

**DECISION RECORD SHEETS**

**FOR**

**DECISIONS MADE AT THE**

**EXECUTIVE MEETING**

**HELD ON**

**TUESDAY, 21 MARCH 2023**

**DECISION SHEET**

**ACTION BY**

**93. Minutes of Previous Meeting**

**DECISION**

The Minutes of the meeting of the Executive held on 16 February 2023 were confirmed as a correct record and signed by the Chair.

**Reason for Decision**

To approve the minutes.

**Alternative options considered and rejected at time of the decision**

None.

**Any Conflict of interest declared by any Executive Member**

None.

**Any dispensation granted by the Head of Paid Service in respect of any declared conflict of interest**

Not applicable.

## **DECISION SHEET**

## **ACTION BY**

### **94. Declaration of Interests**

#### **DECISION**

The following declarations of personal interest were made by Executive Members in relation to agenda item 113: Shareholders Report. These Members did not participate or vote on this item.

- Councillor Prue Bray as a non-executive director of Berry Brook Homes and WBC Holdings Ltd.
- Councillor Stephen Conway as a non-executive director of Loddon Homes and WBC Holdings Ltd
- Councillor David Hare as a non-executive director of Optalis Ltd.

Councillor Rachel Bishop-Firth declared a personal interest in agenda item 107: Delivering the Ukrainian/Afghan Refugee Resettlement Government Grant, on the grounds that her family were hosting a Ukrainian family.

#### **Reason for Decision**

In accordance with relevant legislation.

#### **Alternative options considered and rejected at time of the decision**

None.

#### **Any Conflict of interest declared by any Executive Member**

As above.

#### **Any dispensation granted by the Head of Paid Service in respect of any declared conflict of interest**

Not applicable

## DECISION SHEET

## ACTION BY

### **100. Proposal to Change the Collection Methodology and Containment of Waste in the Borough**

#### **DECISION**

**RESOLVED:** that the Executive:

- i) Approved the proposed change of policy from weekly blue bag collection to Alternate Weekly Collection (general refuse collected one week, recycling collected the next week, with retained weekly food waste collection)
- ii) Approved the introduction of wheeled bins for the containment of refuse from the summer of 2024.
- iii) Approved the utilisation of funds from the Waste Equalisation Reserve Fund to support the purchase and distribution of wheeled bins.
- iv) Noted the petition submitted by Cllr Norman Jorgensen which sought the retention of weekly waste collection and noted the comments made by the O&S Management Committee at the meeting on 22 February 2023

#### **Reason for Decision**

The report sets out how the Council intends to tackle financial pressures and drive forward its waste minimisation, diversion, recycling and carbon reduction commitments. Following the results of the second waste strategy consultation, it is proposed that Alternate Weekly Collections be introduced in Wokingham, with wheeled bins rolled out for containment of refuse.

#### **Alternative options considered and rejected at time of the decision**

None.

#### **Any Conflict of interest declared by any Executive Member**

None.

#### **Any dispensation granted by the Head of Paid Service in respect of any declared conflict of interest**

Not applicable.

## DECISION SHEET

## ACTION BY

### 101. Biodiversity Net Gain Pilot Project

Director, Place and Growth -  
Simon Dale

## DECISION

**RESOLVED** that the Executive;

- 1) Approved the implementation of an ecological enhancement scheme at Ashenbury Park which will generate Biodiversity Net Gain (BNG) units, including the required capital expenditure of £201,190 and the establishment equalisation reserve to manage the ongoing maintenance costs.
- 2) Delegated authority to the Director of Place and Growth (in consultation with the Director of Resources and Assets and the Executive Member for Environment) to approve the implementation of further ecological enhancement schemes which will generate Biodiversity Net Gain (BNG) units, including the required capital expenditure up to £300,000 in 2023/24.
- 3) Noted the transfer of management responsibilities at Ashenbury Park from the Council's Grounds Maintenance contractor to the Council's Countryside Service in order to facilitate the ongoing ecological enhancement scheme.
- 4) The Executive also endorsed the recommendations proposed by the Overview and Scrutiny Management Committee as follows, that;
  - i) officers ensure that there was clear communication with residents and community groups about the aims of the Biodiversity Net Gain pilot project in Ashenbury Park and the expected outcomes;
  - ii) design work on the pilot project proceeded, but no physical works to take place on site until the public consultation has been completed, evaluated and reported - consultation to include an option with no changes to Ashenbury Park;
  - iii) officers explored potential mitigations relating to the financial risks and outcomes relating to the project;
  - iv) noted Scrutiny Members' concerns about the potential negative impact on communities if Biodiversity Net Gain projects are not linked to the areas which are taking new housing development;
  - v) receive a map showing the proposed pilot project site within Ashenbury Park (included with the agenda papers);
  - vi) officers provide a briefing for all Members on the introduction of Biodiversity Net Gain into the planning process and the specific pilot Biodiversity Net Gain project in Ashenbury Park.

