



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

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

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 21 October 2025, 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

A G E N D A

1. **APOLOGIES**
2. **DECLARATIONS OF INTEREST**
To receive any declarations of interest from Members on agenda items.
3. **MYJOURNEY PRESENTATION**
To receive a presentation from MyJourney Wokingham regarding the future provision of local bus services.
3. **MINUTES OF THE PLANNING AND COMMUNITY COMMITTEE MEETING HELD ON 26 AUGUST 2025**
To approve the minutes of the Planning and Community Committee meeting held on 26 August 2025 and for the Chairman to sign them as a true record.
(These minutes were provided in the Full Council agenda of 30 September 2025)
4. **ACTIONS / FOLLOW UPS**
To review the actions / follow ups arising from previous meetings of the committee. *(Appendix 4)*

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5. **PLANNING APPLICATIONS 23 SEPTEMBER 2025**

To note that, due to the cancellation of the Planning & Community Committee meeting on 23 September 2025, planning applications due for consideration at that meeting were circulated to Members via email and comments sought.

A list of the applications circulated, and any comments submitted to Wokingham Borough Council, are provided at ***Appendix 5.***

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6. **CURRENT PLANNING APPLICATIONS**

To consider current planning applications and agree comments to be forwarded to the planning authority. (***Appendix 6***)

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7. **PLANNING DECISIONS**

To note information on decision notices received from the planning authority since the last meeting. (***Appendix 7***)

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8. **PLANNING APPEALS**

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

Application: 250150

Location: 3 Fawcett Crescent, Woodley, Wokingham, RG5 3HX

Proposal: Householder application for the proposed two storey front, side and rear extension, plus changes to fenestration and the conversion of the roof into habitable living accommodation.

(Woodley Town Council had no objections to the proposal.)

b) To note the following appeal decision:

Application: 250001

Location: 91 Reading Road, Woodley, Wokingham, RG5 3AE

Proposal TPO 1955/2024, T1 and T2 T1, Oak & Fell. T2, Oak & Fell.

(Woodley Town Council had no objections to the proposal.)

Decision: The appeal was dismissed.

Application: 250141

Location: 91 Reading Road, Woodley, Wokingham, RG5 3AE

Proposal Householder application for the proposed erection of an annexe to rear for use ancillary to the main dwelling.

(Woodley Town Council had no objections to the proposal.)

Decision: The appeal was allowed.

9. **EXISTING LAWFUL DEVELOPMENT NOTIFICATION**

To note that we have received the following application, this application does not require consultation, therefore this is for information only.

To note application 252002:

Location: 22 Herald Way, Woodley, Wokingham, RG5 4PB

Proposal: Application for a certificate of existing lawful development for erection of a single storey rear extension.

10. **TREE PRESERVATION ORDERS**

a) Applications for works to trees

This type of application does not require consultation.

To note application 252022:

- Location: TPO 1246/2008: Land adjacent to 77-87 Badgers Rise, Woodley, Wokingham, RG5 3AJ
- Proposal: TG1, Mixed Species – Reduce lateral branches to provide 2m clearance to property and crown lift to approx. 3m.

To note application 252030:

- Location: TPO 0256/1984: 6 Lindberg Way, Woodley, Wokingham, RG5 4XE
- Proposal: Oak (A2 on TPO) – tree removal. Reason for Works: Tree has died and was heavily damaged by a storm in early 2022.

To note application 252074:

- Location: TPO 3/1951: 5 Seaford Gardens, Woodley, Wokingham, RG5 3LN
- Proposal: T1, T2, T3 and T4, Oak – Removal of lower branches on roadside to provide clearance of 5.2m, footpath clearance of 2.6m and reduce canopy on south side by 2m to a maximum height of 7m. T5, Ash – Raise canopy on roadside to achieve statutory clearance.

To note application 252135:

- Location: St John's Church Hall, Church Road, Woodley, Wokingham, RG5 4QN
- Proposal: SECTION 211 NOTIFICATION FOR WORKS IN A CONSERVATION AREA G001, 3 x Multi-stemmed Ash – Fell to ground level.

To note application 252200:

- Location: TPO 170/1980: 14 Anthian Close, Woodley, Wokingham, RG5 4XA
- Proposal: T1, Oak - Clear fallen limb and prune stub; crown reduction by approx. 2m of the radial crown spread and up to approx. 2m of the height; crown lift to approx. 4.5 by removing secondary growth only where possible; remove major deadwood. G2, Oak - Reduce the side of the canopy facing the property by approx. 2m to maintain clearance; crown lift to approx. 4.5m by removing secondary growth only where possible; remove major deadwood.

To note application 252249:

- Location: TPO 0003/1951: Southlake Primary School, Campbell Road, Woodley, Wokingham, RG5 3NA
- Proposal: T2, Eucalyptus (W3 on TPO) - tree to be felled to ground level. Reason for Works: due to the angle of its growth, it leans over a busy playground. The tree is also not native to the UK, and it will become extremely large and pose a threat in the future.

To note application 252250:

- Location: TPO 1783/2021: Land adjacent to, 60 Lysander Close, Woodley, Wokingham, RG5 4ND
- Proposal: G4, 2no Field Maple - reduce the crown by 5 metres and cut branches back to reduce width of tree by 5 metres.

To note application 252402:

Location: TPO 0003/1951: 5 Linden Road, Woodley, Wokingham, RG5 3QT
Proposal: T1, Silver Birch (W3 on TPO) - Minor crown works to silver birch tree in front garden. Selective reductions of branches on the Northeast side to create 2m gap to neighbour's garage. Selective reductions of branches on the North side to reduce to fence line and avoid overhanging the public footpath.

To note application 252434:

Location: TPO 1611/2017 WOODLAND 1: Lands End House, Beggars Hill Road, Charvil, Wokingham, RG10
Proposal: T1, Ash – Fell. T2, Hazel - Fell. T3, Oak - Remove deadwood. T4, Hazel – Fell. T5, Oak – Fell. T6, Ash - Fell. T7, Ash - Fell. G8, Silver Birch – Fell. T9, Sycamore - Fell. T10, Oak – Fell. T11, Sycamore - Fell. G12, Sycamore – Fell. T13, Elm – Fell. T14, Willow – Fell.

To note application 252509:

Location: TPO 3/1951, WOODLAND 3 and 4/1961, AREA 1: 66 Antrim Road, Woodley, Wokingham, RG5 3NY
Proposal: T1, Oak - Crown reduction by approx. 2m of the radial crown spread and up to approx. 2m of the height; remove major deadwood.

b) Confirmed TPOs

To note that Wokingham Borough Council has confirmed the following Tree Preservation Order:

TPO 1990/2025 - 36 Millbank Crescent, Woodley, Wokingham, Berks, RG5 4ER

11. ENFORCEMENT ISSUES

a) To note the enforcement notifications listed in **Appendix 11a.** Page 23

b) To note the enforcement case closures listed in **Appendix 11b.** Page 24

12. PREMISES LICENCE

To note the following application for a major variation to a premises licence, received by Wokingham Borough Council:

Applicant: Tesco Stores Limited
Address: Tesco Express, Unit 7 Loddon Vale Centre, Hurricane Way, Woodley, RG5 4UL
Details: Change to shop layout

Further details are provided at **Appendix 12.** Page 25

Comments were required to be submitted for this application by 17 October 2025. As this was prior to this meeting, details were circulated to Members via email. No objections were received, although it was noted that the associated plans appeared inaccurate as they used proposed plans relating to planning application 251639 which was subsequently refused by Wokingham Borough Council.

13. **ADVERTISEMENT CONSENT APPLICATION**

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

To note application 252183:

Location: 2 The Parade, Coppice Road, Woodley, Wokingham, RG5 3RB

Proposal: Application for advertisement consent for the replacement of 2no. non-illuminated fascia signs with 2no. non-illuminated fascia signs.

