



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); K. Baker; D. Bragg; R. Horskins; L. Guttridge;
C. Jewell; V. Lewis; J. Sartorel; P. Singh; J. Taylor

NOTICE IS HEREBY GIVEN that a meeting of the Planning and Community Committee will be held at the Oakwood Centre at 7:45 pm on Tuesday 21 May 2024, at which your attendance is requested.

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

Kevin Murray
Town Clerk

A G E N D A

1. **APPOINTMENT OF CHAIRMAN AND VICE CHAIRMAN**
To appoint the Chairman and Vice Chairman of the Planning & Community Committee for the 2024/25 municipal year.
2. **APOLOGIES**
3. **DECLARATIONS OF INTEREST**
To receive any declarations of interest from Members on agenda items.
4. **MINUTES OF THE PLANNING AND COMMUNITY COMMITTEE MEETING HELD ON 23 APRIL 2024**
To approve the minutes of the Planning and Community Committee meeting held on 23 April 2024 and for the Chairman to sign them as a true record.
(These minutes were provided in the Full Council agenda of 7 May 2024)
5. **ACTIONS / FOLLOW UPS**
To review the actions / follow ups arising from previous meetings of the committee. *(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. **TREE PRESERVATION ORDERS**

a) Applications for works to trees

This type of application does not require consultation.

To note application 241067:

Location: TPO 1715/2020, T3: The Chestnuts, Wheble Drive, Woodley, Wokingham.

Proposal: The tree (Chestnut *Castanea* spp.) The tree is being reduced to clear about the building. The overall finished height of the Chestnut will be 9/10m overall finished width/whole crown reduction will be 8/9m. Location is on the boundary with Beechwood ave.

To note application 241107:

Location: TPO 200/1981: Opposite, 285 Loddon Bridge Road, Woodley, Wokingham.

Proposal: T8 - Red Oak / T10 - Lime: TPO cutting back branches to allow an overhead cable to pass through T8 and T10

To note application 241137:

Location: TPO 952/1999, Group 1: 61A Rivermead Road, Woodley, Wokingham, RG5 4DH.

Proposal: T1 - Tree of Heaven: Selectively reduce limbs touching / adjacent to roof of 61A Rivermead to give 2-2m clearance to roof to avoid damage to roof; reduce South-East side of crown by approximately 2m in branch length to lessen overhang into 61A, blending into rest of the crown.

b) Confirmed TPOs

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

TPO 1971/2024 - Tree on land to the rear of 142 Loddon Bridge Road, Woodley, Wokingham, Berks, RG5 4AB

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

a) To note **Report No. PC 3/24** of the meeting of the Cycling & Walking task & finish working group which took place on 7 May 2024.

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The following recommendation was made at the meeting for consideration by this committee:

- ◆ That the Planning & Community Committee amend the terms of reference for the working group to extend the end date from 22 May 2024 until the end of May 2025.

10. **ANTI SOCIAL BEHAVIOUR REPORT**

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, provided at **Appendix 10**. This report does not cover criminal ASB incidents, which are managed by the Police. Page 14

(Provision of a quarterly report from WBC's ASB team was originally requested at Full Council on 5 December 2023 – Minute 57)

11. **TRANSPORTATION & HIGHWAYS**

a) EV Charging Points

At Full Council (7 May 2024 – Minute 16.2) a query was raised about whether the Council should raise concerns regarding the placement of an Electric Vehicle (EV) chargepoint on Wheble Drive (between Bruce Road and Manners Road), which had been highlighted in Councillor Kennedy's outside body report for the Wokingham Borough / Parish Liaison forum.

Recent Wokingham Borough Council newsletters have also highlighted they have received £264k funding from the Government to install additional EV chargepoints across the Borough, and are seeking suggestions of areas with limited off-street parking which might benefit.

Members are asked to consider the following:

- i) Whether to formally raise a concern with regards to the placement of the EV chargepoint on Wheble Drive.
- ii) Whether there are any locations within Woodley with limited off-street parking which should be raised as appropriate for the installation of EV chargepoints.

b) Community Speedwatch

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

c) Highways Issues

To highlight and discuss any highways issues noted by Members.

12. **COMMUNITY ISSUES**

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

13. **PUBLICATIONS/INFORMATION**

To note receipt of the following:

- Promise Inclusion newsletter – April 2024

14. **FUTURE AGENDA ITEMS**

To consider suggestions for future agenda items.

15. **PUBLICITY/WEBSITE**

To consider suggestions for items to be publicised.