## Reason for Decision

To secure Executive approval for the initial expenditure required to implement the ecological enhancement scheme at Ashenbury Park in Woodley and to inform the Executive of the underlying commercial approach to the sale of the Biodiversity Net Gain units generated by the project.

**Alternative options considered and rejected at time of the decision**

None.

**Any Conflict of interest declared by any Executive Member**

None.

**Any dispensation granted by the Head of Paid Service in respect of any declared conflict of interest**

Not applicable.

**DECISION SHEET****ACTION BY****102. Procurement of Tree Maintenance Framework Contract**Director, Place and Growth -  
Simon Dale**DECISION**

**RESOLVED** that the Executive approved the procurement of a four year Tree Maintenance Framework Contract.

**Reason for Decision**

Officers require Executive approval to set up an internal framework to allow officers to procure routine, urgent and emergency tree works required for Highways, Public Open Space and Housing land.

A framework contract would allow the Operational Tree Management team to ensure the required procurement process is followed and value for money is delivered through an agreed schedule of rates without causing a delay to the delivery of service.

**Alternative options considered and rejected at time of the decision**

None.

**Any Conflict of interest declared by any Executive Member**

None.

**Any dispensation granted by the Head of Paid Service in respect of any declared conflict of interest**

Not applicable.

## **DECISION SHEET**

## **ACTION BY**

### **103. Children's Services Overview & Scrutiny Recommendations to the Executive**

#### **DECISION**

**RESOLVED** that the Executive approved the officers' responses to the recommendations in the report and requested that the Inclusion Cross Party Working Group considered these alongside action planning.

#### **Reason for Decision**

The Children's Services Overview & Scrutiny Committee, at its meeting on 2 November 2022, received a presentation from the Hardship Alliance about the cost of living crisis and how this was affecting children and young people in the borough. The recommendations contained in the report were agreed following a robust discussion about the difficulties being faced by families in the borough due to the adverse economic situation.

#### **Alternative options considered and rejected at time of the decision**

None.

#### **Any Conflict of interest declared by any Executive Member**

None.

#### **Any dispensation granted by the Head of Paid Service in respect of any declared conflict of interest**

Not applicable.



**DECISION SHEET****ACTION BY****104. Tackling Poverty Strategy: Year 1 Action Plan**

Chief Executive - Susan  
Parsonage

**DECISION**

**RESOLVED** that the Executive noted the progress made in delivering on the Tackling Poverty Strategy during the first year.

**Reason for Decision**

This report presents an update on the first year's delivery of the Tackling Poverty Strategy, giving an overview of many of the initiatives that have supported the residents in poverty across the borough. It was an essential aspect of the work undertaken to make Wokingham borough inclusive and a great place to live, learn, work and grow and a great place to do business.

**Alternative options considered and rejected at time of the decision**

None.

**Any Conflict of interest declared by any Executive Member**

None.

**Any dispensation granted by the Head of Paid Service in respect of any declared conflict of interest**

Not applicable.

## **DECISION SHEET**

## **ACTION BY**

### **105. Covid Memorial Woodland**

Director, Place and Growth -  
Simon Dale

## **DECISION**

**RESOLVED** that the Executive:

1. Approved that the Covid Memorial Woodland will be located in the South East corner of Rooks Nest Farm.
2. Approved the implementation of a Covid Memorial Woodland, which will generate Biodiversity Net Gain units, including the required capital expenditure of £254,000 and the establishment equalisation reserve to manage the ongoing maintenance costs.

