



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 7 January 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. **MINUTES OF THE PLANNING AND COMMUNITY COMMITTEE MEETING HELD ON 10 DECEMBER 2024** Page 5
To approve the minutes of the Planning and Community Committee meeting held on 10 December 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 15
To consider current planning applications and agree comments to be forwarded to the planning authority. ***(Appendix 5)***
6. **PLANNING DECISIONS** Page 17
To note information on decision notices received from the planning authority since the last meeting. ***(Appendix 6)***

7. **PLANNING APPEALS**

To note the following appeal decision:

Application: 232620
Location: The Point, London Road, Woodley, Wokingham, RG6 1BE
Proposal: Demolition of 2 no. existing dwellings and erection of a drive-thru, landscaping and access.
(Woodley Town Council submitted objections to the proposal.)
Decision: The appeal was dismissed.

8. **EXISTING LAWFUL CERTIFICATE NOTIFICATION**

This type of application does not require consultation and is for noting only.

To note application 243085:

Location: 16 Welford Road, Woodley, Wokingham, RG5 4QS
Proposal: Application for a certificate of existing lawful development for the erection of a single storey front extension with canopy roof.

9. **TREE PRESERVATION ORDERS**

Applications for works to trees

This type of application does not require consultation.

To note application 243106:

Location: TPO 3/1951 WOODLAND 3: Land south of 4a Oak Way, Woodley, Wokingham, RG5 3QS.
Proposal: T1, Hazel (ID 012183) - Prune back lateral branches to provide maximum 1m clearance from property (distance to be dictated by suitable growth points).

To note application 243119:

Location: TPO 3/1951 WOODLAND 3: St James' Church, Kingfisher Drive, Woodley, Wokingham, RG5 3LH.
Proposal: T002, Common Beech - Crown lift to 3m above ground level.
T003, Lime - Remove epicormic growth; cut back elongated branch overhanging footpath by 1.6m back to previous reduction point; reduce lateral branches to create 0.5m canopy clearance to streetlight and lamp column; crown lift around canopy to 2.5m reducing secondary and tertiary branch tips only.
T004, Horse Chestnut - Remove deadwood.
T005, Horse Chestnut - Reduce tips of large lateral branch on west side of crown by up to 3m in length and 1-2m of side shoots; remove deadwood and declining branch stubs in lower canopy; crown lift secondary and tertiary branches to 3m over footpath only.
T006, Pedunculate Oak - Crown lift cutting a small number of low branch tips to 3m above ground level; remove deadwood.
T007, Horse Chestnut - Crown lift to create 2.5-3m canopy clearance above ground level.
T008, Crack Willow - Re-pollard to 1m beyond previous reduction points leaving 1m stumps.
T009, Cotoneaster - Cut back crown on south side by up to 2.5m to clear footpath. T010, Red Oak - Crown lift secondary and tertiary branches to 3m over footpath and 2m over lawn..

10. **REVISED ESTIMATES 2024/25 AND BUDGET ESTIMATES 2025/26**
To consider the Revised Estimates 2024/25, the Budget Estimates 2025/26 and the Annual Grant applications, set out in **Report No. PC 1/25**. Page 19
11. **PLANNING ENFORCEMENT**
To note Wokingham Borough Council's Introduction to Enforcement slides (**Appendix 11**), originally presented to the Borough Parish Liaison Forum and subsequently circulated to Members of the Planning & Community Committee in October 2024, and consider steps the Town Council may wish to take to support Wokingham Borough Council's enforcement efforts – suggestions of how the Town Council may help are provided within the slides. Page 25
12. **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.
13. **COMMUNITY ISSUES**
To highlight and discuss any recent community issues noted by Members.
14. **PUBLICATIONS/INFORMATION**
To note receipt of the following:
 - Promise Inclusion newsletter – December 2024
15. **FUTURE AGENDA ITEMS**
To consider suggestions for future agenda items.
16. **PUBLICITY/WEBSITE**
To consider suggestions for items to be publicised.

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Minutes of a Meeting of the Planning and Community Committee held at the Oakwood Centre on Tuesday 10 December 2024 at 7:45 pm

Present: *Councillors: D. Bragg (Vice-Chairman); K. Baker; C. Jewell; J. Sartorel; P. Singh; J. Taylor*

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

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

113. **APOLOGIES**

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

114. **DECLARATIONS OF INTEREST**

There were no declarations of interest made by Members.

115. **MINUTES OF THE PLANNING AND COMMUNITY COMMITTEE MEETING HELD ON 12 NOVEMBER 2024**

RESOLVED:

- ♦ That the minutes of the Planning and Community Committee meeting held on 12 November 2024 be approved and be signed by the Chairman as a true and accurate record.

116. **ACTIONS / FOLLOW UPS**

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

30 January 2024 – Minute 165

It was noted the action asked for those Councillors who are appointed Town Council representatives to those outside bodies who apply for annual grants to be invited to attend, or submit comments in advance of the relevant meeting of the Planning & Community Committee. The Deputy Town Clerk advised he would ensure this happens.

It was also highlighted that, where representatives from those outside bodies are also invited to the meeting, the process for decision making is made clear to them and they are aware of the limits to their participation in those discussions.

30 January 2024 – Minute 172

It was suggested the Council may wish to contact the management committee responsible for a new noticeboard situated on the Loddon Park estate, to request access or possibly to take over responsibility for the notice board. It was noted the noticeboard is currently empty, with people sticking notices on the outside of it.

It was requested that an email be sent to all Woodley Town and Borough Councillors to seek nominations for any potential future locations for the siting of Council noticeboards.

17 September 2024 – Minute 95

Following a request by the Committee for Councillor Taylor to draft a paper discussing on where the Town Council can make a positive difference in the planning process, Councillor Taylor advised that she had met with the Deputy Town Clerk to discuss her thoughts.

Councillor Taylor updated Members on her views, and made a number of suggestions, explaining she had linked these to the Committees Powers and Duties.

Councillor Taylor recommended that Councillors should attend the HALC Planning training course. She explained she had been on the course recently and found it very beneficial. It was noted that this course was free to attend. It was agreed Councillor Taylor would send the slides from the course to the Deputy Town Clerk who would then circulate these.

