



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

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To: **Members of the Planning and Community Committee**  
Councillors B. Soane (Chairman); K. Baker; D. Bragg; R. Horskins; L. Guttridge;  
C. Jewell; V. Lewis; J. Sartorel; P. Singh; J. Taylor

**NOTICE IS HEREBY GIVEN that a meeting of the Planning and Community Committee will be held at the Oakwood Centre at 7:45 pm on Tuesday 27 February 2024, at which your attendance is requested.**

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

Kevin Murray  
Town Clerk

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## **A G E N D A**

1. **APOLOGIES**
2. **DECLARATIONS OF INTEREST**  
To receive any declarations of interest from Members on agenda items.
3. **MINUTES OF THE PLANNING AND COMMUNITY COMMITTEE MEETING HELD ON 30 JANUARY 2024**  
To approve the minutes of the Planning and Community Committee meeting held on 30 January 2024 and for the Chairman to sign them as a true record.  
*(These minutes were provided in the Full Council agenda of 6 February 2024)*
4. **ACTIONS / FOLLOW UPS**  
To review the actions / follow ups arising from previous meetings of the committee. *(Appendix 4)* Page 5
5. **CURRENT PLANNING APPLICATIONS**  
To consider current planning applications and agree comments to be forwarded to the planning authority. *(Appendix 5)* Page 9

6. **PLANNING DECISIONS**

To note information on decision notices received from the planning authority since the last meeting. (*Appendix 6*)

7. **PLANNING APPEALS**

To note that the following appeal against refusal of planning permission has been lodged with the Planning Inspectorate:

Application: 231846  
 Location: 44 Coppice Road, Woodley, Wokingham, RG5 3RA  
 Proposal: Full application for the proposed subdivision of the site and erection of a two storey side extension to form 1 no. terraced dwelling with associated parking.  
 (Woodley Town Council submitted objections to the proposal.)

8. **PRIOR APPROVAL SUBMISSION**

This type of application only requires consultation with adjoining neighbours of the site.

To note application 240234:

Location: 79 Woodlands Avenue, Woodley, Wokingham, RG5 3HG  
 Proposal: Prior approval submission for the proposed enlargement of the existing bungalow through the erection of 1 no. additional storey to a maximum height of 8.10 metres.

9. **ADVERTISEMENT CONSENT APPLICATION**

This type of application requires consultation with adjoining neighbours of the site.

To note application 233165:

Location: 147 Crockhamwell Road, Woodley, Wokingham, RG5 3JP  
 Proposal: Application for advertisement consent for 1 no. internally illuminated projecting sign. (Retrospective)

To note application 240154:

Location: 86 - 88 Headley Road, Woodley, Wokingham, RG5 4JE  
 Proposal: Application for advertisement consent for 3 no. non-illuminated fascia signs, plus replacement of the existing 3 no. non-illuminated fascia signs.

To note application 240249:

Location: Unit 3b, Headley Park Area Ten, Headley Road East, Woodley, Wokingham, RG5 4SW  
 Proposal: Application for advertisement consent for 1 no. Illuminated sign to replace the existing non-illuminated fascia sign.

To note application 240449:

Location: 176 Specsavers Opticians, Crockhamwell Road, Woodley, Wokingham, RG5 3JH  
 Proposal: Application for advertisement consent for 1 no. internally illuminated main fascia and internally illuminated projecting sign.

10. **TREE PRESERVATION ORDERS**

**Applications for works to trees**

This type of application does not require consultation.

To note application 240238

Location: TPO 170/1980, GROUP 5: 11 Lindberg Way, Woodley,  
Wokingham, RG5 4XE.

Proposal: T2, Oak – Fell.

