



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

To: **Members of the Strategy & Resources Committee**
Councillors K. Baker (Chairman); J. Anderson; S. Brindley; A. Chadwick; C. Jewell;
V. Lewis; M. Nagra; B. Rowland; P. Wicks

NOTICE IS HEREBY GIVEN that a meeting of the Strategy & Resources Committee will be held at the Oakwood Centre at 8:00 pm on Tuesday 19 April 2022, at which your attendance is requested.

The Town Council reserves the right to record and broadcast this meeting. Anybody attending the meeting will, by virtue, consent to having their image and audio recorded for this purpose.

Deborah Mander
Town Clerk

AGENDA

1. **APOLOGIES**
2. **DECLARATIONS OF INTEREST**
To receive any declarations of interest from Members relating to the business of the meeting.
3. **MINUTES OF THE MEETING HELD ON 25 JANUARY 2022**
To approve the minutes of the Strategy and Resources Committee held on 25 January 2022 and that they be signed by the Chairman as a correct record. *(These minutes were provided in the Full Council agenda of 8 February 2022)*
4. **MINUTES OF THE EXTRAORDINARY MEETING HELD ON 22 MARCH 2022** Page 3
To approve the minutes of the Extraordinary Strategy and Resources Committee held on 22 March 2022 and that they be signed by the Chairman as a correct record.

5. **MEMBERS QUESTIONS**
To note the answers provided by the Deputy Town Clerk in response to questions raised by Members during and subsequent to the Leisure Services and Strategy & Resources Committee meetings held in January 2022 which the Deputy Town Clerk was unable to attend, as circulated to Members via email on the 1 February 2022. (*Appendix 5*) Page 5

6. **FINANCE**
 - a) **Budgetary Control**
To receive **Report No. SR 11/22.** Page 8

 - b) **Payments**
To approve the following payments as set out in *Appendix 6b:* Page 9

	Current account	Imprest account
January 2022	£135,677.19	£50,885.10
February 2022	£75,629.38	£51,513.70

7. **OAKWOOD CENTRE UPDATE**
To receive **Report No. SR 12/22.** Page 13

8. **TOWN ELECTORS' WORKING PARTY**
To note **Report No. SR 13/22** of the Town Electors' Working Party meeting held on 7 April 2022. Page 15

9. **TOWN CENTRE PARTNERSHIP**
To receive the report of Town Centre Partnership meeting, previously known as the Woodley Town Centre Management Initiative, held on 19 January 2022. (*Appendix 9*) Page 17

10. **PROJECTS SCHEDULE 2022/23**
To note the Council projects schedule, as given in *Appendix 10.* Page 20

11. **COMMUNITY GRANTS**
To consider **Report No. SR 14/22.** The guidelines for awarding Community Grants to groups and organisations and to individuals are attached to the report. Page 22

12. **BOROUGH/PARISH LIAISON FORUM**
To note the minutes of the Borough/Parish Liaison forum, which took place on 7 February 2022. (*Appendix 12*) Page 25

13. **WOODFORD PARK LEISURE CENTRE ELECTRICS**
To consider **Report No. SR 15/22.** Page 31

14. **CLIMATE EMERGENCY ACTION PLAN UPDATE**
To note that the meeting of the Climate Emergency Sub Committee, scheduled to take place on 6 April 2022, was postponed until 24 May 2022.

15. **FUTURE AGENDA ITEMS**
To consider any future agenda items for the committee to consider.

16. **PUBLICITY AND WEBSITE**
To consider items to be publicised.

Minutes of an Extraordinary meeting of the Strategy & Resources Committee held at the Oakwood Centre on Tuesday 22 March 2022 at 7:00 pm

Present: *Councillors K. Baker (Chairman); J. Anderson; A. Chadwick; C. Jewell; B. Rowland*

Officers present: *K. Murray, Deputy Town Clerk; M. Filmore, Committee Officer*

51. **APOLOGIES**

Apologies for absence were received from Councillors Brindley, Lewis, Nagra and Wicks.

52. **DECLARATIONS OF INTEREST**

There were no declarations of interest made by Members.

53. **EXCLUSION OF PUBLIC AND PRESS**

RESOLVED:

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

Voting: For: 5 Against: 0 Abstentions: 0

54. **PERSONNEL SUB COMMITTEE**

- 54.1 Councillor Anderson, as Chairman of the Personnel Sub Committee, introduced the item. The Deputy Town Clerk explained the proposed restructure of the Maintenance and Ground Maintenance teams and the benefits of the proposal.

RESOLVED:

- ◆ To note Report No. SR 10/22.
- ◆ To approve the proposed restructure of the Maintenance and Ground Maintenance Teams as set out in the report.

Voting: For: 5 Against: 0 Abstentions: 0

- 54.2 The Deputy Town Clerk then left and took not further part in the meeting as the second recommendation from the Personnel Sub Committee related to his role.

The Chairman expressed his gratitude on behalf of all Members for the work Councillors Anderson and Rowland undertook with regards to the Town Clerk's return to work.

Following a request from Councillor Jewell the Committee agreed that, whilst the Liberal Democrat group would formally nominate and appoint Councillor Rowland as a member of the Personnel Sub Committee at the Annual Meeting in May, Councillor Rowland would be permitted to attend and contribute to any Personnel Sub Committee meeting which takes place prior to the Annual Meeting in May.

RESOLVED:

- ◆ To remunerate the Deputy Town Clerk, in recognition of his work acting up as the Proper Officer, as set out in Report No. SR 10/22.
- ◆ To adjust the Deputy Town Clerk's pay range and scale point as set out in Report No. SR 10/22.

Voting: For: 5 Against: 0 Abstentions: 0

Meeting closed at 7:34 pm

QUESTIONS RECEIVED FROM MEMBERS FOLLOWING LEISURE SERVICES AND STRATEGY & RESOURCES COMMITTEE MEETINGS HELD ON 25 JANUARY 2022

Q	(Cllr Heap) When is the Young Persons Survey likely to take place?
A	<i>The method, extent, content etc of the survey has not yet been discussed or agreed. This will form part of the discussions with the potential youth services provider.</i>
Q	(Cllr Heap) LS Revised Estimates - Why is the year-end estimate for Jan to Mar 2022 (£62k) so low, compared to same period 2021 (£85k) and 2020 (£107k)?
A	<i>After investigation - there was an error in the Budgetary Control figure of £287,157 reported to the Leisure Services Committee. This calculation had erroneously included an accounting item (£33,275 relating to an internal account transfer). That budgetary control expenditure figure as at 31/12/21 should have been £253,882. The revised year-end estimate figure of £349,617 is correct, which means the estimated spend for the Jan-Mar 2022 period is actually £96k (similar to the same period in previous years). We have put some systems in place to cross-reference this in future.</i>
Q	(Cllr Chadwick) SR Risk Register - pg 7 SR08 - Are staff receiving training?
A	<i>Staff currently receive basic online training. Any requirement for more in-depth training is being considered.</i>
Q	(Cllr Chadwick) SR Risk Register - pg 15 OS16 - Is probability of parking issues deemed too low / should it be higher?
A	<i>The probability hasn't increased since the previous year(s) in terms of activities, however it could be considered to be on the low side given that we are aware of issues in/around Haddon Drive with the Sunday league football. This can be amended to reflect a higher probability.</i>
Q	(Cllr Chadwick) SR Risk Register - pg 18 RM08 - Should this reference the Disaster Recovery Plan?
A	<i>Yes. This will be amended.</i>
Q	(Cllr Brindley / Cllr Jewell) SR Charges - Why have the charges for OAPs and Under 18's increased by so much more than other groups? Were the OAP / Under-18s charges chosen as they rounded up to a neat number?
A	<i>The percentage increase is higher than the standard rate although the actual charges remain relatively low. The rationale behind the proposed charges is in the context of charges made for similar facilities elsewhere locally, and it is felt that the proposed charges compare favorably with those of the competition, representing good value for customers.</i> <i>The Leisure Services Manager also commented for information that the under 18 rate is not widely used as most younger people using the centre attend under other discounted promotions e.g. Racket Attack, kids clubs, sports camps and play for a pound etc.</i>
Q	(Cllr Chadwick) SR Revised Estimates - pg 4 - What is covered by code 4013 'Oakwood Centre Rent'?
A	<i>This is an expenditure code in Central Costs and shows as an income code (1791) under the Oakwood Centre. This is the internal charge for the 'rent' of the Council Offices and reception space in the Centre.</i>

