**NOTIFICATIONS OF PLANNING DECISIONS FROM Wokingham Borough Council**

Thu 5 October 2017

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' C ' Contrary to Borough

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Page No : 2

' E ' Endorsed by Borough

**C** 171569

Refused

59 Malone Road

District COMMENT

Local COMMENT No objections.

**OTHER PLANNING DETAILS**

172043

Withdrawn

29a Duncan Road



Woodley Town Council

**Report of a Meeting of the Bus Service 12 Working Party held at the Oakwood Centre  
on Thursday 14 September 2017 at 10am.**

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**Present:** *Councillors: K. Baker, T. Barker, S. Rahmouni*

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

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1. **APOLOGIES**

There were no apologies for absence.

2. **DECLARATIONS OF INTEREST**

No declarations of interest were made.

3. **APPOINTMENT OF CHAIRMAN**

Councillor Barker was appointed as chairman of the working party.

4. **FUTURE OF BUS SERVICE 12**

Cllr Baker summarised the purpose of the working party as follows:

From September 2017, Bus Service 19a/c had been replaced by Service 12 and modifications had been made to the service. The main changes were that Service 12 did not operate during peak hours and did not run along Church Road. Funding for Service 12 had been agreed until August 2018 and Wokingham Borough Council were consulting Woodley and Earley Town Councils on the future of the service from September 2018.

Cllr Baker and Cllr P. Jorgensen, Earley Town Council, were meeting with Rebecca Brooks, Senior Transport Planner, Wokingham Borough Council, that evening and this meeting of the working party had been called to agree the points that should be raised with Rebecca Brooks.

After discussion, it was agreed that the following points should be raised with Rebecca Brooks:

1. To request a timetable combining all the bus routes between Woodley and Reading so that the overall coverage could be assessed.
2. To consider how Woodley residents working at the Royal Berkshire Hospital or in central Reading could get to work by bus.
3. To ask for examples of what was meant by the Borough Council's "statutory duty for social need" referred to in the consultation letter.
4. To request passenger numbers for the current Service 12 and the old Service 19a/c route.
5. To ask whether there would be any benefit in Woodley Town Council conducting a survey of passengers using the new Service 12 – i.e. would Wokingham Borough Council take notice of such a survey?

Councillor Baker would report back to the working party at the next meeting and it was the intention of the working party that a draft list of requirements for the future bus service would then be drawn up and circulated to all Members of Council for comment.

It was agreed that the Committee Officer would contact all Woodley Town Councillors and the Borough Councillors for Woodley to ask whether they had any high-level suggestions to be considered for inclusion on the list of requirements.

Earley Town Council had set up a working party to consider this matter and had invited Woodley to send a representative to a meeting on 15 September. Cllr Barker agreed to attend the Earley meeting.

It was agreed that Earley Town Council would be invited to send a representative to future meetings of the Woodley working party.

5. **DATE OF NEXT MEETING**

The next meeting would be on Thursday 21 September 2017 at 10am in the Oakwood Centre.

Meeting closed at 11:05am

Woodley Town Council

**Report of a Meeting of the Bus Service 12 Working Party held at the Oakwood Centre  
on Thursday 21 September 2017 at 10am.**

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**Present:** *Councillors: K. Baker, T. Barker, S. Rahmouni  
Earley Town Councillor B. Wedge*

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

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1. **APOLOGIES**

There were no apologies for absence.

2. **DECLARATIONS OF INTEREST**

No declarations of interest were made.

3. **MINUTES OF THE PREVIOUS MEETING**

The minutes of the meeting held on 14 September 2017 were agreed as a correct record.

4. **FUTURE OF BUS SERVICE 12**

Cllr Baker summarised the points raised in the meeting he and Cllr P. Jorgensen had attended with Rebecca Brooks, and the answers received, the notes of which were attached to the agenda.