14. **CYCLING & WALKING SUB COMMITTEE**

a) To note **Report No. PC 5/25** of the Cycling & Walking Sub Committee Page 34 meeting held on 15 September 2025.

b) To consider updating the Cycling & Walking Sub Committee's terms of reference to include the addition of a member of Wokingham Borough Council's MyJourney team to the group's membership.

15. **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.

16. **TRAFFIC REGULATION ORDER CONSULTATION**

To note Wokingham Borough Council's consultation regarding the proposed introduction of a 20mph speed limit on sections Woodlands Avenue – a map of the location is provided at **Appendix 16**.

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Comments were required to be submitted for this consultation by 20 October 2025. As this was prior to this meeting, details were circulated to all Members via email, with Members invited to submit comments individually.

17. **CHARVIL NEIGHBOURHOOD PLAN**

To note that Charvil Parish Council undertook a consultation regarding their proposed Neighbourhood Plan between 1 September and 13 October 2025. Details were circulated to all Members via email on 5 September, with Members invited to submit comments individually.

18. **ANNUAL GRANT GUIDELINES**

To consider updating the Council's Annual Grant guidelines to specify that an organisation may only receive one grant from the Council, of any type, per financial year. Draft updated guidelines are provided at **Appendix 18**.

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19. **COMMUNITY ISSUES**

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

20. **PUBLICATIONS/INFORMATION**

To note receipt of the following:

- Me2 Club – August 2025
- Promise Inclusion – August 2025 & September 2025
- Berkshire Association of Local Councils – September 2025

21. **FUTURE AGENDA ITEMS**

To consider suggestions for future agenda items

22. **PUBLICITY/WEBSITE**

To consider suggestions for items to be publicised.

Minutes of a Meeting of the Planning and Community Committee held at the Oakwood Centre on Tuesday 26 August 2025 at 7:45 pm

Present: *Councillors: B. Soane (Chairman); D. Bragg; L. Guttridge; J. Sartorel; J. Taylor;*

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

Also present: *Cllrs K. Baker; R. Horskins (virtual attendance)
1 member of the public*

48. **APOLOGIES**

Apologies for absence were received from Councillors Baker, Horskins, Jewell and Lewis. Councillors Baker and Horskins attended the meeting virtually.

49. **DECLARATIONS OF INTEREST**

Councillor Soane – Agenda Item 5: Current Planning Applications. Councillor Soane advised that he knows the applicant in relation to planning application 251782 – 11 Headley Road. As such, Councillor Soane took no part in the discussion or decision relating to this application.

50. **MINUTES OF THE PLANNING AND COMMUNITY COMMITTEE MEETING HELD ON 22 JULY 2025**

RESOLVED:

- ♦ That the minutes of the Planning and Community Committee meeting held on 22 July 2025 be approved and be signed by the Chairman as a true and accurate record.

51. **ACTIONS / FOLLOW UPS**

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

51.1 **30 January 2024 – Minute 172**

The Town Clerk updated Members that the proposal for additional funding to cover the installation of new noticeboards was due to be considered at the next Strategy & Resources Committee meeting. It was noted locations were still being discussed internally, taking account of previous feedback from Councillors, and that this included considering new locations, including in the Town Centre.

51.2 It was requested that Officers create a shared drive for Councillors containing all information and guidance which might be relevant to them, including planning guidance received from Wokingham Borough Council.

51.3 It was noted no decision had been made in relation to the new car park charges at the Aviation Museum car park, and that a decision had been delayed by Wokingham Borough Council. It was requested that Officers chase Wokingham Borough Council for an update. Once approved, it was requested that a reminder be sent to Wokingham Borough Council to update the signage on Colemans Moor Road which references free parking locations.

- 51.4 Members discussed the issue of foliage from trees and bushes overhanging pavements. It was noted there was a reporting facility on Wokingham Borough Council's website to report such issues. A comment was made that the bushes running along the Headley Road at the south end of the Memorial Ground were bad, and the Town Clerk said he would take this up with the Amenities Manager.

52. **CURRENT PLANNING APPLICATIONS**

When considering planning application 251639 – Shop Unit 7 (Tesco), Loddon Vale Centre – Members raised concerns about disabled access and asked that Officer write to Tesco to raise this concern. Members also raised a concern with ramped disabled access to the centre more generally, and it was requested this be raised with Wokingham Borough Council.

RESOLVED:

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

53. **PLANNING DECISIONS**

RESOLVED:

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

54. **TREE PRESERVATION ORDERS**

RESOLVED:

- ◆ To note the following application for works to protected trees received by Wokingham Borough Council:

Application: 251645

Location: Land at and adjacent to Church Mews, Woodley, Wokingham, RG5 4RJ

Proposal: APPLICATION FOR WORKS TO PROTECTED TREE(S) TPO 1696/2019, AREA 1 and 2 T1, Evergreen Oak – Remove major deadwood. T2, Common Oak – Remove major deadwood. T4, Cherry – Crown lift to 5m over road. T6, Cherry – Crown lift by removing 5 no. lowest branches. T11, Ash – Reduce height and side growth of smaller step by approx. 1.5m. T17, Ash – Remove major deadwood; crown lift to 5m over road. T18, Ash – Remove major deadwood; crown lift to 5m over road. T19, Oak – Remove major deadwood in part of crown overhanging site. T20, Cherry – Cut back to give 1.2m clearance from lamppost. G21, Hazel – General maintenance of hedge. T25, Bay Tree – General maintenance.

Application: 251654

Location: Land at and adjacent to Church Mews, Woodley, Wokingham, RG5 4RJ

Proposal: SECTION 211 NOTIFICATION FOR WORKS IN A CONSERVATION AREA T5, Sorbus – Crown lift to 5m over road. T8, Tulip Tree – Cut back side branches to give 1.5m clearance from building. T22, Cherry – Cut back to give 2m clearance from building. T24, Laurel – General maintenance of hedge. T28, Oak – Crown thin by approx. 25%. T33, Robinia – Remove all major deadwood. G35, Unknown Species – Trim small trees to maintain size and shape.

Application: 251688

Location: 9 Quentin Road, Woodley, Wokingham, RG5 3NF

Proposal: APPLICATION FOR WORKS TO PROTECTED TREE(S) TPO 3/1951, WOODLAND 3 T1, Acacia – Section fell to just above ground level; treat stump. T2, Western Redbud – Fell to just above ground level; treat stump. T3, Liquidamber – Fell to just above ground level; treat stump.

Application: 251707
 Location: 38 Wheble Drive, Woodley, Wokingham, RG5 3DT
 Proposal: APPLICATION FOR WORKS TO PROTECTED TREE(S) TPO 1715/2020, AREA 1 T1, Sweet Chestnut – Fell to ground level.

Application: 251738
 Location: St John's Church Hall, Church Road, Woodley, Wokingham, RG5 4QN
 Proposal: SECTION 211 NOTIFICATION FOR WORKS IN A CONSERVATION AREA T001, Ash (Tag 05496) – Crown reduction by 5m in height back to healthy wood and by 2-3m in lateral branch spread; remove deadwood.

Application: 251806
 Location: Southlake Primary School, Campbell Road, Woodley, Wokingham, RG5 3NA
 Proposal: APPLICATION FOR WORKS TO PROTECTED TREE(S) TPO 1646/2018, WOODLAND 1 T1, Beech – Crown reduction by approx. 3m to give a final height of 20m above ground level.

Application: 251887
 Location: 18 Rosewood, Woodley, Wokingham, RG5 3QU
 Proposal: APPLICATION FOR WORKS TO PROTECTED TREE(S) TPO 3/1951, WOODLAND 3 T1-T15, Leylandii Hedge – Remove. T16, Cypress – Remove. T17, Black Cherry – Cut back to provide 2m clearance to adjacent property (35 Linden Road); crown lift to 3.75m above ground level.

