



# Wokingham Town Council

Town Hall, Market Place, Wokingham, Berkshire RG40 1AS  
Tel: 0118 978 3185    [www.wokingham-tc.gov.uk](http://www.wokingham-tc.gov.uk)  
Town Clerk: K. Hughes

**This Council Meeting is open to the Public and Press**  
**Please notify the Officer or Chair if you wish to record the meeting**

02 April 2024

Dear Councillor

You are hereby summoned to attend the meeting of **WOKINGHAM TOWN COUNCIL** to be held in **THE MAIN HALL, WOKINGHAM TOWN HALL**, at **7.30pm** on **Tuesday 9<sup>th</sup> April 2024** for the purpose of considering and resolving upon the subjects and matters set out in the Agenda below.

Yours sincerely

**K Hughes**  
Town Clerk

## THOUGHTS OF THE DAY

### AGENDA

- 1 APOLOGIES FOR ABSENCE**
- 2 MEMBERS' INTERESTS**  
To receive any declaration of interests from Members on the business about to be transacted.
- 3 QUESTIONS FROM MEMBERS OF THE COUNCIL OR PUBLIC**  
The Chair to answer questions raised by members of the Council or public  
*This is an opportunity for the people of Wokingham to ask questions of, and make comments to, the Town Council. Members of the public are requested to restrict their questions and comments to three minutes. Questions which are not answered at this meeting will be answered in writing to the person asking the question. To ensure an informed response, please send you questions to the Town Clerk at least three working days prior to the meeting.*
- 4 MINUTES OF PREVIOUS MEETINGS**  
To receive and confirm the minutes of the proceedings of the Council Meeting held on 30<sup>th</sup> January 2024 (pages 16911 to 16915, copy attached) as a true and correct record.
- 5 CASUAL VACANCY**  
To receive, consider and resolve upon nominations received for co-option to Wokingham Town Council for the Norreys East Ward (papers attached)
- 6 MAYOR'S COMMUNICATIONS**
  - a) To receive any communications or announcements from the Mayor.
  - b) To receive the Mayor's list of engagements since the last Council meeting (copy attached) as a true and correct record.

c) Announcement of appointment of Deputy Mayor for 2024-2025 civic year.

**7 ARTS AND CULTURE COMMITTEE**

- a) To adopt the approved minutes of the Arts and Culture Committee meeting held on 15<sup>th</sup> January 2024 (Draft copy circulated with previous council agenda)
- b) To receive the draft minutes and any recommendations of the Arts and Culture Committee meeting held on 11<sup>th</sup> March 2024 (pages 16923 to 16925, copy attached)

**8 AMENITIES COMMITTEE MEETING**

- a) To receive and adopt the approved minutes of the Amenities Committee meeting held on 7<sup>th</sup> November 2023 (pages 16858 to 16860, copy attached)
- b) To receive the draft minutes and any recommendations of the Amenities Committee meeting held on 12<sup>th</sup> March 2024 (pages 16926 to 16928, copy attached)

**9 CIVIC COMMITTEE**

- a) To adopt the approved minutes of the Civic Committee meeting held on 6<sup>th</sup> December 2023 (Draft copy circulated with the December council agenda)
- b) To receive the draft minutes and any recommendations of the Civic Committee meeting held on 18<sup>th</sup> March 2024 (pages 16933 to 16941, copy attached)

**10 PLANNING AND TRANSPORTATION COMMITTEE**

- a) To adopt the approved minutes of the Planning and Transportation Committee meeting held on 6<sup>th</sup> February 2024 (pages 16916 to 16922, copy attached)
- b) To receive the draft minutes and any recommendations of the Planning and Transportation Committee meeting held on 19<sup>th</sup> March 2024 (pages 16942 to 16947, copy attached)

**11 MAYORAL SELECTION MEETING**

To receive and confirm the minutes and any recommendations of the Mayoral Selection Committee held on 18<sup>th</sup> March 2022 (page 16929, copy attached)

**12 STRATEGY WORKING PARTY**

- a) To receive the notes of the Strategy Working Party meeting held on 31<sup>st</sup> January 2024 (copy attached)
- b) To receive the notes of the Strategy Working Party meeting held on 20<sup>th</sup> March 2024 (copy attached)

**13 ANNUAL TOWN MEETING WORKING PARTY**

To receive the notes of the Annual Town Meeting Working Party meeting held on 5<sup>th</sup> March 2024 (copy attached)

**14 EXTERNAL REPRESENTATION**

To receive any verbal reports of attendance at meetings since the publication of the agenda.

**15 WOKINGHAM TOWN COUNCIL CHARITABLE TRUSTS**

- a) To confirm the Town Clerk and RFO as Secretary and Treasurer for the King George V Playing Field Trust and the Leslie Sears Playing Fields Trust
- b) To approve the opening of new bank accounts in link with guidance issued in the Joint Panel on Accountability and Governance (JPAG) Practitioners Guide 2023, section 5.110

*In order to comply with the Data Protection Act 1998, all persons attending this meeting are hereby notified that this meeting will be recorded. The purpose of recording proceedings is that it acts as an aide-memoir in assisting the clerk of the meeting in the compilation of minutes. The recordings are held in a secure location and deleted once it has been resolved that the minutes are a true and correct record. In accordance with The Openness of Local Government Bodies regulations 2014, persons attending this meeting may make their own recordings of the proceedings subject to the Council's Policy on Filming, Recording and Reporting on Council and Committee Meetings (copy available on request).*

## 30<sup>th</sup> January 2024

Minutes of the proceedings of the **TOWN COUNCIL** held in the Main Hall, Town Hall, Market Place, Wokingham on 30<sup>th</sup> January 2024 from 7.30pm to 8.05pm.

### **PRESENT:**

Chair: Cllr S Gurney (Mayor)

Cllrs: B Alvi, A Betteridge, R Bishop-Firth, B Callender, R Comber, S Cornish, A Croy, P Cunnington, W Dixon, A Fraser, M Gee, A Jones, T Lack, M Lucey, K Malvern, M Malvern, A Mather, A Medhurst, N Nagella, H Richards, I Shepherd-Dubey, L Timlin.

### **IN ATTENDANCE:**

Katy Hughes – Town Clerk.

Helen Jefferies – Mayor's Celebrant

Thoughts of the day were given by the Mayor's Celebrant Helen Jefferies, prior to the start of the meeting.

### **APOLOGIES FOR ABSENCE (Agenda Item 1)**

Apologies were received from Cllrs A Domingue and M Fumagalli.

### **MEMBERS' INTERESTS (Agenda Item 2)**

None were declared.

### **QUESTIONS FROM MEMBERS OF THE COUNCIL OR PUBLIC (Agenda Item 3)**

There were no questions raised.

### **MINUTES OF PREVIOUS COUNCIL MEETING (Agenda Item 4)**

It was proposed by Cllr S Gurney and seconded by Cllr H Richards and the following was

**RESOLVED  
30780**

that the Minutes of the proceedings of the Council Meeting held on 5<sup>th</sup> December 2023 (pages 16882 to 16888) be received as a true and correct record and that they be signed by the Chair.

A vote was taken and was unanimous.

### **MAYOR'S COMMUNICATIONS (Agenda Item 5)**

The Mayor reported that the new Finance Manager and Responsible Finance Officer is starting on Thursday, and extended a welcome from the Councillors.

The Mayor reported that in accordance with Standing Orders, any member who wishes to put themselves forward for the position of Mayor for the 2024-25 Civic Year should give notice to the Town Clerk, preferably by 15<sup>th</sup> March, ahead of the Mayoral Selection Meeting on 18<sup>th</sup> March.

CHAIR INITIALS \_\_\_\_\_



The Mayor noted that before the next council meeting in April, the borough council will have gone into the pre-election period ahead of the 2<sup>nd</sup> May elections.

The Mayor reported on upcoming town council events, including Board gaming on Saturday 3<sup>rd</sup> February and Lunar New Year on Sunday 18<sup>th</sup>. She thanked those Councillors who had volunteered to attend and support the event, and encouraged Councillors to attend the Lunar New Year event in Market Place.

The Mayor reported on a number of events she had attended prior to Christmas, and most recently the Civic Awards Event held at the town hall on 26<sup>th</sup> January. She listed a large number of organisations that benefit from the voluntary work of the 7 recipients of the awards.

The Mayor's list of engagements since the last Council meeting was also received.

#### **ARTS AND CULTURE COMMITTEE (Agenda Item 6)**

It was proposed by Cllr B Callender and seconded by Cllr P Cunningham and the following was

**RESOLVED  
30781**

that the approved minutes of the proceedings of the Arts and Culture Committee meeting held on 6<sup>th</sup> November 2023 (pages 16854 to 16857) be adopted

A vote was taken and was unanimous.

A copy of the draft minutes of the meeting of the committee held on 15<sup>th</sup> January 2024 (pages 16899 to 16901) was received by members.

Cllr B Callender drew members' attention to the discussion held on the Council Strategy and the extent to which the A&C Committee events support the strategy. He extended thanks to Cllr A Domingue for leading this aspect of the committee discussion.

#### **CIVIC COMMITTEE (Agenda Item 7)**

A copy of the draft minutes of the meeting of the Civic Award Select Committee held on 6<sup>th</sup> December 2023 (pages 16889 to 16890) was received by members.

Cllr A Mather highlighted the lower number of nominations received for awards this year and asked Councillors to consider whether they could make suggestions of worthy candidates to the Civic Officer. It was clarified that Councillors cannot directly nominate individuals for awards.

#### **FINANCE AND PERSONNEL COMMITTEE (Agenda Item 8)**

It was proposed by Cllr M Gee and seconded by Cllr B Alvi and the following was

**RESOLVED  
30782**

CHAIR INITIALS \_\_\_\_\_



that the approved minutes of the proceedings of the Finance and Personnel Committee meeting held on 21<sup>st</sup> November 2023 (pages 16872 to 16881) be adopted

A vote was taken and was unanimous.

A copy of the draft minutes of the meeting of the committee held on 23<sup>rd</sup> January 2024 (pages 16902 to 16910) was received by members. Cllr M Gee noted that further discussion on the budget would be held under agenda items 11 and 12.

Cllr M Gee reported on two proposals for CIL spending at Woosehill Community Centre which had been circulated to members following the Finance and Personnel Committee meeting. This was for the replacement of the chairs at an estimated cost of £8,000 and the replacement of three fire doors to ensure compliance with fire regulations, at a cost of just over £10,000.

It was proposed by Cllr M Gee and seconded by Cllr B Alvi and the following was

**RESOLVED  
30783**

that spending on the above items for Woosehill Community Centre be approved from the council's CIL reserves.

A vote was taken and was unanimous.

#### **PLANNING AND TRANSPORTATION COMMITTEE (Agenda Item 9)**

It was proposed by Cllr I Shepherd-Dubey and seconded by Cllr N Nagella and the following was

**RESOLVED  
30784**

that the approved minutes of the proceedings of the Planning and Transportation Committee meeting held on 14<sup>th</sup> December 2023 (pages 16837 to 16842) be adopted

A vote was taken and was unanimous.

A copy of the draft minutes of the meeting of the committee held on 12<sup>th</sup> December 2023 (pages 16891 to 16898) was received by members.

Cllr I Shepherd-Dubey reported that the December meeting had reviewed new proposals for development on land adjacent to Blagrove Lane. A number of residents were in attendance at this meeting and Cllr S Gurney noted thanks from Evendons residents for the work of the committee.