Councillor Taylor also recommended the Council do more to disseminate information on the planning process to residents, specifically with regards to local decision making and the listing process. It was agreed the Council should add links to the website directing people to relevant information sources. She also recommended updates were made to the neighbour notification letter sent to residents by the Council, and the Deputy Town Clerk confirmed these updates had already been made.

Councillor Taylor also recommended that Councillors should consider making comments regarding planning applications with regards to the wider public interest. She referenced the Woodley Design Statement, highlighting that, whilst old, the document still helps to articulate what residents want. She advised she would like to take some time to review this and come back with some suggestions about key elements which could be picked out of the Statement and highlighted to Members. Similarly, Councillor Taylor also stated she would like a better understanding of the significance of the Local Plan, for example, where it refers to Sites of Urban Landscape Value, Local Green Spaces, and Core Employment Areas.

Finally, Councillor Taylor suggested that a previously circulated document from Wokingham Borough Councillor's Planning Enforcement team, which explained their work and advised what local councils can do to help, should be brought to the next meeting of the Committee to be considered.

117. **CURRENT PLANNING APPLICATIONS**

RESOLVED:

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

118. **PLANNING DECISIONS**

RESOLVED:

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

119. **TREE PRESERVATION ORDERS**

RESOLVED:

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

Application:	242855
Location:	TPO 0170/1980 5, 6 and Land to the north of Peel Close, Woodley, Wokingham, RG5 4SR.
Proposal:	T1 Lime (G3 on TPO) - Lift canopy to 6 metres and Crown Thinning by 15-20%; T2 Lime (G3 on TPO) - Lift canopy to 6 metres and Crown Thinning by 15-20%; T3 Lime (T2 on TPO) - Lift canopy to 6 metres and Crown Thinning by 15-20%; T4 Lime (G2 on TPO) - Lift canopy to 6 metres and Crown Thinning by 15-20%; T5 Lime (G3 on TPO) - Lift canopy to 6 metres and Crown Thinning by 15-20% Reason for works: Excessive shading on all three properties
Application:	242933
Location:	TPO 3/1951, WOODLAND 3: Land opposite 128 - 140 Fairwater Drive, Woodley, RG5 3JF.
Proposal:	T1, Rowan (007300) – Fell dead tree to ground level. T2, Weeping Silver Lime (007305) – Crown lift by 2.5m over footway. T3, Common Beech (007322) – Fell to ground level. T4, Common Beech (007323) – Fell to ground level.
Application:	243008
Location:	TPO 1246/2008: 87 Badgers Rise, Woodley, Wokingham, RG5 3AJ.
Proposal:	T1, Sycamore - reduce lateral branches to provide a 2 metres clearance to property and crown lift branches over roof to provide a 2 metres clearance.; TG1, Mixed Species Group - reduce lateral branches to provide a 2 metres clearance to property

120. **COMMUNITY GOVERNANCE REVIEW**

Members considered the terms of reference for Wokingham Borough Council's Community Governance Review, as provided in the agenda.

The Town Clerk clarified that Wokingham Borough Council were seeking the views on the contents of the terms of reference from all town and parish councils, prior to commencing the review in late January. He explained that more detail had been circulated as part of the Borough Parish Liaison Forum meeting.

Further discussions took place with regards to the purpose of the review, and whether the Town Council would wish to consider any changes to the areas arrangements. It was noted further consideration would take place once the review commences.

121. **TRANSPORTATION & HIGHWAYS**

121.1 **Community Speedwatch**

Councillor Taylor advised that no further activities would take place prior to the New Year due to the limited amount of daylight hours during which speedwatch activities can take place.

121.2 **Highways Issues**

Following a query, the Deputy Town Clerk confirmed Wokingham Borough Council had advised that the expected installation of a new crossing point on Headley Road adjacent to the Oakwood Centre would be unlikely to take place until spring.

122. **COMMUNITY ISSUES**

A query was raised as to whether the Town Council does anything specific to support those in need during the Christmas period, especially in light of the cost of living crisis.

Members noted that the Council does not provide any specific support, although this year it is hosting a kindness tree on behalf of the Link Visiting Scheme which provides an opportunity for residents to donate gifts to those in need. It was also commented that a lot of support is provided by local charities, as well as from Wokingham Borough Council who have a statutory duty to provide certain support.

123. **PUBLICATIONS/INFORMATION**

RESOLVED:

- ◆ To note receipt of the following:
 - Berkshire Association of Local Councils newsletter – November 2024
 - Promise Inclusion newsletter – November 2024
 - Me2 Clubn newsletter – November 2024

124. **FUTURE AGENDA ITEMS**

There were no future agenda items suggested by Members.

125. **PUBLICITY/WEBSITE**

It was requested that recent guidance on the purchase and use of e-Scooters, in relation to Christmas presents, as provided in the Wokingham Borough Council Traffic and Travel newsletter, also be published by the Council.

126. **ENFORCEMENT ISSUES**

RESOLVED:

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

The meeting closed at 8.48 pm

Woodley Town Council

Observations on the following Planning Applications made at the Planning & Community Committee meeting held on 10 December 2024

Application No. & Address	Proposal
241926 Land at Headley Road East, Woodley, RG5 4SN	Application to remove condition 32 of planning consent 213106 (granted at appeal, ref: APP/X0360/W/22/3306963) 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 32 refers to the timing of deliveries at units 9 and 10 and the proposed removal of the condition is to lift this restriction. We have received revised/additional plans for the above application. The revised details show: Noise Impact Assessment - Technical Note received in response to comments from the Environmental Health officer.
Observations: The Planning & Community Committee have considered this application and wish to objection to the proposals based on the unacceptable impact it will have on neighbouring properties during the hours of 11pm to 7am. The Committee noted that the Planning Inspector imposed the restriction on vehicle movements between 11pm and 7am and do not believe there is any justification in the application to remove this condition. Properties in neighbouring roads already have to cope with high levels of vehicle movements during the night due to the industrial site, and increased levels is unneighbourly, increases noise pollution, and provides an unacceptable impact.	
242735 1 Comet Way, Woodley, RG5 4NZ	Householder application for the proposed single storey front extension to form porch.
Observations: No objections.	
242835 74 Malone Road, Woodley, RG5 3NJ	Application to vary condition 2 of planning consent 241071 for the "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." Condition 2 refers to building detail regarding the roof.
Observations: No objections.	