Application: 251939
 Location: Land to the front of 14 Quentin Road, Woodley, Wokingham, RG5 3NE
 Proposal: APPLICATION FOR WORKS TO PROTECTED TREE(S) TPO 3/1951, WOODLAND 3 T1, Silver Maple (no. 007669) – Remove damaged limb and deadwood; remove basal growth and epicormic growth to 2.4m.

Application: 251951
 Location: 2a Warren Road, Woodley, Wokingham, RG5 3AR
 Proposal: APPLICATION FOR WORKS TO PROTECTED TREE(S) TPO 910/1997, GROUP 1 T001, Pedunculate Oak - Section fell the western stem; reduce height of remaining eastern stem by 3.5m +/- 0.5m and back to suitable growth points, final post-pruning height to be no less than 19m; tip-reduce the remaining lateral branches by 1m (+/- 0.5m) and remove all deadwood over 50mm diameter. T002, Pedunculate Oak - Lightly prune the long lateral branch on the NE side that grows out over the shared driveway to ensure 5.5m height clearance, best achieved by reducing the length from 6.5m to 5.5m (+/- 0.5m with a final pruning cut of 75mm diameter); remove deadwood over 50mm diameter. T003, Pedunculate Oak - Remove deadwood over 50mm diameter. T004, Pedunculate Oak - Remove deadwood over 50mm diameter.

55. **ENFORCEMENT ISSUES**

RESOLVED:

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

56. **ANTI SOCIAL BEHAVIOUR REPORT**

RESOLVED:

- ◆ To note the report, provided by Wokingham Borough Council's Anti-Social Behaviour (ASB) team, regarding statutory ASB incidents in Woodley during the last quarter, as provided in the agenda.

57. **TRANSPORTATION & HIGHWAYS**

57.1 **Community Speedwatch**

Councillor Taylor advised Members that there had been no recent activity whilst her time had been taken up with the development of cycle routes. She advised that, when the cycle route project was finished, she would need to re-group on Community Speedwatch and seek come up with a plan to engage additional volunteers.

57.2 **Highways Issues**

It was noted that, in relation to the temporary closure of Colemans Moor Road for essential gas works, Reading Buses were not travelling along the diversion route along Vauxhall Drive, leading to some elderly or disabled residents being unable to access buses at this time. Members noted the works were due to take place until the end of November, and requested that Officers write to Reading Buses to voice their concern and seek a more suitable alternate route for local buses during the closure.

- 57.3 It was noted that, as part of the Cycling & Walking sub committees work to develop cycle networks, issues with the poor condition of signage was being identified. Where this happened, Members noted that these were being reported to Wokingham Borough Council.

58. **COMMUNITY ISSUES**

- 58.1 Members noted that there was a concern relating to the condition of pavements across the area, especially in relation to people travelling in motorised wheelchairs. This was in addition to the concern regarding overhanging foliage raised earlier in the meeting. It was suggested that Officers might ask Councillors to report areas of concern to them, with a list collated and then sent to Wokingham Borough Council.

It was queried as to whether Wokingham Borough Council had an officer responsible for accessibility, but it was understood the relevant officer was responsible for building accessibility and not wider issues, such as highways. It was also suggested that, if it was not already in place, Wokingham Borough Council should appoint an Executive Member responsible for accessibility. A request was made for Officers to write to Wokingham Borough Council formally, on behalf of the Committee, to voice these concerns. It was requested that, whenever writing to Wokingham Borough Council, the relevant Executive Member and / or the Leader of the Council be copied into the correspondence.

- 58.2 In reference to a previous item regarding the installation of an EV charging point on Wheble Drive, Members noted the Government had setup a £25m fund for the installation of safe, cross pavement charging solutions, which was available for local authorities to apply for. Members asked Officers to contact Wokingham Borough Council to see if they were aware and had applied for this.
- 58.3 Members discussed signage prohibiting cycling and scooting in the town centre. It was noted the Town Clerk and Town Centre Manager had assessed the area and options were being considered, including replacing and improving painted signage on the highway itself.

59. **FUTURE AGENDA ITEMS**

There were no future agenda items suggested by Members.

60. **PUBLICITY/WEBSITE**

There were no publicity or website items raised by Members.

The meeting closed at 9.03 pm

DRAFT

Woodley Town Council

Observations on the following Planning Applications made at the Planning & Community Committee meeting held on 26 August 2025

Application No. & Address	Proposal
251626 48 Nightingale Road, Woodley, RG5 3LU	Householder application for the proposed single storey rear and side extension.
Observations: No objections.	
251639 Shop Unit 7, Loddon Vale Centre, Woodley, RG5 4UL	Full application for the proposed installation of 2 no. remote gas cooler units and 3 no. floor-mounted AC units with protective railings, plus erection of a 2.4m high timber fence enclosure and access gate with associated barriers, following removal of existing plant and enclosure.
Observations: No objections.	
251643 19 Norton Road, Woodley, RG5 4A	Householder application for the proposed erection of single-storey side extension.
Observations: No objections.	
251696 39 Forest Road, Woodley, RG5 4BQ	Householder application for the proposed partial conversion of the existing garage to an office with thermal upgrades and associated alterations to fenestration, alongside the formation of a replacement hardstanding car parking space to the front.
Observations: No objections.	
251720 28 Caldbeck Drive, Woodley, RG5 4LA	Householder application for the proposed erection of a front porch, single-storey front extension and roof modifications.
Observations: No objections.	
251730 16 Martinet Road, Woodley, RG5 4TQ	Householder application for the proposed erection of a single storey rear extension along with changes to fenestration.
Observations: No objections.	

251731 13 Jerome Road, Woodley, RG5 3NH	Application to vary condition 2 of planning consent 242498 for the proposed erection of a new front porch extension and part single, part two storey side/rear extension following the demolition of the existing attached garage and single storey rear addition. Condition 2 refers to approved details and the variation is to add an additional 1m to proposed ground floor rear extension.
Observations: No objections.	
251782 11 Headley Road, Woodley, RG5 4JB	Application to vary condition 2 of listed building consent 250792 for the proposed windows and front porch replacement. Condition 2 refers to approved details. Variation is to allow retention of existing frames of windows A and B.
Observations: No objections.	
251794 17 Duffield Road, Woodley, RG5 4RL	Householder application for the proposed erection of a single storey flat roof rear extension with skylights following demolition of existing conservatory plus changes to fenestration following part conversion of existing garage to create habitable accommodation.
Observations: No objections.	
251890 29 Rochester Avenue, Woodley, RG5 4NA	Householder application for proposed single storey front porch extension (part retrospective).
Observations: No objections.	

ACTIONS & FOLLOW UPS FROM PREVIOUS MEETINGS

Meeting Date:		14 November 2023	
Minute	Action	Progress Update	Last Updated
115	When Local Plan implemented, consider updating / evaluating benefit of Woodley Design Statement.	Awaiting approval of WBC's Local Plan – scheduled adoption date (if approved) is December 2025.	19/08/24

Meeting Date:		30 January 2024	
Minute	Action	Progress Update	Last Updated
172	Members to consider potential locations for new Town Council noticeboards.	At meeting (20 May 2025) Town Clerk advised a list of locations was being collated, taking into account previous feedback from Councillors. A suitable design has been identified, but these are more expensive than expected. A request will be presented to the Strategy & Resources Committee for additional funding at a future meeting, with the final list of locations presented to P&C for consideration	20/05/25

Meeting Date:		27 February 2024	
Minute	Action	Progress Update	Last Updated
188	Cycling & Walking working group to discuss school parking with WBC's My Journey team.	Cllr Taylor advised Members (4 Feb 2025) that the group does not have capacity to progress this at this time.	04/02/25

Meeting Date:		12 December 2024	
Minute	Action	Progress Update	Last Updated
116	Contact management committee responsible for new noticeboard on Loddon Park estate, to request access / take over responsibility for the noticeboard.	Town Clerk advised Members (20 May 2025) no company had responded to confirm responsibility; further consideration needs to be made to consider to how the Town Council might assume responsibility for the noticeboard	20/05/25

