

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

Present: *Councillors: B. Soane (Chairman); D. Bragg; K. Baker; L. Guttridge; 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)
5 members of the public*

127. **APOLOGIES**

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

128. **DECLARATIONS OF INTEREST**

There were no declarations of interest made by Members.

129. **MINUTES OF THE PLANNING AND COMMUNITY COMMITTEE MEETING HELD ON 10 DECEMBER 2024**

RESOLVED:

- ♦ That the minutes of the Planning and Community Committee meeting held on 10 December 2024 be approved and be signed by the Chairman as a true and accurate record.

130. Following a proposal, Members unanimously agreed to bring forward agenda item 10 – Revised Estimates 2024/25 and Budget Estimates 2025/26 – for consideration as a number of applicants were in attendance to present their applications.

131. **REVISED ESTIMATES 2024/25 AND BUDGET ESTIMATES 2025/26**

Members considered Report No. PC 1/25 and the applications received for grant funding for 2025/26.

Representatives from the Link Visiting Scheme and Readibus, along with the Town Council representative appointed to ARC, were in attendance and provided a short explanation of each organisations work in relation to their annual grant applications for 2025/26.

Members noted the recommendation in Report No. PC 1/25 that the Committee consider referring three annual grant applications which provide support to children and young people – ARC, First Days and Home-Start Wokingham District – to the Leisure Services Committee to be considered for the award of a Youth Grant utilising unspent 2024/25 Youth Service budget. It was highlighted this approach had been taken last year in light of the Youth Grant fund which had been setup by the Leisure Services Committee to utilise unspent 2023/24 Youth Service budget allocation. The Deputy Town Clerk confirmed that, whilst the Youth Grant fund was now spent, the 2024/25 Youth Service budget remained unspent and the Leisure Services Committee could choose to use this to fund these applications again, although this would be entirely at their discretion.

Following consideration, Members unanimously

RESOLVED:

- ◆ To note Report No. PC 1/25
- ◆ To recommend that the Revised Budget Estimates for 2024/25 be approved.
- ◆ To approve a budget of £23,210 for the 2025/26 financial year.
- ◆ For the annual grants received from ARC, First Day's Children's Charity and Home-Start Wokingham District to be referred to the Leisure Services Committee for consideration for funding utilising the unspent 2024/25 Youth Service budget.
- ◆ To recommend to the Strategy and Resources Committee that the following Annual Grants be awarded for 2025/26:

Keep Mobile	£6,000
Link Visiting Scheme	£2,000
ReadiBus	£14,210
The Wokingham Volunteer Centre	£1,000
Total	£23,210

- ◆ To recommend to the Strategy and Resources Committee that the Budget Estimates for 2025/26, subject to the figures above, be approved.

At this point, three Annual Grant representatives left the meeting.

132. **ACTIONS / FOLLOW UPS**

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

27 February 2024 – Minute 188

Councillor Taylor advised Members that the Cycling & Walking task & finish working group had met on 6 January.

Members noted the issue of parking outside schools had not been raised as representatives from MyJourney Wokingham were not in attendance. Councillor Taylor advised the group had reviewed potential cycling and walking routes across Woodley, which had been collated by Councillor Jewell, and that the next steps were to walk / cycle those routes to confirm their appropriateness and identify any infrastructure improvements required, including signage. Members noted MyJourney Wokingham would then be engaged with to review the routes and compare with their own, and to discuss ways forward to progress the improvements, seeking to utilise Wokingham Borough Council funding, if available, and joint and grant funding opportunities. Before finalising, it was planned that public consultation would take place to feed into the final route maps.

12 December 2024 – Minute 116

Councillor Taylor advised that she had not yet received the slides from her HALC Planning training, but has chased and would circulate when received.

133. **CURRENT PLANNING APPLICATIONS**

RESOLVED:

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

134. **PLANNING DECISIONS**

RESOLVED:

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

135. **PLANNING APPEALS**

RESOLVED:

- ◆ To note the following appeal decision by the Planning Inspectorate:

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.
Decision: The appeal was dismissed.