Cllr I Shepherd-Dubey reported that the committee had also reviewed two listed building consent applications for St Crispins School and Luckley House School and further proposals for 1-5 Broad Street, which the committee believed required a provision for an affordable housing contribution, as the proposals extended the number of residential units to 11.

#### **EXTERNAL REPRESENTATION (Agenda Item 10)**

Representatives' reports were received in relation to the following organisations:

- Emmbrook Village Hall Management Committee.

CHAIR INITIALS \_\_\_\_\_



- Active Travel Task and Finish Group
- Wokingham Citizens Advice Bureau (CAB)  
Cllr R Comber expressed concerns for CAB over the loss of funding from Wokingham Borough Council for the 'One Front Door' funding. It was noted that funding for the core CAB service from Wokingham Borough Council remained in place but that this particular funding was no longer being received from central government.
- Berkshire Association of Local Councils (BALC)  
Cllr S Gurney reported that BALC and Hampshire Association of Local Councils (HALC) offer support and training to councils. They can also support training sessions run by councils, provided a number of spaces are made available to other councils.

Membership of BALC gives the council access to the National Association of Local Councils (NALC) who lobby government at a national level for issues impacting councils.

Cllr S Gurney noted the issue of non-attendance at BALC / HALC training sessions, and reported that whilst the training is free, non-attendance without two weeks' notice will be chargeable.  
Cllr S Gurney asked for any suggestions of Councillor nominations for Royal Garden Party tickets that NALC receive annually.

#### **PRECEPT BUDGETS FOR YEAR ENDING 31<sup>ST</sup> MARCH 2025 (Agenda Item 11)**

Cllr M Gee reported on discussion at the Finance and Personnel Committee regarding budget for 2024-25. She reported on the proposed expenditure and projected income for the council in the next financial year. She noted that the F&P Committee had recommended an 8.75% increase in the precept, on the back of a 7% increase in the previous year, which had been below the level of inflation. She reported on the discussion in the committee on expenditure on one-off items or projects coming from reserves, and noted that the committee had agreed that some additional revenue expenditure could also be covered by reserves in the coming year.

Cllr Croy noted that one item for gateway signage from the Planning and Transport Committee had been missed from the list of proposals reviewed by the F&P Committee in November 2023. It was noted that the request may come back to the F&P Committee for consideration in April for an in-year spend.

Cllr Betteridge asked about the impact of council tax exemption or reductions on the precept. Cllr M Gee confirmed that these do not impact on the level of precept received by the town council.

#### **PRECEPT RECOMMENDATION (Agenda item 12)**

It was proposed by Cllr M Gee and seconded by Cllr H Richards and the following was

**RESOLVED  
30785**

CHAIR INITIALS \_\_\_\_\_



that the Finance & Personnel Committee's recommendation be accepted and that the precept be confirmed and set at £1,227,267 for the financial year ending 31<sup>st</sup> March 2025.

A vote was taken and was unanimous.

**ANNUAL TOWN MEETING WORKING PARTY (Agenda item 13)**

Cllrs B Callender, M Gee, S Gurney, K Malvern and L Timlin agreed to join a working party to review plans for the Annual Town Meeting on 18 May 2024.

The Mayor closed the meeting at 8:05pm.

**CHAIR**

CHAIR INITIALS \_\_\_\_\_



# TOWN COUNCILLOR FOR THE WARD OF NORREYS EAST



Wokingham  
Town  
Council

## Application Form For The Role Of Town Councillor For The Ward Of Norreys East

Name \*

Joanna

First Name

REDACTED

Last Name

Address \*

REDACTED



# TOWN COUNCILLOR FOR THE WARD OF NORREYS EAST

Please briefly outline why you are interested in being a town councillor:

I am passionate about people and the environment. I want us all to live in a wonderful place full of joy and alongside healthy nature. I would like to participate and contribute to the work that needs doing to make sure we live in a safe area.

Please outline the skills, knowledge and experience you could bring to the town council:

I am an extremely professional and organised Project/Relationship/Account Manager with a sales and administration background. My experience has mainly been in the technology sector. However, for the last 10 years I have been managing projects within Pharmaceutical, Personal Care, Household, Electrical, Chemicals and other industries. I have a passion for customer experience and ensuring that projects are delivered on time and to budget, meeting business goals and ensuring high levels of customer satisfaction.

Please outline if any personal or work commitments might prevent you from fulfilling the role of town councillor:

I work full time and i am a single parent, but would like to do my best to provide the required level of commitment to this role.

Are there any questions you would like to ask the Council? We will get back to you before the selection meeting.

How are the meetings structured? Are they organised via Teams or in person?  
How often?

Signature

REDACTED

Signed Date

15-Mar-2024

dd-MMM-yyyy

# TOWN COUNCILLOR FOR THE WARD OF NORREYS EAST



Wokingham  
Town  
Council

## Application Form For The Role Of Town Councillor For The Ward Of Norreys East

Name \*

Vincent

First Name

REDACTED

Last Name

Address \*

REDACTED

## TOWN COUNCILLOR FOR THE WARD OF NORREYS EAST

Please briefly outline why you are interested in being a town councillor:

As our Town grows and expands, I've been exploring ways in which I can serve our community at a local level. Sometime ago I enjoyed many years serving as a parent governor at Westende Junior School, a role that was hugely fulfilling. However as my career moved forwards I found that I couldn't devote sufficient time to the School and as such I decided to step down and resign from the Governing Body. Things have now changed and I now have more free time available, hence I'd like to use this in a positive way as a Town Councillor, providing much needed support to the other Councillors and Officials within the Town.

Please outline the skills, knowledge and experience you could bring to the town council:

Having served on a School Governing Body, acting as a "critical friend", I learnt a great deal about guiding, coaching and supporting people across many different backgrounds. And during my wide and varied career I have gained considerable experience managing projects and people within matrix based organisations. These skills will prove very useful within the Town Council in terms of getting the best out of people, whilst managing and overcoming potential conflicts, to ensure that we get the best possible outcome at all times.

Please outline if any personal or work commitments might prevent you from fulfilling the role of town councillor:

Living within the Norreys East Ward, I am within easy walking distance of the Town Council office and my current full time position is a home based role, which means that I am able to attend planned meetings and those that arise with very little notice. Obviously this is subject to pre-planned prior commitments such as holidays and other events that I may already have in my diary.

Are there any questions you would like to ask the Council? We will get back to you before the selection meeting.

# TOWN COUNCILLOR FOR THE WARD OF NORREYS EAST



Wokingham  
Town  
Council

## Application Form For The Role Of Town Councillor For The Ward Of Norreys East

Name \*

Chetna

First Name

REDACTED

Last Name

REDACTED

# TOWN COUNCILLOR FOR THE WARD OF NORREYS EAST

Please briefly outline why you are interested in being a town councillor:

As a councillor I want to represent residents, understand their needs, work to develop better services, and deliver local change. I wish to build trust with the residents and represent my local area by taking decisions fairly, openly, and transparently

Please outline the skills, knowledge and experience you could bring to the town council:

I have lived in Wokingham for last 24 years and understand the demographics, its strength and challenges. Based on my experience in a financial services domain as a business analyst understand the needs of the customer, drive change and implement projects in an effective way to meet customer needs, being conscious of time and money spent.

I can strongly influence decisions made for Wokingham Town by developing a deep understanding of the problem or project by working on them and applying leadership skills to provide asolution and implement them through teamwork

The skills that I can bring in are as below

- Collaboration and Teamwork
- Leadership capability
- Influencing capability
- Excellent communication skills both oral and written
- Good listening capability
- Being assertive
- Being understanding and inclusive

Please outline if any personal or work commitments might prevent you from fulfilling the role of town councillor:

I have a full time job but should be able to devote some of my time for the community work

Are there any questions you would like to ask the Council? We will get back to you before the selection meeting.

None

**Engagements since Last Council Meeting  
(29 January 2024 to 7 April 2024)**

<b>Date</b>	<b>Time</b>	<b>Engagement</b>	<b>Who attended</b>
Sat 10 Feb	10.00am	Wokingham Volunteer Fair  Invited to welcome volunteers on the day	Mayor
	10.45am	Joined David Wilson Homes for Chinese New Year celebrations at Ashridge development	Mayor
Sun 18 Feb	11.00am	Wokingham Town Council  Invited to welcome residents at Lunar New Year	Mayor, Consort Mini-Mayor Mayor's Attendant
Sat 24 Feb	10.30am	Wokingham Town Council  Invited to join Wokingham in Bloom sponsor for publicity launch	Mayor
Sun 25 Feb	10.00am	Cheered runners on in Wokingham Half Marathon	Mayor Mayor's Attendant
Mon 26 Feb	7.30pm	Rotary Club  Invited to receive donation on behalf of Mayor's Charity	Mayor
Fri 1 March	10.30am	Wokingham Churches  Invited to attend World Day of Prayer	Mayor
Thur 7 March	9.00am	St. Teresa's School  Invited to join assembly to present books from Book Festival	Mayor Mayor's Attendant
Fri 8 March	12.30pm	The Link Visiting Scheme  Invited to visit resident for 100 <sup>th</sup> Birthday	Mayor
Sat 16 March	11.30am	Mathnasium  Invited to attend opening	Mayor, Consort, Mayor's Attendant
	1.15pm	High Sheriff of Berkshire  Invited to attend Mock Trials	Mayor, Consort,
Thurs 21 March	9.00am	Evendons School  Invited to join assembly to present books from Book Festival	Mayor

Sat 23 March	9.00am	High Sheriff of Berkshire Invited to attend Mock Trials	Mayor, Consort, Mayor's Attendant
	3.00pm	Wokingham Horticultural Association Invited to attend Spring Show	Mayor, Consort, Mini-Mayor Mayor's Attendant
	7.30pm	Wokingham Choral Society Invited to attend Concert	Deputy Mayor
Fri 29 March	12.00pm	Churches Together in Wokingham Invited to attend Open Air presentation in Peach Place	Mayor Mayor's Attendant
Sun 31 March	7.35pm	Wokingham Muslim Society Invited to attend Ramadan dinner	Mayor

**Total of Engagements in 2023/2024 from 22 May 2023 to end of Mayoral year**

Attended by the Mayor = 84  
 Attended by the Deputy Mayor = 10  
 Attended by both the Mayor and Deputy Mayor = 4  
 Attended by a Past Mayor = 0  
 Attended by Other =

## 11<sup>th</sup> March 2024

Minutes of the proceedings of the **Arts and Culture Committee** meeting held on this day in the **Council Chamber, Town Hall, Wokingham** from 19.31 to 21:21

### **PRESENT**

Chair: Cllr B Callender

Councillors: S Cornish, A Domingue, A Fraser, M Fumagalli, S Gurney, and M Malvern.

### **IN ATTENDANCE**

Arts and Culture Officer

Cllr A Jones

### **APOLOGIES FOR ABSENCE (Agenda Item 1)**

There were apologies for absence from Cllr A Medhurst.

### **MEMBERS' INTERESTS (Agenda Item 2)**

There were no declarations of interest.

### **QUESTIONS FROM MEMBERS OF THE COUNCIL OR PUBLIC (Agenda Item 3)**

There were no questions from members of the council or public.

### **ARTS & CULTURE COMMITTEE MINUTES (Agenda Item 4)**

It was proposed by Cllr S Cornish and seconded by Cllr S Gurney and it was

**RESOLVED  
30788**

that the Minutes of Arts and Culture Committee meeting held on 15<sup>th</sup> January 2024 (pages 16899 to 16901), copy attached, be received as a true and correct record.