Meeting Date:		17 June 2025	
Minute	Action	Progress Update	Last Updated
29.2	Submit request to Wokingham Borough Council to clear foliage and provide a long-term solution to the issue of overgrown foliage obscuring signs on the roundabout at Bader Way / A329M.	As advised at mtg (22 July 2025) foliage has been removed, but sight line still poor and likely to get obscured again quickly. Cllr Jewell advised she was seeking to resolve with WBC in her position as Vice-Chair of WBC's Planning Committee.	20/08/25

Meeting Date:		26 August 2025	
Minute	Action	Progress Update	Last Updated
51.2	Officers to create a shared drive on the network, on which Councillor guidance and pertinent information could be stored and shared with Councillors.	Work on-going to setup shared SharePoint site for Councillors	14/10/2025
51.3	Officers to chase WBC for an update on the proposed implementation of car park charges at the Aviation Museum car park.	COMPLETE WBC have advised the TRO has been sealed and advertised on 9 October	16/10/2025
51.3	If / when proposed car park charges at the Aviation Museum car park are introduced, remind WBC to update signage on Colemans Moor Road referring to free car parks in the area	COMPLETE WBC have advised all line painting, signage, and payment machines are scheduled for updating.	16/10/2025

Meeting Date:		26 August 2025	
Minute	Action	Progress Update	Last Updated
51.4	Town Clerk to raise issue of overgrowing hedge running along Headley Road, to the southern end of Woodford Park, reducing pavement width, with the Amenities Manager.	COMPLETE Issue addressed with the Amenities Team	16/10/25
52	Officers to write to Tesco to raise concerns with disabled access at store at the Loddon Vale Centre.	Not yet progressed	16/10/25
52 / 58.1	Officers to write to WBC formally, on behalf of the committee, regarding concerns over accessibility issues in the town – including ramped disabled access to the Loddon Vale Centre – asking if an Accessibility Officer is responsible for these, and recommending an Executive Member be appointed with responsibility for this, if one doesn't already exist.	Town Clerk written to WBC – awaiting formal response	16/10/25
58.1	Officers to ask Councillor to provide them with details of areas of concern in Woodley regarding pavement condition or overhanging foliage, and then report these to WBC.	COMPLETE Email sent to Councillors 15 October – any responses will be actioned accordingly.	16/10/25
58.2	Officers to write to WBC regarding government cross pavement EV charging fund to ask if WBC has / is applying for funding.	Not yet progressed	16/10/25

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

Woodley Town Council

Observations on the following Planning Applications made at the Planning & Community Committee.

Due to the cancellation of the Planning & Community Committee meeting on 23 September 2025, planning applications due for consideration at that meeting were circulated to Members via email and comments sought.

Application No. & Address	Proposal
252021 30 Redwood Avenue, Woodley, RG5 4DR	Householder application for the proposed erection of a first floor rear extension plus replacement of part of the existing single storey roof, insertion of rooflights and changes to fenestration.
Observations: No objections.	
251754 3 Copse Mead, Woodley, RG5 4RP	Householder application for proposed privacy screen, fencing and retrospective raised patio.
Observations: No objections.	
251683 190 Hurricane Way, Woodley, RG5 4UH	Householder application for the proposed erection of a single storey side extension, two storey rear extension and garage conversion.
Observations: No objections.	
250083 96 Millbank Crescent, Woodley, RG5 4ER	Householder application for the proposed erection of a conservatory following demolition of the existing conservatory (retrospective)
Observations: No objections.	
252120 30 Willowside, Woodley, RG5 4HJ	Householder application for the proposed demolition of conservatory to create single storey rear extension with fenestration and installation of a roof light.
Observations: No objections.	
252105 205 Loddon Bridge Road, Woodley, RG5 4BP	Householder application for the proposed erection of a part single-storey, part two-storey side and rear extension, featuring aluminium bi-fold doors to the rear elevation and fenestration alterations throughout, including new obscure-glazed side-facing en-suite window at first floor level, alongside associated roof alterations and the demolition of the existing side/rear extension.
Observations: No objections.	

PLANNING APPLICATIONS

Application No.	Address	Proposal	Parish Ward	Borough Ward
251961	57 Western Avenue, Woodley, Wokingham, RG5 3BL	Full application for the proposed addition of a first floor dormer extension.	Warren	Bulmershe & Coronation
252063	2 Steggles Close, Woodley, Wokingham, RG5 3AH	Full application for the proposed change of use from residential to mixed use of residential and supported living accommodation (mixed Class C2/C3).	Warren	Bulmershe & Coronation
252116	12 Shepherds Hill, Woodley, Wokingham, RG6 1BB	Application to remove condition 5 and discharge condition 6 of planning consent 242727 for the proposed erection of 1 no. three bedroom detached dwelling with associated parking, landscaping and front boundary wall following demolition of the existing detached garage. Condition 5 refers to drainage system, 6 to landscaping.	Warren	Bulmershe & Coronation
252117	2 Manners Road, Woodley, Wokingham, RG5 3EA	Householder application for the proposed erection of a single storey rear extension and part two storey, part single storey side extension.	Bulmershe	Bulmershe & Coronation
252177	7A The Ridgeway, Woodley, Wokingham, RG5 3QD	Full application for proposed erection of detached, two-storey, 3- bedroom dwelling and demolition of existing garage.	Loddon Airfield West	South Lake
252231	40 Clover Rise, Woodley, Wokingham, RG5 4W	Householder application for the proposed single storey rear extension with flat roof and a roof light installation.	Loddon Airfield	Loddon

252312	East Reading Retail Centre, Unit 5, Shepherds Hill, Woodley, Wokingham, RG6 1FE	Full application for the proposed change of use of existing property to Dermatology Health Centre (Use Class E) plus erection of a single storey front extension.	Warren	Bulmershe & Coronation
252344	11 Retford Close, Woodley, Wokingham, RG5 4TP	Householder application for the proposed erection of a part two- storey, part single-storey side and rear extension, incorporating alterations to fenestration and external materials including sections of off-white render and vertical timber-effect cladding, with matching roof tiles, black framed windows, and black UPVC soffits and fascia's throughout.	Coronation East	Bulmershe & Coronation
252352	97 Fairwater Drive, Woodley, Wokingham, RG5 3JQ	Householder application for the proposed installation of five roof lights, comprising three roof lights to the rear roof slope and two roof lights to the front roof slope, alongside alterations to the front porch fenestration including replacement glazing and new anthracite grey UPVC window frames.	South Lake South	South Lake

Woodley Town Council
PLANNING DECISIONS

WITHDRAWN – NO DETERMINATION MADE BY WOKINGHAM BOROUGH COUNCIL

Ref. / Address	Details
NONE	

REFUSED – CONTRARY TO TOWN COUNCIL RECOMMENDATION

Ref. / Address	Details
251639 Shop Unit 7, Loddon Vale Centre, Woodley, Wokingham, RG5 4UL	Proposal: Full application for the proposed installation of 2 no. remote gas cooler units and 3 no. floor-mounted AC units with protective railings, plus erection of a 2.4m high timber fence enclosure and access gate with associated barriers, following removal of existing plant and enclosure. Key WBC Officer Report comments: "By virtue of its inappropriate location close to entrance doors of the premises and its excessive height and built form, the proposals would visually enclose these exits thereby increasing public safety concerns because of its poor design legibility and reduced scope for any visual surveillance that would help avoid unnecessary instances of crime and/or antisocial behaviour. The proposal is therefore contrary to Policies CP1 and CP3 of the Core Strategy, Policy TB21 of the Managing Development Delivery Local Plan, and Point NR13 of the Council's Borough Design Guide."