Q	(Cllr Chadwick) SR Revised Estimates - pg 6 - What is covered by code 4005 'Superannuation'? It was noted this is usually pensions, but the cost is much higher than staffing costs.
A	<i>This is the employee pension costs. The staff costs shown under Corporate Management (103) are only an apportionment of total organisational staff costs, which is why it is lower.</i>

ADDITIONAL QUESTIONS RECEIVED BY EMAIL FROM CLLR HEAP	
WPLC Flat Roofing	
Q	Have Tenders been received?
A	<i>Yes</i>
Q	What is the cost?
A	<i>£40,000 - £46,000</i>
Q	When will work be carried out?
A	<i>We are checking some final details before appointing the contractor.</i>
Q	Is this included in the 2022/23 budget?
A	<i>£40,000 has been allocated to an earmarked reserve for this project.</i>
WPLC Electrical Work	
Q	Have tenders gone out?
A	<i>Not yet.</i>
Q	How much will it cost?
A	<i>Estimated 55k</i>
Q	When will the work be done?
A	<i>In the 2022/23 financial year. The tender should go out in February now that we have a specification for the work.</i>
Q	Is this included in the 2022/23 budget?
A	<i>No. This will require funding from CIL/reserve once the cost is established and the project tendered.</i>
Fencing Damage (Malone Park)	
Q	Should we put photos on the website to show the public?
A	<i>Yes, this has been done.</i>
Q	Can we define with small posts the wildlife area that is not to be cut?
A	<i>Yes. This will be carried out by the Grounds Team.</i>
Q	Is the Oakwood Centre rainwater storage tank installed?
A	<i>Yes, this was installed in September 2021 and is operational.</i>

Q	Has the Defibrillator at WPLC been installed?
A	<i>Not yet. We have purchased the secure box and this will be installed by the Maintenance Team shortly.</i>
	Paddling Pool
Q	Has required work been costed?
A	<i>The required works are being assessed. This may only require a new pump.</i>
Q	When will this work be done?
A	<i>The system should be OK this season and we are looking to carry out required works before Summer 2023.</i>
Q	Is this included in the 2022/23 budget?
A	<i>No. This is a potential project for the Capital Programme - to be agreed later in the year, or may be possible from the WPLC repairs and maintenance budget, depending on the cost.</i>
Q	Update on Town Centre Garden
A	<i>Topsoil has been delivered to site. Distribution of soil will be taking place first week Feb. Planting should be complete by 11 February.</i>

EXPENDITURE	Budget 2021/22	Revised Budget 2021/22	Actual Exp as at 31/03/21	Actual Exp as at 31/03/22	Actual Exp as % of Budget	Information
Central Costs	271876	241165	249578	237558	98.5	All expenditure at or under 100%, apart from training, postage, stationery/printing and equipment.
Democratic Costs	53759	55632	54379	56063	100.8	Costs at just under 100%, apart from civic costs.
Corporate Management	360795	367836	347112	366584	99.7	Staff, employer's National insurance & superannuation, payroll costs, affiliation fees and accounts and audit all under 100%. Bank charges, professional fees and Health & Safety over 100%.
Capital Programme	0	0	0	0	0.0	No capital funds allocated in 2021/22.
Grants	17000	16100	16000	16100	0.0	All grants now paid.
Oakwood Centre	137253	136637	145589	143634	105.1	Most costs under 100%. Staff costs, heating/lighting, contract cleaning, certifications & equipment over 100%.
Maintenance HQ	2645	3000	2362	2913	97.1	Phone and repair costs just over 100%, other costs under.
Woodley TCM I	68967	72170	43821	74154	102.7	Most costs under 100%. Floral display, Christmas tree, Extravaganza, petty cash and street trading consent over 100%.
Capital and Projects	264980	264980	266602	264979	100.0	All loans paid in the year.
TOTAL	1177275	1157520	1125443	1161985	100.4	
Month 12 = 100%						
INCOME	Budget 2021/22	Revised Budget 2021/22	Actual Inc as at 31/03/21	Actual Inc as at 31/03/22	Actual Inc as % of Budget	
<i>(Furlough income included in budget figures)</i>						
Central Costs	8455	4155	25540	14333	345.0	Income at 100% or lower. Interest on temporary investments slightly higher than estimated. Furlough Inc: £10,177
Democratic Costs	0	0	0	0	0.0	
Corporate Management	0	0	0	0	0.0	
Capital Programme	0	0	0	0	0.0	
Grants	0	0	0	0	0.0	
Oakwood Centre	76667	94367	123368	118395	125.5	Income from rent lower than anticipated. Letting income at 127%. Furlough Inc: £16,049
Maintenance HQ	0	0	0	0	0.0	
Woodley TCM I	68967	72170	43821	74154	102.7	Overall income at 102%. Saturday Market, promotional stands & public information pillars well over anticipated budget figures.
Capital and Projects	0	0	0	0	0.0	
TOTAL	154089	170692	192729	206882	121.2	Total Furlough income: £26,226
NET	1023186	986828	932714	955103	96.8	
Month 12 = 100%						

Current Account

List of Payments made between 01/01/2022 and 31/01/2022

Date Paid	Payee Name	Amount Paid	Transaction Detail
06-Jan-22	(Personal Information)	300.00	Mkt Mgr - WTCMI
20-Jan-22	(Personal Information)	800.00	Kubota tractor repair
20-Jan-22	AGA Print Ltd	102.39	Leaflets & Banners
06-Jan-22	Alan Hadley Ltd	306.00	Refuse Collection
13-Jan-22	ASAP Computer Services	1902.00	Annual IT support WPLC
20-Jan-22	AYS Cleaning Contractors Ltd	2338.05	Contract cleaning
07-Jan-22	Be Fuelcards Ltd	1.52	Admin charges-
21-Jan-22	Be Fuelcards Ltd	1.10	Unleaded Petrol-Depot
21-Jan-22	Be Fuelcards Ltd	40.00	Unleaded Petrol-Depot
13-Jan-22	Berkshire Tree Care	5400.00	Gardening services
20-Jan-22	Bowak Ltd	171.52	Cleaning supplies
13-Jan-22	Brake Bros Foodservice Ltd	292.37	Vending supplies
27-Jan-22	Brewers Decorator Centres	141.96	Decorating supplies
20-Jan-22	Brown Bag Cafe Ltd	86.40	Catering services
27-Jan-22	Business Stream	84.26	Water rates-Toilet
13-Jan-22	Castle Water	3011.78	Water rates
27-Jan-22	Churchill Contract Services Ltd	320.52	Contract cleaning
04-Jan-22	Club Manager Ltd	80.40	Gym software monthly fee
20-Jan-22	Ecotricity	327.22	Gas supply-Coro Hall
26-Jan-22	Ecotricity	1181.84	Gas supply-WPLC
26-Jan-22	Ecotricity	1841.75	Gas supply-OC
13-Jan-22	EDF Energy 1 Ltd	17.18	Electric supply-Clock
06-Jan-22	Enerveo Ltd	279.47	Christmas Tree 21-Precinct
12-Jan-22	Epos Now Ltd D/D	30.00	WPLC till support License
11-Jan-22	Global 4 Communications	897.83	Mobile/Phones
21-Jan-22	HMRC Cumbernauld	12838.05	PAYE&NI Deducted from pay
14-Jan-22	HMRC VAT	1763.42	3rd Qtr VAT payment
27-Jan-22	Les Mills Fitness UK Ltd	203.69	Bodybalance-Gym coach
13-Jan-22	Lister Wilder Ltd	836.53	Blades - Depot
20-Jan-22	Lister Wilder Ltd	169.01	Blades - Depot
04-Jan-22	Lloyds Bank D/D	41.32	Current-Bank charges
17-Jan-22	Lloyds Bank D/D	180.38	Monthly cardnet service charge
27-Jan-22	Lyreco UK Ltd	202.79	Stationery supplies
05-Jan-22	Mailcoms Ltd D/D	125.82	Mailstart ink-cartridges
17-Jan-22	Merchant Rentals Ltd	18.40	Cardnet monthly rental-WPLC
17-Jan-22	Merchant Rentals Ltd	18.40	Cardnet monthly rental-WTC
06-Jan-22	PHS Group	2136.68	Sanitary/Waste disposal
14-Jan-22	Poztive Energy Ltd	62.67	Electric supply-Coro Hall
14-Jan-22	Poztive Energy Ltd	3250.31	Electric supply-OC
18-Jan-22	Poztive Energy Ltd	865.81	Electric supply-WPLC
18-Jan-22	Poztive Energy Ltd	44.55	Electric supply-Chapel Hall
21-Jan-22	Prudential	307.24	AVC deducted from pay
27-Jan-22	Reading Community Energy Soc Ltd	430.61	Electric supply-WPLC/OC
27-Jan-22	South East Employers	763.20	Associate membership 21/22
27-Jan-22	Sports and Play Consulting Ltd	5000.00	Advice Playground project
13-Jan-22	SSE Southern Electric	350.69	Electric supply
31-Jan-22	SWALEC	110.43	Electric supply-Toilet
10-Jan-22	Thames Valley Water Services Ltd	326.40	Monthly water checks
21-Jan-22	The Berkshire Pension Fund	16626.50	Employee& 'er deducted from pay
20-Jan-22	Trade UK - Screwfix	85.96	Building supplies

