



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 12 November 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. **APOLOGIES**
2. **DECLARATIONS OF INTEREST**
To receive any declarations of interest from Members on agenda items.
3. **MINUTES OF THE PLANNING AND COMMUNITY COMMITTEE MEETING HELD ON 15 OCTOBER 2024** Page 5
To approve the minutes of the Planning and Community Committee meeting held on 15 October 2024 and for the Chairman to sign them as a true record.
4. **ACTIONS / FOLLOW UPS** Page 11
To review the actions / follow ups arising from previous meetings of the committee. ***(Appendix 4)***
5. **CURRENT PLANNING APPLICATIONS** Page 13
To consider current planning applications and agree comments to be forwarded to the planning authority. ***(Appendix 5)***
6. **PLANNING DECISIONS** Page 15
To note information on decision notices received from the planning authority since the last meeting. ***(Appendix 6)***

7. **TREE PRESERVATION ORDERS**

a) Applications for works to trees

This type of application does not require consultation.

To note application 242638:

Location: TPO 5/1951, WOODLAND 3: 172 Fairwater Drive, Woodley, Wokingham, RG5 3JF.

Proposal: T1, Maple – Crown reduction from 14m to 8m in spread.

To note application 242718:

Location: TPO 31951: 17 Bideford Close, Woodley, Wokingham, RG5 3SE.

Proposal: T1, Leyland Cypress – Fell to ground level.

b) Confirmed TPOs

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

TPO 1967/2024 - Tree at 32 Crockhamwell Road, Woodley, Wokingham, Berks, RG5 3LE

8. **STREET TRADING CONSENT**

To consider the following renewal of street trading consent applications, received by Wokingham Borough Council (full details circulated to Members via email on 1 November 2024):

Application: St73 – Mobile Wood Fire Pizza Van

Applicant: Mr Altan Demirkiran

Trading Site: Shinfield Spencers Wood Recreation Ground Car Park; Swallowfield Parish Hall Car Park; Winnersh Community Centre Car Park; Southlake Picnic Area

Trading Time: Wednesday 16:00 – 20:30 (Swallowfield);
Thursday 16:00 – 20:30 (Spencers Wood);
Saturday 16:00 – 20:30 (Winnersh);
Sunday 16:00 – 20:30 (Southlake)

Comments required by 14 November.

Application: ST26 – Mo's Kebabs

Applicant: Mr Jan Ratip

Trading Site: Woodlands Avenue, Woodley (Opposite University Site)

Trading Time: Sunday To Thursday 15:00pm - 01:00 Hours
Friday And Saturday 15:00pm To 03:00 Hours

Comments Required By 29 November 2024

9. **BUDGETARY CONTROL**

To note **Report No. PC 5/24**.

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10. **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.

11. **COMMUNITY ISSUES**

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

12. **PUBLICATIONS/INFORMATION**

To note receipt of the following:

- Promise Inclusion newsletter – October 2024

13. **FUTURE AGENDA ITEMS**

To consider suggestions for future agenda items.

14. **PUBLICITY/WEBSITE**

To consider suggestions for items to be publicised.

15. **ENFORCEMENT ISSUES**

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

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b) To note the enforcement case closures listed in ***Appendix 15b.***

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Minutes of a Meeting of the Planning and Community Committee held at the Oakwood Centre on Tuesday 15 October 2024 at 7:45 pm

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

Officers present: *K. Murray, Town Clerk*

Also present: *Cllr R. Horskins; Cllr K. Baker (virtual attendance)
Cllr K. Charles-Bey
2 members of the public*

81. **APOLOGIES**

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

82. **DECLARATIONS OF INTEREST**

There were no declarations of interest from Members.

83. **MINUTES OF THE PLANNING AND COMMUNITY COMMITTEE MEETING HELD ON 17 SEPTEMBER 2024**

RESOLVED:

- ♦ That the minutes of the Planning and Community Committee meeting held on 17 September 2024 be approved and be signed by the Chairman as a true and accurate record.