The future requirements of a bus service beyond August 2018 were considered and the following requirements were identified:

1. A "round robin" service around the estates to link with transport hubs covered by the commercial services. This would expand the coverage of the No. 12 service. (Applies to both Woodley and Earley.)
2. Wokingham Borough Council's "Statutory Duty" should be expanded to include the necessity of enabling key workers to travel to work on public transport. (Applies to Woodley and Earley.)
3. Royal Berkshire Hospital, Reading Station and the University of Reading should all be accessible by public transport by residents of Woodley and Earley.
4. Any additional "round robin" service should use bus stops that are already installed – some of these may not currently be in use.
5. The "round robin" service should be a guaranteed regular hourly service throughout the day.
6. The service should be provided from Monday to Saturday, as a minimum requirement, although it was accepted that it may be necessary to run a reduced service run on Saturdays.
7. A service linking Woodley and Earley was not necessarily a hard requirement, as long as residents from both communities were able to get to a transport hub.

The importance of obtaining accurate passenger numbers for the current Service 12 was stressed so that the requirements of a future service could be assessed and, in the absence of detailed information from Reading Buses, it was agreed that Councillors would travel on the buses and carry out a survey of usage – to include where people get on and off the buses. It was suggested that Town Councillors, Borough Councillors, MERA, ACER and possibly Woodley Women's Club could be approached to help with the survey, as the more data that could be collected, the more weight the numbers would carry.

Cllr Barker agreed to liaise with Rebecca Brooks to create a survey template and obtain the necessary permission, in the form of a letter from Reading Buses, to enable people to ride on the buses to undertake the survey.

5. **DATE OF NEXT MEETING**

A meeting of the Earley Town Council working party was scheduled for Wednesday 27 September, at 11:00am at the Earley Town Council offices, and all members of the Woodley working party were invited to attend.

The next meeting of the Woodley Town council working party would be at 10:00am on Tuesday 10 October at the Oakwood Centre.

Meeting closed at 11:30am

Woodley Town Council

**READIBUS – PROPOSED SERVICE LEVEL AGREEMENT**

**REPORT OF THE TOWN CLERK**

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**PURPOSE OF REPORT**

To propose that the Council enter into a Service Level Agreement with Readibus for the travel services it provides to Woodley residents who are unable to travel independently.

**BACKGROUND**

The Council has awarded Readibus an annual grant towards the costs of providing a transport service to Woodley residents who are not able to travel independently for over 24 years. It is understood that Wokingham Borough Council also grant funded Readibus from the same period to enable the service to be available within the borough. Members who attended the Council meeting on 3 October will have heard the presentation from representatives of the Readibus charity which gave more information about their work and the clients using the service.

**INFORMATION**

At the Strategy and Resources Committee meeting on 24 January 2017 (Min No. 73 c)) the matter of the grant to Readibus was raised as to whether this should be conditional upon a service level agreement or an annual grant application. The proposal of establishing a service level agreement (SLA) has been explored in order to establish the arrangement, along with the terms, conditions and targets, on a more formal basis.

Following a visit to the Readibus depot to discuss the proposal of an SLA with the General Manager a draft document has been produced and is provided at **Appendix A**. This includes the responsibilities placed on both parties as well as targets relating to Readibus members who are Woodley residents and the number of annual journeys undertaken by these members. The 3-year SLA also includes the proposed grant sum payable by the Council for this service on similar terms to those applied over the past 22 years; that is that the payment be increased annually by any annual increase of the Retail Price Index as at September in the year before the next grant year which runs from 1 April to 31 March.

**RESOURCES**

The Council budgets each year to award annual funding to organisations who have successfully applied for a grant. The Planning Committee reviews and recommends the grant allocations to the Strategy and Resources Committee. At present the grant to Readibus is included under the Annual Grants budget heading. If the proposed SLA is approved the grant would continue to be considered by the Committee but would be identified as an SLA, rather than an annual grant, in the budget proposals and would only require reconsideration every three years.