13-Jan-22 Tudor Environmental	255.54 Safety clothing-Depot
21-Jan-22 Unison Collection Ac	22.50 Union fee deducted from pay
27-Jan-22 Universal Services	114.00 Trampoline service-WPLC
27-Jan-22 Veolia ES - UK Ltd	503.61 Refuse Collection
04-Jan-22 Wokingham BC - Rates	2283.00 Rates-WPLC
04-Jan-22 Wokingham BC - Rates	364.00 Rates-Coro Hall
04-Jan-22 Wokingham BC - Rates	165.00 Rates-Chapel Hall
04-Jan-22 Wokingham BC - Rates	898.00 Rates-OC
20-Jan-22 Workwear Express Ltd	104.29 OC staff uniform

Total Payments

135677.19

CLERKS IMPREST A/C

List of Payments made between 01/01/2022 and 31/01/2022

Date Paid	Payee Name	Amount Paid	Transaction Detail
10-Jan-22	(Personal Information)	67.50	Refund deposit
10-Jan-22	(Personal Information)	45.00	Refund deposit
11-Jan-22	(Personal Information)	15.00	Refund key deposit
17-Jan-22	(Personal Information)	67.50	Refund deposit
17-Jan-22	(Personal Information)	15.00	Refund key deposit
24-Jan-22	(Personal Information)	75.00	Refund deposit
24-Jan-22	(Personal Information)	5.00	Refund key deposit
24-Jan-22	(Personal Information)	75.00	Refund deposit
31-Jan-22	(Personal Information)	75.00	Refund deposit
31-Jan-22	(Personal Information)	67.50	Refund deposit
27-Jan-22	Adobe Systems Software	182.02	Acrobat Pro DC
20-Jan-22	Amazon co.uk	111.81	Secteurs/folding pruning saw
06-Jan-22	Amazon Mktplace	19.99	Post hole diggers - WP
06-Jan-22	Amazon Mktplace	39.97	Long life ant-graffitti coatin
06-Jan-22	Amazon Mktplace	22.98	Polishing/Buffering pads
21-Jan-22	Amazon Mktplace	75.00	Black plastic plant potsx10
21-Jan-22	Amazon.co.uk	32.63	S & J Bypass Loppers
14-Jan-22	Devonshire Trading Ltd	1100.81	Gym equip monthly hire fee
21-Jan-22	Fraser Aggregate Services	1536.00	4x Tons top soil
20-Jan-22	Light Credit Ltd-Granmore	655.68	Artic flat ceiling tiles
18-Jan-22	Currys online	179.00	Undercounter fridge-Flat WPLC
24-Jan-22	Ecclesiastical Insurance	250.00	Excess insur payment-Clm427191
24-Jan-22	Fuel Fitness Ltd	99.75	Room /Sports hall hire-Refund
07-Jan-22	Grabloader	204.00	Haulage of soil - Finchamstead
26-Jan-22	Lloyds Bank	44684.50	Jan 2022 net payroll
14-Jan-22	Lloyds Bank D/D	14.41	Imprest-Bank charges
10-Jan-22	Prostate Cancer Charity	441.00	Charity donation money collect
17-Jan-22	UK Planning Maps	22.80	Location map-WP/MG play area
10-Jan-22	Whiteknights Estate	192.00	Letting fees-WPLC flat
20-Jan-22	Wickes.co.uk	135.00	Multi-purpose compostx30
07-Jan-22	Wokingham B C	300.00	Pre-Application advice-WPLC
10-Jan-22	Wokingham BC	78.25	Council Tax - 2021/22 Flat WPL

Total Payments

50885.10

Woodley Town Council**Current Account****List of Payments made between 01/02/2022 and 28/02/2022**

Date Paid	Payee Name	Amount Paid	Transaction Detail
10-Feb-22	(Personal Information)	400.00	Mkt Mgr - WTCMI
09-Feb-22	AGA Print Ltd	44.06	Leaflets & Banners
09-Feb-22	Alan Hadley Ltd	700.80	Refuse Collection
17-Feb-22	Alan Hadley Ltd	306.00	Refuse Collection
24-Feb-22	Alan Hadley Ltd	306.00	Refuse Collection
10-Feb-22	Alarm Response	660.00	Key Holding service-WPLC/OC
24-Feb-22	AYS Cleaning Contractors Ltd	2420.26	Contract cleaning-OC&Toilet
04-Feb-22	Be Fuelcards Ltd	110.29	Diesel-MW65EHN-46000m
11-Feb-22	Be Fuelcards Ltd	0.77	Admin charge
25-Feb-22	Be Fuelcards Ltd	36.13	Unleaded fuel-Depot
24-Feb-22	Berkshire Tree Care	1296.00	Gardening services
17-Feb-22	Bowak Ltd	368.38	Cleaning supplies
09-Feb-22	Brake Bros Foodservice Ltd	288.87	Vending supplies
09-Feb-22	Brown Bag Cafe Ltd	54.00	Catering services
24-Feb-22	Brown Bag Cafe Ltd	117.30	Catering services
24-Feb-22	Castle Water	48.23	Water rates
10-Feb-22	CDK Casting Ltd	101.40	Bronze plaque
24-Feb-22	Churchill Contract Services Ltd	320.52	Contract cleaning-WPLC
01-Feb-22	Club Manager Ltd	80.40	Gym software monthly fee
24-Feb-22	CoolerAid Ltd	59.18	Bottled water
15-Feb-22	Devonshire Trading Ltd	1100.81	Gym equip monthly hire fee
02-Feb-22	Ecotricity	413.15	Gas supply-Chap hall
16-Feb-22	Ecotricity	341.53	Gas supply-Chapel Hall
16-Feb-22	Ecotricity	1703.22	Gas supply-OC
16-Feb-22	Ecotricity	1343.39	Gas supply-WPLC
16-Feb-22	Ecotricity	281.15	Gas supply-Coro Hall
10-Feb-22	EDF Energy 1 Ltd	17.18	Electric supply-Clock
10-Feb-22	Ellis Whittam Ltd	7428.46	Annual Health&Safty fee
10-Feb-22	Epos Now Ltd D/D	30.00	Support license - till WPLC
09-Feb-22	Fraser Office Supplies Ltd	3.59	Woodtown-WTC
09-Feb-22	Global 4 Communications	896.05	Phones/Mobiles
17-Feb-22	Henry Street Garden Centre	699.22	Gardening supplies
17-Feb-22	HMRC Cumbernauld	13182.51	PAYE&NI Deducted from pay
09-Feb-22	Lamps-Tubes Luminations Ltd	1617.96	Christmas Lighting-WTCMI
28-Feb-22	Les Mills Fitness UK Ltd	203.69	Bodybalance-Coach WPLC
01-Feb-22	Lloyds Bank D/D	47.99	Bank charges-Current
14-Feb-22	Lloyds Bank D/D	447.71	Monthly cardnet service fee
24-Feb-22	LSW Secure Ltd	266.30	Master keys cut-OC
24-Feb-22	Lyreco UK Ltd	48.12	Stationery supplies
15-Feb-22	Merchant Rentals Ltd	18.40	Cardnet machine rental-WPLC
15-Feb-22	Merchant Rentals Ltd	18.40	Cardnet machine reantal-OC
09-Feb-22	MKR Electrical Services Ltd	730.49	Electrical supplies
09-Feb-22	PHS Group	403.74	Qtrly dust matt charge
11-Feb-22	Pitney Bowes Ltd	150.00	Postage topup-WTC
09-Feb-22	Poztive Energy Ltd	941.17	Electric supply-WPLC
10-Feb-22	Poztive Energy Ltd	68.20	Electric supply-Coro Hall
14-Feb-22	Poztive Energy Ltd	2895.74	Electric supply-OC
17-Feb-22	Poztive Energy Ltd	46.60	Electric supply-Chapel Hall

