

Minutes of a Meeting of the Planning and Community Committee held at the Oakwood Centre on Tuesday 9 January 2024 at 7:45 pm

Present: *Councillors: B. Soane (Chairman); K. Baker; D. Bragg; L. Guttridge; R. Horskins; C. Jewell; J. Sartorel; P. Singh; J. Taylor*

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

Also present: *Councillor V. Lewis (virtual attendance)
3 members of the public*

141. **APOLOGIES**

Apologies for absence were received from Councillor Lewis, who advised he would attend the meeting virtually

142. **DECLARATIONS OF INTEREST**

There were no declarations of interest made by Members.

Councillor Baker advised Members that, in relation to planning application 233168, included for discussion under item 5 Planning Applications, he has been involved in various public consultations run by Boutique Care Homes, as well as having conversations with residents, due to his position as borough ward councillor.

143. **MINUTES OF THE PLANNING AND COMMUNITY COMMITTEE MEETING HELD ON 12 DECEMBER 2023**

RESOLVED:

- ◆ That the minutes of the Planning and Community Committee meeting held on 12 December 2023 be approved and be signed by the Chairman as a true and accurate record.

144. **ACTIONS / FOLLOW UPS**

Members noted the information provided in the Actions and Follow ups document, provided in the agenda.

With regards to the potential introduction of the 'Ask for Angela' initiative, Members noted the update, and that Officers believed the initiative was not applicable to Council buildings. However, they were supportive of promoting the initiative in the area, and asked that it be raised with the Town Centre Manager for discussion at the next Woodley Town Centre Partnership meeting.

145. **CURRENT PLANNING APPLICATIONS**

RESOLVED:

- ◆ To forward comments to the planning authority as detailed in **Appendix A**.

146. **PLANNING DECISIONS**

RESOLVED:

- ◆ To note information on decision notices received from the planning authority since the last meeting, as given in the agenda.

147. **PLANNING APPEALS**

RESOLVED:

- ◆ To note the following decision regarding an appeal against refusal of planning permission lodged with the Planning Inspectorate:

Application: 231154
Location: 49 Quentin Road, Woodley, Wokingham, RG5 3NE
Proposal: Householder application for the proposed erection of a part two storey part first floor side extension, and single storey rear extension.
(Woodley Town Council had no objections to the proposal.)
Decision: Appeal dismissed

148. **PRIOR APPROVAL APPLICATION**

RESOLVED:

- ◆ To note the following prior approval planning application:

Application: 233183
Location: 86 - 88 Headley Road, Woodley, Berkshire, RG5 3QQ
Proposal: Prior approval submission for the proposed change of use of first floor offices (Use Class E) to 1 no. dwelling (Use Class C3)..

147. **ADVERTISEMENT CONSENT APPLICATION**

RESOLVED:

- ◆ To note the following advertisement consent application:

Application: 233125
Location: 71 Crockhamwell Road, Woodley, Wokingham, RG5 3NW
Proposal: Application for advertisement consent for 1No Projecting sign internally illuminated (Static), 1No Fascia sign Internally illuminated (Static) and Decal surround ATM. Advertisement period 13/12/2023-12/12/2028.

148. **TREE PRESERVATION ORDERS**
Applications for works to trees

RESOLVED:

- ◆ To note the following application for tree works:

Application: 233069
Location: TPO 141/1977 T10: 68 Western Avenue, Woodley, Wokingham, RG5 3BH.
Proposal: T1, Oak (T10 on TPO) – Cut back stem growing towards no. 70 Western Avenue by approx. 1.5m; cut back stem growing over the road by approx. 1.5m; crown lift to 5.3m over the road..

149. **WOKINGHAM BOROUGH COUNCIL IEMD – TRO AMENDMENT**

Members discussed the proposed Wokingham Borough Council's Traffic Regulation Order amendment.

It was noted that the proposals relating to Colemansmoor Road had been withdrawn in order to be reviewed further.

RESOLVED:

- ◆ To note the report, received from Wokingham Borough Council, regarding the Boroughwide Amendment No.1 Traffic Regulation Order (TRO), for which an Individual Executive Member Decision (IEMD) is due to be made on 18 January 2024, as set out in the agenda, and that no objections were submitted on behalf of the Town Council.