84. **ACTIONS / FOLLOW UPS**

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

27 February 2024 – Minute 188

It was noted that the Cycling and Walking task & finish working group was still awaiting maps from the Wokingham MyJourney team.

21 May 2024 – Minute 11.3

The Town Clerk advised that no response had yet been received and this would be followed up.

85. **CURRENT PLANNING APPLICATIONS**

RESOLVED:

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

86. **PLANNING DECISIONS**

RESOLVED:

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

87. **PRIOR APPROVAL SUBMISSION**

RESOLVED:

- ♦ To note the following prior approval application received by Wokingham Borough Council:

Application: 242321:
Location: 39 Arundel Road, Woodley, Wokingham, RG5 4JP
Proposal: Application for the prior approval of the erection of a proposed single storey rear extension extending up to 6m from original wall of the house, following demolition of existing single storey rear extension. The roof would be pitched with roof lights and with eaves level to match that of the existing house. The roof would be no higher than 4m from the natural ground level.

88. **TREE PRESERVATION ORDERS**

RESOLVED:

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

Application: 242337
Location: TPO 0004/1961: 96 Antrim Road, Woodley, Wokingham, RG5 3NY.
Proposal: T3 Oak (A1 on TPO) - Crown lift to give 1-2m clearance.
Reason for Works: To give clearance to sheds.

89. **PAVEMENT LICENCE**

RESOLVED:

- ♦ To note the following application for a pavement licence, received by Wokingham Borough Council:

Business: Bosco Lounge
Address: 55a-55b Crockhamwell Road, Woodley, RG5 3JP
Details: Application for land adjacent to the above for the operation of refreshment facilities
Times: Mondays to Sundays 09:00 (9am) to 23:00 (11pm)

Comments were required to be submitted for this application by 9 October. As this was prior to this meeting, details were circulated to Members via email. No objections were received.

90. **WOKINGHAM BOROUGH COUNCIL LOCAL PLAN UPDATE 2023-2040: PROPOSED SUBMISSION PLAN**

Members considered the consultation regarding the Wokingham Borough Council Local Plan Update 2023-2040: Proposed Submission Plan. It was noted that representations had been requested on the basis of the legal compliance and soundness of the LPU and as such, Members felt unable to comment.

91. **WOKINGHAM BOROUGH COUNCIL – EV CHARGING STRATEGY CONSULTATION**

Members considered the consultation regarding the Wokingham Borough Council EV Charging Strategy.

Members discussed general concerns around the long term future of EV and it was noted that at this point EV was the strategic direction of travel nationally and globally. It was noted that the strategy gave reference to future behaviour change and market development that would inform the longer term strategy.

RESOLVED:

- ◆ To respond to Wokingham Borough Council with the following comments:
 - The strategy should consider ways in which home charging cables could be used without causing a trip hazard, where the vehicle is not parked on a driveway.
 - Can the strategy include provision for charging points for electric bikes and mobility scooters in public places e.g. town centres.
 - The strategy must employ a common sense approach to individual EV charging point locations, in to provide appropriate access. e.g. the charging point in Wheble Drive has restricted access as it is positioned directly opposite a row of parked vehicles.

92. **TRANSPORTATION & HIGHWAYS**

92.1 **Community Speedwatch**

Councillor Taylor advised that she would be undertaking a trial run of the equipment very shortly, after which they should be ready to go live with the Community Speedwatch Group.

92.2 **Highways Issues**

There were no highways issues raised by Members.

93. **COMMUNITY ISSUES**

There were no community issues raised by Members.

94. **PUBLICATIONS/INFORMATION**

RESOLVED:

- ◆ To note receipt of the following:
 - Promise Inclusion newsletter – September 2024
 - Me2 newsletter – September 2024

95. **FUTURE AGENDA ITEMS**

Councillor Taylor suggested that Members would benefit from guidance on specific areas of process in relation to planning and that currently this relied heavily on the experience of a small number of Councillors on the Committee. Councillor Taylor offered to draft a paper for and forward to the Town Clerk for consideration. The Town Clerk offered to look for specific training and guidance on planning matters for Town Councillors.