**RECOMMENDATION:**

- ◆ **That Members consider the proposed draft 3-year service level agreement between the Town Council and Readibus.**

*A Service Level Agreement between  
Woodley Town Council  
and  
ReadiBus  
(DRAFT)*

**PURPOSE OF GRANT**

## Contents

Agreement Date and Named Parties

Recitals

1. Definitions

2. The Payment of the Agreed Sum

3. The Service

4. Monitoring

5. Agent

6. Assignment

Annex A: Terms and Conditions

Annex B: Financial Arrangements

Annex C: Service Description

Annex D: Annual Targets

Annex E: Monitoring & Review

Annex F: Agreement Signatures

Annex G: Liaison and Communication

**Service Level Agreement Between Woodley Town Council  
and Readibus**

Notes	
	<p>This Service Level Agreement is made the (Date) between: Woodley Town Council of The Oakwood Centre, Headley Road, Woodley, Berkshire, RG5 4JZ and Readibus (“the Organisation”) of Cradock Road, Reading, Berkshire RG2 0JT</p> <p>Recitals</p> <p>1. Woodley Town Council has agreed to make the specified payment to Readibus in the sum as detailed in Annex B for the duration of the agreement as specified in Annex A for the required service as detailed in Annex C.</p>
	<p><b><u>What has been agreed</u></b></p> <p>The parties to this Agreement agree as follows: -</p> <p><b>1. Definitions</b></p> <p>In this Agreement the following words shall have the following meanings: -</p>
	<p>“The Terms and Conditions” Means the terms and conditions applicable to this Service Level Agreement which are contained in Annex A.</p> <p>“The Agreed Sum” Means the amount payable by the Council to Readibus for the Service as detailed in Annex B.</p>



	<p>“The Agreement Period” Means the duration of time the agreement has been agreed as detailed in Annex A.</p> <p>“The Service” Means, the required Service provided by Readibus as detailed in Annex C.</p> <p>“The Service User” Means a person who receives the specified service.</p>
	<p><b>2. The Payment of the Agreed Sum</b></p> <p>2.1 The Council shall pay the Agreed Sum to Readibus in accordance with the provisions contained in Annex B.</p> <p>2.2 Should Readibus raise funds to provide services in addition to those specified in this agreement, those funds do not form part of the service and funding arrangements as set out in this agreement.</p> <p>2.3 The Agreed Sum is payable to Readibus only upon Readibus’s satisfactory performance in accordance with the Conditions of this Agreement.</p> <p>2.4 In the event that the Conditions are not fulfilled the Council reserves the right to require repayment of all or part of the Agreed Payments such amount to be determined in the manner provided for in paragraph 4 of Annex A to this Agreement bearing in mind the extent and nature of Readibus’s non-compliance with the Conditions</p>
	<p><b>3. The Service</b></p> <p>3.1 To provide a dial-a-ride demand responsive public transport service for people unable to use other forms of transport.</p>

	<p><b>4. Monitoring</b></p> <p>4.1 In order to monitor compliance with the Conditions Readibus agrees to provide the Council with the monitoring information as detailed in Annex E.</p> <p>4.2 Readibus also agrees to provide reasonable access to the Council to its records, books, accounts and documents appertaining to their expenditure in respect of the Service both during the Agreement Period and upon the termination of this Agreement.</p>
<p>The Organisation may claim support but may not suggest that it is acting on behalf of the Council</p>	<p><b>5. Agent</b></p> <p>5.1 Readibus is not and shall not hold itself out as being the agent of the Council.</p>
	<p><b>6. Assignment</b></p> <p>6.1 Readibus shall not transfer or assign to any person or persons whatever any part of the Service without the explicit written permission of the Council.</p>