17-Feb-22 Prudential	307.24 AVC deducted from pay
28-Feb-22 Public Works Loan Board	5874.06 PW505314-Capital/Interest
10-Feb-22 R.E.S. Systems Ltd	1621.16 6 monthly Fire service
24-Feb-22 Rialtas Business Solutions Ltd	355.20 Annual Booking software fee
17-Feb-22 Seton	145.90 First aid supplies
24-Feb-22 Seton	421.20 Cleaning supplies
04-Feb-22 SGW Payroll Ltd	159.86 Monthly payroll service charge
28-Feb-22 SWALEC	140.18 Electric supply-Toilet
17-Feb-22 Technical Surfaces Ltd	360.00 3G Match fit service
17-Feb-22 Thames Valley Water Services Ltd	624.00 Risk assess review/log book
24-Feb-22 Thames Water Utilities Ltd	3014.00 Excavation&Water connection
17-Feb-22 The Berkshire Pension Fund	16628.05 Employee& 'er deducted from pay
17-Feb-22 Trade UK - Screwfix	710.94 Building supplies
17-Feb-22 Unison Collection Ac	22.50 Union fee deducted from pay
24-Feb-22 Veolia ES - UK Ltd	527.61 Refuse Collection
09-Feb-22 West Berkshire Council	1378.00 Street Trading consent-WTCMI
17-Feb-22 Wingfield Engineering Ltd	276.12 Mazda pickup service/MOT

Total Payments

75629.38

CLERKS IMPREST A/C

List of Payments made between 01/02/2022 and 28/02/2022

Date Paid	Payee Name	Amount Paid	Transaction Detail
02-Feb-22	(Personal Information)	15.00	Refund key Deposit
04-Feb-22	(Personal Information)	67.50	Refund Deposit
07-Feb-22	(Personal Information)	75.00	Refund Deposit
09-Feb-22	(Personal Information)	75.00	Refund Deposit
15-Feb-22	(Personal Information)	74.50	Refund Deposit
16-Feb-22	(Personal Information)	200.00	Refund Deposit
21-Feb-22	(Personal Information)	75.00	Refund Deposit
18-Feb-22	(Personal Information)	654.74	Staff advice service
17-Feb-22	Amazon Mktplace	3.97	Mini DVI to VGA connector
24-Feb-22	Amazon mktplace	4.48	Twist ties with dispenser/cutt
15-Feb-22	Chew Valley Trees	240.00	Gardening supplies-WPLC
02-Feb-22	Dance Reality Ltd	100.00	Refund dep-D Reality OC-23571
28-Feb-22	Fraser Aggregates	1932.00	Border bark x 23 Lt
16-Feb-22	Glasdon UK Ltd	913.66	Litter bins-Green
17-Feb-22	Glasdon UK Ltd	-36.40	Cr-Litter Bins Green
04-Feb-22	Harlstone Group.co.uk	984.30	Fence posts/postmix
23-Feb-22	Lloyds Bank	44574.66	correct-Net Feb 22 payroll
11-Feb-22	Lloyds Bank D/D	13.82	Bank charges-Imprest
25-Feb-22	Primrose.co.uk	104.85	Gardening supplies-WP
10-Feb-22	Street Solutions UK	159.96	Cone chain barrier kit
14-Feb-22	Thomson Reuters UK	88.80	JCT on demand-WPLC
02-Feb-22	TV Licensing	159.00	TV Licensing-OC
15-Feb-22	Wickes Building	717.96	Aerated blocks x364-WPLC&Bowli
24-Feb-22	Wickes Building	315.90	Overlap fence panels-Chapel H

Total Payments

51513.70

Woodley Town Council

OAKWOOD CENTRE UPDATE

REPORT OF THE DEPUTY TOWN CLERK

Purpose of Report

To advise Members of current operational matters relating to the Oakwood Centre.

Oakwood Centre Update

Bookings and room hire

New regular hirers:

- Birthing & exercise classes - x1 monthly
- Baptist Church - x1 monthly

Social booking enquiries and provisional bookings from April onwards are coming in suggesting increasing customer confidence. Room hire income is at £51,263 as at 31 March, against a revised estimate at year-end of £40,000. Income against budget is shown at **APPENDIX A**.

Woodley Music and Arts Festival

The Centre was host to the Woodley Music and Arts Festival three weekends in March, with visitor numbers of up to 400 per day. The event went very well as in previous years and the organisers were very complimentary about the staff team and the facilities. The festival has secured dates at the centre up to 2025.

Citizens Awards

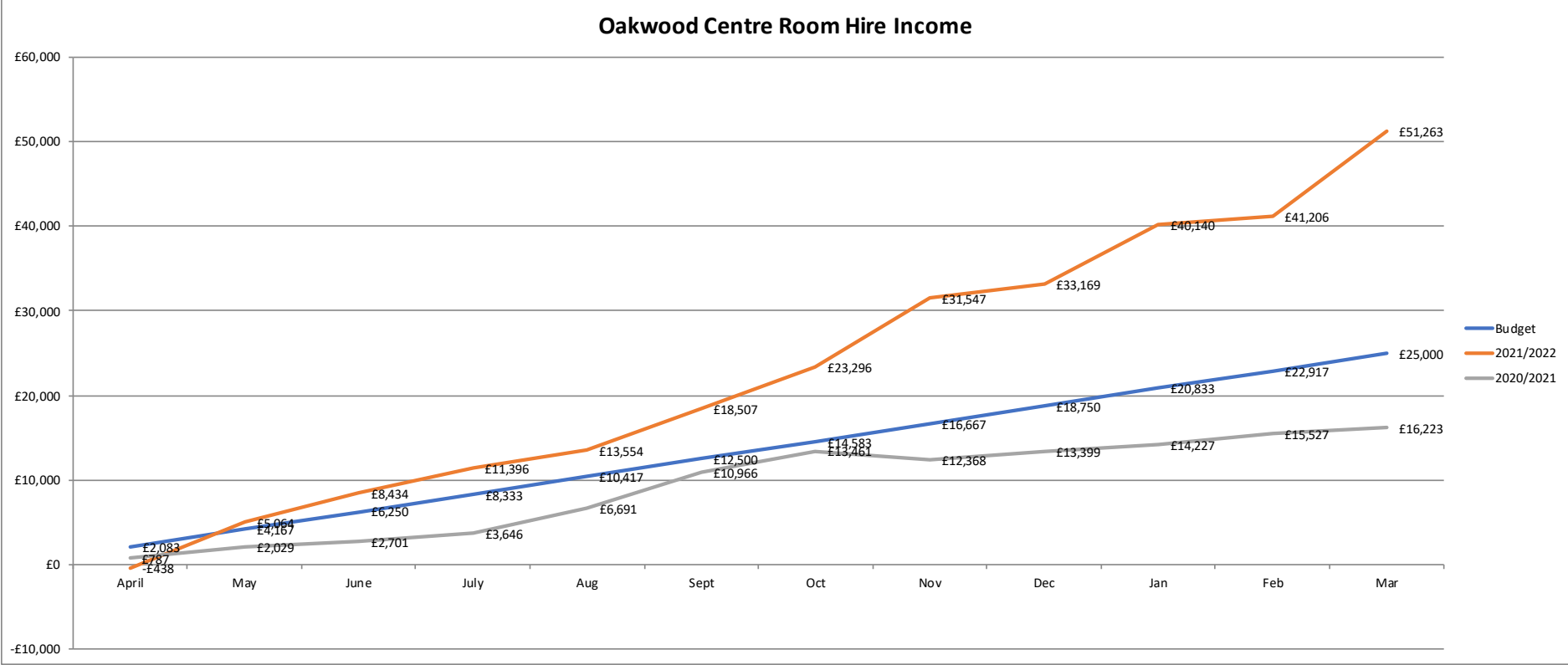
The Centre hosted the Citizens' Awards on Friday 1 April, using a new format and maximising the use of the theatre. The event was very successful and also provided a format that we can sell for conferencing and awards ceremonies. We had a photographer on site and will use these to market the centre for similar corporate events.

