



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; 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 17 June 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 20 MAY 2025** Page 3
To approve the minutes of the Planning and Community Committee meeting held on 20 May 2025 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. **PLANNING APPEALS**

To note the following appeal decision:

Applications: 242147 / 242148

Location: 145 Crockhamwell Road, Woodley, RG5 3JP

Proposal Installation of / advertising consent for 1 no. communications kiosk with integrated advertising display. (Woodley Town Council submitted objections to the proposal.)

Decision: The appeal was dismissed

8. **TREE PRESERVATION ORDERS**

a) Applications for works to trees

This type of application does not require consultation.

To note application 251197:

Location: TPO 143/1977, AREA 1: 15 Sandford Drive, Woodley, Wokingham, RG5 4RR.

Proposal: T1, Oak - Fell stem 1 leaving a 2-3m high stump for habitat value and to maintain the stability of stem 2; stem 2 - reduce canopy height and lateral spread on the north and east side of crown by 1-1.5m.

9. **ENFORCEMENT ISSUES**

a) To note the enforcement notifications listed in ***Appendix 9a.*** Page 17

b) To note the enforcement case closures listed in ***Appendix 9b.*** Page 18

10. **BUDGETARY CONTROL**

To note **Report No. PC 4/25.** Page 19

11. **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.

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 – May 2025
- Wokingham Volunteer Centre newsletter – May 2025

14. **FUTURE AGENDA ITEMS**

To consider suggestions for future agenda items.

15. **PUBLICITY/WEBSITE**

To consider suggestions for items to be publicised.

Minutes of a Meeting of the Planning and Community Committee held at the Oakwood Centre on Tuesday 20 May 2025 at 7:45 pm

Present: *Councillors: B. Soane (Chairman); K. Baker; D. Bragg; C. Jewell; V. Lewis; J. Sartorel; J. Taylor;*

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

Also present: *Cllr R. Horskins (virtual attendance)
2 members of the public*

1. **APPOINTMENT OF CHAIRMAN AND VICE CHAIRMAN**

The Town Clerk asked for nominations for the position of Chairman of the Planning & Community Committee for the 2025/26 municipal year.

It was proposed by Councillor Baker, seconded by Councillor Bragg, and

RESOLVED:

- ♦ That Councillor Soane be appointed to the position of Chairman of the Planning & Community Committee for the 2025/26 municipal year.

Voting: For: 7 Against: 0 Abstentions: 0 No Vote Recorded: 1

It was proposed by Councillor Soane, seconded by Councillor Bragg, and

RESOLVED:

- ♦ That Councillor Sartorel be appointed to the position of Vice Chairman of the Planning & Community Committee for the 2025/26 municipal year.

Voting: For: 7 Against: 0 Abstentions: 1 No Vote Recorded: 0

2. **APOLOGIES**

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

3. **DECLARATIONS OF INTEREST**

There were no declarations of interested made by Members.

4. **MINUTES OF THE PLANNING AND COMMUNITY COMMITTEE MEETING HELD ON 29 APRIL 2025**

RESOLVED:

- ♦ That the minutes of the Planning and Community Committee meeting held on 29 April 2025 be approved and be signed by the Chairman as a true and accurate record.

5. **ACTIONS / FOLLOW UPS**

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

30 January 2024 – Minute 172

In relation to the replacement of Council noticeboards, the Town Clerk advised that a recommended list of locations was being collated, taking into account the feedback sought from Councillors previously, and that the Amenities Manager had been consulted and a suitable design identified. He explained the design identified was more expensive than expected, and a request would be presented to the Strategy & Resources Committee for additional funding at a future meeting. He also confirmed that the final list of locations would be presented to the Planning & Community Committee for final consideration.

A request was made to ensure a new noticeboard was located at Centre Stage.

12 December 2024 – Minute 116

The Town Clerk advised Members that no company had responded to confirm responsibility for the noticeboard on Loddon Park estate. As such, further consideration would need to be made as to how the Town Council might take over responsibility for this noticeboard.

6. CURRENT PLANNING APPLICATIONS

RESOLVED:

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

7. PLANNING DECISIONS

RESOLVED:

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

8. PLANNING APPEALS

RESOLVED:

- ◆ To note the following planning appeal against refusal of planning permission has been lodged with the Planning Inspectorate:

Application: 250141

Location: 91 Reading Road, Woodley, Wokingham, RG5 3AE

Proposal: Householder application for the proposed erection of an annexe to rear for use ancillary to the main dwelling.