## **Reason for Decision**

The Covid Memorial Woodland will provide an opportunity for the Council to support the community and residents with an area to reflect and remember those who were lost during the pandemic whilst supporting the Council's tree planting target. In addition to contributing to Carbon Sequestration targets of the Climate Emergency Action Plan (CEAP), delivery of the Covid Memorial Woodland will build further on the Council's commitment to reach Tree Cities of the World status.

## **Alternative options considered and rejected at time of the decision**

None.

## **Any Conflict of interest declared by any Executive Member**

None.

## **Any dispensation granted by the Head of Paid Service in respect of any declared conflict of interest**

Not applicable.

## **DECISION SHEET**

## **ACTION BY**

### **106. Officer Response to Recommendations of the Preferred Registered Providers Task and Finish Group**

Director, Place and Growth -  
Simon Dale

## **DECISION**

**RESOLVED** that the Executive:

- 1) Approved the Officers' responses to the Recommendations of the Preferred Registered Providers Task and Finish Group, set out in subsection 1.6 of the report;
- 2) Noted the report of the Preferred Registered Providers Task and Finish Group, contained as Annex A to the report.

## **Reason for Decision**

The Preferred Registered Providers Task and Finish Group was established by the Community and Corporate Overview and Scrutiny Committee at their meeting on 25 May 2022. The Group has met on 7 occasions and has engaged with a range of stakeholders including the Executive Member for Housing, tenants of social housing, the Association of Retained Council Housing, and the Tenant and Landlord Improvement Panel. The Group surveyed tenants of Preferred Registered Providers (PRPs), and received over 165 responses which helped to provide a snapshot of the concerns and issues of our residents.

The report and Recommendations of the Preferred Registered Providers Task and Finish Group were presented to the Community and Corporate Overview and Scrutiny Committee on 6 March 2023, and the Committee resolved that the Group's 12 Recommendations to the Executive, as amended, be approved.

## **Alternative options considered and rejected at time of the decision**

None.

## **Any Conflict of interest declared by any Executive Member**

None.

## **Any dispensation granted by the Head of Paid Service in respect of any declared conflict of interest**

Not applicable.

## DECISION SHEET

## ACTION BY

### 107. Delivering the Ukrainian/Afghan Refugee Resettlement Government Grant Allocation

Director, Place and Growth -  
Simon Dale

#### DECISION

Councillor Rachel Bishop-Firth declared a personal interest in this agenda item, on the grounds that her family were hosting a Ukrainian family.

**RESOLVED** that the Executive noted the Government grant allocation to Wokingham Borough Council and proposal to deliver 17 homes as part of the Ukrainian and Afghan resettlement scheme and approved:

- (1) The release of up to £2m commuted sums (developer contributions for affordable housing) to be used in conjunction with the £3.1m grant allocation for the purchase of the 17 properties;
- (2) That the properties go into either the Housing Revenue Account ("HRA") and £3.7m of borrowing be undertaken within the HRA, or into Loddon Homes Limited ("LHL") with a loan of £3.7m; with authority to be delegated to the Deputy Chief Executive in consultation with the Deputy Leader for the Council to determine and approve the end landlord and the borrowing terms;
- (3) The delegation of authority to the Deputy Chief Executive in consultation with the Deputy Leader for the Council and Executive Member for Housing to approve the transfer of commuted sums up to the value of £2m to support the purchase of each property.

#### Reason for Decision

To mitigate against housing pressures on local authorities, the Government has provisionally allocated grant to those most affected by the Ukrainian refugee and Afghan resettlement programmes. This grant allocation has been allocated to Wokingham Borough Council based on part funding of 17 properties to help mitigate against the additional housing pressures. This report seeks approval to ensure that the funding allocation can be delivered effectively in Wokingham Borough within the restricted timescales and ensure that ownership of the properties are retained for housing other priority cohorts in the longer term, as per the Government's guidance on this funding stream.

#### Alternative options considered and rejected at time of the decision

None.

#### Any Conflict of interest declared by any Executive Member

Councillor Rachel Bishop-Firth declared a personal interest in agenda item 107: Delivering the Ukrainian/Afghan Refugee Resettlement Government Grant, on the grounds that her family were hosting a Ukrainian family.

#### Any dispensation granted by the Head of Paid Service in respect of any declared conflict of interest

Not applicable.