Maintenance

A number of rooms have been decorated and new chair covers and tablecloths have been purchased to hire out as part of a package for social events. New curtains are being purchased for the Carnival and Maxwell Halls.

Recommendations:

- ◆ **That Members note the information contained in the report.**



**Report of a Meeting of the Town Electors' Working Party held at the Oakwood Centre
on Thursday 7 April 2022 at 6.00pm**

Present: *Councillors J. Anderson (Chairman); S. Brindley; R. Skegg*

Officers present: *K. Murray – Deputy Town Clerk; M. Filmore – Committee Officer;
A. Ransley – Communications Manager*

1. **APPOINTMENT OF CHAIRMAN**

Councillor Brindley proposed, seconded by Councillor Skegg, and it was

RESOLVED:

- ◆ To appoint Councillor Anderson as Chairman of the Town Electors' Working Party for the remainder of the 2021/22 municipal year

2. **APOLOGIES**

There were no apologies for absence from Members.

3. **DECLARATIONS OF INTEREST**

There were no declarations of interest made by Members.

4. **TOWN ELECTORS' MEETING – 26 MAY 2022**

Members noted that it had been informally agreed at Full Council that this year's Town Electors' meeting would be centred around the Climate Emergency. It was agreed that the purpose of the meeting should be to give residents a voice around the chosen subject.

Members noted that, to be compliant with legislation, the meeting would be required to be in person. The Deputy Town Clerk confirmed that hybrid meeting equipment would hopefully be in place in time for the meeting to allow those residents who wanted to access the meeting remotely to do so.

Following a discussion it was:

RESOLVED:

- ◆ **That the meeting will be re-branded as the 'Annual Town Meeting', with an additional tagline related to the topic each year, to be decided for this year**
- ◆ **that the 2022/23 Annual Town Meeting will be structured around five areas:**
 - **Introduction from Wokingham Borough Council regarding the declared Climate Emergency**
 - **Woodford Park's Green Flag status**
 - **Wokingham Borough Council's MyJourney**
 - **Recycle & Repair initiatives**
 - **Bee Projects**
- ◆ **that the Deputy Town Clerk would invite Borough Councillor Gregor Murray to lead the introduction**
- ◆ **that the Deputy Town Clerk would contact Laura Buck, Wokingham Borough Council Tree Officer, to get information on the Borough Council's Tree Project**
- ◆ **that Cllr Skegg would contact Schools to identify who would like to provide details of their own environmental initiatives**

- ◆ **that both the Deputy Town Clerk and Cllr Anderson would contact their 'Bee' contacts regarding projects to encourage the growth in number of bees.**
- ◆ **that the Town Electors' Working Party will meet again at 6:30pm on Tuesday 26th April**
- ◆ **that Officers will look into producing small Town Council business cards with seeds impregnated into them for planting**

Meeting closed at 6:45 pm

Meeting of the Woodley TCMI Management Committee held on Wednesday 19th January 2022 at 6pm via Zoom.

Present

B Fennelly	Town Centre Manager	J Palterman	Market Manager
M Holmes	Chairman & Woodley Resident	Alan Jutson	Woodley Lions
Z Frasinski	Vice Chairman & Woodley Resident	Jamie Bowley	The Crumbs cafe
CLlr K Baker	WTC & WBC Councillor	M Risby	Woodley Resident
CLlr B Rowland	WTC Councillor	C Lawley	Woodley Resident
CLlr S Boyt	WBC Councillor	P Birt	Woodley Resident
H Beilby	WTC Admin Officer	M Millard	Woodley Resident

1. Apologies & Welcome

J Cheng, H Fuller, G Cranford

2. To approve the minutes of the meeting held on Wednesday 20th October 2021

Approved

3. Matters arising from the minutes

None

4. Financial Update

BF presented his report and overall felt confident we were in a strong financial position after last year, which was unlikely to change with no further expenditure.

It was a very good year for the Saturday Market.

The big jump for the PIPS was due to a belated payment received from 2020 – 2021.

BF to look into installing extra pillar(s).

It's been challenging lately for the Vegan Market, which has now been cancelled until further notice, and it will be replaced by a weekly Sunday car boot sale instead for the time being.

KB reported, although not approved yet, a possible increase in Woodley Town Council's contribution to TCMI.

'Welcome Back Funding' {after the 2 year long Covid pandemic} - £20,000.00 – BF welcomed contributions/ideas from the Committee, suggesting, rather than being spent on some things which Wokingham BC should be doing anyway, it should be used to provide something with lasting benefits e.g. make the clock a stronger feature, perhaps with different coloured lighting that could be used for holiday celebrations. It was also suggested a similar makeover to the stage would be beneficial to many users, including schools and community groups. It was also noted that the Centre Stage needs an electrical upgrade, plus increasing availability of electricity from the boxes at the base of the street light columns.

BF is to seek advice from 'Lamps & Tubes' with regards to the lighting.

BF would welcome any further suggestions and he's happy to explore and research costings.

5. Town Centre Managers Report

BF presented his report.

Halloween event – due to the success of this event, it will be included in the programme for 2022.

Events 2022 – BF is confident about putting together our events for 2022.

Platinum Jubilee family day - Perhaps a red, white and blue, street party-like theme on the afternoon of the 5th June using the Centre Stage, with a programme of entertainment of ‘through the decades’ and further entertainment such as jugglers, petting zoos etc where those attending are invited to bring their own picnic, tables & chairs.

International Dance Festival – BF to investigate the local Vibez Dance Studio suggested by KB and a demo from the Salsa club, suggested by IH, being involved.

Service Level Agreement with WBC – BF confirmed there would be a meeting this week to finalise an agreement with WBC. It was intended that the dance festival would be a great way to reach out to all local communities. Although pleased with the positive attitude of local traders and continued support from AB Walker, KS Smith and Woodley Pets, it is hoped that with things now getting back to normal, we may be able to encourage more involvement from other traders.

BF intends to spend a little more on marketing in the coming year. It is hoped that by getting the community more involved in things like the Walled Garden, it will become a strong feature regards the ‘Britain in Bloom’ competition. It’s a real opportunity to show involvement by the Woodley community after the last year’s feedback.

It was suggested that it may be more appropriate to rename the Artisan Market, as perhaps the Wednesday Market?

6. Saturday Market Managers Report

JP reported that the Saturday market had a very successful end to 2021, with 20 stalls attending. It’s a little quieter now, but that’s to be expected at this time of year, but he’s very optimistic it will return to the normal 16 or 17 stalls shortly.

He also pointed out that power sockets were very limited in the Town Centre as a whole, which may mean turning new traders away who need power for their stalls – something that could definitely be added to the list of improvements.

AJ suggested that a cable could be run along the inside of the walled garden, with sockets on the outside. BF said that lights within the wall garden had been discussed, so it could be a real possibility to link the two together.

MH thanked Jonathan and Brian very much for their work keeping everything going so well.

7. Police report

None submitted - BF to provide CL with PCSO C Towse telephone number.

8. Questions through the Chair

BF to investigate a trip accident in the Town Centre and ensure the planters are not a hazard.

In answer to previous suggestions of a Spanish street stall, BF confirmed that No Bull Paella, are very keen and are booked into the Artisan market on the 2nd of February and again at the Saturday market on the 5th February.

BF confirmed that he was not aware of any new Changes of Use to vacant premises.

KB confirmed he had spoken with Woodley's Deputy Town Clerk Kevin Murray who confirmed that work inside the walled garden was still on schedule for completion by the end of the month.