RESOLVED:

- ◆ That Councillor Taylor draft a guidance paper for Members focussing on where the Town Council can make a positive difference in the planning process.
- ◆ That the Town Clerk look for appropriate training courses and guidance materials on planning matters for Town Councillors.

96. **PUBLICITY/WEBSITE**

There were no publicity/website issues raised by Members.

97. **ENFORCEMENT ISSUES**

RESOLVED:

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

The meeting closed at 8:36 pm

DRAFT

Planning & Community Committee
15 October 2024

Woodley Town Council

Observations on the following Planning Applications made at the Planning & Community Committee meeting held on 15 October 2024

Application No. & Address	
242170 96 Antrim Road, Woodley, Wokingham, RG5 3NY	Householder application for the proposed single storey rear extension following the demolition of the existing single storey rear extension.
Observations: No objections.	
242179 19 Coppice Road, Woodley, Wokingham, RG5 3QX	Householder application for the proposed erection single storey front and side extension along with a garage extension followed by the demolition of the existing detached garage.
Observations: No objections.	
242429 53 Woodwaye, Woodley, Wokingham, RG5 3HB	Householder application for the proposed demolition of existing conservatory preceding single storey rear extension with roof light, front porch extension, loft conversion with dormer extension and roof light, and changes to existing fenestration.
Observations: The Planning & Community Committee have reviewed this application and, whilst they had no objections, asked that Planning Officers ensure that obscured glass be specified as appropriate, where overlooking neighbouring property.	
242488 30 Lunds Farm Road, Woodley, RG5 4PY	Householder application for the proposed single storey front extension to form porch.
Observations: No objections.	
242489 33 Hudson Road, Woodley, Wokingham, RG5 4EN	Householder application for the proposed erection of new front porch.
Observations: No objections.	

Woodley Town Council

242498 13 Jerome Road, Woodley, Wokingham, RG5 3NH	Householder application for the proposed erection of a new front porch and two storey side/rear extension and a single storey rear extension.
Observations: No objections.	
242532 Headley Road East, Woodley, RG5 4SN	Application to vary condition 15 of planning consent 213106 for the proposed erection of 5 no. buildings for commercial development to provide flexible light industrial, general industrial, and storage and distribution uses, with ancillary offices, associated car parking, formation of new accesses, and landscape planting, following demolition of existing buildings. Condition 15 refers to BREEAM details, and variation is to change the trigger for the condition to within 6 months of occupation.
Observations: The Planning & Community Committee have reviewed this application and, whilst they had no objections, asked that Planning Officers confirm the Committee's understanding that it would be impractical to apply the BREEAM requirements without changing the trigger for the condition to within 6 months of occupation.	

ACTIONS & FOLLOW UPS FROM PREVIOUS MEETINGS

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'.	COMPLETE Webpage and form now live.	7/11/24

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

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.	Project is with the Amenities team – due to be undertaken later in 2024 – A decision on locations will be presented to future P&C Committee for consideration.	11/09/24

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.	Maps received from MyJourney on 7/11 – meeting of working group will now be convened.	11/09/24

Meeting Date: 21 May 2024			
Minute	Action	Progress Update	Last Updated
11.1	Write to WBC to seek information on the criteria / rationale behind selecting EV charging space locations.	(10 June) Information circulated to Members with guidance from WBC on rationale / criteria for selecting EV charge point locations. Specific information on the rationale behind selecting the location on Wheble Drive is being sought by the Town Clerk.	13/06/24
11.3	Cllr Guttridge to provide Deputy Town Clerk with experience of issues with disabled parking bays in Headley Road Car Park – DTC to then write to WBC to advise them of these.	(25 July) WBC confirmed disabled bays meet national standard, but ramp to pavement does not; a new footway/ramp across the grass verge is required. WBC will do this alongside new works crossing on Headley Road. As of 21/10 contractor had yet to confirm a date	07/11/24