## **DECISION SHEET**

## **ACTION BY**

### **108. Officer Response to Recommendations of the Local Cycling, Walking and Infrastructure Plan Task and Finish Group**

Director, Place and Growth -  
Simon Dale

## **DECISION**

**RESOLVED** that the Executive:

- 1) Approved the Officers' responses to the Recommendations of the Local Cycling, Walking and Infrastructure Plan Task and Finish Group, set out in subsection 1.6 of the report;
- 2) Noted the report of the Local Cycling, Walking and Infrastructure Plan Task and Finish Group, contained as Annex A to the report.

## **Reason for Decision**

The Local Cycling, Walking and Infrastructure Plan (LCWIP) Task and Finish Group was established by the Community and Corporate Overview and Scrutiny Committee at their meeting on 29 November 2022, whilst their Terms of Reference were agreed at the meeting of the Committee held on 23 January 2023. The Group has met on 2 occasions, and has engaged with Executive Member for Active Travel, Transport and Highways, a WSP consultant and the Transport Planning Team Manager. Due to time constraints, the Group were only able to review the main LCWIP report, whilst the related appendices were not considered by the Group, such as early outline maps and designs.

The report and Recommendations of the LCWIP Task and Finish Group were presented to the Community and Corporate Overview and Scrutiny Committee on 6 March 2023, and the Committee resolved that the Group's 14 Recommendations to the Executive, as amended, be approved.

## **Alternative options considered and rejected at time of the decision**

None.

## **Any Conflict of interest declared by any Executive Member**

None.

## **Any dispensation granted by the Head of Paid Service in respect of any declared conflict of interest**

Not applicable.

## DECISION SHEET

## ACTION BY

**109. Local Cycling and Walking Infrastructure Plan** Director, Place and Growth -  
Simon Dale

### DECISION

**RESOLVED** that the Executive agreed to adopt the Local Cycling and Walking Infrastructure Plan as the Council's strategic plan for Active Travel over the next 10-15 years.

### Reason for Decision

The report presents the Local Cycling and Walking Infrastructure Plan (LCWIP) with a view to the council adopting it as the strategic plan for Active Travel over the next 10-15 years. The LCWIP enables a long-term approach to developing strategic active travel connections between key origins/destinations and forms a vital part of the Government's strategy to make walking, wheeling and cycling the natural choices for shorter journeys, or as part of a longer journey.

Getting more people to walk and cycle will help respond to the [Climate Emergency](#), tackle congestion on our roads and achieve the ambition of our [Corporate Delivery Plan](#) to make Wokingham Borough a great place to live, learn, work and grow and a great place to do business.

### Alternative options considered and rejected at time of the decision

None.

### Any Conflict of interest declared by any Executive Member

None.

### Any dispensation granted by the Head of Paid Service in respect of any declared conflict of interest

Not applicable.

## **DECISION SHEET**

## **ACTION BY**

### **110. Off Street Car Park Charges**

Director, Place and Growth -  
Simon Dale

## **DECISION**

**RESOLVED** that the Executive;

- 1) Considered the objections received to the proposed Traffic Regulation Order in respect to off-street parking charges;
- 2) Agreed to the increases to the parking charges as detailed in revised Appendix 1 which was circulated as supplementary paper 3;
- 3) Agreed to proceed with the making of the Wokingham Borough Council (Various Off-Street Borough Car Parks) (No. 1) Order 2023 TRO in accordance with the Road Traffic Regulation Act 1984 and the Local Authorities Traffic Order Procedures 1996; and
- 4) Instructed the Assistant Director for Highways & Transport to inform those who have responded to the consultation accordingly.

## **Reason for Decision**

To recommend to the Executive following the end of the objection period that having reviewed all objections there are no material reasons to alter the proposals and to approve the increases to the off-street, car parking charges as detailed in the report.

## **Alternative options considered and rejected at time of the decision**

None.

## **Any Conflict of interest declared by any Executive Member**

None.

## **Any dispensation granted by the Head of Paid Service in respect of any declared conflict of interest**

Not applicable.

