

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

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.	