150. **PREMISES LICENCE APPLICATIONS**

150.1 **RESOLVED:**

- ◆ To note the new premises licence application, received by Wokingham Borough Council, for NISA Local, 86-88 Headley Road, Woodley, RG5 4JE.
- ◆ To respond to confirm that the Council has no objections to the application.

150.2 **RESOLVED:**

- ◆ To note the application for a variation of a premises licence, received by Wokingham Borough Council, for Morrisons Daily (Formerly McColls), 141 Crockhamwell Road, Woodley, RG5 3JP.
- ◆ To note that comments were required to be submitted for this application by 22 December 2023, therefore details were circulated to Members via email prior to this meeting and no objections were received.

151. **REVISED ESTIMATES 2023/24 AND BUDGET ESTIMATES 2024/25**

Members considered Report No. PC 1/24 and the applications received for grant funding for 2024/25.

It was highlighted that, were all annual grant applications to be approved for the 2024/25 financial year, this would be approximately a 50% increase in the current budget.

Councillor Baker set out a proposal to consider the annual grant applications in two steps; firstly, setting a budget for the year, and then considering the grants against that budget. He also highlighted that there was a £30k earmarked reserve to provide grants for youth activities, which Members noted had £25k remaining, and suggested four of the annual grant applications under consideration may be more appropriate to be considered for funding against that budget by the Leisure Services Committee.

Following a lengthy discussion by Members to understand the proposal, Councillor Baker proposed, seconded by Councillor Horskins, and it was

RESOLVED:

- ◆ To approve a budget of £30,000 for the 2024/25 financial year.
- ◆ For the annual grants received from ARC, First Day's Children's Charity, Home-Start Wokingham District and Parenting Special Children to be referred to the Leisure Services Committee for consideration under the Youth Grant scheme, with the Planning & Community Committee endorsement for approval.

Voting: For: 7 Against: 0 Abstain: 2 No Vote: 0

Members then considered the remaining annual grant applications. The differing sums of money being requested by Keep Mobile and Readibus were highlighted by Members, who noted that Keep Mobile were responsible for providing 4,096 trips for Woodley residents, whilst Readibus were responsible for 4,884 trips. It was suggested that, in future when considering annual grant applications, if a Town Council representative is appointed on the management committee for that organisation that it may be beneficial for them to attend the meeting to provide their views.

Following the discussion, it was

RESOLVED:

- ◆ To recommend that the Revised Budget Estimates for 2023/24 be approved.

Voting: For: 7 Against: 0 Abstain: 2 No Vote: 0

- ◆ To not approve the annual grant application received from Chemogiftbags, and to refer them to apply for a Community Grant.
- ◆ To recommend to the Strategy and Resources Committee that the following Annual Grants be awarded for 2024/25:

Citizens Advice Wokingham	£8,000
Keep Mobile	£5,290
Link Visiting Scheme	£1,500
ReadiBus	£14,210
The Wokingham Volunteer Centre	£1,000

Total £30,000

- ◆ To recommend to the Strategy and Resources Committee that the Budget Estimates for 2024/25, subject to the figures above, be approved.

Voting: For: 9 Against: 0 Abstentions: 0 No Vote: 0

152. **CYCLING AND WALKING TASK & FINISH WORKING GROUP**

Councillor Baker updated Members that, where the agenda advises that the Conservative Group believed they would be unable to appoint Members to the working group, he could confirm they would not be able to appoint.

152.1 **RESOLVED:**

- ◆ To note that Councillor Edwards has been appointed as the Labour group representative to the Cycling and Walking task & finish working group.
- ◆ To note that the Conservative group are unable to appoint members to their two places on this working group due to members' existing commitments on other committees.

152.2 At this point, Councillor Guttridge left the meeting.

Members discussed options for progressing the working group. A question was raised as to whether Councillor Taylor could join the working group, but it was suggested this was not possible. Councillor Baker confirmed he would be happy to approach Reading Cycling Club and Reading Cycling Campaign to seek two representatives to join the working group.

RESOLVED:

- ◆ To add 22 May 2024 as the end date to the Terms of Reference for the working group.

Voting: For: 9 Against: 0 Abstentions: 0 No Vote: 0

- ◆ To replace the two Conservative group places on this working group with two places allocated to active cyclist representatives from either Reading Cycling Club, Reading Cycling Campaign, or a combination of both. Updated Terms of Reference are included at **Appendix B**.