### **MONITORING REPORT (Agenda Item 5)**

The Monitoring Report dated 5<sup>th</sup> March was received and considered.

### **Amendments to Committee Projects and Events document**

Work continues to amend this document during the year, particularly in response to any strategic changes from Council.

### **Human Library**

The Officer has reinitiated contact to move this on asap. The direct contact has since left the organisation but a number of other contacts were copied in. A Councillor noted that they would be in the vicinity to see a Human Library event in person and would report back.

### **Book Festival Feedback from 7 – 11 year olds**

Discussions on challenges for this age group has been discussed with Book Festival and school contacts, and staff with children of that age. No unexpected challenges have been uncovered. Feedback still to be achieved from School Councils and Councillors with children of that age.

CHAIR'S INITIALS \_\_\_\_\_





**Sunny Saturdays Working Party**

There has not been a meeting of the Working Party since last Committee meeting. The Arts and Culture Officer and Vice Chair are due to meet with the prospective partner and will be feeding back to the Working Party in March.

**COMMITTEE BUDGET (Agenda Item 6)**

The Arts and Culture Committee's budget dated to 31<sup>st</sup> January 2024 was received.

**NEW COUNCIL STRATEGY (Agenda Item 7)**

Councillors discussed a selection of the Arts and Culture events in depth and how they interact with the four principles of the new strategy.

The potential for Arts and Culture events to be supplemented by sponsorship was discussed. It was noted that Strategy are looking into sponsorship as a wider exercise for the whole Town Council, and the Town Clerk may be best placed at the moment to update the Chair on this at this time.

**ACTION: TOWN CLERK**

The information created at the meeting will be written up and made available to Councillors as a backing paper for the next meeting.

**ACTION ARTS AND CULTURE OFFICER**

**TOWN HALL TABLETOP TAKEOVER (Agenda Item 8)**

The Officer was thanked for the report. Councillors were very happy with how the event went and would be keen to continue to support it.

**FUN DAY REQUESTS (Agenda Item 9)**

Two requests for stalls at the Fun Day that would be more of a commercial nature were discussed. The Chair reminded Councillors on the overarching ethos of the Fun Day as a low monetary pressure event, and the merits and concerns of both proposals were discussed.

**RESOLVED  
30789**

It was proposed by Cllr Gurney and seconded by Cllr Fumagalli and it was

to trial the pic and mix sweet stall under the conditions of having the option for set priced prepackaged sweets, or a way to ensure parents have a greater knowledge in advance of the kind of costs they would be committing to. It was noted that as Wokingham Town Council may not have sufficient understanding of the logistics behind such an enterprise, that if further discussion was needed, subsequent decisions would be delegated to the Arts and Culture Officer, alongside the Chair and Vice Chair of this Committee.  
(six votes in favour, one abstention)

**RESOLVED  
30790**

It was proposed by Cllr Cornish and seconded by Cllr Gurney and it was

unanimously to accept the lemonade stall request. Councillors requested that a query be submitted to encourage sustainable packaging if at all possible, to reduce waste produced.

CHAIR'S INITIALS \_\_\_\_\_



Both stalls would be required to, in lieu of a pitch fee, have a fee related to a percentage of their takings at the end of the event. In line with the Ice Cream vendor's agreement.

**LUNAR NEW YEAR (Agenda Item 10)**

Councillors were given the opportunity, in advance of the report being written, to add their feedback about the Lunar New Year event. All feedback received aligned to that already received. A report will be ready for next meeting with suggestions for improvements and costs. It is worth noting how valued the performers, stall holders and community groups from the Hong Kong and East Asian communities felt.

**COMMITTEE INFORMATION (Agenda Item 11)**

- a) Cllrs asked if an item on advertising could be added to a future Agenda. The Arts and Culture Officer would take that back to the Town Clerk and reminded Councillors that they were welcome to utilise the expertise of the Marketing Coordinator on email.
- b) There were no items for immediate Marketing.

**CHAIR**

CHAIR'S INITIALS \_\_\_\_\_



07<sup>th</sup> November 2023

Minutes of the proceedings of the **AMENITIES COMMITTEE** meeting held on this day in the **COUNCIL CHAMBER, TOWN HALL, WOKINGHAM** from 7:30 pm to 9:13 pm.

**PRESENT**

Cllrs: R Bishop-Firth, S Cornish, M Malvern (Vice Chair), A Medhurst, N Nagella, and H Richards

**IN ATTENDANCE**

Amenities Officer (AO) – Fiona Sleaford  
Grounds & Bloom Officer (GBO) – Marianna Pentek

In the absence of the Committee Chairman, the meeting was chaired by the Vice-Chair Cllr Malvern, in-line with Standing Orders.

**APOLOGIES FOR ABSENCE (Agenda Item 1)**

Cllr T Lack (Chairman), M Fumagalli and A Fraser

**MEMBERS' INTERESTS (Agenda Item 2)**

None

**QUESTIONS FROM MEMBERS OF THE COUNCIL OR PUBLIC (Agenda Item 3)**

None

**MINUTES OF PREVIOUS MEETING (Agenda Item 4)**

It was proposed by Cllr Medhurst and seconded by Cllr Cornish, and it was

**RESOLVED  
30741**

that the minutes of the Amenities Committee meeting held on 12th September 2023 (pages 16819 to 16822) be received as a true and correct record, and they be confirmed and signed by the Chair.

**ACTION: AMENITIES OFFICER**

**AMENITIES SERVICE AREA – CHRISTMAS LIGHTS (Agenda Item 5)**

Cllrs received the Amenities Officer's Briefing Notes – October 2023, dated 30th August 2023:

Discussion points included:

- The new contract.
- The ongoing observations by the AO, to ensure the display remains complete.
- Previous incidents of vandalism to the main Christmas tree, and the GBO gave an update on the security patrols in place over Christmas and new year.
- Cllrs considering potential expansion areas, while the scheme is in place.

**GROUND MAINTENANCE CONTRACT (Agenda Item 6)**

Cllrs received the Amenities Officer's Report, 04/2023-24 dated 24th October.

Discussion points included that:

- The benefit to the council and the contractor over a longer contract.
- The recent increases in labour, equipment, and fuel costs.
- Grounds maintenance encompasses a wide range of tasks and services.
- There is no financial exposure for the council by extending the contract.
- Grass cutting for the allotments is to be separated from this contract.

It was proposed by Cllr Richards and seconded by Cllr Nagella, and it was

CHAIRMAN'S INITIALS \_\_\_\_\_



**RESOLVED  
30742**

to extend the Grounds Maintenance contract to a five-year contract.

**ACTION: AMENITIES OFFICER**

**GRAFFITI UPDATE (Agenda Item 7)**

- a) Cllrs received a photo montage from Cllr Lack detailing recent graffiti removal, with suggested locations for professional removal.
- b) Discussion about additional murals was deferred to January's meeting.

**ACTION: AMENITIES OFFICER**

**RISK REGISTER (Agenda item 8)**

Councillors noted:

- a) There are no recommended changes to the risk register.
- b) WTC's overall Health & Safety policy is being reviewed; any recommended changes will be brought in March 2024.

Discussion points included:

- That Cllrs understand the different risks that relate to the committee's oversight.
- The need to differentiate various levels of risk and separate their sections.

**ACTION: AMENITIES OFFICER / TOWN CLERK**

**COUNCIL'S UPDATED VISION AND PRINCIPLES (AGENDA ITEM 9)**

Cllrs received copy of the council's updated vision and principles.

Discussion points included:

- Embedding the principles into decision making.
- That they should be considered in detail when planning spending requests.
- They should be consulted for ongoing development.

**MONITORING REPORT (Agenda Item 10)**

Councillors received and discussed the report dated 24th October 2023:

Item 174: Defibrillator for Woosehill Community Hall, FY2023-2024: Installation was completed in October 2023. Item to be removed from the monitoring report.

The AO was thanked for clearing the monitoring report, and it was considered a good way to end the year.

**ACTION: AMENITIES OFFICER**

**AMENITIES COMMITTEE INFORMATION (Agenda Item 11)**

Cllrs noted the following:

- a) The Wokingham Bloom results.
  - The GBO was thanked for the excellent results, her drive and commitment.
- b) The resurfacing of Leslie Sears play area was completed 20th October.
  - Cllrs were very pleased with the new surfacing and look of the play park.
- c) Repair to the burnt section of rubber mulch at Elms Field.
  - Cllrs were pleased to be made aware of the work of the Amenities "team".
- d) The new trampoline at Elms Field has filled with water.
  - Cllrs were advised this has not been closed as it is not a health and safety issue.
  - Having taken advice, the situation is being monitored, it is expected the trampoline will drain given time for the soil to absorb the water.
- e) The tent encampment in Howard Palmer Garden that began in October.

CHAIRMAN'S INITIALS \_\_\_\_\_



- The GBO confirmed that Howard Palmer Garden will not reopen until 18th November, as commercial maintenance is required.
- Discussion of Howard Palmer Garden will be brought to January's meeting.
- f) Balfour Beatty are due to commence works to replace the Network Rail Tanhouse footbridge on Monday 4th December 2023. Work is expected to be completed by the end of March 2024.
- It was confirmed to Cllrs that this bridge will have stepped access only.

**ACTION: AMENITIES OFFICER**

**MATTERS TO PUBLICISE VIA SOCIAL MEDIA FROM THIS EVENING'S MEETING (Agenda Item 12)**

- Christmas lights.
- The new defibrillator installed outside Woosehill Community Hall.
- Resurfacing of Leslie Sears play park.

**ACTION: AMENITIES OFFICER / MARKETING OFFICER**

Meeting closed at 9:13 pm.

**CHAIRMAN**

CHAIRMAN'S INITIALS \_\_\_\_\_



12<sup>th</sup> March 2024

Minutes of the proceedings of the **AMENITIES COMMITTEE** meeting held on this day in the **COUNCIL CHAMBER, TOWN HALL, WOKINGHAM** from 7:30 pm to 8:45pm.

**PRESENT**

Cllrs: R Bishop-Firth, S Cornish, A Fraser, M Fumagalli, T Lack, M Malvern (Vice Chair), A Medhurst, N Nagella, and H Richards

**IN ATTENDANCE**

Town Clerk (TC) – Katy Hughes

**APOLOGIES FOR ABSENCE (Agenda Item 1)**

None

**MEMBERS' INTERESTS (Agenda Item 2)**

None

**QUESTIONS FROM MEMBERS OF THE COUNCIL OR PUBLIC (Agenda Item 3)**

None

**MINUTES OF PREVIOUS MEETING (Agenda Item 4)**

It was proposed by Cllr H Richards and seconded by Cllr M Malvern, and it was

**RESOLVED  
30791**

that the minutes of the Amenities Committee meeting held on 07<sup>th</sup> November 2023 (pages 16858 to 16860) be received as a true and correct record, and they be confirmed and signed by the Chair.

**ACTION: TOWN CLERK**

**GROUNDS MAINTENANCE CONTRACT (Agenda Item 5)**

Members reviewed the Town Clerk's report TC/07 2024 and following discussion, it was proposed by Cllr T Lack, seconded by Cllr R Bishop-Firth and members

**RESOLVED  
30792**

to award the grounds maintenance contract from April 2024 to March 2029 to NJL Boxgreen at a cost of £32,000 in the 2024-25 financial year, with an annual RPI uplift.