242906 Tennis Courts, Silver Fox Crescent, Woodley, RG5 3JA	Application to vary conditions 2, 3, 4 and 5 of planning consent 241301 for the proposed erection of 1 no. self-build detached dwelling. Condition 2 refers to the approved details, 3 to external materials, 4 to boundary treatments and 5 to a landscaping scheme, and the variation is for alteration of the elevations and inclusion of a first floor to the dwelling, plus changes to the wording of conditions 3, 4 and 5 to reflect submitted details.
Observations: No objections.	
242952 198 Loddon Bridge Road, Woodley, Wokingham, RG5 4BS	Householder application for the proposed erection of a single storey rear extension with installation of roof light and changes to fenestration.
Observations: No objections.	
242984 1 Mulberry Close, Woodley, Wokingham, RG5 3LR	Householder application for the proposed erection of a single storey side extension following demolition of existing garage and removal of a porch canopy roof, plus changes to fenestration.
Observations: No objections.	
243032 18 Eastwood Road, Woodley, RG5 3PY	Householder application for the proposed single storey front and side extension.
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.	Project is with the Amenities team, awaiting available staff resource – A decision on locations will presented to future P&C Committee for consideration.	02/01/25

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.	Maps received from MyJourney on 7/11 – meeting of working group arranged for 6 January 2025.	05/12/24

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

Meeting Date: 21 May 2024			
Minute	Action	Progress Update	Last Updated
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.	WBC have 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 10/12/24 WBC had yet to confirm a date.	10/12/24

Meeting Date: 17 September 2024			
Minute	Action	Progress Update	Last Updated
95	Councillor Taylor to draft a paper for Members focussing on where the Town Council can make a positive difference in the planning process	COMPLETE Cllr Taylor provided update verbally at meeting on 10/12/24.	02/01/25

Meeting Date: 12 December 2024			
Minute	Action	Progress Update	Last Updated
116	Ensure Town Council representatives on outside bodies who have applied for annual grants are invited to Committee meeting on 7 Jan 2025.	COMPLETE Town Councillors appointed as representatives to outside body who have submitted Annual Grant applications have been invited to attend this meeting.	02/01/25
116	Contact management committee responsible for new noticeboard on Loddon Park estate, to request access / take over responsibility for the noticeboard.	Yet to progress	02/01/25
116	Email all Woodley Town and Borough Councillors to seek nominations for potential future locations for the siting of Council noticeboards	COMPLETE Email sent 11/12/24, and feedback collated.	02/01/2025
116	Councillor Taylor to send slides from HALC Planning course to Deputy Town Clerk to circulate these.		

Meeting Date:		12 December 2024	
Minute	Action	Progress Update	Last Updated
116	Add links on website directing residents to relevant planning guidance / advice	COMPLETE New Local Planning Guidance page added to website.	02/01/2025
116	Councillor Taylor to review the Woodley Design Statement and identify key elements to be highlighted to Councillors, which can be taken into account when responding to planning applications.		
116	Committee to consider WBC's Planning Enforcement teams document regarding their work and suggestions for support from local councils.	Included as item on agenda.	02/01/2025
125	Publish guidance on the purchase and use of e-Scooters, in relation to Christmas presents, as provided in the Wokingham Borough Council Traffic and Travel newsletter.	COMPLETE Published on 16 December.	02/01/2025

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

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Woodley Town Council

PLANNING APPLICATIONS

Application No. & Address	Proposal
242906 Tennis Courts, Silver Fox Crescent, Woodley, RG5 3JA	Application to vary conditions 2, 3 and 4 of planning permission 241301 for the proposed erection of 1 no. self-build detached dwelling. Condition 2 refers to the approved details, 3 to external materials, 4 to boundary treatments and the variation is for alteration of the elevations and inclusion of a first floor to the dwelling, plus changes to the wording of conditions 3 and 4 to reflect submitted details. We have received revised/additional plans for the above application. The revised details show: Amended plans have been received which include two front facing dormers to serve bedrooms 2 and 3 and show a change in fenestration for bedroom 1 (incorporation of a high level window and rooflights). These amendments are provided to protect neighbouring amenity and ensure future occupiers of the dwelling would have suitable outlook and light. Revised external materials schedule has also been provided. Lastly, the description of development has been amended to remove reference to, and alteration of, the wording of condition 5 (landscaping).
242938 Land At, Headley Road East, Woodley, RG5 4SN	Application to vary condition 30 of planning consent 213106 for the full planning application 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 30 refers to Hours of Work and the variation is a temporary extension to increase the hours of construction/demolition to between 0800hrs and 2300hrs, Monday to Friday, retaining operation hours of 0800hrs to 1300hrs on Saturdays, and at no time on Sundays or on Bank or Public Holidays.
243025 60 Rochester Avenue, Woodley, RG5 4NB	Householder application for the proposed erection of an attached garage following demolition of the existing car port.
243062 93 Haddon Drive, Woodley, RG5 4LY	Householder application for the proposed erection of a two storey rear/side extension.
243084 68 Campbell Road, Woodley, RG5 3PG	Householder application for the proposed single storey rear/side extension with front canopy roof, brick wall and garage conversion.
243094 32 Rose Close, Woodley, RG5 4UR	Householder application for the proposed two storey side extension and ground floor front extension.
243103 12 Corbett Gardens, Woodley, RG5 4JY	Householder application for the proposed erection of a single storey rear extension.

243109 40 Haddon Drive, Woodley, RG5 4LU	Householder application for the proposed erection of a single storey side/rear and front extensions along with changes to fenestration with addition of bay window to the front following demolition of the existing attached garage and outbuilding.
243122 325 Headley Road East, Woodley, RG5 4SE	Householder application for the proposed erection of a single storey rear extension, following demolition of existing conservatory.
243123 38 South Lake Crescent, Woodley, RG5 3QJ	Householder application for the proposed garage extension and conversion to habitable area, insertion of rooflight and changes to fenestration.
243153 97 Fairwater Drive, Woodley, RG5 3JQ	Householder application for the proposed front porch and storey rear extension with change in fenestration.