**Annex A**  
**Terms and Conditions**

Notes	Description
	<p><b>1. Agreement Period</b></p> <p>1.1 This Agreement shall commence on the 1 April 2018 and shall expire on the 31 March 2021.</p>
	<p><b>2. Review</b></p> <p>2.1 This agreement will be reviewed annually in May/ June.</p>
	<p><b>3. Variations</b></p> <p>3.1 This Agreement and Annexes may not be amended except in writing and signed by authorised representatives of the Council and Readibus.</p> <p>3.2 The payments made by the Council shall be used by Readibus solely for the purpose of maintaining and improving the Service set out in Annex C. No significant change shall be made by Readibus without the prior written consent of the Council.</p>
	<p><b>4. Disputes</b></p> <p>4.1 If either party considers that the other party has failed to comply with the terms of this Agreement, then the following course of action is required:</p> <p>a) Both parties shall use their best endeavours to resolve by agreement any dispute between them in connection with this Agreement.</p> <p>b) In the event of a disagreement, Readibus may use the Council complaints procedure to resolve any complaints about actions by officers acting on behalf of the Council.</p>
	<p><b>5. Termination</b></p> <p>5.1 This agreement may be terminated by either party forthwith if the other party should enter liquidation, be formally dissolved, cease operations, or seriously breach the terms of this agreement.</p>

	<p><b>6. Insurance and Indemnity</b></p> <p>6.1 ReadiBus shall maintain such insurance policies to comply with Public Liability (up to £10,000,000 for any one occurrence or series of occurrences arising out of any one event as may be necessary to indemnify themselves, the Council, the Service Users and all persons working for ReadiBus against any claims, action, damage or loss arising out of ReadiBus’s service, unless such claim, action, damage or loss arise due to an accidental act, error or omission on the part of the Council.</p> <p>6.2 Where ReadiBus employs staff, there is also an obligation to take out Employer’s liability insurance.</p> <p>6.3 ReadiBus is responsible for making its own arrangements for buildings and contents insurance where applicable and should assess the level of cover required on an annual basis.</p> <p>6.4 Details of ReadiBus’s necessary insurance cover shall be made available for inspection by the Council.</p>
	<p><b>7. Competency</b></p> <p>7.1 ReadiBus shall ensure that it has sufficiently trained workers with sufficient abilities to ensure that the Services, which are provided by ReadiBus, are provided to a good and satisfactory standard.</p> <p>7.2 ReadiBus shall be given the opportunity to access training opportunities provided by the Council where appropriate.</p> <p>7.3 ReadiBus shall take all reasonable steps to ensure that all its workers are suitable people to contribute to the Service and as a minimum shall ensure that references are obtained from their most recent employer prior to any appointment being made.</p> <p>7.4 Where the service requires ReadiBus’s employees or volunteers to have substantial unsupervised access to children or vulnerable adults, ReadiBus must undertake criminal record checks for each such person prior to their appointment as an employee or their deployment as a volunteer.</p>

	<p><b>8. Conduct</b></p> <p>8.1 Readibus shall be able to demonstrate the proper conduct of their affairs both generally and financially which shall include the following:</p> <ul style="list-style-type: none"> <li>a) Readibus shall keep proper books of accounts that are audited annually by a financially competent person.</li> <li>b) Readibus's workers and their families shall not accept money or gifts from Service Users and/or their relatives. There may, however, be exceptional circumstances, where a relationship with a Service User would be damaged if a gift were rejected. Providing the gift is of a token nature, e.g. a box of chocolates, then the gift can be accepted.</li> <li>c) Readibus's workers shall report all gifts to their line manager who should ensure a written record is kept. Failure to disclose any accepted gift contravenes Readibus Terms of Employment and will be subject to further action.</li> <li>d) All Readibus workers and affiliates are to freely disclose any known involvement in wills or financial affairs of current or previous Service Users. This includes, but is not limited to the formal roles of beneficiary, executor and witness. Failure to disclose any known association contravenes Readibus Terms of Employment and will be subject to further action.</li> <li>e) Readibus's workers shall not sell anything to or buy anything from Service Users. This includes items from catalogues. Service Users may feel obliged to buy items from Readibus's workers or sell them things at a reduced price.</li> </ul>
	<p><b>9. Complaints</b></p> <p>9.1 Readibus uses its existing complaints procedure for this service. Complaints and their outcomes shall be logged and made available to the Council. Any serious complaints shall be reported to the Council immediately.</p>
	<p><b>10. Statutory Requirements</b></p> <p>10.1 Readibus shall comply with all statutes, orders, regulations or bye-laws applicable to the performance of Services provided</p>