**AMENITIES SERVICE AREA – CHRISTMAS LIGHTS (Agenda Item 6)**

The following comments were made regarding the Christmas lights:

- Some aspects of the lights on Broad Street around the Broad Street tavern were not always working.
- Cllr Lack enquired about the possibility of wrapping another tree at the Shute End end of Broad Street, near the barber shop.
- Members noted that there are few lights on Peach Street but it lacks infrastructure to attach lights to.
- Extensions of the contract could be considered in the future for the areas around Elms Field, Aldi and the Carnival Hub.
- Members expressed an interest in additional lights around the station area but flagged concerns over past vandalism of planters

CHAIRMAN'S INITIALS \_\_\_\_\_



**BENCH IN WOOSEHILL (Agenda Item 7)**

Members reviewed the Town Clerk's report 06/2024 regarding a request for a new bench in Woosehill near Meadow Way.

During discussion it was noted that benches located near the residential areas had been removed in the past due to residents' concerns over antisocial behaviour.

Following discussion, it was agreed that:

- There was potential for a new bench nearer to Meadow Way where there is more visibility from passing traffic
- Before any decision is made, a consultation of local residents should be made
- Cllr T Lack to provide photos and the Town Clerk will draft a letter to residents to gather their views before the proposal is taken forward.

**ACTION: TOWN CLERK**

**TREE CULTIVARS – GIPSY LANE ALLOTMENTS (Agenda item 8)**

Members received and noted with interest, the report on the new Gipsy Lane allotment tree cultivars from the Allotments Officer.

Members enquired whether some of these two new varieties of trees could be planted in a future town council orchard.

**ACTION: TOWN CLERK**

**GRAFFITI UPDATE (AGENDA ITEM 9)**

Members noted a report on graffiti recently cleared by volunteers and by contractors.

**RISK REGISTER (Agenda Item 10)**

- a) Members received and noted the updated risk register. Cllr Bishop-Firth asked the committee to consider the current use of specific wording in the report.
- b) Members noted the update information on Health and Safety.

**COUNCIL'S UPDATED VISION AND PRINCIPLES (Agenda Item 11)**

Members noted the work the committee already does to support the council's strategic vision, including:

- A possible new bench, which would support the 'involving everyone' principle as residents will be consulted on it.
- Cleaning graffiti supports the 'fostering town pride'
- Much of the committee's work, including bloom and allotments (including the new apple trees) supports the 'enriching community' principle
- Projects such as Christmas lighting, with newer LED lighting supports the 'being sustainable' principle.

**MONITORING REPORT (Agenda Item 12)**

CHAIRMAN'S INITIALS \_\_\_\_\_



Members requested the Woosehill bench be added to the Monitoring Report going forward.

**ACTION: TOWN CLERK**

**AMENITIES COMMITTEE INFORMATION (Agenda Item 13)**

Members noted the following:

- The titan swing at King George V playing fields had been vandalized but has been repaired.
- The Elms Field trampoline continues to fill with water, which is being pumped out, but a longer-term solution is still required.
- The snake swing at Elms Field is still out of action whilst we await receipt of ordered replacement parts. Members requested that an information sign be added to the Heras fencing to advise park users that replacement parts are on order.

**ACTION: TOWN CLERK**

- Works on the Tanhouse Lane bridge are ongoing, with completion expected in April.
- No further update is available on the failed Market Place lighting.
- External lighting at Woosehill Community Centre has been replaced to improve the lighting on the raised area between Emmview Close and Morrisons. Cllr Bishop-Firth asked the Town Clerk to email details to herself and Cllrs M Malvern and I Shepherd-Dubey as ward members for Emmbook, with a view to requesting additional street lighting from WBC.

**ACTION: TOWN CLERK**

- The Town Clerk met with Alison Flawith from the WBC My Journey Team regarding the annual E-bike event, and a request was made to reschedule this event until September, and work with the My Journey Team to incorporate this into a wider E-vehicle event at Elms Field. Members were supportive of this proposal.
- Cllr N Nagella reported a damaged noticeboard on Norreys Avenue. The Town Clerk will raise this with WBC.

**ACTION: TOWN CLERK**

- Cllr A Fraser asked about the provision of a pump track in the town area and will investigate costs and bring this proposal back to a future meeting.

**MATTERS TO PUBLICISE VIA SOCIAL MEDIA FROM THIS EVENING'S MEETING (Agenda Item 14)**

The Town Clerk noted the request to publicise further information about the replacement parts on order for the snake swing.

Meeting closed at 8:45pm.

**CHAIRMAN**

CHAIRMAN'S INITIALS \_\_\_\_\_





## 18<sup>th</sup> March 2024 - draft

Minutes of the proceedings of the **CIVIC COMMITTEE** meeting held on this day in the **Council Chamber, Town Hall, Wokingham** from 19:25 to 21:20pm.

### **PRESENT**

Chair: Cllr A Mather (Chair)

Councillors: A Betteridge, R Bishop-Firth, W Dixon, M Gee, A Jones (Vice-Chair) and K Malvern.

### **IN ATTENDANCE**

Civic Officer

Mayor's Attendant David Dunham

### **APOLOGIES FOR ABSENCE (Agenda Item 1)**

Apologies were received from Cllr P Cunnington.

### **MEMBERS' INTERESTS (Agenda Item 2)**

Cllr A Jones asked for it to be noted that he is a member of the Wokingham Lions Club, in relation to agenda items 5c, 10 and 14a.

### **QUESTIONS FROM MEMBERS OF THE COUNCIL OR PUBLIC (Agenda Item 3)**

No questions were received.

### **CIVIC COMMITTEE MINUTES (Agenda Item 4)**

It was proposed by Cllr A Mather and seconded by Cllr A Jones and it was

**RESOLVED  
30795**

that the Minutes of the Civic Committee meeting held on 20<sup>th</sup> November 2023 (pages 16867 to 16871), be received as a true and correct record and that they be confirmed and signed by the Chair.

### **MONITORING REPORT (Agenda Item 5)**

The Monitoring Report dated 29<sup>th</sup> February 2024 was received and noted.

#### **a) Purchase new badge and ribbon for Mini-Mayor**

This has now been received and will be removed from the monitoring report next time.

#### **b) To consider the purchase of a new mayoral badge and chain of office at some point in the near future.**

A request was made to the Finance and Personnel Committee to put aside £2,000 per year, over the next 5 years for the provision of purchasing a new mayoral chain and badge of office.

A decision was made at the Finance and Personnel meeting on 21<sup>st</sup> November 2023 to move £8000 from general reserves into an earmarked reserves so that this doesn't have to be considered again in this term of the council.

CHAIR'S INITIALS \_\_\_\_\_

Civic Committee 18/03/2024

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To consider options in due course.

**Beating the Bounds walk**

A request was made to the Finance and Personnel Committee for £4,000, to offer to the Wokingham Lions Club to manage and co-ordinate this.

A decision was made at Finance and Personnel meeting on 21<sup>st</sup> November 2023 to support this financial request and for it to be taken from general reserves.

See information item 14a.

**c) Wokingham Remembers Website**

A request was made to the Finance and Personnel Committee for £1,500 as a one-off cost to take on the ownership and hosting of the website, to preserve its history.

A decision was made at the Finance and Personnel Committee on 21<sup>st</sup> November 2023 to support this one-off cost and for WTC to take on the ownership of this website. Discussions will now begin to take place about this transition and this will be removed from the monitoring report.

**d) Consider opportunities at Remembrance to make the wreath laying ceremony more visible to a wider audience**

See agenda item 8.

**e) Consider other opportunities for Councillors to wear their robes and be more visible in public.**

See agenda item 11.

**f) To consider an update to the Civic Award criteria, following last year's Civic Award selection process**

See agenda item 13.

**COMMITTEE'S BUDGET (Agenda Item 6)**

A report on the Committee's budget expenditure to 29<sup>th</sup> February 2024 was received and noted.

A significant underspend was identified in the budget and the Civic Officer shared that the main reason for this is that the Council has not yet completed any work to apply UV to its windows to protect its historic items.

The Civic Officer explained that officers are challenged due to a lack of response from Wokingham Borough Council's Conservation Officer, and it is keen to receive their steer and approval before this work is done to ensure it is not breaching any rules around the look and the feel of the building given its grade II\* listed status.

CHAIR'S INITIALS \_\_\_\_\_



Councillors advised that officers should escalate this to George Framallicco at WBC, who is the Director responsible for that portfolio, and copy in Cllr Ian Shenton, the Executive Member for this area too, to try and move this forward.

**ACTION: Civic Officer**

### **CHRISTMAS MUSIC EVENT (Agenda item 7)**

The committee received the Civic Officer's report for information which outlined details of how Morearts co-ordinated and delivered a successful event for the Council, including a breakdown of their costs.

It was agreed that the Civic Officer would continue working with Morearts to determine what the model would look like for this year including exploring the idea of holding it at All Saints Church. However, with less money available to spend, it was suggested that Morearts should be a little more financially astute about how the budget is allocated and consideration should be given to what is necessary.

Suggestions were also made to consider having advertising space on the flyers for this event to help mitigate the costs, and to share the details of the event with Radio Berkshire to ask them to share details about the event.

**ACTION: Civic Officer**

### **CONSIDER OPPORTUNITIES TO WIDEN WREATH LAYING CEREMONY (Agenda Item 8)**

The committee received the Civic Officer's report, following conversations at the previous meeting and a request to discuss this further.

Councillors have suggested the idea of taking the wreath laying ceremony outside to widen its audience. The Civic Officer noted, in their report, that this presents the following challenges:

- a) There is no war memorial outside for wreaths to be laid at.
- b) If it is to be taken outside, where would this take place? The most practical place to take it may be in the Market Place itself but where would wreaths be laid?
- c) A temporary structure has been suggested to lay wreaths at. However, would a temporary structure be well received? What might it look like? What might it cost? Where would it be placed? How long might it stay out for? Where would it be stored? Whilst this would resolve the issue of limited access to the existing memorial, the crucial element here could be community consultation as the creation of war memorials seems to have traditionally been organised locally with its people. Seeking the views, from residents, for a temporary one feels no less important.
- d) Would it be right if wreaths are not laid at a place where the names of the fallen are engraved? Is it appropriate, how would this be perceived?
- e) WTC does not want to attract any undue criticism. War memorials and Remembrance are extremely emotive subjects, and any significant change can be controversial and needs to be handled sensitively.

CHAIR'S INITIALS \_\_\_\_\_



An alternative proposal was suggested by the Civic Officer to trial in November 2024 as an interim step; this was at the Act of Remembrance at 11.00am on Remembrance Sunday when a two-minute silence is observed, for the Mayor to announce they are laying a wreath at the inside memorial and if people wished to follow they would be more than welcome. The Mayor would then lay the same wreath in the afternoon at the more formal ceremony. Whilst this would not widen its audience as much as if the wreath laying was outside, this would give more people the opportunity to pay their respects at the memorial and it could start to give the Council an indication whether our residents have an appetite or not for wanting to be more involved, albeit on this scale or larger.