11. **CYCLING & WALKING TASK & FINISH WORKING GROUP**

a) To note **Report No. PC 2/24** of the meeting of the Cycling & Walking task & finish working group which took place on 8 February 2024. Page 13

There were no recommendations made for consideration by this committee.

b) To amend section '4. Size' of the terms of reference for the Cycling & Walking task & finish working group as follows:

*4 Members **5 Members**; to be made up of 1 Labour group and 1 Liberal Democrat group appointment, and ~~2~~ **3** active cyclist representatives from either ~~Reading Cycling Club, Reading Cycling Campaign, or a combination of both~~ **active local cycling and / or walking organisations** (disregarding Standing Order 2.2 – political proportionality).*

Three representatives have come forward to be part of this group; Karen Robertson (Cycling UK Reading), Steve Vale (Loddon Valley Ramblers) and Alex Cran (Reading Cycling Campaign).

By increasing membership to 5, removing the naming of specific organisations, and opening this up to walking organisations, the terms of reference will reflect the members involved in the group, removing potential issues arising regarding voting and the meeting being quorate.

12. **SCHOOL PARKING**

To discuss the dangers associated with poor parking around school premises at drop off / pick up times, and consider actions the Council may undertake to help to alleviate this.

This item was requested for inclusion on the agenda at the P&C Committee meeting held on 30 Jan 2024 (Minute 172.3).

13. **TRANSPORTATION & HIGHWAYS**

a) **Community Speedwatch**

To receive an update on the Council's Community Speedwatch activities.

b) **Highways Issues**

To highlight and discuss any highways issues noted by Members.

14. **COMMUNITY ISSUES**

To highlight and discuss any recent community issues noted by Members.

15. **PUBLICATIONS/INFORMATION**

To note receipt of the following:

- Me2 Club Newsletter – January 2024
- CCB eBulletin – January 2024
- Berkshire Association of Local Councils Newsletter – February 2024

16. **FUTURE AGENDA ITEMS**

To consider suggestions for future agenda items.

17. **PUBLICITY/WEBSITE**

To consider suggestions for items to be publicised.

18. **ENFORCEMENT ISSUES**

a) To note the enforcement notifications listed in ***Appendix 18a.*** Page 15

b) To note the enforcement case closures listed in ***Appendix 18b.*** Page 16

### ACTIONS & FOLLOW UPS FROM PREVIOUS MEETINGS

<b>Meeting Date:</b> 25 July 2023			
Minute	Action	Progress Update	Last Updated
44	Write to WBC in July 2024, requesting data on the last 2 years' car park usage in Woodley to compare usage pre- and post car park charge increases.	Not due for completion until July 2024	09/11/23

<b>Meeting Date:</b> 17 October 2023			
Minute	Action	Progress Update	Last Updated
94.2	Council's Speedwatch equipment ready to be collected by Speedwatch coordinator.	<b>COMPLETE</b> Requested that equipment remain stored at the Council offices.	22/02/24
94.2	Speedwatch page / form to nominate sites to be published when Speedwatch group 'go live'.	Awaiting 'go live' of group	09/11/23
94.3	Councillor Soane to raise issue of parents of children at Rivermead Primary School parking on double yellow lines in Addington Gardens at Wokingham Borough Council meeting.	At meeting of 14 November, Chairman updated Members to advise that WBC Councillor Shahid Younis had raised the issue at a Borough Council meeting. It was agreed a site visit would take place to consider options to replace the existing zig-zag parking restrictions which were not effective. Members asked that the item remain on the Actions / Follow Ups list until the matter is resolved.	07/12/23

<b>Meeting Date:</b> 14 November 2023			
<b>Minute</b>	<b>Action</b>	<b>Progress Update</b>	<b>Last Updated</b>
115	When WBC's Local Plan is implemented, consider whether to update the Woodley Design Statement, including evaluating the benefit of such a document.	Awaiting approval of WBC's new Local Plan.	07/12/23

<b>Meeting Date:</b> 9 January 2024			
<b>Minute</b>	<b>Action</b>	<b>Progress Update</b>	<b>Last Updated</b>
153	Write to Wokingham Borough Council to request details of the proposed upgrade works being planned to Earley Station Footbridge, 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.	<b>COMPLETE</b> Update provided at meeting held on 30 Jan 2024 (Minute 165)	22/02/24