Meeting Date: 17 September 2024			
Minute	Action	Progress Update	Last Updated
91	To respond to the WBC EV Charging Strategy Consultation	COMPLETE Response sent to WBC	07/11/24
95	Councillor Taylor to draft a paper for Members focussing on where the Town Council can make a positive difference in the planning process	Paper drafted by Cllr Taylor – further discussion needed – aim to put into agenda in December	07/11/24

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

Woodley Town Council

PLANNING APPLICATIONS

Application No. & Address	Proposal
242477 4 Farriers Close, Woodley, RG5 3DD	Householder application for the proposed erection of a single storey side and rear extension and a garage conversion following alterations and changes to existing fenestration on the existing conservatory.
242578 39 Arundel Road, Woodley, RG5 4JP	Householder application for proposed single storey side and rear extension along with changes to fenestration.
242586 106 Nightingale Road, Woodley, RG5 3LY	Householder application for the proposed erection of a new porch, single storey rear extension following a garage conversion into habitable accommodation, installation of roof lights and changes to existing fenestration.
242643 2 Victor Way, Woodley, RG5 4UZ	Full application for the change of use from amenity land to residential, following a two storey side extension and a single storey rear extension, a garage conversion and changes to fenestration. Followed by the demolition of the existing conservatory.
242668 18 Radcot Close, Woodley, RG5 3BG	Householder application for the proposed conversion of the integral storage area into a habitable room, including a window on the front elevation.
242673 148 Reading Road, Woodley, RG5 3AA	Application to vary condition 2 of planning consent 231359 for the proposed conversion of the loft, including a hip to gable extension, rear facing dormer and front facing Velux roof light, re-roofing of existing rear extension and changes to fenestration. Condition 2 refers to approved details.
242708 Powers Court, Western Avenue, Woodley, RG5 3BN	Householder application for the proposed demolition of existing single garage, and erection of 1.5-storey double garage including loft studio/storage space.
242727 Land to rear of 12 Shepherds Hill, Woodley, RG6 1BB	Full application for the proposed erection of 1 no. three bedroom detached dwelling with associated parking and landscaping following demolition of the existing detached garage.

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PLANNING DECISIONS

WITHDRAWN – NO DETERMINATION MADE BY WOKINGHAM BOROUGH COUNCIL

Ref. / Address	Details
NONE	

REFUSED – CONTRARY TO TOWN COUNCIL RECOMMENDATION

Ref. / Address	Details
242124 32 Wilmington Close, Woodley, Wokingham, RG5 4LR	Householder application for the proposed single storey rear and two storey side extension to create a garage and habitable accommodation, along with changes to fenestrations. Reason for Refusal The proposed development, by reason of its design, form, scale and proximity to the site boundary/neighbouring side elevation, would result in an incongruous, cramped and contrived form of development within Wilmington Close, causing a terracing effect and significant harm to the visual amenity of the existing semi- detached houses and the wider character of the area. The proposal is contrary Core Strategy Policy CP1, CP3, MDD Local Plan Policy CC01, The Borough Design Guide SPD and section 12 of the NPPF.

REFUSED – ENDORSING TOWN COUNCIL RECOMMENDATION

Ref. / Address	Details
NONE	

APPROVED – CONTRARY TO TOWN COUNCIL RECOMMENDATION

Ref. / Address	Details
NONE	

APPROVED – ENDORSING TOWN COUNCIL RECOMMENDATION

Ref. / Address	Details
241468 Library Parade, Crockhamwell Road, Woodley, RG5 3LX	Application to vary condition 2 and remove condition 22 of planning permission [230743] dated 28/09/2023 for the proposed creation of a mixed use building consisting of the retention of the existing 3 no. retail stores at ground floor level and the addition of 14 no. apartments on new first, second and third floor levels, including the erection of three and four storey rear extensions. Condition 2 refers to Approved details, and condition 22 refers to obscure glazing in unit 1
242167 62 Walmer Road, Woodley, RG5 4PN	Householder application for the proposed single storey side extension which includes erecting an open canopy above the new entrance door and changes to fenestration.
242168 10 Marathon Close, Woodley, RG5 4UN	Householder application for proposed part single storey, part two storey rear extension and single storey front extension alongside changes to existing fenestration.