	<p>by it.</p> <p>10.2 Readibus shall comply with all relevant legislation, such as planning, employment, Health and safety and equal opportunities in the provision of their service.</p> <p>10.3 Readibus shall comply with the provisions of the Data Protection legislation and the Freedom of Information Act 2000 as applicable to this organisation.</p> <p>10.4 Readibus shall maintain a policy and procedure of privacy and confidentiality in accordance with the Personal Information Act 1987.</p> <p>10.5 Readibus shall ensure that their staff receive training in respecting Service User confidentiality.</p> <p>10.6 Readibus must abide by the Data Protection Acts and obtain any necessary consent before divulging names and addresses to third parties.</p>
	<p><b>11. Equal Opportunities</b></p> <p>11.1 Readibus shall have a written equal opportunities policy which is evidently implemented to ensure that all legislation prohibiting discrimination on the grounds of race, gender, age and disability is observed on the provision of services and the recruitment selection and employment of staff and volunteers.</p> <p>11.2 The organisation should be aware of the requirements under EU or other directives of religion and sexual orientation as they apply to their organisation</p> <p>11.3 Readibus's own equal opportunities policy shall comply with the policy of the Council.</p> <p>11.4 Readibus shall provide a safe working environment and deploy safe systems of working for its workers.</p> <p>11.5 Readibus shall co-operate with the council's inspection, monitoring and evaluation processes.</p>

## Annex B

### Financial Arrangements

Notes	Description
	<p>1. The Council shall pay to Readibus for the service provided as specified in Annex C:</p> <p>The sum of £17,480 paid in respect of the grant awarded in 2017/18 shall be increased to a sum that bears the same proportion as the Retail Price Index (All items) for the month in September 2017 bears to the base figure of 264.9 being the index figure for the month of September 2016. For each subsequent period of 12 months commencing April 2019 the annual payment from the Council to Readibus shall be increased to a sum which bears the same proportion to the sum of £17,480 as the Retail Price Index figure for the month of September 2016 bears to the base figure of 264.9, being the Index figure for the month of September 2016.</p> <p>Any sums paid by ways of grants by Woodley Town Council are outside the scope of VAT</p>

## Annex C

### Service Description

Notes	Description
	<p><b>1.</b> ReadiBus shall deliver services that meet the following:</p> <p><b>1</b>The aim is to create accessible transport. It will encourage and enable people to make informed choices about the appropriate mode of transport for each trip and to provide safe, integrated, efficient and economic means of travel which meets the needs of people.</p> <p><b>2</b> To promote and support the provision of community based and specialist public transport services to meet the travel needs of passengers unable to use other forms of transport.</p> <p><b>3</b> To improve access to key services, particularly for disadvantaged and vulnerable groups.</p>
	<p><b>2.</b> ReadiBus shall undertake the following activities in pursuance of the above:</p> <p><b>1</b> Provide a door-to-door assisted wheelchair accessible public transport service to meet the travel needs of passengers unable to use other forms of transport.</p> <p><b>2</b> Provide timetabled ReadiBus services for access to shopping.</p>



**Annex D**  
**Annual targets and measures**

Notes	Measures and Targets
	<p><b>1</b></p> <p>To achieve a membership of 220 Woodley residents in the year (April - March).</p>
	<p><b>2</b></p> <p>To provide a total of 10,000 journeys each year to Woodley resident members (April - March).</p>

**Annex E**  
**Monitoring and Review**

ReadiBus will carry out their own monitoring and quality assurance activities, keep their own records, as well as take responsibility for staff payment, management and supervision.