Councillors discussed all the details in the report including this proposal, and views were mixed. Comments included:

- As a matter of principle, it should be a public event to make it more appropriate for the town rather than the ceremony to only include invited guests, and we can make this happen for November if we want to.
- A question was asked 'what demand is there for this from the public?' However, the public may not know this takes place.
- There are too many organisations that lay wreaths already; the numbers have increased over the years.
- There is a reason why the war memorial is there and that's because it was agreed by the people of Wokingham hundred years ago and that is the place that we should be laying our wreaths at.
- The laying of wreaths on the ground could be perceived as disrespectful and not the way forward.
- There is a sensitivity issue. All the elements of Remembrance are because people died and because of the sacrifice they made. If it was outside, we wouldn't have the names of people on any structure.
- There is already a poppy mosaic on the Market Place where the Act of Remembrance currently takes place.
- Although the Council has taken on the co-ordination of Remembrance events in Wokingham because there is no longer a local branch of the Royal British Legion, it is the Royal British Legion who have traditionally led Remembrance activities more widely.

It was agreed that further views should be sought from others outside of the meeting, primarily including those from the Royal British Legion. The Council shouldn't proceed in any direction that the public wouldn't be happy with.

It was agreed that Cllr Betteridge and Cllr Jones, together with David Dunham, with his connections with the Royal British Legion, should make contact with the RBL to get their views on the Council's idea of taking the wreath laying ceremony outside to see if this could be achieved. It was agreed that the Parade Marshal should also be involved in these discussions.

In response to the above proposal suggested by the Civic Officer, the Chair advised that this was a good attempt by the Civic Officer, but it doesn't answer the basic question and it is too comprised. However, if the Council is unable to

CHAIR'S INITIALS \_\_\_\_\_



achieve taking the wreath laying ceremony outside, this may be useful to consider as a plan B.

**ACTION: Cllr Betteridge, Cllr Jones & D Dunham**

**RAISING AWARENESS OF TOWN HALL MEMORIAL/CONSIDERATION OF NEW OUTSIDE WAR MEMORIAL (Agenda Item 9)**

The Committee received the Civic Officer's report, recognising the advantages of having a war memorial inside the Town Hall as it is protected from the elements and vandalism.

However, it is also acknowledged that there remains a lack of awareness of where it is.

Over the years, the Civic Committee has discussed suggestions of having a new outdoor war memorial on numerous occasions.

Whilst related conversations have been taking place, it felt prudent to determine whether there really is an appetite for this amongst Councillors and residents and whether or not it is achievable.

The Civic Officer researched this and included information in their report for Councillors to consider including the following:

- a) Guidance notes from the War Memorials Trust about new war memorials
- b) A note that the funding, erection and maintenance of war memorials is not usually met from public funds. Rather, it is met from private donations or public subscription.
- c) Some information gathered from Woodley Town Council following the installation of their war memorial in 2014 which included a note that Woodley's resident community group raised £20,000 for the war memorial itself, and Woodley Town Council funded additional costs totalling £68,000.

It was proposed by Cllr Dixon and seconded by Cllr Bishop-Firth and it was

**RESOLVED  
30796**

that the Civic Committee do not wish to explore this further at the moment, until it has made some decisions about what the wreath laying ceremony looks like.

**REQUEST FOR A PLAQUE (Agenda Item 10)**

The Committee received the Civic Officer's report, noting a request from the Wokingham Lions Club as one of their initiatives to mark their 50<sup>th</sup> anniversary this year.

Wokingham Lions Club proposed a new plaque to be laid in the pavement where wreaths could be laid, which could include the Wokingham Lions emblem, the Town Council Coat of Arms, and maybe the Royal British Legion emblem if they wanted it included. The President is keen to gain a view from the Council to establish if the idea is supported in principle. If it is supported, they are keen to pursue a donation of this to the town and to seek advice on how to take this forward.

CHAIR'S INITIALS \_\_\_\_\_

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Councillors discussed all of this, and views were mixed. Comments included:

- The idea was a good one.
- A preference for a plaque would still be on a wall but it was recognised this is not easily achievable.
- It would offer an external focus.
- There is already a Poppy Mosaic, already in the Market Place, where the Act of Remembrance currently takes place
- Would it be disrespectful if it is on the floor?
- Whatever is done needs to fit in with the plan that is made for agenda item 8.
- It could be possible to engage further with Wokingham Lions in due course, to include them in our discussions as well as talking to them about the idea of helping to support a war memorial, either temporary or permanent.

The Civic Officer was asked to respond positively to the Wokingham Lions Club, thanking them for their proposal, advising them that the Council is currently considering how it can manage the wreath laying ceremony differently and they would be kept updated of any plans that are made.

**ACTION: Civic Officer**

#### **CONSIDER OTHER OPPORTUNITIES FOR COUNCILLORS TO WEAR THEIR ROBES AND BE MORE VISIBLE AT EVENTS (Agenda Item 11)**

The Committee received the Civic Officer's report. At previous civic meetings, Councillors indicated they would like to look for opportunities to wear their robes more and be more visible at its own Council events and those which it offers financial funding to via its grant process. The Chair suggested that this discussion is revisited again to further discuss which events would be practical to attend.

Councillors reviewed the list of events that they could be more visible at and recognised that the robes were not appropriate attire for all occasions.

As the Beating of the Bounds event is being co-ordinated this September, Councillors agreed that this occasion would lend itself very well to Councillors wearing robes, being present outside the Town Hall to welcome people taking part and it would be a great opportunity to see how well this is received.

#### **MAYOR'S SUNDAY LOCATION (Agenda Item 12)**

The Committee received the Civic Officer's report, following a request that was made to explore using the Wokingham Leisure Centre as a new location for the Mayor's Sunday ceremony with a view to making it more of a public event.

Councillors all agreed that upon looking more closely at this, Wokingham Leisure Centre does not seem like a suitable venue.

CHAIR'S INITIALS \_\_\_\_\_



However, Councillors discussed the idea of holding it in All Saints Church as this would feel a more dignified venue. There would be no religious element, and it would be led by our outgoing Mayor and then incoming Mayor as it is done in the Town Hall. This could also lead to a possibility of re-incorporating a parade again.

The Civic Officer was asked to:

- a) Seek the view of all the Councillors to gain a wider view because even though the service was secular, the ceremony would be taking place in a religious venue.
- b) Contact All Saints Church to determine if they would be open to the Council holding this ceremony as a secular event and to find out any further required information.

**ACTION: Civic Officer**

### **CIVIC AWARDS (Agenda Item 13)**

The Committee received the Civic Officer's report with a suggestion from the Civic Awards Selection Committee about it should make a change to its criteria to allow individuals to receive an award more than once.

**RESOLVED  
30797**

It was proposed by Cllr Gee and seconded by Cllr Bishop-Firth and it was

that the criteria for the Civic Award process should be updated to allow a previous recipient of an award to be re-considered after a five-year period, provided their latest nomination is for a substantially different reason than for the original award.

**ACTION: Civic Officer**

### **INFORMATION ITEMS (Agenda Item 14)**

The following was noted:

- a) The Beating the Bounds event will be organised for WTC, by Wokingham Lions Club, on Sunday 8 September 2024, to mark the 50<sup>th</sup> anniversary of both the Town Council and Wokingham Lions. This also falls within the timeframe for Heritage Open Days of 6-15 September.
- b) The national theme for Heritage Open Days 2024 is Routes - Networks - Connections
- c) The Town Council's annual newsletter is starting to be prepared. This will be delivered to all Wokingham's town residents from 13 May 2024.
- d) Interviews were planned and took place on Monday 18 March with students who have applied to join WTC for a summer internship to support the engagement element associated with the Museum Accreditation work.

### **COMMITTEE INFORMATION (Agenda Item 15)**

There were no information items.

- a) No information was raised by members.

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- b) No information was identified for marketing purposes. However, it was hoped that in due course there may be opportunities for the Council to share further details about how some of its civic occasions will be made more open to the public.

**RESOLVED  
30798**

**EXCLUSION OF THE PRESS AND PUBLIC (Agenda Item 16)**

It was proposed by Cllr Mather and seconded by Cllr Mrs Bishop-Firth and it was that in view of the confidential nature of the business about to be transacted, i.e. awards, it was advisable in the public interest that the press and public be temporarily excluded and instructed to withdraw.

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PART II

**HONORARY CONSTABLE ROLES (Agenda Item 17)**

- a) The committee members received notice of resignation from David Ashley-Down as Honorary Constable, after almost 29 years of service. The Civic Officer advised that David will be thanked at Mayor's Sunday by the outgoing Mayor and presented with a gift from the Council.
- b) The Civic Officer advised that the Council has been approached by a gentleman, who has expressed an interest in becoming an Honorary Constable. A meeting has been held with him, together with the Town Clerk and it has been agreed that he will be elected as a new Constable at Mayor's Sunday for the forthcoming year.

The Committee expressed a view that if there are any vacant honorary roles, they should be made more publicly available to offer the opportunity more widely.

The Civic Officer was asked that David Ashley-Down is thanked on behalf of the civic committee.

**CHAIR'S SIGNATURE**\_\_\_\_\_

CHAIR'S INITIALS \_\_\_\_\_



6<sup>th</sup> February 2024

**Minutes of the proceedings of the PLANNING & TRANSPORTATION COMMITTEE meeting held on this day in the Council Chamber, Town Hall, Wokingham from 19:30 to 21:10**

**PRESENT**

Councillors: Cllr Shepherd-Dubey (Chair), Cllr N Nagella (Vice Chair), Cllr L Timlin, Cllr B Alvi, Cllr K Malvern, Cllr A Betteridge & Cllr Lack.

**IN ATTENDANCE**

PT Officer.

Member of the public

**APOLOGIES FOR ABSENCE (Agenda Item 1)**

Cllr A Croy

Cllr W Dixon

**MEMBERS' INTERESTS (Agenda Item 2)**

Cllr Betteridge declared that he is a member of the Active Travel Group, item 7 on the Agenda is regarding the WBC local transport plan.

**QUESTIONS FROM THE COUNCIL OR MEMBERS OF THE PUBLIC (Agenda Item 3)**

None

**PLANNING & TRANSPORTATION COMMITTEE MINUTES (Agenda Item 4)**

**RESOLVED  
30786**

It was proposed by the the Chair and seconded by Cllr Lack, and it was that the minutes of the Planning & Transportation Committee meeting held on 12<sup>th</sup> December 2023 (pages 16891 to 16898) be received as a true and correct record and that they be confirmed and signed by the Chair.

**ACTION: PT OFFICER**

As there was a member of the public who had interests in a Planning Application 231351 it was agreed that these be brought forward on the agenda.

CHAIRMANS INITIALS \_\_\_\_\_



**231351 171 Evendons Lane Wokingham RG41 4EH**

Revised plans received to provide an indicative reduction in built form, additional information on Trees and Landscape and Ecology grounds via landscape and biodiversity net gain enhancements as well as indicative CGIs to show how the proposed development could integrate into its surroundings.

A member of the Evendons resident's association addressed the Committee with concerns regarding this application. It has been called in by Wokingham Borough Council's planning committee to discuss next week (February 14<sup>th</sup>) and it is being recommended to be approved. He was at the last meeting that this application was discussed here and wanted to see, following updated documents to the application, that the Wokingham Town planning committee still objects to the application.

He stated that the Evendons residents' association still have the same objections as previously, following the new documents added to the application and that he

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will be representing them and speaking in opposition to this application at the Wokingham Borough Planning Committee meeting next week.

The Committee discussed the new documents added which included indicative cgi images showing views of the proposed care home building in 10 years.

The previous objections were reviewed and the Committee still strongly object with the same reasons, with expanded comments on CP6 – Manage Travel Demand.

