

Minutes of a Meeting of the Planning and Community Committee held at the Oakwood Centre on Tuesday 21 October 2025 at 7:45 pm

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

Officers present: *K. Murray, Town Clerk*

Also present: *Cllr R. Horskins (virtual attendance)
M. Filmore, Deputy Town Clerk (virtual attendance)
R. Brooks; A. Flawith (Wokingham Borough Council)
7 members of the public*

61. **APOLOGIES**

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

62. **DECLARATIONS OF INTEREST**

There were no declarations of interest made by Members.

63. **MYJOURNEY PRESENTATION**

Rebecca Brooks (Community Transport Manager) and Alison Flawith (Active Travel Officer) - Wokingham Borough Council (WBC) - attended the meeting to provide a presentation on the future provision of local bus services.

Details were provided of WBC's initial work, collecting and analysing data to understand the social need for public transport in the borough, and considering what resources and funding might be needed available, to determine the bus services which might be provided from March 2027. They advised that they had initially engaged with a number of stakeholder groups, including schools, women's groups, disability groups, charities and church groups, to help tailor initial options, and were now seeking town and parish council views on the initial options. It was noted the current proposals included in the presentation were not final, and that a round of public consultation will follow to help inform the final plans.

Members noted that the proposals included the continued running of the current 19 services in a very similar form to currently. They also noted WBC would not be looking to amend the commercial service routes 13 and 14.

The current proposals included the separation of the existing 128/129 routes into two separate routes; a route would continue to serve Woodley and link with Twyford Station. It was suggested Woodley residents could access Wokingham via this route, by changing service at Twyford Station.

The proposals also include a route more directly connecting Woodley to Wokingham Town, via Winnersh Triangle and Winnersh Stations. Estimated costs were provided in the presentation, and it was noted this would likely need additional funding to support it, with a business case needed to be developed.

The final option provided was the suggestion that funding might be used to increase the capacity of community transport providers, with the aim of providing group travel to desired destinations for to those of a certain age or with disabilities.

It was noted that WBC would be looking to fund the base network, but that anything over and above would require additional funding from partners.

A comment was made that the main bus routes in Woodley were circular meaning, as an example, people in Southlake have to go all around the houses to reach the Town Centre. It was commented that residents should have routes that offer trips every 15 minutes, every not half an hour. It was also commented that, whilst service 19 was good for accessing the hospital, it only runs every hour and ideally should be every half an hour.

A further comment was made that the 128 service bus stops were believed only to be on Reading Road and Western Avenue in Woodley, with residents wanting to access Wokingham by bus realistically unable to without either a long walk to access an alternative service, or travelling for 90 minutes.

It was requested that the presentation should be circulated to all Woodley Town Councillors, with views invited to be collated and provided to WBC. It was noted WBC were keen to receive Town Council feedback and see if there were any opportunities for the Town Council to assist with any funding.

Members fed back that the key routes for Woodley residents were to access Twyford Station, especially for residents seeking access to London via train, and to Wokingham. A comment was made that it was easier for Woodley residents to access Reading than areas within its own borough.

A recommendation was made to consider tweaking the 128 route to link in with Woodley town centre, before heading back up to the A4. A suggestion was also raised that there should be bus route from the Nightingale Road end of Earley Station, through to Woodley town centre, and on to Twyford, with this service shuttling back and forward to provide for commuters.

It was noted that the Town Council already provide over £20k a year to the local community transport providers, and a query was raised as to how much funding is received from other local Council's.

A comment was made that WBC must carefully consider the provision for disabled residents, most of whom currently are not able or do not access bus services, and for whom the local community transport services are difficult to access and do not offer flexibility. WBC Officers noted that this view was supported by others they spoke to during their initial stakeholder engagement, and they would be considering this.

Members noted the intention was for wider public consultation on the options to take place in early 2026.

64. **MINUTES OF THE PLANNING AND COMMUNITY COMMITTEE MEETING HELD ON 26 AUGUST 2025**

RESOLVED:

- ◆ That the minutes of the Planning and Community Committee meeting held on 26 August 2025 be approved and be signed by the Chairman as a true and accurate record.

65. **ACTIONS / FOLLOW UPS**

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

65.1 **26 August 2025 – Minute 52**

The Town Clerk updated Members that he had written to Tesco regarding disability access at the Loddon Vale Centre and was awaiting a response. Councillor Guttridge, as a wheelchair user, advised she had visited Tesco and access was not a problem.

65.2 **26 August 2025 – Minute 58.2**

Members noted that the Town Clerk had written to Wokingham Borough Council and was awaiting a response as to whether they were seeking to access available EV charging funding.

66. **PLANNING APPLICATIONS 23 SEPTEMBER 2025**

RESOLVED:

- ◆ To note the comments forwarded to the planning authority in respect of the applications due to be considered at the September Planning & Community Committee meeting which was cancelled due to a change in political proportionality, as detailed in **Appendix A**; in the absence of the meeting, these applications were circulated to all committee Members and comments collated.

67. **CURRENT PLANNING APPLICATIONS**

RESOLVED:

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

68. **PLANNING DECISIONS**

RESOLVED:

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

69. **PLANNING APPEALS**

69.1 **RESOLVED:**

- ◆ 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.)

69.2 **RESOLVED:**

- ◆ To note the following decisions in relation to appeals against refusal of planning permission which had been lodged with the Planning Inspectorate:

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.