Notes	General Monitoring information
	<p><b>1. Monitoring Requirements</b></p> <p>The Council shall receive copies from ReadiBus on request of the following information:</p> <ul style="list-style-type: none"> <li>a) Annual expenditure/accounts</li> <li>b) Evidence of risk assessments, Disclosure and Barring Service (DBS) checks and other health and safety measures carried out</li> </ul>

**Annex F**  
**Agreement Signatures**

On behalf of “ReadiBus”, I agree to the terms and conditions as set out above in this Agreement.

Signature: .....

Name: .....

Position Held: .....

(Duly Authorised Signatory)

On behalf of the “**Council**”, I agree to the terms and conditions as set out above in this Agreement.

Signature: .....

Name: .....

Position Held: .....

(Duly Authorised Signatory)

**Annex G**  
**Liaison and Communication**

**Representatives of Readibus**

A member of the Management Committee and/or a nominated person - usually a member of staff - who is accountable to Readibus will meet annually with a nominated person from the council to review the work of Readibus and the working of this agreement.

**Name(s) of Management Committee delegate(s), with full contact details:**

Prof Sophia Bowlby, Chair of Readibus.

Mr Trevor Bottomley, Hon Sec of Readibus

C/o Readibus, Cradock Road, Reading, RG2 0JT. Tel: 0118-931-3406

**Name of nominated person with full contact details:**

Peter Absolon, Readibus General Manager

Cradock Road, Reading, RG2 0JT.

Tel: 0118-923-8750 (direct dial). E: peter@readibus.co.uk

## CIVIL PARKING ENFORCEMENT

### **Notes on briefing session held by Wokingham Borough Council on 25 September 2017**

NSL is the company supplying the service and they will have 7 people working in Wokingham Borough full time (192hours a week).

From 2<sup>nd</sup> Oct they will be patrolling and looking out for potential infringements and will issue warning notices with a leaflet explaining the CPE. They will then start issuing penalty notices from 9<sup>th</sup> October. The infringements will NOT be a criminal offence but will be known as a Civil Contravention. These will receive a penalty charge of either £50 or £70 depending on the severity of the case. Once issued the officers are unable to reverse the decision and, if a person disputes the charge, they have to take it to appeal (all information regarding this will be displayed on the reverse of the notice).

It will take a few weeks for them to find out where most offences are committed and they will target areas as needed.

Any money made from the charges will belong to WBC (after payment for the service) and this must be used for improving parking, access etc. The intention is not to make money but, preferably, to educate drivers in safe parking etc.

NSL will maintain all parking equipment, provide parking administration services and manage parking permits etc.

Town and Parish Councils have been given an email address for reporting parking infringements and problem areas.

Borough Councillors also have a contact email so problems can be forwarded to NSL. These will then be put into a numerical order depending on the severity of the infringement.

Cllrs Jenny Cheng and Mary Walker

## Woodley & North Earley Community Forum Open Meeting - Monday, 11<sup>th</sup> September, 2017 Minutes

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**Time:** 19.30 – 21.05

**Venue:** Oakwood Centre Maxwell Room (by kind permission of Woodley Town Council).

**Present:** Mike Evans (Vice Chairman, Western Avenue, Woodley), Inspector Al Lloyd (TVP), Jon Hare (TVP), Councillor John Armstrong (ETC/Earley NAG Rep), Councillor Keith Baker (WBC/WTC), Councillor Richard Dolinsky (WBC/WTC) Coral Dolinski (Resident), Councillor Sheena Matthews (ETC), Councillor Alison Swaddle (WBC/ETC), Jenny Lissaman (ACER), Sion Williams (ACER), Noreen Calnan (Resident), Shelagh Flower (Woodley adopt a street project), James Chapman (Manager M&S Shepherds Hill), Tony Hart (Resident), Ian Hills (Resident), Mary Holmes (Woodley Town Centre Management initiative), Rod Still (Vibez Dance Studio), Tony Lomax (Woodley/ Earley Lions Club Representative), Mabel Hahne (Resident), Tom Barker (Woodley Town Council).