<b>Meeting Date:</b> 30 January 2024			
<b>Minute</b>	<b>Action</b>	<b>Progress Update</b>	<b>Last Updated</b>
165	Invite Town Council representatives on outside bodies to meetings where grants are discussed, should their applicable body apply for a grant.	Not due to take place until grants next considered – January 2025	22/02/24
166	Circulate details of planning application 240128 to Members when WBC have resolve issue of documents not showing, asking Members to provide comments to then be submitted.	<b>COMPLETE</b> Details circulated to Members on 31 Jan; no objections received.	22/02/24
170	Request collision statistics from WBC (referenced in Local Transport Plan)	<b>COMPLETE</b> Request sent to WBC on 31 Jan; received 9 Feb & circulated to Members 12 Feb.	22/02/24
170	Councillor Taylor to send comments on Local Transport Plan 4 to Deputy Town Clerk	<b>COMPLETE</b> Sent on 31 Jan.	22/02/24
170	Send response to WBC's Local Transport Plan 4 consultation.	<b>COMPLETE</b> Sent on 31 Jan.	22/02/24

<b>Meeting Date:</b> 30 January 2024			
<b>Minute</b>	<b>Action</b>	<b>Progress Update</b>	<b>Last Updated</b>
171	Send response to WBC's consultation into their proposals to enhance biodiversity at Ashenbury Park.	<b>COMPLETE</b> Sent on 31 Jan.	22/02/24
172.1	Update the ToR for the Cycling & Walking working group.	<b>COMPLETE</b> Updated, new version added to website on 31 Jan	22/02/24
172.3	Write to schools to raise Council's concerns regarding safety of pupils at school drop off / pick up time, especially those independently walking.	<b>COMPLETE</b> Letter sent 31 Jan.	22/02/24
172.3	Committee to consider dangerous parking around Schools at pick up / drop off times at future meeting.	Added to agenda for February 2024 meeting.	22/02/24
172	Members to consider potential locations for new Town Council noticeboards.	Will be picked up at a future meeting when ready to replace noticeboards	22/02/24

*Once reported as complete, actions / follow ups will be removed from future reports.*

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**PLANNING APPLICATIONS**

<b>Application No. &amp; Address</b>	<b>Proposal</b>
<b>232810</b> 49 Cypress Road, Woodley, Wokingham, RG5 4BD	Full application for the proposed subdivision of the site and erection of a part single part two storey side extension to form 1 no. three bedroom dwelling with associated parking and access, following demolition of the existing single storey side extension.
<b>233050</b> 1 Cody Close, Woodley, RG5 4XN	Householder application for proposed loft conversion to create habitable accommodation 4 no. integrated roof light/balcony to the rear elevation with changes to the fenestration.
<b>233108</b> 6 Silver Fox Crescent, Woodley, RG5 3JA	Full application for the proposed erection of 1no. 3 bedroom detached dwelling with curtilage, hardstanding, dropped kerb and new access from Silver Fox Crescent.
<b>240153</b> 86 - 88 Headley Road, Woodley, RG5 4JE	Full application for the proposed alterations to the existing shopfront to create a total of 4 no. shopfronts to facilitate the subdivision of the existing retail unit on the ground floor into 4 no. separate units (Use Class E).
<b>240158</b> 60 Rochester Avenue, Woodley, RG5 4NB	Householder application for the proposed single storey rear side extension following demolition of existing conservatory and garage.
<b>240173</b> 62 Lysander Close, Woodley, RG5 4ND	Householder application for proposed two storey side extension with changes to the fenestration.
<b>240197</b> 13 Highgate Road, Woodley, RG5 3ND	Householder application for the proposed erection of a single storey side extension, garage conversion to create habitable accommodation, extension to existing first floor front dormer, erection of first floor rear extension, plus demolition of existing front garden wall.
<b>240217</b> 39 Arundel Road, Woodley, RG5 4JP	Householder application for proposed garage conversion to habitable living space with changes to fenestration.
<b>240276</b> 22 Tiger Close, Woodley, Wokingham, RG5 4UY	Full application for erection of the proposed single storey detached store ancillary to the main dwelling.
<b>240304</b> 2 Woodley Green, Woodley, Wokingham, RG5 4QP	Householder application for the proposed erection of front porch. Two storey side and rear extensions along with changes to fenestration.