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
NONE	

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
242586 106 Nightingale Road, Woodley, RG5 3LY	Householder application for the proposed erection of a new porch, first floor 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.
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, landscaping and front boundary wall following demolition of the existing detached garage.
242735 1 Comet Way, Woodley, RG5 4NZ	Householder application for the erection of a single storey front extension to form porch (part-retrospective).

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REVISED ESTIMATES 2024/25, BUDGET ESTIMATES 2025/26 AND ANNUAL GRANT APPLICATIONS

REPORT OF THE DEPUTY TOWN CLERK

PURPOSE OF REPORT

To inform and advise Members of the Planning Committee's Revised Estimates for the 2024/25 financial year and to provide information on the applications for Annual Grants in respect of the Budget Estimates for 2025/26 in order to make recommendations to the Strategy and Resources Committee.

REVISED ESTIMATES 2024/25

The Revised Estimates for 2024/25, **Appendix A**, show that there have been no revisions in the year to the budget estimates that were set this time last year.

2025/26 ANNUAL GRANT APPLICATIONS

A summary of the Annual Grant applications received for 2025/26 is provided later in this report, with the full applications and Annual Grant Guidelines provided separately in the enclosed **Confidential Annual Grant Appendix** for Members' information.

The total of this year's Annual Grant applications is £36,110.

In 2024/25 the Council allocated £30,000 to provide Annual Grants to Citizens Advice Wokingham (£8,000), Keep Mobile (£5,290), Link Visiting Scheme (£1,500), Readibus (£14,210), and The Wokingham Volunteer Centre (£1,000).

Separately, following recommendation from the Planning & Community Committee and approval by the Leisure Services Committee, £15,760 of the Council's Youth Grant fund was allocated to fund three further Annual Grant applications – ARC (£5,000), First Days Children's Charity (£5,100) and Home-Start Wokingham District (£5,660) - meaning a total of £45,760 was allocated to fund Annual Grant applications in 2024/25 – an increase from £38,525 in 2023/24.

If all 2025/26 applications are agreed, this would be a decrease of £9,650 (21.1%) from the total allocated last year. However, the Youth Grant fund, set up by the Leisure Services Committee during 2023/24 to utilise unspent Youth Service budget in that year, and which funded three 2024/25 Annual Grant applications as highlighted above, only has a small amount of money remaining, with two Youth Grant applications due to be considered in January 2025 which, if agreed, would allocate the remaining funds.

As in 2023/24, the 2024/25 Youth Service budget (£30k) is forecast to remain unspent this financial year. As such, should it be approved by the Leisure Services Committee, it is recommended that a portion of this remaining budget be utilised to fund Annual Grant applications from those organisations supporting children and young people. Were the same organisations funded in this manner as last year – ie ARC, First Days Children's Charity, and Home-Start Wokingham District – this would total of £12,900, setting the 2025/26 Annual Grant budget at £23,210.

BUDGET ESTIMATES 2024/25

Budget Estimates for 2025/26, based on the above recommendation, are set out in **Appendix B**.

ANNUAL GRANT APPLICATION INFORMATION

The Council has received seven Annual Grant applications;

ARC Youth Counselling

ARC Counselling and Information provides a free and confidential youth counselling service and low-cost adult counselling service. Youth counselling is provided by ARC at Waingels College, Bulmershe School and Addington School, alongside sessions run at the Oakwood Centre. ARC also provide a youth access project who attend Woodley Carnival and provide training sessions for young people around substance abuse, education, employment and sexual health. All ARC counsellors are fully qualified, supervised fortnightly, and have annual safeguarding training.

ARC has 25 part time paid staff and 40 volunteers. ARC's income in its most recent accounts was £260,332. In 2025/26 ARC anticipates income of £277,000.

ARC has requested a grant of **£5,000**, the same level as requested 2024/25. ARC were awarded their requested grant for 2024/25, however this was processed via the Youth Grant scheme and funded in the 2023/24 financial year.

First Days Children's Charity

First Days Children's Charity provides a variety of support functions to families; support to parents with issues such as debt, parenting support, domestic abuse, homelessness and job losses; essential items for children, such as new baby items, toys, school uniform and equipment; opportunities for children to take part in activities and trips they otherwise would be unable to attend. These are provided via a Family Support team online and via phone, as well as in person via an Outreach Van which attends Woodley town centre on a weekly basis.

First Days' has 3 full time members of staff, 12 part time staff members and 104 volunteers. The Charity's income in its most recent accounts was £530,950. In 2025/26 First Day's anticipates income of £530,000.

In the last year, First Days has supported 1,356 children in Woodley – an increase 8.3% increase on the previous year.

First Days has requested a grant of **£5,000**. An Annual Grant of £5,100 was requested for 2024/25, however First Days were instead awarded £5,000 via the Youth Grant scheme and funded in the 2023/24 financial year.

Home-Start Wokingham District (HSWD)

HSWD provide support services to vulnerable, disadvantaged and isolated families who have at least on child of pre-school age. Volunteers work alongside parents in the family's home, offering compassionate and non-judgemental emotional and practical support with weekly visits. Volunteers role model good parenting behaviours, educating children through play, reading, and encouraging parents to establish healthy routines and boundaries. Children are also taken out to play groups and to parks.

The charity currently has 4 part-time paid staff and 26 volunteers. Income for the most recent accounting period was £107,828. In 2025/26, income is expected to be £93,218.

During 2025/26, HSWD hopes to increase the number of families they support to 124.

HSWD have requested a grant of **£2,900**. An Annual Grant of £5,660 was requested for 2024/25, however the grant was instead awarded via the Youth Grant scheme and funded in the 2023/24 financial year.

Keep Mobile

Keep Mobile provides door-to-door transport services for individual residents with disabilities and / or long-term illness who cannot access mainstream transport, including dial-a-ride services, shopping trips and day excursions, as well as contract work for volunteer organisations such as Stroke Clubs, Berkshire Blind, Alzheimer's Association, community groups and Social Services.

Keep Mobile has 3 full time and 19 part time staff members, as well as 24 volunteers. Keep Mobile's income in its most recent accounts was £414,509. In 2025/26, income is expected to be £643,728.