REFUSED – ENDORSING TOWN COUNCIL RECOMMENDATION

Ref. / Address	Details
NONE	

APPROVED – CONTRARY TO TOWN COUNCIL RECOMMENDATION

Ref. / Address	Details
251501 30 Reading Road, Woodley, Wokingham, RG5 3DB	Proposal: Householder application for the proposed erection of first floor side extension, garage conversion and changes to fenestrations. WTC's objections: Members of the Planning & Community Committee have considered this application and were concerned about the potential to create a terracing effect. Whilst they acknowledge there would be a gap between the properties, and that the proposed side extension was stepped back from the front elevation of the property, they noted the extension was in line with the front elevation of the neighbouring property, and ask the gap between would be minimal it was felt this could lead to a potential terracing effect.

	Key WBC Officer Report comments: "The separation distance of the current proposal with the side boundary, would be 1m compared to the refused application 021887 the proposed separation distance was 0.5m." "Although the proposal would reduce the separation distance with the immediate neighbour at no. 32, there would be a separation distance at first floor level of at least 1m as recommended in the BDG." "Furthermore, the immediate neighbour at no. 32 occupies a corner plot and has a two-storey side extension of a similar design. Hence, the proposal would blend with the established street scene character which already includes extensions which have extended up to the side property boundaries. Therefore, the proposal would comply with the BDG guidance and would be acceptable in terms of its impact on the character of the area."
251559 25 Colemans Moor Lane, Woodley, Wokingham, RG5 4BT	Proposal: Householder application for the proposed erection of a part single, part two storey side/rear extension and changes to fenestration following demolition of existing porch, conservatory and garage. WTC's objections: Members of the Planning & Community Committee have considered this application and wish to repeat the objection they raised with regards to the original application (reference 250730) on the grounds that they believe the proposed development would be overbearing and overdevelopment; the Committee noted the footprint for the new proposal appears bigger than the original application. Key WBC Officer Report comments: "...given the existing extensions at no's 23 and 27, the development would propose a balanced response to the local context in terms of provision of external space." "...the height and bulk of the dwelling will not significantly harm neighbouring occupiers and would have a balanced response to the local context in terms of provision of external space."

APPROVED – ENDORSING TOWN COUNCIL RECOMMENDATION

Ref. / Address	Details
251075 273 Loddon Bridge Road, Woodley, Wokingham, RG5 4BL	Householder application for the proposed 2no. dropped kerbs.
251472 28 Tennyson Road, Woodley, Wokingham, RG5 3RH	Householder application for the proposed engineering operations to re-level the rear garden and facilitate the formation of a patio with associated retaining structures.(Retrospective)
251584 5 Ashtrees Road, Woodley, Wokingham, RG5 4LP	Householder application for the proposed erection of a two storey rear extension with associated alterations to rear and side fenestration, following demolition of the existing rear conservatory.

APPROVED – ENDORSING TOWN COUNCIL RECOMMENDATION cont...

251587 189 Fairwater Drive, Woodley, Wokingham, RG5 3JQ	Householder application for the proposed erection of a first-floor extension.
251626 48 Nightingale Road, Woodley, Wokingham, RG5 3LU	Householder application for the proposed single storey rear and side extension following demolition of existing conservatory.
251643 19 Norton Road, Woodley, Wokingham, RG5 4AH	Householder application for the proposed erection of single-storey side extension.
251660 11 The Ridgeway, Woodley, Wokingham, RG5 3QD	Householder application for the proposed erection of a single storey rear extension with a flat roof incorporating a roof lantern and new rear-facing fenestration, following demolition of the existing conservatory.
251696 39 Forest Road, Woodley, Wokingham, RG5 4BQ	Householder application for the proposed partial garage conversion to office and associated alterations to fenestration.
251720 28 Caldbeck Drive, Woodley, Wokingham, RG5 4LA	Householder application for the proposed erection of a front porch, single-storey front extension and roof modifications.
251730 16 Martinet Road, Woodley, Wokingham, RG5 4TQ	Householder application for the proposed erection of a single storey rear extension along with changes to fenestration.
251731 13 Jerome Road, Woodley, Wokingham, RG5 3NH	Application to vary condition 2 of planning consent 242498 for the proposed erection of a new front porch extension and part single, part two storey side/rear extension following the demolition of the existing attached garage and single storey rear addition. Condition 2 refers to approved details and the variation is to add an additional 1m to proposed ground floor rear extension.
251782 11 Headley Road, Woodley, Wokingham, RG5 4JB	Application to vary condition 2 of listed building consent 250792 for the proposed windows and front porch replacement. Condition 2 refers to approved details. Variation is to allow retention of existing frames of windows A and B.
251794 17 Duffield Road, Woodley, Wokingham, RG5 4RL	Householder application for the proposed erection of a single storey flat roof rear extension with skylights following demolition of existing conservatory plus changes to fenestration following part conversion of existing garage to create habitable accommodation.
251890 29 Rochester Avenue, Woodley, Wokingham, RG5 4NA	Householder application for proposed single storey front porch extension (part retrospective).
252021 30 Redwood Avenue, Woodley, Wokingham, RG5 4DR	Householder application for the proposed erection of a first floor rear extension plus replacement of part of the existing single storey roof, insertion of rooflights and changes to fenestration.

ENFORCEMENT NOTIFICATIONS - 21 October 2025

Below are the details of potential planning enforcement issues / breaches of planning permission which have been reported by members of the public to Wokingham Borough Council and are awaiting investigation / resolution.

ADDRESS	POTENTIAL BREACH REPORTED
Land and garages rear of, 151 - 167 Headley Road East, Woodley, Wokingham, RG5 4JG	Building materials with asbestos left behind
123 Loddon Bridge Road, Woodley, Wokingham, RG5 4AG	Erection of front boundary wall over 1m in height
7 Maple Grove, Woodley, Wokingham, RG5 4JQ	Unsightly fence/Screen
30 Kingfisher Drive, Woodley, Wokingham, RG5 3LG	Timber structure attached to dwelling without planning permission
Shop Unit 7, Loddon Vale Centre, Woodley, RG5 4UL	Unauthorised works prior to planning permission determination
198 Colemans Moor Road, Woodley, Wokingham, RG5 4DW	Unauthorised Car Repair business operating without permission breach of notice
14 Portrush Close, Woodley, Wokingham, RG5 3PB	Extension to rear outbuilding
14 Portrush Close, Woodley, Wokingham, RG5 3PB	Development not in accordance with 240543

ENFORCEMENT CLOSURES - 21 October 2025

Below are outcomes / resolutions in relation to planning enforcement issues / breaches of planning permission which have been reported by members of the public to Wokingham Borough Council.

ADDRESS	POTENTIAL BREACH REPORTED	INVESTIGATION OUTCOME / RESOLUTION
3 Copse Mead, Woodley, Wokingham, RG5 4RP	Raised patio not in accordance with application 210140.	Application submitted
3b South Lake Parade, Kingfisher Drive, Woodley, Wokingham, RG5 3SJ	Running a motorcycle business	No breach
Land to rear of 10 Carrick Gardens, Woodley	Fenced in amenity land/Wokingham Borough Council owned land without planning permission	No breach
273 Loddon Bridge Road, Woodley, Wokingham, RG5 4BL	Building works without permissions	No breach
34 Loddon Bridge Road, Woodley, Wokingham, RG5 4AS	Driveway adapted causing surface water run off without permission	No breach
86-88 Headley Road, Woodley, Wokingham, RG5 4JE	Car park signs not clear - parking overhanging pavement	No breach
91 Reading Road, Woodley, RG5 3AE	Timber structure being built as habitable accommodation without planning permission	No breach

Application to vary a premises licence under the Licensing Act 2003

PLEASE READ THE FOLLOWING INSTRUCTIONS FIRST

Before completing this form, please read the guidance notes at the end of the form. If you are completing this form by hand, please write legibly in block capitals. In all cases ensure that your answers are inside the boxes and written in black ink. Use additional sheets if necessary.

You may wish to keep a copy of the completed form for your records.