Voting: For: 6 Against: 3 Abstentions: 0 No Vote: 0

Councillor Jewell requested it to be noted that she had voted against the proposal, not because of the inclusion of two representatives in place of two Conservative group members on the working group, but because these were specified as being from Reading Cycling Club and Reading Cycling Campaign, not groups in Wokingham, and it was unknown if these organisations were willing to take part.

153. **EARLEY STATION FOOTBRIDGE**

Members noted the update regarding the condition of Earley Station Footbridge as provided in the agenda.

The Deputy Town Clerk advised Members that a further update had been provided by Wokingham Borough Council on 4 January stating that an inspection in December had deemed the bridge to be safe, and that conversations were ongoing with Network Rail to establish track possession in order to undertake planned upgrades to the footbridge. It was noted that Wokingham Borough Council had not provided information on what the proposed upgrades were.

RESOLVED:

- ◆ To write to Wokingham Borough Council to request details of the proposed upgrade works being planned, how this would address disabled access issues, and what contingency plans would be put in place should the footbridge be deemed unsafe at any point.

154. **TRANSPORTATION & HIGHWAYS**

154.1 **Community Speedwatch**

Councillor Bragg updated Members to confirm he and Councillor Taylor had arranged to meet on the week commencing 15 January to progress this, with the aim being to identify a small number of suitable locations to start undertaking Speedwatch activities to help practice with the kit.

154.2 **Highways Issues**

There were no highways issues highlighted by Members.

155. **COMMUNITY ISSUES**

The success of Woodley Repair Café, run by Councillor Jewell, was noted by Members.

156. **PUBLICATIONS/INFORMATION**

RESOLVED:

- ◆ To note receipt of the following:
 - CCB eBulleting – December 2023
 - Me2 Newsletter – December 2023
 - Decelerate (Thames Valley Police Community Speedwatch) Newsletter – #5

157. **FUTURE AGENDA ITEMS**

There were no future agenda items raised by Members.

158. **PUBLICITY/WEBSITE**

There were no publicity and website items raised by Members.

159. **ENFORCEMENT ISSUES**

RESOLVED:

- ◆ To note the information on enforcement issues received from the planning authority, as given in the agenda.

160. **EXCLUSION OF PUBLIC AND PRESS**

RESOLVED:

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

Voting: For: 9 Against: 0 Abstentions: 0 No Vote: 0

161. **COMMUNITY HEROES AWARDS**

Following consideration of each of the nominations it was:

RESOLVED:

- ◆ To award a total of three Community Heroes Awards.

Members requested that, due to the small number, the ceremony be changed this year to take place prior to the Annual Meeting of Full Council in May, and that both the ceremony and the subsequent meeting take place in the theatre.

The meeting closed at 9:59 pm

Woodley Town Council

Observations on the following Planning Applications made at the Planning & Community Committee meeting held on 9 January 2024

Application No. & Address	Proposal
233020 4 Colemans Moor Road, Woodley, RG5 4DL	Householder application for proposed raising of the roof and loft conversion to create habitable accommodation. 3no.dormers to the main rear elevation and 1no. dormer to the front elevation.
Observations: The Planning & Community Committee have reviewed this application and wished to object on the grounds that the proposal is overbearing, unneighbourly, due to loss of light on the adjacent property, and not in keeping with neighbouring properties due to the scale and massing. If WBC Officers are minded to approve the application, the Committee requested that Councillor Soane, as borough ward member, list the application.	
233032 47 Western Avenue, Woodley, RG5 3BJ	Full application for the proposed erection of a single storey rear extension to the existing industrial unit.
Observations: The Planning & Community Committee have considered this application and have no objections, but request that the neighbour's comments be taken into account.	
233035 4 Harding Road, Woodley, RG5 3ER	Householder application for proposed single storey front extension.
Observations: No objections.	
233051 52 Vauxhall Drive, Woodley, RG5 4EE	Householder application for proposed single storey front extension with changes to the fenestration
Observations: No objections.	
233064 47 Denmark Avenue, Woodley, RG5 4RS	Householder application for single storey side extension
Observations: No objections.	
233067 1 Crediton Close, Woodley, RG5 4DQ	Full application for the proposed change of use of amenity land to residential land, incorporating/extending the existing (2 metre high)closed board fencing.
Observations: No objections.	