136. **EXISTING LAWFUL CERTIFICATION NOTIFICATION**

RESOLVED:

- ◆ To note the following application for a certificate of lawfulness received by Wokingham Borough Council:

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.

137. **TREE PRESERVATION ORDERS**

RESOLVED:

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

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).

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.

138. **PLANNING ENFORCEMENT**

Members noted the slides from Wokingham Borough Council in relation to planning enforcement guidance, as provided in the agenda.

It was recommended the slides be provided to all new Members of the Committee as part of their training.

Councillor Taylor advised Members that she had read Wokingham's Local Planning Enforcement Plan – July 2024 – and had noticed it referred to residents raising enforcement concerns with their local town or parish councillor who could then help to seek an informal resolution. Members were concerned by this as this was not something they were aware that residents were being advised of, and felt they would not be in a position to offer such assistance nor wished to become "piggy in the middle" between residents and the Borough Planning Enforcement team. It was requested this be raised with Wokingham Borough Council to find more information about; the Town Clerk agreed to initially raise this with other local council Clerks within Wokingham to find out if they were aware, before raising with Wokingham Borough Council officers.

139. **TRANSPORTATION & HIGHWAYS**

139.1 **Community Speedwatch**

Councillor Taylor advised Members that the Community Speedwatch Group needed to undertake more sessions, but these are weather dependent. She also advised the group needed to identify more sites, with a few currently due to be assessed.

139.2 **Highways Issues**

Members noted that Wokingham Borough Council had sent out communication regarding the closure of Headley Road for the implementation of the proposed pedestrian crossing adjacent to the entrance to the Oakwood Centre. Concern was raised about the diversion route proposed, which appeared to cause issues with access to Headley Road East car park, and potential impact on the Oakwood Centre and Coronation Hall. The Town Clerk agreed to raise the matter with Wokingham Borough Council to find more information and resolve any potential issues.

140. **COMMUNITY ISSUES**

There were no community issues raised by Members.

141. **PUBLICATIONS/INFORMATION**

RESOLVED:

- ♦ To note receipt of the following:
 - Promise Inclusion newsletter – December 2024

142. **FUTURE AGENDA ITEMS**

There were no future agenda items suggested by Members

143. **PUBLICITY/WEBSITE**

There were no publicity and website matters raised by Members.

The meeting closed at 8.52 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
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).
Observations: No objections.	
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.
Observations: The Planning & Community Committee have considered this application and object on the grounds that the Planning Inspectorate imposed condition 30 – working hours – for a reason, and that the change these would, even for a temporary period, would be unsocial and present an unreasonable level of disruption to local residents who have already been impacted by this development. Members also noted that the applicant commented they had not undertaken any prior community engagement regarding the request for this change, and only planned to inform neighbouring residents if approved, which the committee felt was unneighbourly.	

243025 60 Rochester Avenue, Woodley, RG5 4NB	Householder application for the proposed erection of an attached garage following demolition of the existing car port.
Observations: No objections.	
243062 93 Haddon Drive, Woodley, RG5 4LY	Householder application for the proposed erection of a two storey rear/side extension.
Observations: No objections.	
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.
Observations: No objections.	
243094 32 Rose Close, Woodley, RG5 4UR	Householder application for the proposed two storey side extension and ground floor front extension.
Observations: No objections.	
243103 12 Corbett Gardens, Woodley, RG5 4JY	Householder application for the proposed erection of a single storey rear extension.
Observations: No objections.	
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.
Observations: The Planning & Community Committee noted that the Wokingham Borough Planning Portal only provides a location and block plan for this proposal – no other plans are visible. As such, the Committee could not consider the application and recommend the application is not determined until sufficient plans are published, and the Committee have been able to consider these at their next meeting – due to take place on the Tuesday 4 February. Comments will be provided by 6 February.	
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.
Observations: No objections.	

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.
Observations: No objections.	
243153 97 Fairwater Drive, Woodley, RG5 3JQ	Householder application for the proposed front porch and storey rear extension with change in fenestration.
Observations: No objections.	