APPROVED – ENDORSING TOWN COUNCIL RECOMMENDATION cont...

242170 96 Antrim Road, Woodley, RG5 3NY	Householder application for the proposed single storey rear extension following the demolition of the existing single storey rear extension.
242266 195 Loddon Bridge Road, Woodley, RG5 4BP	Householder application for proposed single storey rear extension along with changes to fenestration.
242298 65 Woodwaye, Woodley, RG5 3HB	Householder application for the proposed erection of a single storey side/rear extension following demolition of car port and garage.
242488 30 Lunds Farm Road, Woodley, RG5 4PY	Householder application for the proposed single storey front extension to form porch.

PLANNING AND COMMUNITY COMMITTEE

BUDGETARY CONTROL

2023/2024

Expenditure		Budget	Actual Exp	Actual Exp	Actual Exp
605		2023/24	as at	as at	as % of
Code	Description		31/10/2022	31/10/2023	Budget
4660	First Days Children's Charity	5100	4000	5100	100.00%
4661	Readibus Grant	17325	16500	17325	100.00%
4662	Wokingham Volunteer Centre	500	300	500	100.00%
4663	CAB Grant	7000	7000	7000	100.00%
4665	Keep Mobile Grant	2100	1000	2100	100.00%
4666	Link Visiting Scheme Grant	1500	1000	1500	100.00%
4667	Arc Grant	5000	5000	5000	100.00%

Total	38,525	34,800	38,525	100.00%
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Month
7
58.33%

Income		Budget	Actual Exp	Actual Exp	Actual Exp
		2023/24	as at	as at	as % of
Code	Description		31/10/2022	31/10/2023	Budget

Total	0	0	0	0.00%
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Net	38,525	34,800	38,525	100.00%
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ENFORCEMENT NOTIFICATIONS - 12th November 2024

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
4 Coppice Road, Woodley RG5 3QX	Boiler room with plastic roof erected without planning permission - House in multiple occupation of 10 people
28 Tennyson Road, Woodley RG5 3RH	Extension built & brick wall & fence at front of property without planning permission
Headley Road East, Woodley RG5 4SN	Construction vehicles using Gemini road as a cut through
24 Rothwell Gardens, Woodley RG5 4TJ	Breach of condition on planning permission 231828 regarding window and length of extension
Allied Bakeries, Viscount Way, Woodley RG5 4BJ	Contractor parking on Viscount way
7 Quentin Road, Woodley RG5 3NF	Building work not in accordance of approved plans

ENFORCEMENT CLOSURES - 12th November 2024

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
23 Tippings Lane, Woodley RG5 4RX	Derelict building - exposed asbestos and broken glass	Voluntary compliance
1 Bodmin Road, Woodley RG5 3RZ	Fence erected adjacent to highway - obstruction to visibility	Referred to Highways Officers - Voluntary compliance
30 Lunds Farm Road, Woodley RG5 4PY	Porch not in accordance with approved plans	Application submitted
Factory, Headley Road East (off Viscount Road), Woodley RG5 4SN	Potential breaches of construction management plan for Application 213106	No breach
62 Reading Road, Woodley RG5 3DB	Commencement check application 211529	No breach
1 Comet Way, Woodley RG5 4NZ	Extension not in accordance with plans - too close to pavement	No breach
10 The Ridgeway, Woodley RG5 3QD	Large brick structure being built in rear garden without planning permission	No breach