70. **EXISTING LAWFUL DEVELOPMENT NOTIFICATION**

RESOLVED:

- ◆ To note that Wokingham Borough Council has received the following application for a certificate of existing lawful development:

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.

71. **TREE PRESERVATION ORDERS**

71.1 **RESOLVED:**

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

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.

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.

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.

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.

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.

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.

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.

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.

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.

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.

71.2 **RESOLVED:**

- ◆ To note the following Tree Preservation Order has been confirmed by Wokingham Borough Council:

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

72. **ENFORCEMENT ISSUES**

RESOLVED:

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

73. **PREMISES LICENCE**

RESOLVED:

- ♦ To note the following application for a major variation to a premises licence, received by Wokingham Borough Council, was circulated to Members via email as comments were required by 17 October, prior to the meeting, and that no objections were raised:

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

74. **ADVERTISEMENT CONSENT APPLICATION**

RESOLVED:

- ♦ To note the following application for advertisement consent was received by Wokingham Borough Council:

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.

75. **CYCLING & WALKING SUB COMMITTEE**

Members noted the report of the meeting of the Cycling & Walking Sub Committee which took place on 15 September 2025.

RESOLVED:

- ♦ To note Report No. PC 5/25 of the Cycling & Walking Sub Committee meeting which took place on 15 September 2025.
- ♦ To approve the updating of the Cycling & Walking Sub Committee's terms of reference to include the additional of a member of Wokingham Borough Council's MyJourney team to the group's membership.

76. **TRANSPORTATION & HIGHWAYS**

76.1 **Community Speedwatch**

No update was provided.

Members noted the Town Clerk had recently circulated data to all Councillors from Thames Valley Police on speeding and traffic prosecutions in the area.

76.2 **Highways Issues**

There were no highways issues raised by Members.

77. **TRAFFIC REGULATION ORDER CONSULTATION**

RESOLVED:

- ♦ To note receipt of Wokingham Borough Council's consultation regarding the proposed introduction of a 20mph speed limit on sections of Woodlands Avenue. As comments were required by 20 October, prior to this meeting, details were circulated to all Members via email, with Members encouraged to respond individually.

78. **CHARVIL NEIGHBOURHOOD PLAN**

RESOLVED:

- ◆ To note receipt of Charvil Parish Council's consultation regarding their proposed Neighbourhood Plan. As comments were required by 13 October, prior to this meeting, details were circulated to all Members via email, with Members encouraged to respond individually.

79. **ANNUAL GRANT GUIDELINES**

RESOLVED:

- ◆ To approve the updated Annual Grant guidelines, as provided at **Appendix C**, which now specify that an organisation may only receive one grant from the Council, of any type, per financial year.

80. **COMMUNITY ISSUES**

Councillor Guttridge highlighted a recent event where she had been abused by young people outside the Oakwood Centre. It was noted she had spoken to the Community Liaison Officer who would be keeping an eye out, and Members were encouraged to report any further incidents.

81. **PUBLICATIONS/INFORMATION**

RESOLVED:

- ◆ To note receipt of the following:
 - Me2 Club newsletter – August 2025
 - Promise Inclusion newsletters – August 2025 / September 2025
 - Berkshire Association of Local Councils newsletter – September 2025

82. **FUTURE AGENDA ITEMS**

There were no future agenda items suggested by Members.

83. **PUBLICITY/WEBSITE**

There were no publicity or website items raised by Members.

The meeting closed at 9.30 pm

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.	

Woodley Town Council

Observations on the following Planning Applications made at the Planning & Community Committee meeting held on 21 October 2025

Application No. & Address	Proposal
251961 57 Western Avenue, Woodley, RG5 3BL	Full application for the proposed addition of a first floor dormer extension.
Observations: No objections.	
252063 2 Steggles Close, Woodley, 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).
Observations: The Planning & Community committee have considered this application and wish to object on the grounds that 2 parking spaces would provide insufficient on-site / on-street parking in respect of the operation of a residential and supported living accommodation. Members also concurred with resident comments on the Wokingham Planning Portal regarding the inappropriateness of the location for such residential accommodation.	
252116 12 Shepherds Hill, Woodley, 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.
Observations: No objections.	
252117 2 Manners Road, Woodley, RG5 3EA	Householder application for the proposed erection of a single storey rear extension and part two storey, part single storey side extension.
Observations: No objections.	
252177 7A The Ridgeway, Woodley, RG5 3QD	Full application for proposed erection of detached, two-storey, 3-bedroom dwelling and demolition of existing garage.
Observations: The Planning & Community Committee considered this application and, whilst they did not object to the plans, they noted residents' concerns regarding the lack of parking spaces should the property utilise rooms as additional bedrooms in future. The Council requested consideration of the addition of a condition requiring that the property do not exceed 3 bedrooms whilst it retains only 2 parking spaces.	

252231 40 Clover Rise, Woodley, RG5 4W	Householder application for the proposed single storey rear extension with flat roof and a roof light installation.
Observations: No objections.	
252312 East Reading Retail Centre, Unit 5, Shepherds Hill, Woodley, 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.
Observations: No objections.	
252344 11 Retford Close, Woodley, 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.
Observations: The Planning & Community committee have considered this application and wish to object on the grounds: - the proposed cladding would be out of keeping with the street scene - the proposed design would be overbearing, due to massing	
252352 97 Fairwater Drive, Woodley, 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.
Observations: No objections.	