I/We Tesco Stores Limited

(Insert name(s) of applicant)

being the premises licence holder, apply to vary a premises licence under section 34 of the Licensing Act 2003 for the premises described in Part 1 below

Premises licence number PR0165

Part 1 – Premises Details

Postal address of premises or, if none, ordnance survey map reference or description

Tesco Express, Unit 7 Loddon Vale Centre, Hurricane Way, Woodley

Post town

Reading

Postcode

RG5 4UL

Telephone number at premises (if any)

07841193904

Non-domestic rateable value of premises

£63,000

Part 2 – Applicant details

Daytime contact
telephone number

07841193904

E-mail address (optional)

Licensing.Team@Tesco.com

Current postal address if
different from premises
address

Tesco House
Shire Park
Kestrel Way

Post town

Welwyn Garden City

Postcode

AL7 1GA

Part 3 - Variation

Please tick as appropriate

Do you want the proposed variation to have effect as soon as possible? Yes ☒ No ☐

If not, from what date do you want the variation to take effect? DD MM YYYY

--	--	--	--	--	--	--	--

Do you want the proposed variation to have effect in relation to the introduction of the late-night levy? (Please see guidance note 1) ☐ Yes ☒ No

Please describe briefly the nature of the proposed variation (Please see guidance note 2)

The variation proposes:

- Update the layout plan attached to the Premises Licence to reflect the latest layout

If your proposed variation would mean that 5,000 or more people are expected to attend the premises at any one time, please state the number expected to attend:

N/a

Part 4 Operating Schedule

Please complete those parts of the Operating Schedule below which would be subject to change if this application to vary is successful.

Provision of regulated entertainment (Please see guidance note 3)	Please tick all that apply
a) plays (if ticking yes, fill in box A)	☐
b) films (if ticking yes, fill in box B)	☐
c) indoor sporting events (if ticking yes, fill in box C)	☐
d) boxing or wrestling entertainment (if ticking yes, fill in box D)	☐
e) live music (if ticking yes, fill in box E)	☐
f) recorded music (if ticking yes, fill in box F)	☐
g) performances of dance (if ticking yes, fill in box G)	☐
h) anything of a similar description to that falling within (e), (f) or (g) (if ticking yes, fill in box H)	☐

Provision of late-night refreshment (if ticking yes, fill in box I) ☐

Supply of alcohol (if ticking yes, fill in box J) ☒

In all cases complete boxes K, L and M

J

Supply of alcohol Standard days and timings (please read guidance note 8)			Will the supply of alcohol be for consumption – please tick (please read guidance note 9)	On the premises	☐
				Off the premises	☒
				Both	☐
Day	Start	Finish	<u>State any seasonal variations for the supply of alcohol</u> (please read guidance note 6) <u>Non-standard timings. Where you intend to use the premises for the supply of alcohol at different times to those listed in the column on the left, please list</u> (please read guidance note 7)		
Mon	06:00	23:00			
Tue	06:00	23:00			
Wed	06:00	23:00			
Thur	06:00	23:00			
Fri	06:00	23:00			
Sat	06:00	23:00			
Sun	06:00	23:00			

K

Please highlight any adult entertainment or services, activities, other entertainment or matters ancillary to the use of the premises that may give rise to concern in respect of children (please read guidance note 10). N/a

L

Hours premises are open to the public Standard days and timings (please read guidance note 8)			<u>State any seasonal variations</u> (please read guidance note 6)
Day	Start	Finish	
Mon	06:00	23:00	
Tue	06:00	23:00	
Wed	06:00	23:00	
Thur	06:00	23:00	
Fri	06:00	23:00	
Sat	06:00	23:00	
Sun	06:00	23:00	
			<u>Nonstandard timings. Where you intend the premises to be open to the public at different times from those listed in the column on the left, please list</u> (please read guidance note 7)

Please identify those conditions currently imposed on the licence which you believe could be removed as a consequence of the proposed variation you are seeking.

M Describe any additional steps you intend to take to promote the four licensing objectives as a result of the proposed variation:

a) General – all four licensing objectives (b, c, d, and e) (please read guidance note 11)

Tesco is a large national operator with a range of head office and local support. The company has devised policies, procedures, systems, and training to ensure that they sell alcohol in a responsible manner.

There is a detailed programme which ensures that comprehensive training is provided to employees having regard to their role and the responsibilities and such training is regularly reviewed, and records kept.

b) The prevention of crime and disorder

We will have a digital CCTV system that covers the premises, including the main area which will be used for display of alcohol. Images will be retained for 31 days.

A member of the management team will be on the premises all the time the store is open. This colleague will have responsibility for the premises and will be the initial point of contact for any issues that may arise.

c) Public safety

The premises licence holder is fully aware of its responsibilities under a range of health and safety related legislation and has policies and procedures in place to be confident of complying with the relevant obligations which arise.

d) The prevention of public nuisance

The company has a “good neighbour” ethos which seeks to ensure that the premises plays an active part in the local community.

e) The protection of children from harm

The premises will operate a Think 25 policy. The checkouts will be programmed to prompt the customer assistant when an alcohol product is scanned at the checkout to follow the Think 25 policy.

All colleagues will receive training in relation to the underlying law and Tesco policy, systems, and procedures. This training will be documented, and refresher training will be provided on a regular basis.

Checklist:

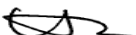
Please tick to indicate agreement

- I have made or enclosed payment of the fee; or ☒
- I have not made or enclosed payment of the fee because this application has been made in relation to the introduction of the late-night levy. ☐
- I have sent copies of this application and the plan to responsible authorities and others where applicable. ☒
- I understand that I must now advertise my application. ☒
- I have enclosed the premises licence or relevant part of it or explanation. ☒
- I understand that if I do not comply with the above requirements my application will be rejected. ☒

IT IS AN OFFENCE, UNDER SECTION 158 OF THE LICENSING ACT 2003, TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION. THOSE WHO MAKE A FALSE STATEMENT MAY BE LIABLE ON SUMMARY CONVICTION TO A FINE OF ANY AMOUNT.

Part 5 – Signatures (please read guidance note 12)

Signature of applicant (the current premises licence holder) or applicant's solicitor or other duly authorised agent (please read guidance note 13). **If signing on behalf of the applicant, please state in what capacity.**

Signature	
Date	03/10/2025
Capacity	Ms. Hardish Purewal - Licensing Manager (Duly Authorised Agent)

Where the premises licence is jointly held, signature of 2nd applicant (the current premises licence holder) or 2nd applicant's solicitor or other authorised agent (please read guidance note 14). **If signing on behalf of the applicant, please state in what capacity.**

Signature	
Date	
Capacity	

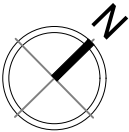
Contact name (where not previously given) and address for correspondence associated with this application (please read guidance note 15)