## DECISION SHEET

## ACTION BY

### 111. Moving Traffic Enforcement

Director, Place and Growth -  
Simon Dale

## DECISION

**RESOLVED** that the Executive:

- 1) Noted that the Local Highway Authority has applied to the Department of Transport for a Designation Order that would enable them to undertake enforcement in respect of Moving Traffic contraventions.
- 2) Agreed to the Civil Enforcement of moving traffic restrictions powers granted by the Department of Transport to be used to enforce contraventions at the sites detailed in Appendix A as well as any additional sites across the borough which are deemed suitable.
- 3) Agreed to setting the fee banding structure for penalty charge notices issues by APNR at level 2 which is the same as set for civil parking enforcement.
- 4) Agreed to the creation of a new post within the Council's Parking Services to support the service in the delivery of its statutory duties under the TMA 2004 and
- 5) Noted that further public consultation in accordance with the relevant statutory guidance must be carried out before moving traffic enforcement can be implemented in respect of further locations/restrictions which are outside of those detailed in Appendix A.
- 6) Where further sites were proposed for enforcement of moving traffic offences, authorise the Director for Place and Growth to commence consultation on those proposals in accordance with the relevant statutory guidance and, where no objections are received in response, proceed with implementation.
- 7) Approved the procurement approach of these goods/ service/ works via a direct award via CCS Framework RM6099 - Transport Technology & Associated Services to Marson Holdings who NSL are part of to align to the current contract.

## Reason for Decision

To provide the Executive with details of the Moving Traffic contraventions powers that if granted can be used to enforce traffic controls which are enabled through Traffic Regulation Orders (TROs) and the correct signing and lining and included the following, driving through a 'No Entry' sign; turning left or right when instructed not to do so; entering yellow box junctions when your exit was not clear; driving where motor vehicles were prohibited; and driving a private vehicle on a route for buses only and to seek approval to implement these powers.

Implementing these powers will assist with the Councils commitment to improve air quality through reduced traffic congestion and will encourage behavioural shift towards sustainable travel choices by keeping junctions and cycle lanes clear of obstructing vehicles and improve bus reliability.



**Alternative options considered and rejected at time of the decision**

None.

**Any Conflict of interest declared by any Executive Member**

None.

**Any dispensation granted by the Head of Paid Service in respect of any declared conflict of interest**

Not applicable.

## **DECISION SHEET**

## **ACTION BY**

### **112. Climate Emergency Position Paper**

Director, Place and Growth -  
Simon Dale

## **DECISION**

**RESOLVED** that the Executive noted the status of Wokingham Borough Council climate emergency work, in particular the two key schemes that will be launched in Spring 2023.

### **Reason for Decision**

Climate change affects every member of our community, particularly the most vulnerable people. Tackling the climate emergency will have positive impacts on the health and quality of life of our residents. This paper presents an update on our climate work, including two key schemes that will be launched in Spring 2023. Both schemes will enable our residents to decarbonise their homes, reduce their energy bills and address the cost-of-living crisis.

### **Alternative options considered and rejected at time of the decision**

None.

### **Any Conflict of interest declared by any Executive Member**

None.

### **Any dispensation granted by the Head of Paid Service in respect of any declared conflict of interest**

Not applicable.

## **DECISION SHEET**

## **ACTION BY**

### **113. Shareholders Report**

Deputy Chief Executive - Graham Ebers

## **DECISION**

**RESOLVED** that the Executive noted:

- 1) The Housing companies' budget and operational position for December 2022,
- 2) The Optalis budget and operational position update for December 2022.

## **Reason for Decision**

The purpose of the report is to ensure awareness and transparency of the financial performance of the Council Owned Companies.

## **Alternative options considered and rejected at time of the decision**

None.

## **Any Conflict of interest declared by any Executive Member**

The following declarations of personal interest were made by Executive Members in relation to this agenda item. These Members did not participate or vote on this item.

- Councillor Prue Bray as a non-executive director of Berry Brook Homes and WBC Holdings Ltd.
- Councillor Stephen Conway as a non-executive director of Loddon Homes and WBC Holdings Ltd
- Councillor David Hare as a non-executive director of Optalis Ltd.

Councillor Imogen Shepherd-DuBey chaired this agenda item.

## **Any dispensation granted by the Head of Paid Service in respect of any declared conflict of interest**

None.

**Name** Priya Patel  
**Job Title** Head of Democratic and Electoral Services

**PUBLISHED ON:** Wednesday 22 March 2023

**EFFECTIVE ON:** Thursday 23 March 2023

**CALL-IN PERIOD EXPIRES:** Wednesday 29 2023

**CONTACT OFFICERS**

**Email:** [democratic.services@wokingham.gov.uk](mailto:democratic.services@wokingham.gov.uk)