Cllr Malvern stated that WBC have organised a visit to the site on Friday if any of the Committee would like to attend.

The Committee still strongly object as follows.

Although the Committee acknowledge the requirement for dementia care and affordable care homes in Wokingham this was not seen as the appropriate location and development.

There is concern that the minibus service will use Section 106 funding.

The Committee object as follows.

CP4 - Infrastructure requirements

The local Bus service is inadequate for both patients and staff.

Blagrove Lane is not adequate to take extra traffic and travelling along that road particularly for cyclists and pedestrians is hazardous.

There will also be extra deliveries to the care home which will put extra pressure on an already inadequate road.

CP6 - Manage Travel Demand

- a) sustainable forms of transport
- e) adverse effects on transport network
- f) Enhance road safety

CP11 - Proposals outside Development Limits (Including countryside)

This development is in a countryside area and was not included as a potential development site on the Local Plan.

Cllr Timlin agreed to speak on behalf of the Wokingham Town Planning Committee in objection to this application. The PT Officer will send details for her to contact and arrange this.

**ACTION: CLLR TIMLIN & PT OFFICER**

CHAIRMANS INITIALS \_\_\_\_\_



**MONITORING REPORT (Agenda Item 5)**

The Monitoring Report dated 31<sup>st</sup> January 2024 was received and considered.

**SECURE BICYCLE STORAGE IN WOKINGHAM TOWN**

The Planning officer updated the Committee on the progress of the project since the last P&T meeting.

The PT officer and the Marketing Officer met with SpokeSafe to look at ways to improve awareness and use of the Lockers. At their other sites a 'business card' has been used and proved to be a good way to promote.

We have now designed and printed these cards. They will be distributed at our events and related events, to MyJourney and to Carnival hub and local businesses/shops near the location of the lockers. The idea of the card rather than flyers is that people are more likely to hold on to them as they can be placed in a purse or wallet.

The cards were distributed to members of the Committee.

Cllr Betteridge informed the Committee that there has recently been several high value bike thefts in the Town and that the further advertising of our Secure Bike Lockers would be welcomed and these cards will help promote them.

**BUS SHELTERS**

There have been graffiti added to three of our Bus Shelters since our last meeting. Cllr Lack is a volunteer for graffiti cleaning and he has cleaned off the graffiti in the London Road shelter. The other two have been cleaned by our maintenance staff.

There have been complaints regarding a dirty shelter received but this turned out to be a WBC shelter. Our shelters now have our identity and contact numbers on them.

**ACTION: PT OFFICER**

**COUNCIL'S UPDATED VISION & PRINCIPLES (Agenda Item 6)**

To consider how this can be embedded in the work of the P&T Committee (copy attached).

The Committee discussed and agreed that the current vision and principles fit well and there is no requirement for change.

**ACTION: PT OFFICER**

CHAIRMANS INITIALS \_\_\_\_\_



**CONSULTATION ON WOKINGHAM BOROUGH COUNCIL'S LOCAL  
TRANSPORT PLAN (Agenda Item 7)**

To review and consider the Wokingham Borough Council Local Transport Plan.  
Any comments are required by 23rd February 2024.

The Committee discussed and there was a comment from Cllr Malvern that the links on some of the WBC documents were not working. These have since been rectified.

The Committee agreed that Cllr Betteridge will create a response document and this will be reviewed by the Committee. This will be via email correspondence and will be completed so that the PT Officer can reply to the consultation with representative comments from the Committee before the deadline on 23<sup>rd</sup> February.

**ACTION: CLLR BETTERIDGE & PT OFFICER**

**CONSULTATION ON WOKINGHAM BOROUGH COUNCIL'S TWO HOUSING  
STRATEGIES ON AFFORDABLE HOUSING AND THE OTHER ON HOUSING  
FOR PRIORITY GROUPS OF YOUNG PEOPLE. (Agenda item 8)**

To review and consider. Comments required by 19th February 2024.

The Committee reviewed the documents.

Affordable housing is seen as very important by the Committee. There has been some frustration that the required figure of 30% is not being met and more could be done particularly where 'viability' is used by developers to remove affordable housing.

The Committee agreed that Cllr Betteridge will create a response document, and this will be reviewed by the Committee. This will be via email correspondence and will be completed so that the PT Officer can reply to the consultation with representative comments from the Committee before the deadline on 19th February.

**ACTION: CLLR BETTERIDGE & PT OFFICER**

**COMMITTEE'S BUDGET (Agenda Item 9)**

A report on the Committee's budget as of 31<sup>st</sup> December 2023 were received and noted.

CHAIRMANS INITIALS \_\_\_\_\_



**PLANNING APPLICATIONS (Agenda Item 10)**

**RESOLVED  
30787**

The following applications were received and considered, and it was that the Committee would make comment as shown. This includes **231351**, noted above.

**232998 2a Barrett Crescent Wokingham RG40 1UP**

Full application for the proposed erection of 2 no. detached four bedroom dwellings with associated parking and access following demolition of the existing dwelling, closure of the existing access and creation of 2 no. dropped kerbs.

The committee have the same objections as the previous application on this site.

The Committee think that the proposal is out of keeping for this area. The proposed development does not allow enough space for parking and a garden. The inadequate space for parking could force more cars parking on the road. The proposed development is too large for the location.

The Committee object on the following

TB06 Development of Private Residential gardens

CP3 General Principles for development

- a) Mass
- f) sense of place
- g) open space

**233120 Waitrose Ltd Rectory Road Wokingham RG40 1BB**

Application for Listed Building consent for proposed reconstruction and restoration works to car park boundary walls, with associated landscaping.

The Committee support this application are pleased to see the wall repair.

**240055 31A Sturges Road Wokingham RG40 2HG**

Full application for the proposed erection of 1 no. detached six bedroom dwelling following demolition of the existing dwelling and garage, plus formation of a new dropped kerb and erection of a detached outbuilding in the rear garden.

The Committee have no comment.

**240013 10 Shute End Wokingham RG40 1BJ**

CHAIRMANS INITIALS \_\_\_\_\_



Application for Listed Building consent for the proposed partial demolition and rebuilding of a chimney.

The Committee support this application.

**240187 10 Broad Street Wokingham RG40 1AB**

Application for advertisement consent for 1No Fascia sign(backlit) 1No projecting sign (Backlit)and 1No ATM surround. 1No window message and safety manifestation. Advertisement period 18/01/2024-17/01/2029.

The Committee support this application and are glad that the bank is still in the Town Centre.

**233122 24 Murdoch Road Wokingham**

Full application for the erection of 2no. two storey rear/side extensions to provide 4no. flats following the demolition of the existing single storey rear extension.

The Committee think this application is out of character in a Conservation area and object.

**TB06** – Development of private residential gardens

**CP3 - General Principles for development**

- a) mass
- c) ecological, heritage, landscape, geological
- f) sense of place

**ACTION: P&T OFFICER**

**INFORMATION ITEMS (AGENDA ITEM 11)**

None

CHAIRMANS SIGNATURE\_\_\_\_\_

CHAIRMANS INITIALS \_\_\_\_\_





19<sup>th</sup> March 2024

**Minutes of the proceedings of the PLANNING & TRANSPORTATION COMMITTEE meeting held on this day in the Council Chamber, Town Hall, Wokingham from 19:30 to 21:05**

**PRESENT**

Councillors: Cllr Shepherd-Dubey (Chair), Cllr N Nagella (Vice Chair), Cllr L Timlin, Cllr W Dixon, Cllr K Malvern, Cllr A Croy, Cllr A Betteridge.

**IN ATTENDANCE**

PT Officer.

2 members of the public.

**APOLOGIES FOR ABSENCE (Agenda Item 1)**

Cllr B Alvi

Cllr Lack

**MEMBERS' INTERESTS (Agenda Item 2)**

Cllr Betteridge declared that he is a member of the Active Travel Group in relation to Agenda item 7.

Cllr Timlin is on the board of the Holt School in relation to Planning Application 240384.

**QUESTIONS FROM THE COUNCIL OR MEMBERS OF THE PUBLIC (Agenda Item 3)**

None

**PLANNING & TRANSPORTATION COMMITTEE MINUTES (Agenda Item 4)**

**RESOLVED  
30799**

It was proposed by the Cllr Croy and seconded by the Chair, and it was that the minutes of the Planning & Transportation Committee meeting held on 6<sup>th</sup> February 2024 (pages 16916 to 16922) be received as a true and correct record and that they be confirmed and signed by the Chair.

Cllr Malvern asked Cllr Timlin about her attendance at the Borough Council Planning Meeting where she was speaking on behalf of Wokingham Town Council regarding applications 230881 (19-21 Market Street) and 231351 (171 Evendons Lane). Cllr Timlin stated that unfortunately that the applications were approved but the residents' groups appreciated her speaking against the applications and that it was a worthwhile experience as a member of the P&T Committee.

The Chair had concerns regarding a statement regarding the decision on affordable housing (viability assessment) was not available with the documents on this planning application. The PT Officer will follow this up with WBC Planning.

**ACTION: PT OFFICER**

CHAIRMANS INITIALS \_\_\_\_\_



**MONITORING REPORT (Agenda Item 5)**

The Monitoring Report dated 13<sup>th</sup> March 2024 was received and considered.

**SECURE BICYCLE STORAGE IN WOKINGHAM TOWN**

The Planning officer updated the Committee on the progress of the project since the last P&T meeting.

We have distributed most of the first batch of Secure Locker 'business Cards'. We have already seen a sharp increase in bookings for the Lockers at Carnival hub and hope this will continue to rise as we go into better weather.

Cllr Betteridge asked for clarification on the monthly management costs, The PT Officer stated that this is £150 per month and any of our takings will offset that cost.

The PT Officer was asked if there was any update on the 'release' mechanism whereby a locker is available once a bike is removed by hirer. The PT Officer will chase up Spokesafe on this request.

As the Carnival Hub lockers are performing better than the Denmark street lockers the PT Officer would look into the possibility of moving the lockers at Denmark Street to a more viable location. We will see how they perform over the next few months first.

**BUS SHELTERS**

There has been a glass panel smashed on the shelter in Wellington Road (shelter WBC replaced recently). We are arranging the panel to be replaced with polycarbonate panel. This should be carried out in April.

**ACTION: PT OFFICER**

**WELCOME TO WOKINGHAM AND SPEED WATCH SIGNS (Agenda Item 6)**

To receive and consider an in-year budget request proposal (2024-2025) to have signs installed at six entry points to Wokingham. This would include 'Welcome to Wokingham' sign and 'Speed Watch Area' sign at each of the 6 entry points.

The PT Officer explained that unfortunately this didn't get on the F&P Agenda for funding following this being approved and supported by the P&T Committee on the September 2023 meeting. Following discussion with the Town Clerk it was decided that it could go for an in-year budget request with the F&P Committee in their meeting in April if approved by the P&T Committee this evening.

There are no changes to the original request except that it has a 4% allowance for cost increase.

CHAIRMANS INITIALS \_\_\_\_\_



**RESOLVED  
30800**

The Committee voted to support this proposal and it was  
That this be proposed to the Finance Committee and placed on the next Finance  
and Personnel Agenda for funding.

**ACTION: PT OFFICER**

**ACTIVE TRAVEL A329 PHASE 3&4 CONSULTATION (Agenda Item 7)**

To review and consider the Wokingham Borough Council consultation on the  
A329 Reading Road (Wokingham town) Phase 3&4 cycle and pedestrian  
improvements. Any comments are required by 21st March 2024.