19.09 KB left the meeting.

9. Any other business

SB is still chasing up WBC with regards to keeping the town centre clean and will keep the committee updated.

BF reported the massive problem with water coming from a first floor overflow/outlet issuing into the walkway next to Iceland had finally been dealt with by Romans Letting Agent on behalf of the Landlord.

SB & BF to get together with landlords regarding the rubbish / rats, dilapidated garages and weeds in the car park area at the back of the shops off Lytham Road. SB to forward photographs to BF who will contact those concerned, although some landlords are better than others.

MH reported that WASP have tried to keep on top of the litter problems in the past, but are unable to continually sustain the effort needed.

JB – reported rats confirmed coming from Beechwood School caretaker's residence, however the caretaker has reported the rats are coming from the back of town centre.

BF reported that WBC has been out to look, but they advised him it was down to landlords to deal with. MH reported recently seeing a dead rat outside the library.

SB was told by WBC that the CCTV in Waitrose car park was to assist with anti-social behaviour, which does not appear to take place in the car park, however, does tie in with increasing the charging periods. The CCTV could have been better situated if someone in Woodley had been consulted. SB asked for a decision to be called in at Wokingham Borough Council, after which a definitive reason will be given, and she will keep the Committee informed.

BR confirmed the agreement regarding the car park charges still stands at the moment.

MH thanked BF & JP, emphasising how much they were appreciated and how lucky Woodley's TCMI is to have them both.

Meeting finished 7.40pm

Next meetings at 6 pm:

Wednesday 20th April

Wednesday 20th July

Wednesday 19th October

CAPITAL PROJECTS SCHEDULE 2022/23*Project ID number is identifier only – not indication of priority.*

ID	Project	Approximate Delivery/ Completion
1	Woodford Park Destination Play Area	May 2022
	Project Element/Phase	Status/ Progress
	Initial consultation carried out from April – August 2020	COMPLETE
	Tender pack/invitations to be advertised in September 2020.	COMPLETE
	Tenders received Dec 2020	COMPLETE
	Tender assessment and shortlisting	COMPLETE
	Consultation on shortlisted designs	COMPLETE
	Contractor appointment DEC 2021	COMPLETE
	Installation MARCH-MAY 2022	In Progress
	Equality Impacts	
	All equipment selection, landscaping and design will be carried out with inclusivity and play value as a priority. The design brief will allow for access and use by children with as wide a range of mobility and ability as possible and include areas for natural play, planting and sensory areas. Further assessment to be carried out through the design stage. Public consultation on shortlisted/selected design to include all park users. Tender requirements include provision of company equality policy. Equality Impact Assessment carried out.	
	Environmental Impacts	
	Design brief will require the design to compliment the surrounding park environment, make use of sustainably sourced materials and have a positive impact on the park environment through planting etc. Tender requirements include provision of company environmental policy and appropriate information on sustainability of products and removal of waste from site.	
ID	Project	Approximate Delivery/ Completion
2	Woodford Park Leisure Centre Electrics / Rewiring	September 2022
	Project Element/Phase	Status/ Progress
	Production of design spec	COMPLETE
	Tender pack/invitations to be advertised in April 2022.	COMPLETE
	Tenders received April 2022	COMPLETE
	Tender assessment	In progress
	Allocate funding	TBC
	Contractor appointment	TBC
	Installation	TBC

	Equality Impacts		
	Specification of all works including lighting will meet the appropriate British Standards for the location and activities being carried out. Tender requirements include provision of company equality policy. There are no identified equality impacts.		
	Environmental Impacts		
	The project includes the replacement of old lighting fittings with low energy LED alternatives to reduce energy consumption and waste. Tender requirements include provision of company environmental policy and appropriate information on sustainability of products and removal of waste from site.		
ID	Project		Approximate Delivery/ Completion
3	Woodford Park Leisure Centre Replacement Flat Roofing Membrane		May 2022
	Project Element/Phase	Status/ Progress	Comment
	Production of design spec	COMPLETE	
	Tender pack/invitations	COMPLETE	
	Tenders received February 2022	COMPLETE	
	Tender assessment	COMPLETE	
	Allocate funding	COMPLETE	
	Contractor appointment	COMPLETE	
	Installation	In progress	
	Equality Impacts		
	Tender requirements include provision of company equality policy. There are no identified equality impacts.		
	Environmental Impacts		
	Tender requirements include provision of company environmental policy and appropriate information on sustainability of products and removal of waste from site.		
	Potential Capital Projects for future funding/scheduling (CIL/Capital Programme) <i>These projects are not exhaustive and have yet to be costed and prioritised.</i>		
	<i>Replace knee rail fencing around Woodford Park</i>		
	<i>Refurbishment of Oakwood Centre toilets</i>		
	<i>Replacement of Oakwood Centre gas boilers with heat source pump</i>		
	<i>Fire Alarms/detection/sounders – Community Halls, Oakwood Centre, Grounds Depot</i>		
	<i>Improvements to rear of Woodford Park Leisure Centre</i>		
	<i>Refurbishment of football wing – Woodford Park Leisure Centre</i>		
	<i>Oakwood Centre fuse board upgrade</i>		
	<i>Oakwood Centre front patio door replacement</i>		
	<i>Extend lake hogging path</i>		
	<i>Replace paddling pool pump</i>		
	<i>Replace planters in Garden of Remembrance</i>		

Woodley Town Council

Community Grants

The Council considers the award of Community Grants twice a year, in April and November. The guidelines to qualify for a grant are attached. The total budget available for awards in 2022/23 is £4,000. A second round of award applications will be considered in November 2022.

The committee is asked to consider the following grant applications:

Organisation	Usual source of funding	Amount requested	Members / Staff / Volunteers	Purpose grant required	Additional information	Previous Grant Award Details (Last 10 years)
Chemogiftbags (Approx. 40 recipients in Woodley)	Donations from members of the public and the occasional business.	£250	No paid staff 15 volunteers	Towards the cost of purchasing items for gift bags, and for marketing to raise awareness of the charity.	The organisation supports breast cancer patients with care packages called 'chemogiftbags'. Each bag costs £100.	2017/18 - £250 2020/21 - £250
Me2 Club (100 child members, 18 from Woodley)	Local and national Trusts / Foundations, community fundraising events, corporate partnerships, Town / Parish Councils.	£250	7 paid staff 106 volunteers	To recruit and screen 5 new volunteers within Woodley who can be matched with 5 Woodley children waiting for support from the charity. In order to recruit volunteers, staff give regular talks at local schools, advertise using social media, and attend local community events.	The charity works to address the challenges of isolation and exclusion of children and young people with wide ranging additional needs and disabilities, regardless of a diagnosis, by enabling them to attend a weekly mainstream leisure activity of their choosing. The charity recruits, trains and supports volunteers who are then carefully matched to a child requiring dedicated help. The work also provides family members with regular weekly respite.	2015/16 - £210 2017/18 - £250 2018/19 - £250 2019/20 - £250 2020/21 - £250 2021/22 - £250

<p>Woodley Bowling Club (84 members - 85% / 74 from Woodley)</p>	<p>Members subscriptions, match fees, social events and donations.</p>		<p>No paid staff 13 volunteers</p>	<p>To purchase 12 new bowling mats to replace the old, worn mats. To invest in a contactless payment machine. To go towards the costs of new digital honours / winners boards within the clubhouse. The hope is that this will attract new, younger members.</p>	<p>The bowling club is self-funded, with profits used to maintain and update the clubhouse. Membership has fallen in recent years, due mainly to the pandemic, and subscriptions no longer cover the total running costs despite being increased. The club has to raise additional funds from social events.</p>	<p>None</p>
<p>Woodley Festival of Music & Arts (approx. 20% of users from Woodley: approx. 400 users)</p>	<p>Fees from entrants, grants / sponsorship, advertising revenue, on-the-door admissions and programmes.</p>	<p>£250</p>	<p>11 voluntary committee members 50 other volunteers</p>	<p>To help towards the costs of venue hire, adjudicator and other professional fees, printing / publicity, and piano hire for the Woodley Festival of Music and Arts.</p>	<p>The organisation runs a competitive music and arts festival, open to all, with classes in music, speech and drama held over three weekends at the Oakwood Centre. 85% of performers are school age, whilst 3% are adults. Entrants have the opportunity to perform and entertain, with adjudicators providing constructive criticism, and awards given based on merit.</p>	<p>2012/13 - £250 2013/14 - £250 2014/15 - £250 2015/16 - £250 2016/17 - £250 2018/19 - £250 2019/20 - £250 2020/21 - £250 2021/22 - £250</p>

Woodley Town Council

COMMUNITY GRANTS TO COMMUNITY GROUPS AND ORGANISATIONS

Community grants are available to community organisations based in Woodley which act for the local good of the town or those that can demonstrate how they serve Woodley residents and whose membership is open to Woodley residents.