During 2023, 4,455 dial-a-ride trips and 56 day excursions were provided; 417 trip requests were refused due to funding shortages.

Keep Mobile have requested a grant of **£6,000**, with the cost of transporting Woodley residents during the last year calculated to be £5,782. For 2024/25, Keep Mobile requested an Annual Grant of £5,290; the Town Council awarded the organisation a grant of £1,500, equating to approximately 34p per trip based on the number of journeys made in 2023.

Link Visiting Scheme (LVS)

LVS' mission is to reduce chronic loneliness and social isolation, to promote friendship and improve the health, wellbeing and independence of older residents. LVS offers a range of friendship services enabling people to establish new relationships so they can feel they are an integral, important part of the community. The core offering is a unique in-home 1-to1 befriending service, where volunteers are matched to Link Friends with similar interests living nearby, enabling long term friendships and helping the wellbeing of both the Link Friend and volunteer. Due to the demographic, much of LVS' work either takes place in the home or in small activity groups. In-community services are provided in central venues, including in Woodley at the Baptist Church, St John's Parish Centre, Emmanuel Church and the library.

The Link Visiting Scheme has 5 full time and 10 part time staff members, as well as 421 volunteers. LVS' income in its most recent accounts was £583,985. In 2025/26 LVS anticipates income of £511,812.

The Link Visiting Scheme is requesting a grant of **£2,000**, an increase of £500 on the £1,500 Annual Grant requested and awarded for 2024/25.

ReadiBus

ReadiBus provide a demand-responsive dial-a-ride door-to-door bus service for people with restricted mobility who are not able to make journeys via mainstream public transport. Buses are fully accessible, with drivers providing assistance in boarding and alighting. Alongside the dial-a-ride service, since April 2021 ReadiBus has also provided three 'Here Comes the Sun' outings trips on average per week, to help and encourage residents to go out with other residents in the same situation following the loneliness and isolation of the lockdowns during the pandemic.

ReadiBus has 11 full time and 31 part time staff members, as well as 21 volunteers. ReadiBus' income in its most recent accounts was £1,017,251. In 2025/26 ReadiBus anticipates income of £1,127,622.

During 2023/24, 5,369 trips were made by Woodley residents.

ReadiBus has requested funding of **£14,210** for 2025/26; this is the same amount awarded by the Town Council during 2024/25, when ReadiBus requested £18,000.

For 2022/23, the Planning & Community Committee determined to award ReadiBus a grant equivalent to £7.50 per journey, basing the total sum on the number of journeys by Woodley residents in the previous year, as supplied on the application (Planning & Community Committee Meeting 4 January 2022 – minute 64). The actual number of journeys made by Woodley residents

during the 2022/23 year was 42% higher than the previous year meaning, in actual terms, the grant equated to £3.37 per journey.

For 2023/24, the Committee awarded Readibus a grant of £17,325; the actual number of journeys made during the year was 5,369 meaning the 2023/24 grant equated to £3.23 per trip.

In 2024/25, the Committee awarded Readibus a grant of £14,210. The number of journeys made during 2024/25 is not yet known; based on the number of trips undertaken in the previous year, the grant would equate to £2.65 per trip.

The Wokingham Volunteer Centre (WVC)

The Wokingham Volunteer Centre provide a number of services to residents, including a basic gardening service for those unable to look after their gardens, transporting for residents to Friendship Alliance activities and events, and supporting charities to recruit volunteers via a volunteer portal and volunteer recruitment fairs.

The Wokingham Volunteer Centre has 12 part time staff (3.9 fte) as well as 185 regular volunteers. WVC's income in its most recent accounts was £177,140. In 2025/26 WVC anticipates income of £203,306.

The Wokingham Volunteer Centre are requesting a grant £1,000, the same amount requested and awarded in 2024/25. During the past year, WVC have helped maintain 42 gardens on a fortnightly basis, a 56% increase on the previous year. From 1 April to 10 December 2024, 127 residents were transported to social events; an increase from 84 during the corresponding period in 2023.

GRANT REQUESTS	£
ARC Youth Counselling	5,000
First Days Children's Charity	5,000
Home-Start Wokingham District	2,900
Keep Mobile	6,000
Link Visiting Scheme	2,000
Readibus	14,210
The Wokingham Volunteer Centre	1,000
Total	36,110

RECOMMENDATIONS:

- ♦ **That Members note the contents of the report.**
- ♦ **That Members recommend approval of the Revised Budget Estimates for the 2024/25 financial year, as set out in the report.**
- ♦ **That Members consider the Annual Grant applications against the guidelines and recommend which and how much to be awarded, for inclusion in the Committee's Budget for 2025/26.**
- ♦ **The Members consider recommending that the Leisure Services Committee consider utilising unspent Youth Service budget to meet the funding requests received from ARC, First Days Children's Charity and Home-Start Wokingham District.**
- ♦ **That Members recommend the Budget Estimates for 2025/26 to the Strategy and Resources Committee.**

Planning & Community Committee Budget Summary 2024/25

EXPENDITURE	2023/2024 Actual	2024/25 Budget	2024/25 Revised Est	2025/2026 Forecast
605 ANNUAL GRANTS	38,525	30,000	30,000	23,210
Total Expenditure	38,525	30,000	30,000	23,210
INCOME	2023/2024 Actual	2024/25 Budget	2024/25 Revised Est	2025/2026 Forecast
605 ANNUAL GRANTS	0	0	0	0
Total Expenditure	0	0	0	0
NET EXPENDITURE	38,525	30,000	30,000	23,210

605 ANNUAL GRANTS BUDGET BREAKDOWN

EXPENDITURE	2023/2024 Actual	2024/25 Budget	2024/25 Revised Est	2025/2026 Forecast	
					<i>£5,000 to be funded using unspent 2024/25 Youth Service budget</i>
4660 First Days Children's Charity	5,100	0	0	0	
4661 Readibus	17,325	14,210	14,210	14,210	
4662 Wokingham Volunteer Centre	500	1,000	1,000	1,000	
4663 Citizens Advice	7,000	8,000	8,000	0	<i>No app received</i>
4665 Keep Mobile	2,100	5,290	5,290	6,000	
4666 Link Visiting Scheme	1,500	1,500	1,500	2,000	
					<i>£5,000 to be funded using unspent 2024/25 Youth Service budget</i>
4667 ARC	5,000	0	0	0	
					<i>£2,900 to be funded using unspent 2024/25 Youth Service budget</i>
4668 Home-Start Wokingham	0	0	0	0	
Total Expenditure	38,525	30,000	30,000	23,210	
INCOME	2023/2024 Actual	2024/25 Budget	2024/25 Revised Est	2025/2026 Forecast	
605 ANNUAL GRANTS	0	0	0	0	
Total Expenditure	0	0	0	0	
NET EXPENDITURE	38,525	30,000	30,000	23,210	

Introduction to Enforcement

March 2024

Wokingham Borough Council



When is Permission Required/Not Required ?