(Woodley Town Council had no objections to the proposal.)

9. PRIOR APPROVAL APPLICATION

RESOLVED:

- ◆ To note the following applications for prior approval received by Wokingham Borough Council:

Application: 250979

Location: 79 Woodlands Avenue, Woodley, Wokingham, RG5 3HG

Proposal: Application for the prior approval of the erection of a single storey rear extension, which would extend beyond the rear wall of the original house by 8.00 m, for which the maximum height would be 4.00 m and the height of the eaves 2.75 m plus a single storey rear extension, which would extend beyond the rear wall of the original house by 4.97m, for which the maximum height would be 4.00 m and the height of the eaves 2.75 m.

Application: 251015
Location: 273 Loddon Bridge Road, Woodley, Wokingham, RG5 4BL
Proposal: Application for the prior approval of the erection of a single storey rear extension, which would extend beyond the rear wall of the original house by 6.00m, for which the maximum height would be 2.98m and the height of the eaves 2.55m.

10. **TREE PRESERVATION ORDERS**

RESOLVED:

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

Application: 251065
Location: TPO1696/2019, AREA 2 36 Church Road, Woodley, Wokingham, RG5 4QJ
Proposal: T1, Holm Oak – Remove deadwood; prune low branch over highway to 5.2m above ground level. T2, Robinia – Remove deadwood. T3, Elm – Prune low branches over highway to 5.2m above ground level. T4, Robinia – Remove deadwood. T11, Robinia – Remove deadwood.

Application: 251118
Location: TPO 1059/2004, GROUP 1: 16 The Laurels, Woodley, Wokingham, RG5 3BA.
Proposal: G1, Oak x 3 – Crown reduction by 3m.

Application: 251074
Location: SECTION 211 NOTIFICATION FOR WORKS IN A CONSERVATION AREA: 36 Church Road, Woodley, Wokingham, RG5 4QJ
Proposal: T5, Robinia and Elm – Remove deadwood; remove suppressed Elm. T6, Copper Beech – Remove deadwood; prune tertiary branch tips to achieve up to 500mm clearance from overhead service cable. T7, Hornbeam – Remove deadwood. T9, Robinia – Remove deadwood. T12, Ash – Remove stems close to southern boundary fence. G1, Laurel and Hazel – Prune or remove branches and stems in contact with structures to achieve up to 1m clearance. T16, Holly – Remove smaller stems close to neighbouring fence; prune low branches to achieve up to 1m clearance from structures; remove buddleia. T17, Tree of Heaven – Remove to approx. 50mm from ground level.

11. **ENFORCEMENT ISSUES**

RESOLVED:

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

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

Councillor Taylor provided Members with an update on the work of the Cycling and Walking task & finish working group, detailing that the committee was focussed on developing a local cycle network which encourages people to make short, utility or commuting trips by bike. Members noted the committee intended to learn from local and national cycling initiatives, and were working closely with the Active Travel team at Wokingham Borough Council who had indicated, whilst limited, there may be potential budget for improvements to infrastructure, including signage.

It was also noted that the working group were intending on operating a stall at Woodley Carnival alongside officers from Wokingham's Active Travel team at which they would be able to highlight and discuss the committee's work and the benefit Active Travel with residents.

In light of the ongoing nature of the committee's work, it was proposed by Councillor Baker, seconded by Councillor Lewis, that the committee type be changed from a task & finish working group to a sub committee, with Members noting that this meant the group would no longer have an end date stipulated in the terms of reference.

A request was made to consider improving 'no cycling / scooting' signage in the town centre and the Town Clerk confirmed he would speak with the Town Centre Manager to discuss this.

Following a vote, it was:

RESOLVED:

- ◆ To amend the committee's type to Sub Committee, adjusting the terms of reference and committee name accordingly.
- ◆ To amend the committee's terms of reference to increase the number of members from 5 to 6 and to include the addition of a Conservative member onto the group,

Voting: For: 8 Against: 0 Abstentions: 0 No Vote Recorded: 0

- ◆ To note that Councillor Errawalla had been appointed as the Conservative group Member to the Cycling and Walking Sub Committee.