Grants of up to £250 are available for one-off costs such as equipment, materials or building alterations or a youth (under 21) team/group attendance at county, regional, national or international level primarily within a sporting or cultural activity.

In considering the applications preference will be given to:

- Locally organised organisations/groups, rather than national groups (local branches of national bodies will be counted as locally organised).
- Groups/organisations where Woodley residents are the primary beneficiaries of the group/organisation's activities.
- Requests for grant funding that identify specific items or projects, rather than request for a contribution to running costs.
- Requests where the Council's contribution would make a significant impact on the gross income of the organisation/group.

The Council will not normally award grants for costs:

- that could be reasonably be expected to be funded from other sources
- that could reasonably be expected to be funded from members' subscriptions
- that seek to promote or oppose a party-political viewpoint

Successful recipients will be expected to make their best efforts to attend the Full Council meeting at which the grants are presented by the Mayor, failure to attend may influence future awards.

Successful applicants will:

- be required keep an accurate record of the way in which the funds are spent
- provide proof of purchase of a specific item to be funded, if required to do so

Groups receiving a grant of more than £100 will be required to explain in their application how they will inform their group's membership about Woodley Town Council's contribution.

Applications can be made by filling in a Community Grants form which can be found on the Town Council's website: www.woodley.gov.uk. The form must be completed in black ink, written or typed.

A copy of the group's most recent statement of annual accounts, an up to date bank statement, a statement of income and expenditure for the current year and your group's constitution or set of rules signed by the chairman should accompany your application (if you are not able to do this please explain why in the form).

Community grants will be considered twice a year. Applications must be returned to the Town Clerk, Woodley Town Council, The Oakwood Centre, Headley Road, Woodley, Berkshire RG5 4JZ or by email to admin@woodley.gov.uk (by pressing the submit button if you are completing the form electronically) by either 31 March or 1 November.

Community grants will be considered and approved by the Strategy and Resources Committee at meetings held in April and November. The Council will not award community grants in excess of the annual budget allocated for this purpose.

All applicants will be informed of the outcome of their application once the Strategy and Resources Committee has made its decision. Unsuccessful applicants will be given the reason(s) for no grant being awarded. The payment of grants will be made electronically.

**MINUTES OF A MEETING OF THE
BOROUGH PARISH LIAISON FORUM
HELD ON 7 FEBRUARY 2022 AT 7.00 - 8.30 PM**

Councillors Present

Michael Firmager (Chairman), Morag Malvern and Bill Soane

Parish/Town Council Representatives

Adrian Mather	Wokingham Town Council
Roland Cundy	Finchampstead Parish Council
John Anderson	Swallowfield Parish Council
Tony Farnese	Sonning Parish Council
Shaun Hanna	Winnersh Parish Council
Mike Heath	Charvil Parish Council
Geoff Littler	Earley Town Council
Roy Mantel	Twyford Parish Council
Dawn Peer	Shinfield Parish Council
Pam Stubbs	Barkham Parish Council
Liz Halson	Clerks Forum
Rohana Abeywardana	Twyford Parish Council
Steve Bromley	Finchampstead Parish Council
Trefor Fisher	Sonning Parish Council
Alistair Neal	Earley Town Council
Jan Nowecki	Clerks Forum

Officers

Neil Carr (Principal Democratic Services Officer) and Mark Redfearn (Head of Localities Service)

25. APOLOGIES

Apologies for absence were submitted from Richard Fenny, Graham Howe, Carol Jewell, Tahir Maher, Gregor Murray and Aaron Plume.

Paul Cassidy (Ruscombe PC) attended as a substitute for Graham Howe.

26. MINUTES OF PREVIOUS MEETING

The Minutes of the meeting of the Forum held on 4 October 2021 were agreed as a correct record and signed by the Chairman.

27. MATTERS ARISING

There were no matters arising.

28. DECLARATIONS OF INTEREST

There were no declarations of interest.

29. PLANNING APPLICATION NOTIFICATION TO RESIDENTS

The Forum considered a report, set out at Agenda pages 11 to 16, which gave details of two requests for the Forum to consider issues relating to the process for publicising planning applications.

The first request was submitted by Councillor Al Neal of Earley Town Council, following feedback from local residents. The second request came from the Borough Council's Community and Corporate Overview and Scrutiny Committee which had considered the matter at its meeting in June 2021.

Wayne Smith (Executive Member for Planning and Enforcement) and Marcia Head (Service Manager, Place and Growth) attended the meeting to present the report and answer questions from members of the Forum.

Wayne Smith confirmed that the Borough Council dealt with over 4,300 planning applications in one year. These applications were not spread evenly across the Borough.

The report stated that the statutory requirement was to either write to neighbours or publish a site notice. WBC's approach was to write to neighbours and also send a voluntary site notice. In effect, this was more than required as a statutory minimum.

In the ensuing discussion the following points were raised:

Earley Town Council had raised the issue following feedback from residents about lack of notification about planning applications. It was confirmed that 297 planning applications had been submitted in Earley over the previous year. The Borough's handling of these applications had resulted in under 10 complaints. Officers were happy to investigate if more detailed information could be submitted about this issue. Marcia Head confirmed that she was happy to meet with representatives from Earley Town Council to discuss any areas of concern.

Other Town and Parish Councils had received complaints on this issue but did not keep detailed records of the issues raised. It was confirmed that WBC officers would welcome any specific issues relating to the consultation process.

RESOLVED That:

- 1) Wayne Smith and Marcia Head be thanked for attending the meeting;
- 2) the issues raised in relation to the process for publicising planning applications be noted;
- 3) Town and Parish Councils contact Marcia Head directly with any specific issues relating to this matter.

30. UPDATE ON THE COVID-19 PANDEMIC

The Forum considered a verbal update on the ongoing Council response to the Covid-19 pandemic.

Chris Long, WBC's Communities Covid Response Lead, addressed the Forum giving details of recent data and progress and ongoing challenges. Chris reported that, in the previous week, the Borough had the second highest incidence of new Covid cases in the country. Transmission was largely driven by primary school pupils. The Borough's testing programme remained good and this meant that a lot of residents were registering results.

The impact on WBC services had not been as significant as in previous waves. Some staff had been redeployed, but not at the same level as previously. Some schools had struggled

to provide the full range of activities due to staff absences. Hospital admissions at the Royal Berkshire Hospital had not reached previous levels. Evidence indicated that the Omicron strain was not as severe as Delta or Beta.

Testing was now focussing on mobile units, including Mereok, Sindlesham Court and Whiteknights Campus. Lateral flow testing continued at the Council's Shute End offices. The Borough had seen an 86% take up for the booster jab compared to 64% nationally.

In the ensuing discussion a question was raised about the impact of Covid-19 on local schools. It was confirmed that 36 schools and nurseries had passed the threshold for an outbreak. This had impacted significantly on teaching programmes for the affected schools.

RESOLVED That:

- 1) Chris Long be thanked for attending the Forum to update members on the Borough's response to the Covid-19 pandemic;
- 2) Chris Long feed comments and suggestions from the Forum into the WBC response to the pandemic.