➤ Section 55 of the Town and Country Planning Act 1990 – Definition of development.

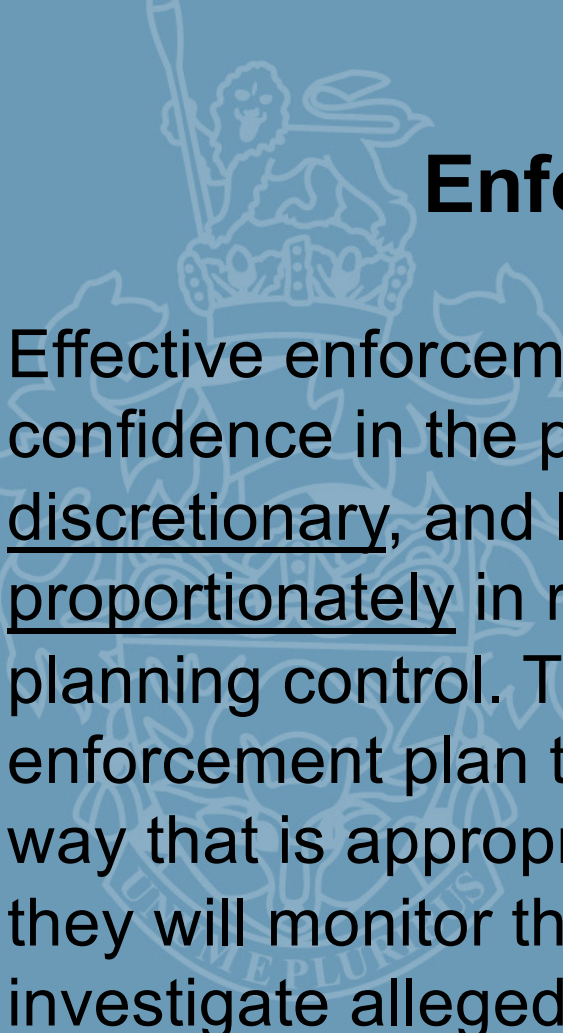
"the carrying out of building, engineering, mining or other operations in, on over or under land and the making of any material change in use of any buildings or other land"

➤ Permitted Development - Town and Country Planning (General Permitted development) Order 2015.

- Schedule 2 specifies classes of development for which permission is granted (ie does not need planning permission)
- Prior Approvals for certain development

➤ Deemed Consent - The Town and Country Planning (Control of Advertisements) (England) Regulations 2007





Enforcement NPPF para 59

Effective enforcement is important to maintain public confidence in the planning system. Enforcement action is discretionary, and local planning authorities should act proportionately in responding to suspected breaches of planning control. They should consider publishing a local enforcement plan to manage enforcement proactively, in a way that is appropriate to their area. This should set out how they will monitor the implementation of planning permissions, investigate alleged cases of unauthorised development and take action where appropriate.



How to report an alleged breach?

Use Council website to report a breach of planning control:

<http://www.wokingham.gov.uk/planning/planning-enforcement/planning-enforcement/>

Planning Enforcement deals with alleged breaches of planning control

Around 200-220 Requests for Service (RFS) on hand at any time

Local Planning Enforcement Plan is on the website for more detail (being updated 2024)