16. **ENFORCEMENT ISSUES**

a) To note the enforcement notifications listed in **Appendix 16a**.

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

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ACTIONS & FOLLOW UPS FROM PREVIOUS MEETINGS

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

Meeting Date: 17 October 2023			
Minute	Action	Progress Update	Last Updated
94.2	Speedwatch page / form to nominate sites to be published when Speedwatch group 'go live'.	Awaiting 'go live' of group	09/11/23
94.3	Councillor Soane to raise issue of parents of children at Rivermead Primary School parking on double yellow lines in Addington Gardens at Wokingham Borough Council meeting.	At meeting of 23 April, Chairman confirmed he had asked WBC Councillor Shahid Younis to raise the issue with WBC Highways – Cllr Soane confirmed he would chase this.	16/05/24

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

Meeting Date:		30 January 2024	
Minute	Action	Progress Update	Last Updated
165	Invite Town Council representatives on outside bodies to meetings where grants are discussed, should their applicable body apply for a grant.	Not due to take place until grants next considered – January 2025	22/02/24
172	Members to consider potential locations for new Town Council noticeboards.	Will be picked up at a future meeting when ready to replace noticeboards	22/02/24

Meeting Date:		27 February 2024	
Minute	Action	Progress Update	Last Updated
188	Cycling & Walking wg to discuss school parking with WBC's My Journey team.	Meeting took place on 7 May. Matter was not raised, but further discussions with MyJourney are due to take place if working group is extended.	16/05/24

Meeting Date:		26 March 2024	
Minute	Action	Progress Update	Last Updated
208	Include Speedwatch update in next issue of the Herald.	Not due until Autumn 2024	18/04/24

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

Woodley Town Council

PLANNING APPLICATIONS

Application No. & Address	Proposal
240833 105 Colemans Moor Road, Woodley, RG5 4DA	Full application for the proposed erection of 3 no. three bedroom terraced dwellings with associated access, car parking and landscaping following demolition of the existing dwelling and outbuilding.
241071 74 Malone Road, Woodley, RG5 3NJ	Householder application for the proposed erection of a single storey front extension to create porch, two storey side, single storey rear extension along with changes to fenestration following demolition of the existing detached garage plus removal of the chimney.
241108 14 Malone Road, Woodley, RG5 3NJ	Householder application for proposed single storey front extension to create a porch , two storey side extension , first floor rear extension with changes to the fenestration following the demolition of the existing shed
241142 30 Campbell Road, Woodley, RG5 3NA	Householder application for proposed single storey front and rear extension, garage conversion to create habitable accommodation and changes to fenestration.
241176 57 Malone Road, Woodley, RG5 3NL	Householder application for proposed garage conversion to create habitable accommodation, along with changes to fenestration.
241184 124 Nightingale Road, Woodley, RG5 3LZ	Application to vary condition 2 of planning consent 230531 for the proposed erection of a single storey rear extension and first floor side extension. Condition 2 refers to the approved details and the variation is to change the flat roof of the rear extension into a pitched roof. (Retrospective)
241185 17 Selcourt Close, Woodley, RG5 3AS	Householder application for proposed erection of a single storey side/rear extension.
241191 22 Haddon Drive, Woodley, RG5 4LU	Householder application for proposed erection of a single storey rear extension to include 1no roof window.
241198 38 Wilmington Close, Woodley, RG5 4LR	Householder application of proposed demolition of existing conservatory, followed by the erection of a part single part 2 storey side and rear extension, along with garage conversion to create habitable spaces.
241215 18 Messenger Road, Woodley, RG5 4TR	Householder application for proposed single storey front extension, garage conversion to create habitable space and changes to fenestration.

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Woodley Town Council

PLANNING DECISIONS

WITHDRAWN – NO DETERMINATION MADE BY WOKINGHAM BOROUGH COUNCIL

Reference / Address	Proposal
NONE	

REFUSED – CONTRARY TO TOWN COUNCIL RECOMMENDATION

Reference / Address	Proposal
NONE	

REFUSED – ENDORSING TOWN COUNCIL RECOMMENDATION

Reference / Address	Proposal
NONE	

APPROVED – CONTRARY TO TOWN COUNCIL RECOMMENDATION

Reference / Address	Proposal
232810 49 Cypress Road, Woodley, RG5 4BD	Full application for the proposed subdivision of the site and erection of a part single part two storey side extension to form 1 no. three bedroom dwelling with associated parking and access, following demolition of the existing single storey side extension.
240696 4 Coppice Road, Woodley, RG5 3QX	Application to vary condition 2 of planning consent [222632] Condition 2 refers to Approved plans fenestration changes were made in the implementation of the approved scheme.