Tesco Licensing Team,
Pear Building, 2nd Floor
5 Falcon Way, Shire Park

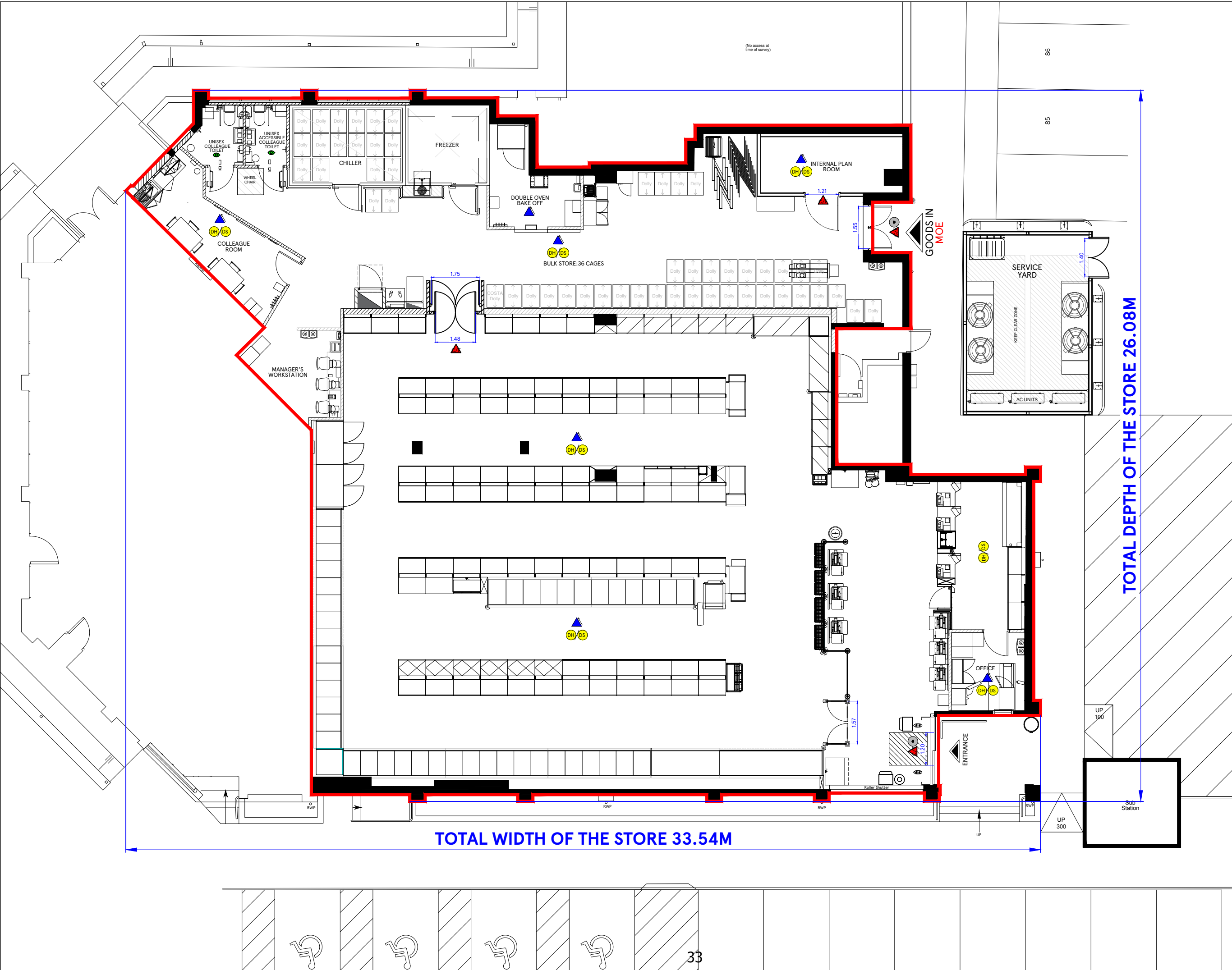
Post town	Welwyn Garden City, Hertfordshire	Post code	AL7 1TW
Telephone number (if any)	07841193904		
If you would prefer us to correspond with you by e-mail, your e-mail address (optional) Licensing.Team@Tesco.com			



Appendix 12



REV	DATE	AMENDMENTS
ADDRESS: Tesco Express, Loddon Vale Centre, Woodley, Reading RG5 4UL		
FIRE DETECTION LEGEND SOUNDER VISUAL INDICATOR (BEACON) 6KG 27A FOAM & 2KG CO2 EXTINGUISHERS AREA COVERED BY SMOKE DETECTIONS BREAK GLASS CALL POINT		
RED LINE MEANING: The red line denotes the area of the premises to be licensed space		
PROJECT : 3450 WOODLEY		
DESCRIPTION PROPOSED SITE BWS LICENSE LAYOUT		
DRAWING NO. WOODLEYFeaspg##BWSPLAN		
PHASE	3&4	ISSUE ##
SYSTEM ID. No. WOODLEYFeasbg##.dwg		
SCALE	DATE	
NTS@A3	05.08.2025	
PPM	SAM MARSH	
TBS PLANNER	DEEKSHA PADMASHALI	
 PLANNING APPLICATIONS STORE PLANNING DEPARTMENT PROPERTY SERVICES HIGHWOODS BUILDING, KESTREAL WAY WELWYN GARDEN CITY, HERTFORDSHIRE, AL7 1GB UK TELEPHONE : 01707 395150 THE COPYRIGHT AND ALL OTHER RIGHTS IN AND RELATING TO THIS PUBLICATION BELONG TO AND ARE THE SOLE PROPERTY OF TESCO STORES LIMITED. ALL RIGHTS ARE RESERVED. NEITHER THE WHOLE NOR ANY PART OF THIS PUBLICATION MAY BE REPRODUCED OR TRANSMITTED IN ANY FORM OR BY ANY ELECTRONIC OR MECHANICAL MEANS INCLUDING PHOTOCOPYING AND RECORDING OR FROM ANY RETRIEVAL SYSTEM WITHOUT THE PRIOR WRITTEN LICENCE FROM THE OWNER © 1997 TESCO STORES LIMITED		



REV	DATE	AMENDMENTS
ADDRESS: Tesco Express, Loddon Vale Centre, Woodley, Reading RG5 4UL		
FIRE DETECTION LEGEND SOUNDER VISUAL INDICATOR (BEACON) 6KG 27A FOAM & 2KG CO2 EXTINGUISHERS AREA COVERED BY SMOKE DETECTIONS BREAK GLASS CALL POINT		
RED LINE MEANING: The red line denotes the area of the premises to be licensed space		
PROJECT : 3450 WOODLEY		
DESCRIPTION PROPOSED RETAIL BWS LICENSE LAYOUT		
DRAWING NO. WOODLEYFeasgag##BWSPLAN		
PHASE 2 ISSUE ##		
SYSTEM ID. No. WOODLEYFeasrg##.dwg WOODLEYFeasbg##.dwg		
SCALE 1:125@A3 DATE 05.08.2025		
PPM SAM MARSH		
TBS PLANNER DEEKSHA PADMASHALI		
PLANNING APPLICATIONS STORE PLANNING DEPARTMENT PROPERTY SERVICES HIGHWOODS BUILDING, KESTREAL WAY WELWYN GARDEN CITY, HERTFORDSHIRE, AL7 1GB UK TELEPHONE : 01707 395150 THE COPYRIGHT AND ALL OTHER RIGHTS IN AND RELATING TO THIS PUBLICATION BELONG TO AND ARE THE SOLE PROPERTY OF TESCO STORES LIMITED. ALL RIGHTS ARE RESERVED. NEITHER THE WHOLE NOR ANY PART OF THIS PUBLICATION MAY BE REPRODUCED OR TRANSMITTED IN ANY FORM OR BY ANY ELECTRONIC OR MECHANICAL MEANS INCLUDING PHOTOCOPYING AND RECORDING OR FROM ANY RETRIEVAL SYSTEM WITHOUT THE PRIOR WRITTEN LICENCE FROM THE OWNER © 2021 TESCO STORES LIMITED		

**Report of a meeting of the Cycling & Walking Sub Committee held on Monday
15 September 2025 at 12.00 pm**

Members Present: Cllr. J. Taylor (Chairman)
Cllr C. Jewell
Cllr D. Errawalla
Steve Vale (Loddon Valley Ramblers)

Officers present: M. Filmore, Deputy Town Clerk
K. Mullane, Democratic Services & Allotments Officer

1. APPOINTMENT OF CHAIRMAN

Councillor Jewell nominated, seconded by Councillor Errawalla, and it was:

RESOLVED:

- ◆ To appoint Councillor Taylor as the Chairman of the Cycling & Walking Sub Committee for the 2025/26 municipal year.

2. APOLOGIES

Apologies for absence were received from Alex Cran (Reading Cycle Campaign) and Karen Robertson (Cycling UK Reading Campaigns Representative).