**Apologies:** Mary Bather (Chair, Pitts Lane Earley), Jacques Lherbier (Woodley Town Centre Manager), Brenda Cutler (Hilltop Road, Earley), Jackie Rance (ETC)

**Chair of Meeting:** Mike Evans

1. All attendees welcomed and advised chair was unavoidably absent. The intent/structure of The Forum was as the first minutes “To collect Residents’ views on local issues, agree neighbourhood policing priorities for Woodley and North Earley and work with other agencies to find solutions where possible”. A list was circulated for attendees to advise name and any organisation they represented.
2. A Précis of the meeting notes dated 21/6/17 was read out and was accepted as a true record of the meeting at which 6 main issues were identified and 3 issues prioritised.
3. T.V.P. provided a detailed update of the three issued prioritised.
  - a) **Illegal Encampment.** Statistics had been collated, a meeting with Councillors had taken place, at which protocols were discussed and agreed.
  - b) **Bike Theft.** Again statistics had been collated, and a bike marking event took place in Woodley Town Centre on 16/8/17. Further marking to take place at local schools.
  - c) **Antisocial Behaviour.** An ongoing issue, antisocial behaviour agreements can be entered into with possible curfews and parents also party to these agreements. Criminal behaviour orders had been issued for disturbances at Woodley precinct.
  - d) **Other items reported.** Drug taking issues leading to 2 arrests, speeding operations took place at two locations, shoplifting at Iceland and M&S at the B.P Garage (Shepherds Hill). A ‘tackle speeding’ operation is being carried out in Hurst area in cooperation with “Slow Down” posters from local School Children.
4. A long discussion took place regarding Speeding/Cyclists/Mobile Phones, etc. A Preci’s of this as below.
  - a) Community speedwatch is being set up to allow volunteers to operate equipment and send out letters via T.V.P. 20 volunteers currently being trained/vetted.
  - b) 2 or 3 of these cameras purchased with part contributions from local parishes.
  - c) A list of which parishes contributed was requested.
  - d) T.V.P. advised that more volunteers were required.
  - e) W.T.C. requested a meeting to discuss community speedwatch as they are considering purchasing their own cameras.

- f) Parking on pavements is an issue.
  - g) Speeding cyclists on pavements is an issue particularly in Church Road, Earley.
  - h) Culver lane identified as an obstruction issue.
  - i) Civil parking will be a W.B.C. responsibility from October.
  - j) Cycling in Woodley precinct is an issue – improved signage may be the solution.
  - k) It was explained that 20 MPH speed limits had to be self-enforced via bumps/chicanes.
  - l) Details of the law regarding cycling on pavements was requested.
5. Four items were identified as priority going forward.
- a) A.S.B
  - b) Illegal encampment.
  - c) Theft of cycles.
  - d) Clear protocols/details required regarding speeding/community speedwatch.
6. A.O.B.
- a) Any residents wishing to report crime anonymously to use “Crimestoppers”. Can additional “Crimestoppers” cards be given out?
  - b) Fireworks is an issue – advice on the relevant details of the law was requested?
  - c) M&S requested details as to how to quickly advise T.V.P. of shoplifting.
  - d) A new A.L.D.I. was soon to open which may add to shoplifting problems.
  - e) Could an issues log be generated by the Forum?
  - f) Can minutes be distributed to other parties/forums?
  - g) Woodley and Early Lions have kindly allocated a representative to our forum and would welcome close cooperation.
7. Next meeting advised as at 19:30 on 20/11/17 same location.
8. Post meeting de-brief.
- a) T.V.P. slight concern that tonight’s discussions seemed to centre on Woodley, North Earley should not be ignored.
  - b) Earley N.A.G. representative confirmed their willingness to work with the Woodley and N Earley Community Forum.