APPROVED – ENDORSING TOWN COUNCIL RECOMMENDATION

Reference / Address	Proposal
240390 30 Western Avenue, Woodley, RG5 3BH	Householder application for proposed part single part first floor rear extensions with changes to fenestration, along with one additional outbuilding to the rear and dropped kerb for vehicle access, following demolition of existing garage and rear outbuilding.
240460 10 Buckden Close, Woodley, RG5 4HB	Householder application for the proposed erection of a first-floor side extension incorporating alterations to the porch and bedroom roof and driveway extension.
240500 3 Copse Mead, Woodley, RG5 4RP	Application for removal or variation of a condition following grant of planning permission (231030) dated (22/06/2023) for the erection of a part single storey part two storey front extension, including the erection of a front canopy roof, plus the insertion of 3no. dormers to the front of the property. Condition 2 Approved details - changes to the design as the building commenced.
240543 14 Portrush Close, Woodley, RG5 3PB	Householder application for proposed first floor rear extension.
240606 50 Rochester Avenue, Woodley, RG5 4NA	Householder application for proposed single storey front extension to create porch, part single storey part two storey rear/side extension along with changes to fenestration.

APPROVED – ENDORSING TOWN COUNCIL RECOMMENDATION cont...

240651 6 Denmark Avenue, Woodley, RG5 4RS	Householder application for proposed garage conversion to create habitable accommodation, single storey side extension, single storey front extension to create a porch with changes to the fenestration.
240679 29 Woodlands Avenue, Woodley, RG5 3HN	Householder application for proposed two storey rear extension, insertion of 2 no. dormers and 2 no. rooflights to the east elevation of the existing roof, insertion of 2 no. dormers and 2 no. rooflights to the west elevation of the existing roof
240719 19 Stonehaven Drive, Woodley, RG5 4DE	Householder application for proposed garage conversion to create habitable accommodation with changes to the fenestration
240725 18 Denmark Avenue, Woodley, RG5 4RS	Householder application for proposed single storey rear extension, part garage conversion to create habitable accommodation along with changes to fenestration.
240732 86-88, Headley Road, Woodley, RG5 4JE	Application for removal or variation of a condition following grant of planning permission.(240153)for the proposed alterations to the existing shop front to create a total of 4 no. shop fronts to facilitate the subdivision of the existing retail unit on the ground floor into 4 no. separate units. Condition [5] refers to hours of use and the variation is to increase the opening hours of unit 2 only.
240735 83 Butts Hill Road, Woodley, RG5 4NN	Householder application for proposed single storey front extension with changes to the fenestration
240783 134 Butts Hill Road, Woodley, RG5 4NR	Householder application for proposed single storey side , single storey rear extension with changes to the fenestration
240835 1 Armstrong Way, Woodley, RG5 4NW	Householder application for the proposed single storey rear extension with 1 no. roof lantern and changes to fenestration.
240967 33 Fitzroy Crescent, Woodley, RG5 4EX	Householder application for proposed single storey front extension to create a porch

**Report of a virtual meeting of the Cycling & Walking Task & Finish Working
Group held on Friday 7 May 2024 at 12.30pm**

Members Present: Cllr June Taylor (Chairman)
Cllr Carol Jewell
Steve Vale (Loddon Valley Ramblers)
Karen Robertson (Cycling UK Reading)

Officers present: M. Filmore, Deputy Town Clerk;

Also present: Alison Flawith (Wokingham Borough Council)
Helen Littler (Wokingham Borough Council)

1. APPOINTMENT OF CHAIRMAN

Following a proposal, it was

RESOLVED:

- ◆ To appoint Councillor Taylor as the Chairman of the committee for the remainder of the 2023/24 municipal year.

2. APOLOGIES

There were no apologies for absence.

3. DECLARATIONS OF INTEREST

There were no declarations of interest made by Members.

4. MEETING – 8 FEBRUARY 2024

Members noted the report of the committee's meeting held on 8 February 2024, as provided in the agenda.

5. WBC REPRESENTATIVES

Alison Flawith – My Journey, Wokingham Borough Council (WBC) – attended the meeting to provide details of WBC's current active travel plans.

Alison highlighted the planned active travel route between Charvil Piggot School and Twyford Station. It was noted WBC had made a couple of unsuccessful bids for funding, with the project estimated to cost between £3-5million. Alison suggested more local support might help aid funding bids. It was confirmed this would be a segregated cycle route, with local flooding taken into account in the design.