3. DECLARATIONS OF INTEREST

There were no declarations of interest made by Members.

4. TERMS OF REFERENCE

Members noted the terms of reference.

It was noted that both Alex Cran and Karen Robertson had frequently been unable to attend meetings. It was agreed Councillor Taylor would approach them to ask if they wished to remain on the committee.

It was suggested it might be helpful to ask whether a member Wokingham Borough Council's (WBC) MyJourney team would like to join the committee. The Deputy Town Clerk agreed to contact them and suggested that, even if they didn't want a formal position, it might be agreed that they be invited informally to all appropriate meetings of the committee, and for this to be added to the Terms of Reference accordingly.

It was suggested that the new WBC Executive Member for Active Travel, Transport and Highways – Councillor Adrian Betteridge – be invited to the next meeting of the committee.

A concern was raised with the bicycle tool station outside Bulmershe Leisure Centre, specifically with regards to the length of a particular lead and the need to lift or manoeuvre bicycles to use it. It was uncertain who maintained this equipment, and Councillor Taylor agreed to contact Wokingham Borough Council to find out.

5. MEETING – 22 APRIL 2025

Members noted the report of the committee's meeting held on 22 April 2025, as provided in the agenda.

Councillor Taylor updated members to advise she had been in touch with Helen Littler, WBC's Cycling Champion, to advise her of the committee's work and progress.

Following discussion with Helen, Councillor Taylor advised it appeared better for the Town Council to produce its own route details and maps, rather than for these to be added to existing WBC route mapping.

A discussion was held regarding the fact that some of the cycle routes being developed followed paths where cycling was not allowed, and signing was asking cyclists to dismount. The group agreed that these routes were still suitable, but that reference to the need to dismount in certain places would be worked into the route information.

It was noted Helen Littler had indicated she would be happy for the routes to be sent to her to be validated prior to finalising.

6. WOODLEY LOCAL CYCLE NETWORK (WLCN)

Members noted that specific issues on routes which were being identified – for example, poor signage or pavement and road markings, were being formally logged with WBC.

Steve Vale mentioned the Loddon Valley Ramblers have walking wardens assigned for each parish who walk routes annually and highlight issues, although it was noted that there was no warden for Woodley. It was suggested that issues around cycling infrastructure / signage might be something they could also look out for on their routes. Steve agreed to circulate a job description for the wardens to the committee.

Councillor Jewell advised that, as Chairman of WBC's Active Travel task & finish group, she was aware a small amount of funding might be available which could be allocated to signage. She agreed to raise this again at the next meeting to see if she could secure funding for this committee's project. It was agreed that a formal request from the Town Council should be made to this group for funding, and the Deputy Town Clerk agreed to arrange this.

Members discussed signage, and whether stick on letters or more substantial signage was needed. It was noted click on finger plates were not particularly expensive, at around £50 a sign. It was agreed that the design would likely need the Town Council's logo, route letter / numbering, and an image indicated cycling, walking or shared routes. It was noted the routes currently assigned with letters were those suitable for both cycling and walking, whilst numbered routes were likely to be mainly suitable for cycling, with shorter routes used by pedestrians. Members suggested the signage should be bright and recognisable.

The terminology around the suitability of the routes was discussed, noting that the word 'safe' should be avoided as no route would ever be seen as 100% 'safe'. Members suggested either 'Cycle Friendly' or 'Quieter' routes should be used.

It was noted most routes linked to other routes outside the boundary, and the committee could only consider the suitability of these routes to a limited extent.

It was agreed that the current route numbering / lettering system should be revised when finalising the routes to make more sense.

Members discussed how it might be best to publish routes, and considered whether cycling routes using the Strava app might be suitable. It was noted these routes would be saved on Strava and could be accessed by other Strava users, although routes would have to be cycled without deviation. It was agreed this was one approach which could be undertaken, and Councillor Errawalla stated he would be able to test this out.

The Deputy Town Clerk advised that the Democratic Services & Allotments Officer would be able to utilise in house design tools to try and find a decent format for publicising individual route details, as well as overall route maps.

It was agreed that a draft design would be made by the Democratic Support & Allotments Officers, which would then be circulated to members of the group for consideration.

It was noted QR codes could be used to link to route maps.

The meeting closed at 1.23 pm

APPENDIX 16

CDM Note

These drawings have been produced with reference to the CDM Regulations 2015.
Please note that these are pre-construction phase drawings and should be subject to further design risk management as required in accordance with Regulation 9.

1. Do not scale from this drawing.
2. All dimensions in meters unless stated otherwise.
3. The purpose of this drawing is to inform proposed Traffic Regulation Orders. Exact colour and line type / style to be confirmed before uploading onto the Wokingham Borough Council portal.
4. Proposed Traffic Regulation Orders indicated are subject to confirmation with Wokingham Borough Council.
5. Corrections to existing Traffic Regulation Orders to be confirmed with Wokingham Borough Council.

KEY:

PROPOSED 20MPH SPEED LIMIT.



P01	27/09/2024	FIRST ISSUE	JS	Ti	ST
Rev	Date	Revision Note	Drw	Chk	App

PJA 

transport • engineering • placemaking

Birmingham | Bristol | Cambridge | London | Manchester | Reading
Melbourne | Perth
pja.co.uk | pja.com.au

Client
Wokingham Borough Council

Project
WBC Active Travel Fund
Woodley/Reading Active Travel Route

Title
Traffic Regulation Orders
Speed Limit Restrictions
Sheet 1 of 2

Drawing Issue Status For Information

PJA Ref	Scale @ A1	Date
05745	1:500	27/09/2024

Drawing No.	Revision
05745-PJA-HGN-WSW-DR-CH-0181	P01

Primary Contact
sonja.townsend@pja.co.uk

ANNUAL GRANTS TO COMMUNITY GROUPS AND ORGANISATIONS



Applications will be accepted from fully constituted 'not for profit' organisations based in Woodley or to organisations that are open to membership from Woodley residents and have people from Woodley in membership or benefiting from the organisation.

Applications can be made for a contribution towards annual running costs or specific projects.

Preference will be given to organisations that can demonstrate that they are active within Woodley, providing a service to Woodley residents.

The Council will not normally award grants for costs:

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

Successful applicants will:

- be required keep an accurate record of the way in which the funds are spent
- provide monitoring information to the Council on how the grant funding has been spent and/or the usage of the service/activity being provide to Woodley residents
- acknowledge the grant aid from Woodley Town Council in its publicity and promotional activities
- be asked to provide evidence of having appropriate insurance cover for public liability purposes
- provide proof of purchase of a specific item to be funded, if required to do so Failure to provide this information may impact on any future applications.

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

A copy of the organisation's constitution/memorandum of articles and the latest copy of audited or examined annual accounts must be submitted with the application form.

Applications must be returned to the Town Clerk, Woodley Town Council, The Oakwood Centre, Headley Road, Woodley, Berkshire RG5 4JZ, or by email to admin@woodley.gov.uk, **by 15 December**.

Annual grant applications will be considered by the Planning Committee as part of the budget setting process for the forthcoming financial year and will form part of the budget proposals to be considered in February each year. Any grant included in the draft budget proposals will only be confirmed if it is included in the budget finally approved by Full Council.

All applicants for an annual grant will be contacted and informed of the outcome of their application once the Council has approved the budget for the forthcoming year. Where the Planning Committee has not included an application for funds in its draft budget proposals to the Full Council, applicants will be informed that they have not been successful, and the reasons for this, when the agenda for the February Full Council meeting is published.

The Town Council reserves the right to recover the grant and/or moveable equipment purchased with grant monies if the organisation ceases to exist, if the grant is not used for the purposes specified or if the conditions of the grant are not complied with.

The payment of grants will normally be made in two equal amounts, in May and October.

Organisations who are successful in their application and receive an Annual Grant will not be eligible to apply for any other available Woodley Town Council grant in relation to the same financial year.

Approved ????