The PT Officer had previously asked the Committee members to send any  
comments and they would be collated and discussed at this meeting.

There were four responses and available to the Committee in a printout. There  
were also plans of the proposed development for the committee to view.

The PT Officer will collate the feedback received along with the comments at the  
meeting and feedback to WBC.

The response to the consultation will be as follows.

The Committee welcomes this initiative for the benefits it will bring to the town  
area, making sustainable travel safer and easier for local people, however there  
are some concerns with the current plans.

There is concern at the potential loss of trees. Could there be clarification on the  
removal of trees and any mitigation plans.

It is good to see encouragement of cycling and walking on this route particularly  
school age children.

There are concerns regarding the use of half kerbs between pavement, cycle way  
and roadway as a potential trip hazard.

From Holt Lane, cycle and pedestrian lanes switch this could cause confusion  
and a possible safety issue? This happens in other places on the proposal as  
well.

Shared use out of town from Station Road. There are concerns that cyclists will  
just use the road.

Road surface, what is the structure and makeup, is this cycle friendly? It looks  
bumpy.

The Island between St Pauls Parish rooms and Holt Lane being removed is a  
concern.

CHAIRMANS INITIALS \_\_\_\_\_



The use of shared space sections is a significant compromise on the overall aim for segregated routes and will be unattractive with both cyclists and pedestrians. They should be a last resort only where other compromises to retain segregation are unacceptable.

The sections where the cycleway runs on the far side of the pavement from the road are likely to cause confusion and conflict, particularly for drivers crossing at side roads who will not be anticipating such an arrangement. Again, these should only be implemented if there are no conventional alternatives.

The reduction of speed to 20mph at Shute End is welcome and we hope that this will be able to be extended into Broad Street and beyond in the future.

**ACTION: PT OFFICER**

**COMMITTEE'S BUDGET (Agenda Item 8)**

A report on the Committee's budget as of 29<sup>th</sup> February 2024 were received and noted.

**RESOLVED  
30801**

**PLANNING APPLICATIONS (Agenda Item 9)**

The following applications were received and considered, and it was that the Committee would make comment as shown.

**240368          23 Simons Lane Wokingham Wokingham RG41 3HG**

Householder application for proposed single storey front extension, raising of the roof to create first floor accommodation with 6No dormers, along with changes to fenestration and two additional roof lights.

There were two members of the public that were in attendance to hear the discussion on this application. They were the residents of the property (23 Simons Lane).

The residents of the property stated that there are other property's in the road and adjacent roads that are two storey or have been raised from one to two storey.

They had discussed with their direct neighbour their plans to develop the property.

They do not believe that the development would affect the neighbour's privacy or remove light.

The Committee had some concerns regarding the possibility of reduction in light to the neighbouring property but would trust the Planning Officer would investigate this in making the assessment and decision.

**240194          74 Eastheath Avenue Wokingham RG41 2PJ**

CHAIRMANS INITIALS \_\_\_\_\_



Full application for the proposed subdivision of the site and erection of 1 no. two bedroom detached dwelling with associated parking following demolition of the existing garage and utility room, plus formation a new dropped kerb, parking and access for the existing dwelling.

The Committee acknowledged that this was a smaller development than in previous application (231966) but the same issues remain, so the previous objections are made as follows.

The Committee think that the proposal is out of keeping for this area.

The proposed car parking space is not adequate for manoeuvring cars.

The Committee object on the following.

CP3 General Principles for development

a) Mass

#### **240268 Tan House Footbridge Wokingham**

Application for Prior Approval under Part 18, Class A of the Town and Country Planning (General Permitted Development) (England) Order 2015 for the erection of a single span footbridge. Amendments to the Prior Approval application REF:223493 to allow changes to the East and West staircases of the approved footbridge.

The Committee hope that, in the near future, the bridge will be improved to give access to all via a ramp system. There are no other comments on this application.

#### **240337 Hutts Farm Cottage Blagrove Lane Wokingham RG41 4AX**

Full application for the proposed erection of a first floor extension along with 2No rear facing dormers, to facilitate conversion of the existing annex building to an independent dwelling, with associated external alterations including addition of a chimney and flue, a front canopy roof and changes to fenestration, plus provision of replacement parking for Hutts Farm Cottage.

As in the previous application (231631) This is a concern as it is development in a countryside area.

#### **240339 12 – 13 Market Place Wokingham RG40 1AL**

Full application for the proposed erection of a bin store and installation of hardstanding to form parking spaces, plus associated landscaping works including removal and planting of trees.

The Committee have the same reservations regarding tree removal as in the previous application at this site (232402)

CHAIRMANS INITIALS \_\_\_\_\_



The Committee agreed that the current rear of the building is a mess and that this would improve the eyesore it currently is. However, must object as this would mean the removal of several trees. New trees planted would not create a screen for many years.

The Committee hope that a compromise could be made by the developer that would not remove as many trees.

**240384 The Holt School Holt Lane Wokingham RG41 1EE**

Full planning application for the proposed erection of 1 no. single storey building containing teaching space and ancillary facilities (Use Class F1) following demolition of the existing ancillary school building, plus landscaping and associated works.

The Committee support this application.

**240575 Nigra House Mulberry Business Park Fishponds Road**

Full application for the proposed demolition of the existing building and the erection of 1 no. building for employment purposes (Use Classes E(g)(ii), (iii), B2 and B8) with new vehicular access and associated infrastructure works including service yard, car parking, boundary treatments and landscaping.

The Committee were pleased to see that this was not a convert to residential and that it will be kept as an industrial site.

If any trees are removed, they must be replaced.

**240621 7 Market Place Wokingham Wokingham RG40 1AL**

Application for Listed Building consent for the proposed the installation of 2 no. fixed signs at first floor level to replace existing hand painted signage. Installation of fascia signage with matching branding. 2no. display screens fitted inside bay window & LED open sign installed on right hand entrance door.

There are some concerns regarding the internal led signage as this is in a heritage area.

**ACTION: P&T OFFICER**

**INFORMATION ITEMS (AGENDA ITEM 10)**

None

CHAIRMANS SIGNATURE \_\_\_\_\_

CHAIRMANS INITIALS \_\_\_\_\_



CHAIRMANS INITIALS \_\_\_\_\_



## 18<sup>th</sup> March 2024

Minutes of the proceedings of the **MAYORAL SELECTION COMMITTEE** meeting held **DIAMOND JUBILEE ROOM, TOWN HALL, WOKINGHAM** on this day from 7.00pm to 7.13pm.

### **PRESENT**

Councillors: B Alvi, A Betteridge, R Bishop-Firth, R Comber, S Cornish, A Croy, W Dixon, A Domingue, M Fumagalli, A Fraser, M Gee, S Gurney, A Jones, K Malvern, M Malvern, A Mather, A Medhurst, N Nagella, H Richards, I Shepherd-Dubey.

### **IN ATTENDANCE**

Town Clerk

### **APOLOGIES FOR ABSENCE (Agenda Item 1)**

Cllrs B Callender, P Cunningham, T Lack and L Timlin.

### **ELECTION OF CHAIR AND SCRUTINEER (Agenda Item 2)**

**RESOLVED  
30793**

It was proposed by Cllr M Gee and seconded by Cllr H Richards and it was that Cllr S Gurney should chair the meeting.

**RESOLVED  
30794**

It was proposed by Cllr S Gurney and seconded by Cllr R Bishop-Firth and it was that Cllr I Shepherd-Dubey should act as scrutineer.

### **CANDIDATES FOR MAYOR (Agenda Item 3)**

The meeting was advised that two nominations had been received for the role of Mayor, that of Cllrs R Comber and A Jones.

Both Councillors were invited to say a few words.

### **SECRET BALLOT (Agenda Item 4)**

Councillors were issued with ballot papers.

The Chair, Scrutineer and Town Clerk left the room to count the votes.

### **ANNOUNCEMENT OF MAYOR ELECT (Agenda Item 5)**

Cllr S Gurney announced that Cllr R Comber had secured a majority and has been provisionally appointed as the Mayor Elect for 2024/2025.

*Members to note that this selection had no legal standing and only the vote taken at the Annual Meeting of the Council would be valid.*

**CHAIR**





**WOKINGHAM TOWN COUNCIL**  
**Town Hall, Market Place,**  
**Wokingham**  
**Berkshire**  
**RG40 1AS**

**STRATEGY WORKING PARTY**  
**NOTES OF THE MEETING**  
**Wednesday 31<sup>st</sup> January 2024 Via MS Teams**

**Present:** Cllrs A Croy, M Gee, S Gurney, I Shepherd-Dubey and L Timlin.

**In attendance:** Cllr K Malvern, Town Clerk

**1. Apologies for absence**

Apologies were received from Cllr A Domingue and Cllr A Jones.

**2. Notes of the previous meeting:**

The notes of the previous meetings held on 29<sup>th</sup> November were received and accepted.

The Town Clerk reported on a proposal from the Town Clerk and Civic Officer regarding a new approach to the Mayoral Allowance.

It was recognised that the costs of office will differ from year to year, depending on a number of factors including the proximity of the Mayor to the town centre (where a considerable quantity of the events are held), the number of events attended etc.

It was noted that for 2024-25 the budget for the year remains the same (£3,500)

The proposal included:

- A larger upfront payment (to be determined by F&P Committee) made as early as practically possible at the start of the Mayoral Term
- Mayor to retain receipts and keep a record of expenditure, with an allowance of £25 for expenditure (such as a donation, raffle tickets etc) where it is not possible to obtain receipts, at any one event.
- Mayor to approach the Town Clerk or Civic Officer to request further funds, with evidence of expenditure, Additional funding provided to be determined by the Town Clerk based on expenditure to date and the proportion of the Mayoral year remaining.
- A list of typical expected / acceptable expenditure, including (but not limited to) printing costs, travel, parking, clothing (appropriate / reasonable to the requirements of the office, clothing rental to be

considered for one-off events), dry cleaning costs, gifts (see above), tickets / entry costs to events, food and drink.

- It was noted that where appropriate, these costs should be extended to include the Mayor's Consort where they are invited to attend an event with the Mayor.

Following discussion, a number of amendments and additions were made to the list.

The Town Clerk reported on feedback from neighbouring town councils on their approach to Mayoral Allowances. It was noted that the information did not include details of the number of events attended by other Mayors, so was not necessarily comparable.

The Town Clerk will take the proposal to the April F&P Committee meeting for further consideration and resolution.

### **3. Topics for the WBC Overview and Scrutiny work program for 2024-25**

Members reviewed 4 suggested topics to put forward for the WBC Overview and Scrutiny work program for 2024-25:

- Town Centre Vibrancy
- Youth engagement
- Youth Services
- Urban and residential speed limits (wider adoption of 20mph limits away from main roads)

The Town Clerk will forward these suggestions to WBC.

### **4 Outside Spaces – Charging Schedule**

The Town Clerk reported that a number of requests for commercial or semi-commercial events have been received for Elms Field.

It was noted that, as this is council business, the Town Clerk has delegated authority to make a decision on these matters, but values the input and feedback from councillors on these proposals.

#### Showing of Euro 2024 on large screen in Elms Field

During discussion, members noted:

- This could impact local businesses / bars who would be looking to show matches
- Concern over potential for public disorder, noise disturbance etc.
- Possible issues over licencing for matches that go on beyond 9pm,

Following discussion the Town Clerk was asked to investigate with the potential provider whether this could be a family orientated event, without alcohol, showing day-time matches rather than evening matches (to prevent conflict with town centre pubs etc).