Issue	Date raised	Agreed Actions	Update on actions	Issue signed off
<b>Illegal encampment</b> , particularly on: <ul style="list-style-type: none"> <li>car parks in Woodley town centre</li> <li>Bulmershe open space where some wooden posts are missing</li> </ul>	June 2017	<ul style="list-style-type: none"> <li>TVP to meet with WTC / WDC to discuss procedures / protocols</li> <li>WBC to look at security on specific sites (town centre carparks / Bulmershe open space)</li> </ul>	<ul style="list-style-type: none"> <li>Meeting took place 14.09.17 &amp; protocols agreed</li> <li>Lytham Road car park height restrictions installed summer 2017</li> <li>WBC in process of replacing posts at Bulmershe Sept 2017</li> </ul>	
<b>ASB</b> , particularly Woodley centre / airfield estate	June 2017	<ul style="list-style-type: none"> <li>ASB agreements where necessary – involving schools and parents</li> </ul>		
<b>Cycle theft</b> – has increased during 2017	June 2017	<ul style="list-style-type: none"> <li>Cycle marking events planned for summer</li> <li>TVP to visit schools to discuss cycle security</li> </ul>	<ul style="list-style-type: none"> <li>Cycle marking event in Woodley 16.08.17</li> </ul>	
<b>Speeding</b>	June 2017	<ul style="list-style-type: none"> <li>TVP to set up 'community speed watch' for the area &amp; train volunteers</li> <li>TVP to provide details of which parishes have contributed to cameral purchase</li> <li>WTC to meet TVP to discuss purchasing their own camera</li> </ul>	<ul style="list-style-type: none"> <li>TVP now have 20 volunteers in process of vetting and training</li> <li>TVP have 2 /3 cameras for volunteer use</li> </ul>	
<b>Parking</b> – on pavements/ dangerously	June 2017			
<b>Drugs / alcohol</b>	June 2017	<ul style="list-style-type: none"> <li>Residents to report concerns to TVP as soon as possible so that they can note locations of concern</li> <li>ACER to notify N Earley residents of need to report</li> </ul>		
<b>Cycling on the pavement</b> – specifically on Church Rd Earley & in Woodley precinct	Sept 2017	<ul style="list-style-type: none"> <li>TVP to provide details of relevant law</li> <li>TVP to talk to contact Bulmershe school re cycling on Church Rd pavement</li> <li>Discuss improved signage in precinct with WTC</li> </ul>	<ul style="list-style-type: none"> <li>TVP contacted school</li> </ul>	
<b>Shoplifting</b>	Sept 2017	<ul style="list-style-type: none"> <li>TVP to visit M&amp;S manager</li> </ul>		
<b>Fireworks</b>	Sept 2017	<ul style="list-style-type: none"> <li>TVP to advise Forum of law relating to fireworks</li> </ul>		



Letter to:

All Parish Councils and Town Councils

Sent by email

Dear Deborah Mander,

### **LOCAL PLAN UPDATE – SITE ASSESSMENT ENGAGEMENT**

You will recall that as part of the Local Plan Update, landowners, developers and third parties were invited to promote land they felt should be considered for future development. The details of all the land promoted has been available on the council's website and we continue to update this when details of new sites are received.

Over the course of this year, we have been reviewing the promoted land to consider its potential suitability. This has taken into account a wide range of matters including the local knowledge supplied by each parish and town council.

Prior to completing our initial assessments, we wish to meet with ward councillors and representatives from each parish and town council to talk through the assessments for the promoted land in their area. We wish to hold these meetings on a confidential basis to reflect that work is draft. They will provide an opportunity for us to take you through the assessment process and the initial findings, and allow you to highlight any remaining issues.

Once we have met with all parish and town councils, and considered any issues raised, our intention is that the initial site assessments will be made available on the council's website as part of a wider report looking at overall potential land supply.

To help arrange the meetings, we would be grateful if you could let us know who you wish to act as your representative(s) (maximum two people) and provide us with their contact details as soon as possible. We will then engage with them directly over possible dates. We anticipate these taking place during October and November.

Should you have any questions regarding the above, please contact us on 0118 974 6478 or by emailing [LPU@wokingham.gov.uk](mailto:LPU@wokingham.gov.uk).

Yours sincerely,

Growth and Delivery Team