It was noted that the Town Council previously recommended this route link up with Woodley, enabling through travel to Twyford Station. Members felt, whilst cycling along Beggars Hill Road was relatively safe, this was less so when joining Waingels Road. It was commented that better signage of the safest routes was needed.

Alison raised the Woodlands Avenue active travel route design, advising that Active Travel England funding, allocated to support this scheme, had to be used on this or an alternative route along Beechwood Avenue. Funding could not be transferred to a different scheme, and if it was not spent the funding would be lost. It was noted the Town Council had not been advised of the alternative design along Beechwood Avenue, a route which Councillors and members of the public had asked WBC to evaluate early in 2023.

Alison advised that the designed schemes were for specific sections of the active travel routes contained in the LCWIP; implementation of the entire LCWIP was a longer term, 15-year plan. Members requested a link to overall LWCIP be circulated.

Helen Littler joined the meeting.

Alison advised WBC had successfully bid for CCIF funds to provide 8 secure cycle lockers at Twyford Station. The lockers, bookable and accessible via an app, are provided on a lease basis at a cost of £15k for a 5-year period. Following a suggestion that Earley Station might be a good location for such lockers, Alison advised this was more difficult as National Rail own the land surrounding the station, whilst WBC own the car park at Twyford. Alison suggested WBC could work with the Town Council to seek funding via the Spoke Safe Network for lockers, if the Council wished to support the provision of these in the area.

It was noted that WBC had installed a bike maintenance stand at Bulmershe Leisure Centre. It was suggested the provision of secure cycle lockers and / or a maintenance stand at the front of the Oakwood Centre might be suitable. With regards to cycle lockers, Alison advised the Town Council would be responsible for ensuring these are suitably maintained, but major issues, such as major vandalism or breakages, would be sorted by WBC.

Alison advised that WBC were looking to update cycle route maps for the area. Following discussions with disability groups, it has been agreed to continue to provide these in hard copy, as well as digitally. It was noted WBC could work with the Town Council to ensure maps were as accurate as possible when highlighting the safest and most appropriate routes. Alison suggested she could provide table sized maps of the area, on which suitable cycle routes could be highlighted. It was also suggested a session could be held at the Oakwood Centre for the public to feed into this.

Once maps are produced, it was noted it would be possible to consider where signage was needed, as well as reviewing other suitable infrastructure updates. Alison advised that the aim was to produce new maps in the coming months, with budget assigned to do so in the current financial year.

Alison informed members that WBC would be piloting a School Streets scheme in September. This was originally offered to Beechwood School who, following analysis, had been identified as a school with higher levels of car usage, however Beechwood did not take up the offer. Karen Robertson advised she worked regularly with schools in Woodley and would be able to help identify which are more engaged with promoting cycling initiatives.

Alison advised that WBC would be running a Beat the Street game in Woodley from 5 June to 17 July. The game requires people to visit boxes, attached to lampposts and other infrastructure around the area, and gain points for each they access. Scores are registered and collated for individuals, or by school or community group, with prizes then awarded. The aim of the game is to encourage active travel; when previously run in a different area of the Borough, WBC tracked a 60% increase in active travel.

Alison advised that random prizes can be assigned to boxes to be awarded on specific days, with random individuals who accesses the box winning the corresponding prize. Alison suggested the Town Council might consider providing prizes, advising that prizes such as leisure centre memberships had been awarded in other areas. WBC would need to be advised within the next 2-3 weeks if this were to be the case.

Finally, Alison advised members of the Love to Ride scheme, highlighting that May is Bike month, with organisations able to take part and compete with others to achieve the highest number of miles travelled by bike.

Following a query, Alison confirmed that businesses can borrow one of WBC's cargo bikes to help promote the use of bikes as a means of business transport.

The Deputy Town Clerk asked Alison to ensure he and the Council's Communications Manager are included in communications from WBC's MyJourney team, and that the Council will happily promote initiatives which are of benefit to Woodley residents.

Karen, Alison and Helen left the meeting.

6. ACTIONS & TASKS

It was noted that the working group would need to consider actions in line with the terms of operation set out in the group's terms of reference.

The Deputy Town Clerk highlighted that the working group's terms of reference included an expected end date of their activities as 22 May 2024, and that the group would need to recommend an extension if, as was apparent, they would not achieve their objectives by this date.