31. TACKLING HOMELESSNESS IN THE BOROUGH

The Forum considered a presentation on homelessness in Wokingham Borough. Zulfiqar Mulak (Interim Assistant Director/Housing Specialist) explained that demand relating to homelessness had doubled in the previous two years. Domestic violence had increased during the pandemic which had significantly increased the pressures on the service. The underlying issue facing the Borough was the shortage of Council accommodation. WBC was exploring new initiatives to tackle homelessness, working with other providers. These included:

- New staff recruited to ensure the service fully complies with the Homelessness Reduction Act : two Homelessness Prevention Officers, Housing Needs Triage Officer, Deputy Homelessness and Housing Needs Manager to support Senior Manager, Homelessness Early Intervention Officer;
- Housing and Domestic Abuse Specialist funded through grant awarded to deliver new duties of Domestic Abuse Act – to ensure service is complaint to new duties and improves outcomes for survivors of domestic abuse;
- Young Person's Homelessness Prevention Officer now in post to work exclusively with young people under the age of 25 who are homeless or threatened with homelessness;
- New Allocations Policy which will reduce imported demand to the Borough and includes incentive for households to make their own temporary accommodation arrangements to avoid use of emergency and temporary accommodation;
- Grovelands regeneration project – this will increase the Council's temporary accommodation stock and reduce use of Bed & Breakfast;
- Increased use of private sector leases as an alternative to nightly let emergency accommodation; introduction of a Rent Guarantee Scheme, Landlord Forum and two

Resettlement Officers to help with Bed & Breakfast and temporary accommodation move on.

- Development of a Localism Act Private Rented Sector discharge policy to increase the use of private sector discharges to bring to an end the Prevention, Relief and Main Duties which will reduce the use of emergency and temporary accommodation; include in policy discharging duties outside of the Borough, as and when required;
- Housing First – four properties let to entrenched rough sleepers and ongoing work with individuals under Housing First principles to prevent returning to rough sleeping and meeting support needs; aspiration to expand the number of properties available as Housing First offers;
- Work with Registered Providers and use of the planning framework to increase supply of accommodation.

In the ensuing discussion the following points were raised:

In relation to domestic abuse cases, 18 people had been rehoused. Of these cases, 16 had been rehoused outside the Borough. This was in line with policy. Officers took advice from the Community Safety team and the police about individual cases. Placements outside the Borough included Reading and Slough.

Were there any hotspots for homelessness or did cases arise across the Borough? It was confirmed that the data indicated that there were no hotspots – it was spread across the Borough.

RESOLVED That:

- 1) Zulfiqar Mulak be thanked for attending the Forum to give the presentation and answer questions;
- 2) the presentation slides be circulated to members of the Forum.

32. WBC TREE STRATEGY & 250,000 TREE PLANTING PROJECT

The Forum considered a presentation on the Borough's emerging Tree Strategy and the Climate Emergency project to plant 250,000 trees over the next five years.

Fran Hobson (Service Manager, Heritage, Green and Blue Infrastructure) and Laura Buck (Green Infrastructure Special Project Manager) attended the meeting to give the presentation and answer questions from members of the Forum. The presentation highlighted the following points:

- Approximately 6000 trees had been planted on sites across Wokingham since October 2021, including five school sites, Keephatch Meadows, Woosehill Meadows, Winnersh community orchard, private estates in Twyford and King George V Field;
- An estimated 10,000 trees were due to be planted by the end of March 2022, including school sites, a community orchard at Woosehill, hedgerow planting in Hurst and additional Countryside Service sites;

- Moving forwards, the aim was to work with Town and Parish Councils to identify future planting sites across the Borough;
- Garden Forest Scheme – aim to support residents on multiple rounds of the scheme with the aim of supplying 10,000 trees through this initiative;
- Over 800 residents had submitted an expression of interest for the Garden Forest Scheme and approximately 1900 trees had been requested - opportunities moving forwards to work with Town and Parish Councils to support residents who have applied for the scheme.

Following the presentation, members of the Forum raised the following points:

Town and Parish Councils were keen to plant more trees – what support was WBC aiming to provide? It was confirmed that officers were meeting with the Town and Parish Clerks every two months. An important issue was the ongoing maintenance of newly planted trees. The aim was to develop early establishment programmes over the next three years. WBC was working with all the Towns and Parishes. Ideas for new planting sites (on Town/Parish or WBC sites) were welcomed.

How big would the trees offered to residents for garden planting be? It was confirmed that the trees would range from 60cm to 1 metre. Officers were assessing the stock available and seeking guidance from suppliers.

Could the Burghfield exclusion zone be a suitable location for new tree planting? It was confirmed that this suggestion would be explored and could be considered if not in conflict with other policies.

There was an ongoing issue with developers planting trees which were not properly maintained and subsequently died or were vandalised. How did WBC ensure that proper maintenance was carried out? It was confirmed that developers had a responsibility to maintain new trees for up to five years, prior to adoption by WBC or a management company. It was a big challenge to monitor the large number of sites under development across the Borough but new staff resources had been allocated to the WBC Trees and Landscape team. Two new officers would be responsible for site monitoring and working with developers on issues such as watering and weed control. Officers were also looking at the use of a Green Bond – a payment by developers which could be used by WBC if they failed to discharge their responsibilities. The emerging Tree Strategy would pave the way for better management and maintenance of newly planted trees on development sites.

Barkham Parish Council had been seeking advice from WBC on two potential planting sites. Laura Buck confirmed that she was happy to meet with the Parish to discuss options for the identified sites.

Wayne Smith (WBC Executive Member for Planning and Enforcement) commented that WBC had to work with the Town and Parish Councils and other stakeholders in order to deliver the 250,000 tree project. As highlighted in the presentation, only 10,000 trees were due to be planted by March 2022. It was important to work together to identify new planting sites across the Borough.

Town and Parish Council Members were keen to promote the tree planting project and would welcome WBC officers to attend appropriate meetings to share the presentation and

discuss ideas. WBC officers confirmed that would be happy to visit the Towns and Parishes to build on the positive energy around the project.

RESOLVED That:

- 1) Fran Hobson and Laura Buck be thanked for attending the Forum to give the presentation and answer Member questions;
- 2) WBC officers continue to liaise with the Clerks' Forum and attend appropriate Town and Parish meetings to discuss the emerging Tree Strategy and tree planting project;
- 3) the presentation slides be circulated to Forum members.

33. FUTURE AGENDA ITEMS

The Forum considered potential items for the next meeting on 11 April 2022. One item to be considered was the provision of public toilets across the Borough.

RESOLVED: That potential Agenda items be submitted to Neil Carr at WBC.

34. DATES OF FUTURE MEETINGS

RESOLVED: That the next meeting of the Forum be held on Monday 11 April at 7pm (venue to be confirmed).

Woodley Town Council

WOODFORD PARK LEISURE CENTRE – ELECTRIC/REWIRING

REPORT OF THE DEPUTY TOWN CLERK

Purpose of Report

To advise Members of the current situation regarding the electrics at Woodford Park Leisure Centre and to request the allocation of funding to carry out the required works.

Current situation

The building electrics at the Leisure Centre are in need of replacement in order to comply with the current regulations. These essential works will include the replacement of all fuse boards and wiring to the entire building in order to pass the required fixed wiring test. We will also be taking the opportunity to replace lighting throughout the building, including the sports hall, with low energy LED fittings. The building has been added to and adapted over many years which has resulted in a large amount of unlabelled, redundant cabling and switch gear that will require removal as part of the project.

Tendering

Tenders have been sought based on a specification drawn up by an appropriately qualified electrical contractor. Officers are looking at the finer detail of the tenders received before a contractor for the work is selected. Works are likely to take up to 12 weeks to complete plus lead time for the selected contractor. Once funding is allocated the contractor will be appointed as soon as possible.

Operation of the Centre

It is expected that there will be some level of disruption to the centre during the period of the works. Officers will be working closely with the selected contractor to establish the nature and extent of the impact on activities in the building, and will seek to reduce this where possible.

Funding

It is anticipated from the tenders received that the project will have a cost ceiling of £70,000. It is proposed that the Committee allocate £70,000 from the available CIL monies or the General Reserve to carry out the works.

Resource Impacts
Cost of works - up to £70,000 Impact on activities in the centre will be minimised where possible.
Equality Impacts
Specification of all works including lighting will meet the appropriate British Standards for the location and activities being carried out. Tender requirements include provision of company equality policy. There are no identified equality impacts.
Environmental Impacts
The project includes the replacement of old lighting fittings with low energy LED alternatives to reduce energy consumption and waste. Tender requirements include provision of company environmental policy and appropriate information on sustainability of products and removal of waste from site.

Recommendations:

- ◆ **That Members note the information contained in the report.**
- ◆ **That Members allocate £70,000 from the available CIL monies or General Reserve to fund the project as set out in the report.**