#### Fun Fair

The Town Clerk reported on a request from a travelling funfair for a family orientated event over a weekend in September.

During discussion, members noted:

- Concern over potential for public disorder, noise disturbance etc.

- Concern over animal welfare. Members noted that WBC had recently passed a policy relating to animals at events (such as Goldfish as game prizes) and questioned whether the town council should adopt a similar policy.
- Noted the potential for residential vehicles on the site for the duration of the event.

In relation to events, there was discussion over notifying residents prior to events, and post events, gathering feedback.

Cllr K Malvern enquired whether these discussions would go to committees. Cllr S Gurney explained the purpose of the working party, and the role it had played previously. It was noted that the Town Clerk has delegated authority to make these decisions on behalf of the council, but that subject to the outcomes of discussions with providers, matters will be raised with committees where the Town Clerk feels it is appropriate to do so.

## **5 WBC and WTC Collaborative Project**

The Town Clerk gave a short briefing on the project for an event at Elms Field in March 2025.

Cllr M Gee asked the Town Clerk to consider whether it would be appropriate to make a charge for the use of the field and/or ask for a damage deposit.

## **6 AOB**

### Matthews Green Community Centre

Cllr M Gee reported on a meeting with the School Academy Trust to further discuss any potential for the town council to support the Trust with some upfront costs to get the community facility up and running, from the council's CIL funds.

It was noted that councillors will be invited to a meeting with trust, and if the project progresses, the trust would be invited to attend a meeting to present a business case to the council.

Any agreement would need to include suitable protection for any assets funded by the Town Council to ensure they remained in community use. It was noted that any proposal would include a review of the trusts policies, including those on equalities, to ensure the inclusion of the wider community.

### Beating the Bounds

The Town Clerk reported on two potential dates (8<sup>th</sup> & 15<sup>th</sup> September 2024) for the above one-off event, to be run by Wokingham Lions.

Members expressed a preference for Sunday 15<sup>th</sup> September, due to the close tie to the Heritage Open Day Event.

The Town Clerk will liaise with the Civic Officer and confirm the proposed event date in due course.

### Swapping Committees

Cllr A Croy asked about two members swapping committee membership. Cllr Croy to forward details to the Town Clerk.

### Approach from local Muslim Community

Cllr S Gurney reported an approach from the local Muslim Community looking for a community space. Cllrs A Croy and I Shepherd-Dubey noted similar approaches and that they had signposted on to officers at WBC.

## 7 Future meetings

Dates of future meetings were confirmed as:

- Wednesday 20<sup>th</sup> March 2024

**The meeting closed at 8:58pm**

### **Actions:**

Agenda item	Action	By whom
2	Town Clerk to draft proposal on Mayoral Allowance for April F&P Committee meeting for consideration / resolution.	Town Clerk
3	Town Clerk to feed back suggestions to Neil Carr	Town Clerk
4	Town Clerk to liaise with potential provider for football event regarding the nature of the event	Town Clerk
5	Town Clerk to give consideration to a charge/ deposit for collaborate event on Elms Field	Town Clerk
6	Town Clerk to liaise with School Trust to arrange a meeting to further discuss any role the town council can play in supporting the opening of the community facility.	Town Clerk
6	Town Clerk to liaise with Civic Officer and Wokingham Lions and confirm Beating the Bounds event date in due course	Town Clerk
6	Cllr A Croy to forward committee membership change request to the Town Clerk	Cllr A Croy



**WOKINGHAM TOWN COUNCIL**  
**Town Hall, Market Place,**  
**Wokingham**  
**Berkshire**  
**RG40 1AS**

**STRATEGY WORKING PARTY**  
**NOTES OF THE MEETING**  
**Wednesday 20<sup>th</sup> March 2024 Via MS Teams**

**Present:** Cllrs A Croy, A Domingue, S Gurney, and L Timlin.

**In attendance:** Cllrs K Malvern, M Malvern, Town Clerk

**1. Apologies for absence**

Apologies were received from Cllrs M Gee, A Jones, A Medhurst and I Shepherd-Dubey.

**2. Notes of the previous meeting:**

The notes of the previous meetings held on 31<sup>st</sup> January were received and accepted.

The Town Clerk reported on a number of updates from the notes of the previous meeting:

- The request for the funfair on Elms Field in September 2024 had been declined owing to the number of other committed uses for the field in September. A request was made to meet with the funfair providers with a review to considering a request in a future year.
- Feedback had been provided to the provider requesting to show Euro 2024 matches on a big screen. A further request for outdoor cinema had been requested and work is ongoing on this.
- The Town Clerk reiterated the need for a wider policy on commercial use of the town council's open spaces, which can help steer officers when requests are received.

**3. Matthews Green Community Centre**

- a) The Town Clerk gave a verbal report on a meeting held with the Keys Academy Trust (KAT) regarding how the town council could potentially support the opening of the community facility. Members noted a number of questions regarding the wider use of the facility, the use of the facility by WBC for Adult Social Care uses and any other restrictions on usage potentially imposed by KAT.
- b) Members reviewed a copy of the business plan from 2021/22. The Town Clerk noted that a request for any updates to the plan had been made to the KAT, but none had yet been received.

- c) The Town Clerk share details of a timeline, as discussed at the meeting with the KAT with regard to the town council receiving information and being in a position to make a decision on any funding.
- d) Members reviewed the draft CIL funding request form, and noted the following:
  - I. Add further details on the usage and time restrictions on CIL at the beginning of the form
  - II. Breakdown some questions to ask for further clarity on the specific use of requested funds, to ensure the use meets the CIL spending criteria and timeframes.
  - III. Update questions to match the specific restrictions quoted at the start of the form (e.g. How does the project provide or improve facilities for the community that helps to meet the demands made by development...)
  - IV. Requests for timelines and further details on other funding sources, expected date when all other funds required would be received.

The Town Clerk noted that a request had been made to the council's solicitors regarding any legal agreement that would need to be in place to ensure the protection of the assets in the event that the KAT stepped away from the facility.

#### **4 Montague Park Community Centre**

Members discussed the history of the facility, and noted that it is currently a shell. The following items were discussed:

- The facility is not in the centre of the town. Feedback from Just Around the Corner (JAC) from some years ago suggested the demand for youth provision was in the centre of town, though this may have changed.
- The facility could potentially provide a base for services such as youth provision
- It is understood that WBC has some funds to provide internal fit out for the facility. Support from WBC for a capital project like this would be required.
- The Town Clerk noted that additional officer resource would be required to take on this project
- Local residents have raised questions about the status of this facility to councillors
- Could the question be raised to residents at the Annual Town Meeting?
- The Town Clerk was asked to seek further information from the borough council regarding:
  - I. Any planning restrictions on usage
  - II. Funding available
  - III. Any previous proposals for use
  - IV. Whether any other parties are currently interested or being approached.

#### **5 AOB**

- a) Borough Parish Liaison Forum (BPLF)  
Cllr Domingue reported on her attendance at the BPLF meeting on 19<sup>th</sup> March.

Members discussed the vision for the borough currently being created. Slides from the meeting giving a timeframe for the development of the vision were shared.

A discussion ensued regarding the ownership of the plan, the extent of consultation and number of participants, and what steps the town council could take to encourage participation in the plan when it is consulted on.

Cllr Domingue reported an update on a previous consultation on the removal of public litter bins. A WBC Task and Finish group is being established and town and parish councils were invited to receive further information from Richard Bisset (Cleaner and Greener Team, WBC). Following a wider discussion it was agreed to ask Richard to attend and speak at a future Strategy WP meeting.

- b) Cllr Gurney asked members to complete a survey on abuse experienced by councillors, being circulated to councillors by the Standards Committee.
- c) Cllr Gurney asked about the council's use of a local sustainable refill shop. The Town Clerk will investigate and report back.

#### **Future meetings**

Dates of future meetings were confirmed as:

12<sup>th</sup> June 2024

31<sup>st</sup> July 2024

18<sup>th</sup> September 2024

13<sup>th</sup> November 2024

29<sup>th</sup> January 2025

26<sup>th</sup> March 2025

**The meeting closed at 9:10pm**

#### **Actions:**

Agenda item	Action	By whom
4	Consider how the MPCC could be raised with residents at the Annual Town Meeting	Town Clerk
4	Request further information regarding MPCC from WBC property team	Town Clerk
5a	Invite Richard Bisset to speak at a future SWP meeting	Town Clerk
5c	Town Clerk to investigate sustainable refills for consumables and report back	Town Clerk

Notes on a meeting of the Annual Town Meeting working party

Tuesday 5<sup>th</sup> March 2024 at 8pm on MS Teams

Present: Cllrs M Gee, S Gurney, K Malvern and L Timlin.

Attending: K Hughes (Town Clerk)

1. Welcome

Members were welcomed to the meeting

2. Appointment of Chair for the meeting

Cllr M Gee offered to chair the meeting and all members present agreed.

3. Discussion on proposals for the Annual Town Meeting

Cllr M Gee referred members to Appendix 1. Following discussion, it was recommended that :

- The Annual Town Meeting be held on Saturday 18<sup>th</sup> May at 11am in the Reme Room at Wokingham Town Hall. Required notices to be published with this date and time.
- A market stall be staffed between 10am and 2pm.
- The stall be supported by councillors, and the Town Clerk to arrange a rota.
- The stall to include some of the banners for the town council information, which the Town Clerk noted are in the process of being updated. Other banners to be displayed in the Reme Room. Banners to include more visuals, images of events / activities, information on where the council spends its money/ receives its income from, logos of organisations the council has supported with grant funding etc. It was noted that some banners could also be displayed at Fun Day.
- The formal aspect of the meeting to open at 11am with approval of the minutes of the 2022 ATM, a report on the council's activities from the Mayor (or Chair of the meeting if the Mayor is unable to attend), and a report on the council's activities be available for residents to read / take a copy, followed by an opportunity for questions.
- Ideas to be suggested for interactive activities for the stall:
  - i. possibly stickers to give away
  - ii. Postcards / flipcharts / Whiteboard for residents to make suggestions for the council (e.g. future events, activities etc.) and stickers / ping pong balls for other residents to vote on these suggestions.
  - iii. Two or three "Big Questions" – ideas of questions to be suggested but possibly things like 'Would you support a £10 precept increase to fund Youth Services for the town' or similar.
  - iv. Consider whether questions should be open ended to generate suggestions / discussions rather than 'yes' / 'no' answers.
  - v. Noted that questions or suggestions should target / focus on things the town council is able to act on.
- Town Council 2024 event leaflets to be distributed on the day / promotion of upcoming events (Langborough Fun Day, Summer Concert)



- The Town Clerk reported that the date coincided with the National Museums Day, and Officers will investigate the possibility of having a Museum Open Day on the same date, subject to officer and room availability.

4. AOB

The Town Clerk reported the opportunity to order polo shirts for councillors to wear at events, to allow them to be more easily identified. Noted that they could be used at various events, including Fun Day, PITP, Chalk About It, Heritage Day etc.

Following a discussion supporting this idea, the Town Clerk will take forward this action.

It was agreed that a summary of this discussion would be circulated to all councillors and included in the agenda pack for the 9<sup>th</sup> April Full Council meeting.

The meeting ended at 8:42pm