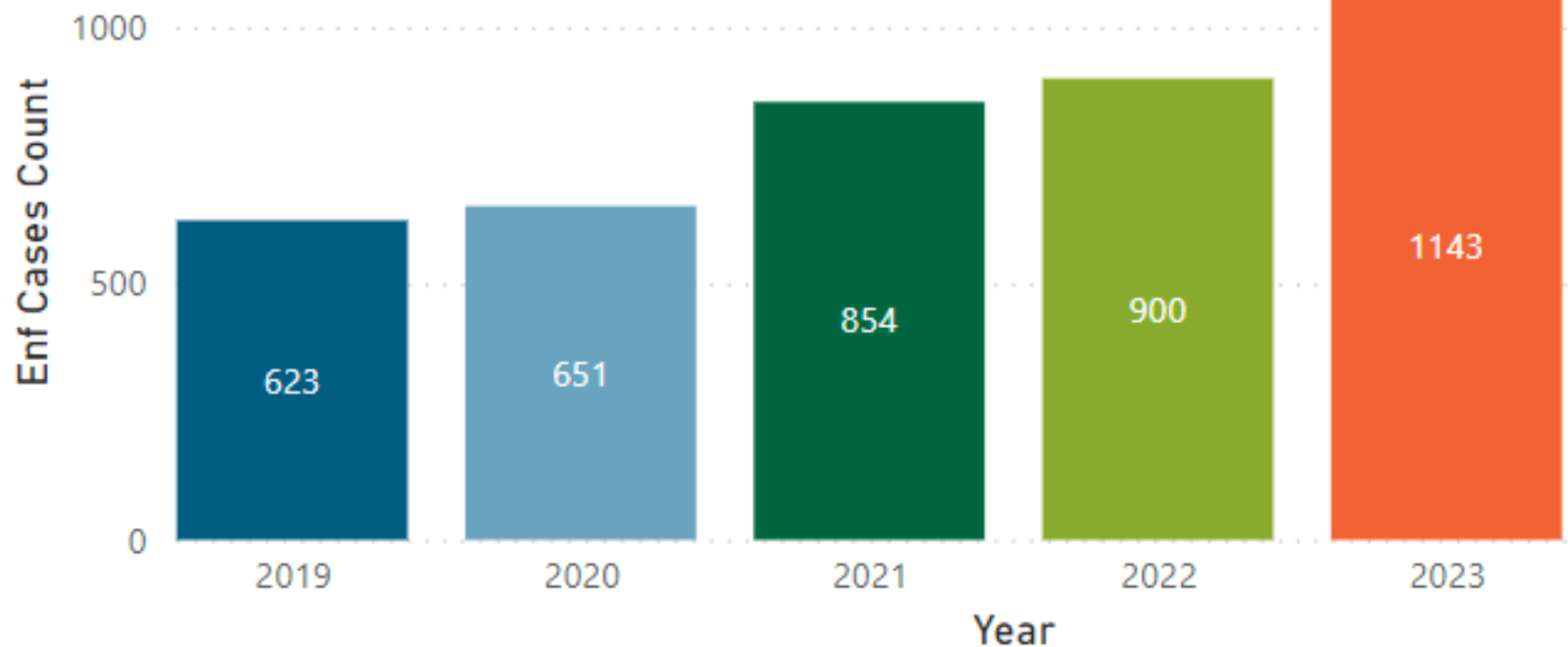


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RFS received

Received Cases by Year and Quarter

Year ● 2019 ● 2020 ● 2021 ● 2022 ● 2023 ● 2024

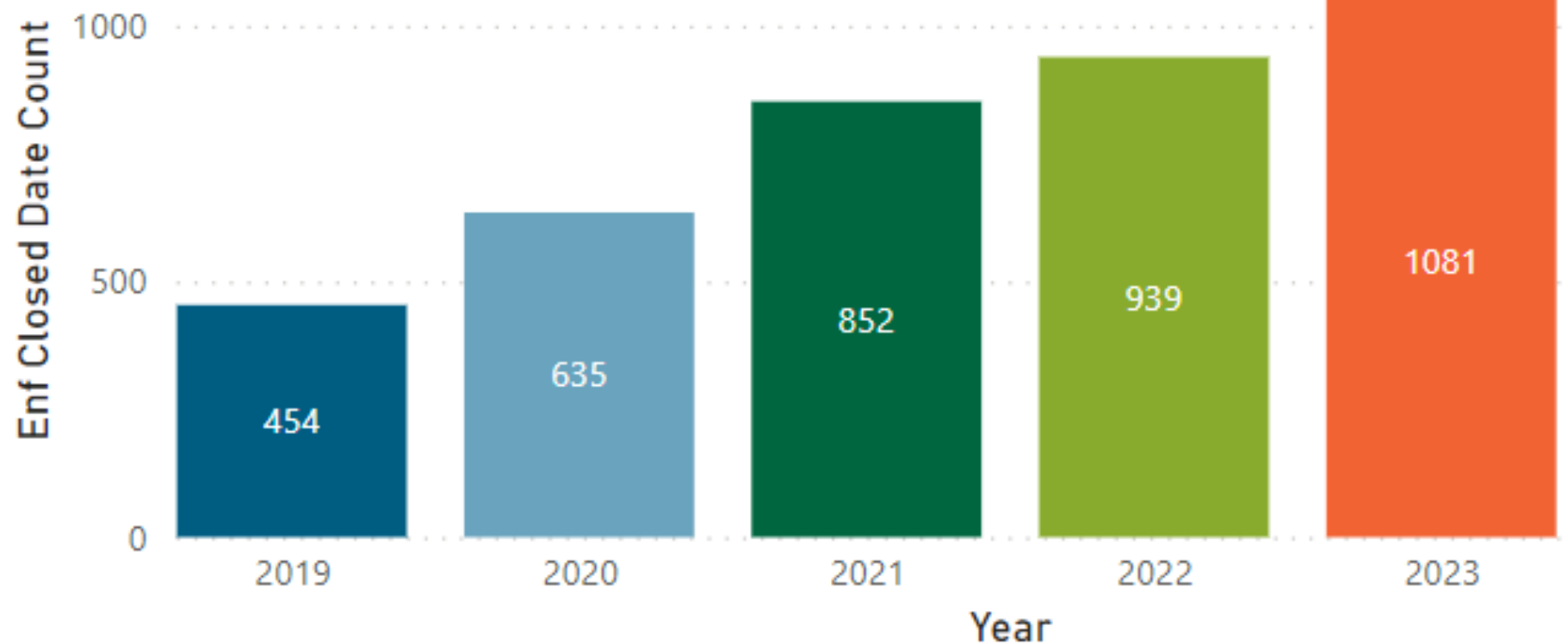


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RFS closed

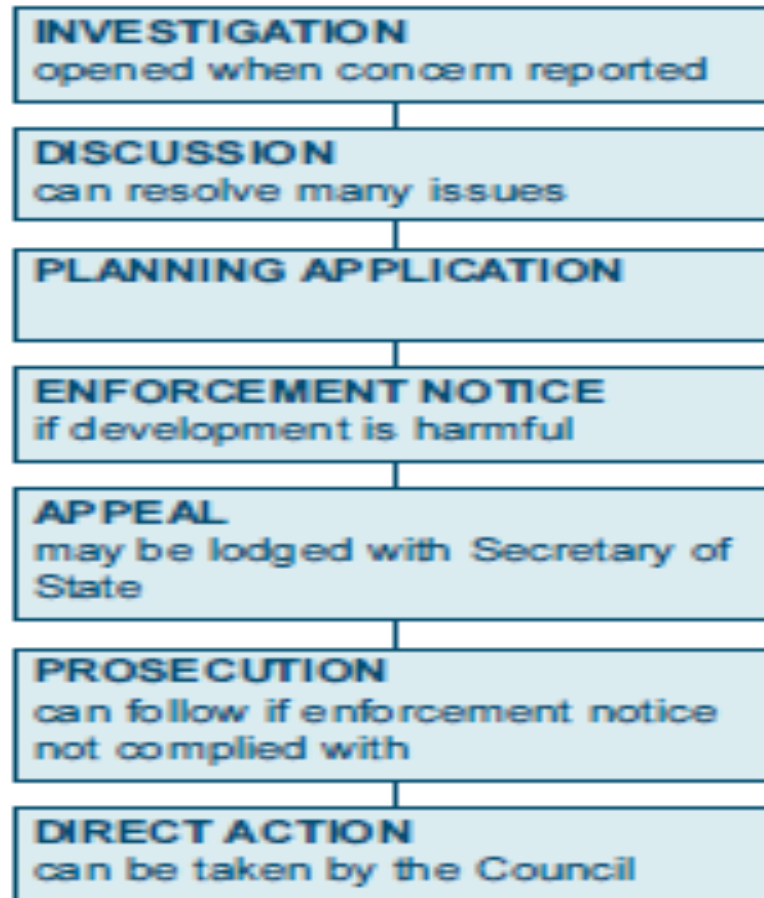
Closed Cases by Year and Quarter

Year ● (Blank) ● 2019 ● 2020 ● 2021 ● 2022 ● 2023 ● 2024



WOKINGHAM
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How do we go about planning enforcement?