It was acknowledged that there had been little discussion on walking at the meeting. Steve Vale commented that there was little resource for introducing new walking infrastructure in Woodley, but that focus should be given to what is there. It was highlighted again that better signage was required, but that assessing appropriate routes was the first steps. It was suggested that the group might, as with the cycling routes, mark on a large map of the area the most suitable and safe walking routes, although it was noted this should focus on active travel and not walking for leisure purposes. Steve advised that Loddon Valley Ramblers would be able to help with this.

Members discussed how long they felt they needed to undertake this work, and to meet the other terms of operation contained in the terms of reference, and suggested an extension of the group for one year. It was also noted that the group would need to consider how to measure the success of their work.

RESOLVED:

- ◆ For WBC's MyJourney team to provide the working group with two large, table top sized maps of Woodley, on which the group, with suitable engagement from the public, will work to identify the safest, most suitable active cycling and walking routes (a separate map for each).

RECOMMENDATION:

- ◆ That the Planning & Community Committee amend the terms of reference for the working group to extend the end date from 22 May 2024 until the end of May 2025.

The meeting closed at 2.07 pm

REPORT FROM WOKINGHAM BOROUGH COUNCIL'S ASB TEAM**Woodley Statutory ASB**

This report highlights good news and problem areas. Problem areas are those with more than 5 incidents reported to WBC ASB Team.

Subject	Problem Areas	Work Done	Comment
Court Cases	Headley Road East	Team took a man to court and was fined. Problem cars removed	Following a successful criminal conviction, we secured a court order for the removal of the old and dilapidated cars that had blighted the community.
	Strawberry Local, Howth Road	Breach of S.34 (Business Waste Management) Several reports of dirty & waste accumulation at this shop	Business owner has failed to produce waste disposal contract. Current Investigation for Court proceedings
Graffiti	<i>We do not remove graffiti from private property - where possible, we will inform the private landowner of the graffiti and encourage them to arrange for its removal.</i>		
	Drovers Way	Removed Offensive graffiti	Offensive graffiti is low compared to other areas in the borough
	Butts Hill Road Railway Bridge	Non-Offensive	This graffiti has many reports. The property is owned by Network Rail, but they do not remove non-offensive graffiti.
Fly Tipping	<i>CCTV requests are received. We prioritise repeat locations throughout the Wokingham Borough. We do not confirm or deny the presence of CCTV in the location. We put signs but we do not remove them when CCTV has left the location.</i>		
	Perimeter Road	This location was a major problem but fly tipping has reduced to close to zero	2 Fixed Penalty Notices of £400 were issued to the offenders and paid
	Drovers Way	Fly Tipping in service road	No offender caught. Active investigation
	Car Park At Kingfisher Drive, Woodley	Current Problem area at the bottle bank location	The off licence has been supporting WBC where their CCTV covers
	Headley Road – Library Parade	Fly Tipping behind shops.	Offenders were identified as flats above shops and their estate agency cleaned the fly tipping.

	Badgers Rise, Woodley	Lots of fly-tipping in a shared bin area	Property owners are being engaged to provide locks to bin cabin. Two property owners not agreeing as to who is responsible
Noise	<i>In noise cases, officers need to witness the noise being complained of from the complainant's premises before formal actions can be instigated. A nuisance diary form must be complete over three weeks and then return to WBC. This will assist officers with their investigations.</i>		
	Bruce Road, Woodley	Noise from neighbour playing loud music	Victim is refusing to complete investigation diary and states she will involve Cllrs and MP
Abandoned Vehicles	<i>When the vehicle owner has been identified that vehicle ceases to be abandoned. WBC has no power over vehicle with no Tax or MOT. These should be reported to DVLA</i>		
	Fawcett Crescent	Repeat location	Offender identified as resident living on the same street and have been spoken to.
	Fosters Lane – Hunters Court	Repeat location	WBC Aware stickers are placed on vehicles, and they are moved soon after.

ENFORCEMENT NOTIFICATIONS - 21st April 2024

7 Mannock Way, Woodley RG5 4XW

Planting not in accordance with planning permission

51 Glendevon, Woodley RG5 4PL

Large shed in rear garden without planning permission

124 Nightingale Road, Woodley RG5 3LZ

Not building to approved plans.

ENFORCEMENT CLOSURES - 21st May 2024

2 Shackleton Way, Woodley RG5 4UT

Unauthorised addition of side windows.

Application submitted

124 Nightingale Road, Woodley RG5 3LZ

High fencing, hoarding erected adjacent to highway obscuring driveway

No breach

Headley Road East, Woodley RG5 4SN

Breach of traffic management plan 213106

Voluntary compliance