<p><b>240327</b> 1 Crediton Close, Woodley, Wokingham, RG5 4DQ</p>	<p>Householder application for proposed two storey side extension, single storey rear with changes to the fenestration</p>
<p><b>240363</b> 16 Anthian Close, Woodley, Wokingham, RG5 4XA</p>	<p>Householder application for proposed single storey front extension with changes to the fenestration.</p>
<p><b>240424</b> 66 Rochester Avenue, Woodley, Wokingham, RG5 4NB</p>	<p>Householder application for the proposed erection of a single storey rear extension (orangery).</p>
<p><b>240437</b> 6 Woodlands Avenue, Woodley, RG5 3HJ</p>	<p>Application to vary condition of planning consent [232172] for the [householder application for proposed insertion of 1 no. front dormer and 1 no. side dormer]. Condition [2] refers to [Approved details] and the variation is [alterations to form gable]</p>

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**PLANNING DECISIONS**

**WITHDRAWN – NO DETERMINATION MADE BY WOKINGHAM BOROUGH COUNCIL**

<b>Reference / Address</b>	<b>Proposal</b>
NONE	

**REFUSED – CONTRARY TO TOWN COUNCIL RECOMMENDATION**

<b>Reference / Address</b>	<b>Proposal</b>
NONE	

**REFUSED – ENDORSING TOWN COUNCIL RECOMMENDATION**

<b>Reference / Address</b>	<b>Proposal</b>
NONE	

**APPROVED – CONTRARY TO TOWN COUNCIL RECOMMENDATION**

<b>Reference / Address</b>	<b>Proposal</b>
NONE	

**APPROVED – ENDORSING TOWN COUNCIL RECOMMENDATION**

<b>Reference / Address</b>	<b>Proposal</b>
<b>233032</b> 47 Western Avenue, Woodley, RG5 3BJ	Full application for the proposed erection of a single storey rear extension to the existing light industrial unit.
<b>233035</b> 4 Harding Road, Woodley, RG5 3ER	Householder application for proposed single storey front extension.
<b>233051</b> 52 Vauxhall Drive, Woodley, RG5 4EE	Householder application for proposed single storey front extension with changes to the fenestration
<b>233067</b> 1 Crediton Close, Woodley, RG5 4DQ	Full application for the proposed change of use of amenity land to residential garden, incorporating/ extending the existing (2 metre high) closed board fencing.
<b>233145</b> 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.
<b>233161</b> 30 Reading Road, Woodley, RG5 3DB	Householder application for proposed erection of a part single part two storey rear extension.
<b>233166</b> 138 Reading Road, Woodley, Wokingham, RG5 3AA	Householder application for proposed erection 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 and the insertion of 1 no. rear dormer with changes to the fenestration.

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**Report of a virtual meeting of the Cycling & Walking Task & Finish Working Group held on Thursday 8 February 2024 at 1.00pm**

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**Members Present:** Cllr C. Jewell (Chairman)  
S. Vale (Loddon Valley Ramblers)  
A. Cran (Reading Cycling Campaign)

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

**Also present:** Cllr J. Taylor  
K. Robertson (Cycling UK Reading / Avanti Cycling);

**1. APPOINTMENT OF CHAIRMAN**

In the absence of nominations for Chairman, the Deputy Town Clerk suggested Councillor Jewell might be the most appropriate person to take the role due to her experience of such committees. She indicated she did not want to be permanent Chairman, but would take undertake the role at this meeting if no one objected. There were no objections raised.