Slow and lengthy process

- Investigation – up to 6 months (75-95% negotiated to conclusion)
- Notice served (most appealed = more work/costs)
- Appeal process 6 months until appeal date then up to 3 months for decision (inquiries may take longer)
- Typically 3-12 months for compliance
- Court prosecution 3-9 months +
- Second prosecution or injunction or direct action

Overall time can be YEARS!



Outcomes of Enforcement Investigations

Approximately:

50% no breach of planning control

25% voluntary compliance

20% retrospective details/application submitted

3% enforcement notice served

2% not-expedient or other

12 Notices served 2019

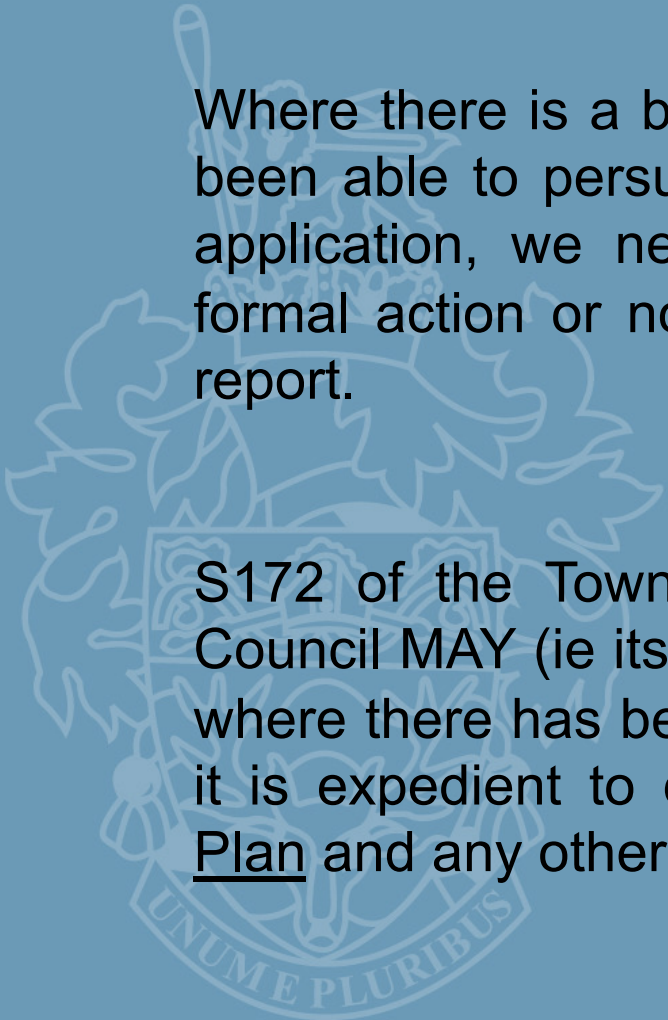
33 Notices served 2020

20 Notices served 2021

34 Notices served 2022

14 Notices served 2023





Where there is a breach of planning control and we have not been able to persuade landowner to comply or to submit an application, we need to consider the expediency of taking formal action or not. In such cases we write an expediency report.

S172 of the Town & Country Planning Act 1990 says the Council MAY (ie its discretionary) issue an enforcement notice where there has been a breach of planning control and where it is expedient to do so, having regard to the Development Plan and any other material considerations.

Expedient means appropriate

What is not a material consideration? (the same as for planning applications)

- Number of complainants
- Private property rights
- Whether we like/dislike the contravenor
- Property values
- Loss of view
- Trade/Business Competition
- Land ownership/boundary disputes
- Worries about damage to neighbouring properties



Quality Planning Enforcement Team

- Deal with more cases, serve more notices and get more injunctions than other Berkshire Authorities
- In top 25% country for serving enforcement notices
- 70-80% Success rate in enforcement appeals



Other Council Enforcement Teams

Enforcement & Safety Team – Environmental health matters (eg noise, licencing, burning waste, ASB)

Highways – Issues on the ‘highway’

Building Control – Breaches of Building Regulations



Typical Questions:

1. What sanctions are available for people who flout planning regulations or deviate from consented plans?

It is not against the law to build something without planning permission. In the first instance the applicant has the right to submit an application and the right to appeal if it is refused. If the applicant chooses not to submit an application to regularise the position the Council will decide whether, or not, it is expedient to serve a notice.



2. What can a parish/town council do and how and what we can influence ?

Encourage people to comply with planning regulations and submit retrospective applications to regularise any breaches.

Explain that not everything is a breach (eg PD)

3. Enforcement and what it can /can't do?

See Local Planning Enforcement Plan



How can you help?

- 1) Be aware - pick up issues before they become a problem
- 2) Explain to residents that the Council's approach is to negotiate, take action where expedient and that enforcement can be a slow process
- 3) Explain not all matters are a breach of planning control and reduce the number of RFS cases, such as:
 - Permitted development
 - Breach of restrictive covenants
 - Parking on highway/sale of vehicles from highway
 - Keeping holiday caravan on drive
 - Damage to property/trespass
 - Behaviour of builders
 - Blocking drive or Right of Way
 - Internal alterations
 - Running a business from home (depends on scale)
 - Chopping down non protected trees/clearing vegetation



Any questions?



WOKINGHAM
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Further Reading

Local Planning Enforcement Plan is on the website for more detail:

<http://www.wokingham.gov.uk/planning/planning-enforcement/planning-enforcement/>

Report breaches through the website online form



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