233145 20 Blanchard Close, Woodley, RG5 4XQ	Householder application for the proposed part single part 2-storey side extension, single storey rear extension, garage conversion and changes of fenestration.
Observations: No objections.	
233161 30 Reading Road, Woodley, RG5 3DB	Householder application for proposed construction of a two storey rear extension.
Observations: No objections.	
233166 138 Reading Road, Woodley, RG5 3AA	Householder application for proposed construction of a single storey front extension to create a porch , a single storey side extension and a single storey rear extension. Plus a loft conversion to create habitable accommodation along with the construction A rear facing dormer into the existing roof. With changes to the fenestration.
Observations: No objections.	
233168 Former Travis Perkins Site, Woodley Green, Woodley, RG5 4QP	Full application for the proposed erection of a building to form a residential care home (Use Class C2) with access, parking, landscaping and associated works, following demolition of all existing buildings on the site.
Observations: The Planning & Community Committee have considered the revised proposal, noting the steps taken to respond to the refusal of the original planning application, and are full supportive of the new proposals.	
233193 49 Quentin Road, Woodley, RG5 3NE	Householder application for proposed construction of an first floor side extension above the existing garage and a single storey rear extension with changes to the fenestration.
Observations: No objections.	

CYCLING & WALKING TASK & FINISH WORKING GROUP

VERSION	DATE	AMENDED?	COMMENTS
0.0	4.12.23	No	Draft Version
1.0	12.12.23	Yes	Approved by P&C Committee (12/12/23)
1.1	09.01.24	Yes	Change to Membership, and end date added – Approved by P&C (9/1/24)

- 1. TYPE OF COMMITTEE =>** Task & Finish Working Group
- 2. PARENT COMMITTEE =>** Planning and Community Committee
- 3. 6 MONTH MEETING RULE VALID (see 6.1.k)**
 - a. YES
- 4. SIZE =>** 4 Members; to be made up of 1 Labour group and 1 Liberal Democrat group appointment, and 2 active cyclist representatives from either Reading Cycling Club, Reading Cycling Campaign, or a combination of both (disregarding Standing Order 2.2 – political proportionality).
- 5. END DATE =>** 22 May 2024
- 6. DUTIES AND POWERS**
 - 6.1. OVERALL PURPOSE**
 - a. To identify, prioritise and optimise actions in order to achieve the following, approved, Strategy for Cycling:

The Town Council’s strategy is to increase the number of cycling journeys in Woodley, both to support our commitment to climate change, and to promote health and wellbeing in the town.

We will do this by a programme of communication, collaboration and education in the local community aimed at improving conditions for cyclists, facilitating access to cycles, and encouraging more people to get on bikes.

And we’ll provide a forum for experienced, new, and Woodley cyclists to have their say on what’s needed to improve cycling in Woodley.
 - b. To work with local authorities / cycling groups / experts to achieve the aims of the Strategy for Cycling.
 - c. To consider ways in which improvements may also be made to walking infrastructure.
 - 6.2. MEETINGS**
 - a. Meetings will take place as and when required in order to best achieve the stated purpose within the timescales prescribed by the working group.

- b. Officers will be in attendance at all meetings.

6.3. TERMS OF OPERATION

- a. To review and understand Wokingham Borough Council's Local Cycling and Walking Infrastructure Plan (LCWIP) and where it impacts Woodley and the surrounding area.
- b. To review and understand Wokingham Borough Council's Transport Strategy in terms of its contribution to and effect on cycling and walking in Woodley.
- c. To determine and design a programme of communication, collaboration and education events in the local community with relevant stakeholders, targeted at promoting [Active Travel](#) by improving both walking and cycling conditions in Woodley.
- d. To consider the introduction of a Walkers & Cyclists Forum to further collaborate between the Town Council and residents, including identifying the purpose of such a forum, the likely stakeholders, and the level of involvement required from the Town Council.
- e. To identify issues with / improvements required to existing cycling infrastructure and signage, especially those which create poor cycling conditions and reduce safety, and which discourage the take up of cycling. To consider how to resolve these, working with Wokingham Borough Council as the Highways Agency where necessary, and taking into account the Local Cycling & Walking Infrastructure Plan.
- f. To produce an action plan of recommended improvements and, where appropriate, progress them to completion, including making recommendations, via the Planning & Community Committee, to the Strategy & Resources Committee where it is identified that funding is required.