**2. APOLOGIES**

Apologies for absence were received from Cllr Y. Edwards.

**3. DECLARATIONS OF INTEREST**

There were no declarations of interest made by Members.

**4. TERMS OF REFERENCE**

Members noted the terms of reference for the working group, as set out in the agenda.

Councillor Taylor provided those in attendance with a brief background of the formation of the working group.

S. Vale recommended that, in relation to walking, the focus of this group should be on walking for transport and not for leisure.

Attendees introduced themselves. S. Vale advised that Loddon Valley Ramblers cover the whole of Wokingham Borough. They are supported by 13 parish footpath wardens, although it was noted that Woodley doesn't have one.

**5. ACTIONS & TASKS**

Councillor Jewell suggested Members concentrate on the action plan provided as part of the agenda, which the group then worked through.

It was commented that, in relation to identifying 'safe' cycle routes, it is not always clear which routes are the safest, with event certain designated cycle routes being perceived as unsafe by some cyclists.

There was consensus that better signage and path marking would improve the existing infrastructure. It was noted that segregated cycle / pedestrian marking often helped avoid conflict between the modes of travel. An example of Woodlands Avenue was given, where a blue segregated pathway sign exists but not on path marking is present.

It was noted that cyclists will often use their own knowledge of safe routes when route planning, with other journey planners, such as Wokingham's MyJourney, sometimes routing people down smaller, but often more dangerous, roads.

A suggestion was made that better, clearer route maps of Woodley would be beneficial, which show known routes and cut throughs. It was noted that enhanced signage could include cyclists' skill level, alongside time and distance.

It was suggested the working group should focus on the 2<sup>nd</sup> and 3<sup>rd</sup> points on the action plan. Members agreed to add 'walking' to point three, when thinking about establishing better signage and markings. Shinfield Meadows was given as an example of a development which has good signage.

It was recommended that the group may wish to consider walking and cycling routes to the four main local train stations (Reading, Earley, Winners Triangle and Twyford) as a good starting point.

Following a query as to whether the Town Council can design maps in house, the Deputy Town Clerk advised that the Council has access to free ARC GIS software, but that this would need to be tested to see if it would provide maps of a suitable quality. K. Robertson advised that two Members of Reading Cycling Campaign had developed some free maps, and might be able to provide some support and information on the design of maps.

K. Robertson provided members with information on a cycling training scheme for adults, with leaflets being circulated to members after the meeting.

Councillor Jewell indicated that the next meeting should take place in person, as the group would need to look at maps.

At the end of the discussion, the group had

**RESOLVED:**

- ◆ For Cllr Jewell to contact Wokingham Borough Council's MyJourney team to ask if a Town Council representative could work with the group.
- ◆ For the Deputy Town Clerk to contact the MyJourney team to ask for a representative to attend the next meeting of the working group.

The meeting closed at 1.48 pm

## **ENFORCEMENT NOTIFICATIONS - 1 FEBRUARY 2024**

**37 Crockhamwell Road, Woodley, Wokingham, RG5 3LE**

Outbuilding being used as separate accommodation without planning permission

**12 Monitor Way, Woodley, Wokingham, RG5 4BF**

Timber frame building being built right up against our fence

**68 Bruce Road, Woodley, Wokingham, RG5 3DZ**

Building built close to boundary causing drainage issues

**29 Beechwood Avenue, Woodley, Wokingham, RG5 3DE**

Dwellings in garden without permission

**1 Comet Way, Woodley, Wokingham, RG5 4NZ**

Working hours & bonfires – neighbouring nuisance

## **ENFORCEMENT CLOSURES - 1 FEBRUARY 2024**

### **1 Comet Way, Woodley, Wokingham, RG5 4NZ**

Unauthorised two storey side extension built without planning permission

No breach

### **2 South Lake Parade, Kingfisher Drive, Woodley, Wokingham, RG5 3SJ**

Converted into 3 flats without permission

No breach