13. **TRANSPORTATION & HIGHWAYS**

13.1 **Community Speedwatch**

Councillor Taylor advised Members there was limited updates to provide, but that she had investigated potential speedwatch locations on Beechwood Avenue following the request made at Full Council from Councillor Kennedy.

13.2 **Highways Issues**

It was noted that the footpath between Hicks estate and the Oakwood Centre was currently closed whilst Wokingham Borough Council undertake works to install a new pedestrian crossing outside the Oakwood Centre, however no sign advising members of the public where they should walk to access the Oakwood Centre was provided. It was requested this be taken up with Wokingham Borough Council.

14. **WOKINGHAM BOROUGH COUNCIL COMMUNITY GOVERNANCE REVIEW**

RESOLVED:

- ◆ To note that the response to Wokingham Borough Council's initial Community Governance Review consultations, which ran from 31 January to 25 April 2025, had now been published on Wokingham Borough Council's engage website, and that draft recommendations will be published shortly, with feedback sought in July, and final recommendations set to go out for public consultation in August.

15. **COMMUNITY ISSUES**

There were no community issues raised by Members.

16. **PUBLICATIONS/INFORMATION**

Members noted that BALC training courses, currently provided free as part of the Council's membership, would cease to be so from April 2026, with Members encouraged to consider any training they might wish to attend now.

RESOLVED:

- ◆ To note receipt of the following:
 - Promise Inclusion newsletter – April 2025
 - Berkshire Association of Local Councils newsletter – May 2025

17. **FUTURE AGENDA ITEMS**

There were no future agenda items suggested by Members

18. **PUBLICITY/WEBSITE**

There were no future publicity or website items raised by Members.

A note of thanks was expressed to the Communications & Events Manager for the quality of recent press releases made on behalf of the Council.

The meeting closed at 8.54 pm

Woodley Town Council

Observations on the following Planning Applications made at the Planning & Community Committee meeting held on 20 May 2025

Application No. & Address	Proposal
250468 8 Butts Hill Road, Woodley RG5 4NH	Householder application for the proposed erection of an outbuilding with gabled roof, including roof lights to facilitate loft storage (part-retrospective).
Observations: No objections.	
250897 14 Selsdon Avenue, Woodley RG5 4PG	Householder application for proposed single storey front extension to facilitate a front porch followed by a two storey side, part two storey and single storey rear extension, along with loft conversion to create habitable accommodation to include 1 No. dormer followed by changes to fenestration and demolition of 1 No. chimney and existing outbuilding.
Observations: No objections.	
251044 82 Woodlands Avenue, Woodley, RG5 3HD	Householder application for the proposed single storey front and rear extension plus garage conversion.
Observations: No objections.	
251075 273 Loddon Bridge Road, Woodley, RG5 4BL	Householder application for the proposed 2no. dropped kerbs.
Observations: No objections.	
250150 3 Fawcett Crescent, Woodley, RG5 3HX	Householder application for the proposed two storey front, side and rear extension, plus changes to fenestration and the conversion of the roof into habitable living accommodation.
Observations: The Planning & Community Committee have considered this application. They noted that this was a revised application, with the application originally sent to the Council earlier in the year and considered by the Committee in February – to which, no objections were raised. However, the Committee could only see newly proposed plans submitted in May and could not see any plans from earlier in the year, so were unable to consider what the changes were. Whilst the Committee did not submit any objections, they did note a concern that a two-storey extension projecting forward of the front elevation was out of character with the street scene.	

250434 44 Coppice Road, Woodley, RG5 3RA	Householder application for the proposed two storey side extension. Plus, the erection of a new porch and changes to fenestration. Following the demolition of the existing chimney.
Observations: No objections.	
251119 17 Reading Road, Woodley, RG5 3DA	Householder application for the proposed replacement of existing rear flat roof with new roof incorporating parapet walls to the sides and insertion of two glazed roof lanterns and a sun tube
Observations: No objections.	
251124 Land at Lands End House, Beggars Hill Road, Lands End, Twyford, RG10 0UD	Permission in principle application for the proposed erection of 1 no. detached dwelling.
Observations: No comment.	

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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.	At meeting (20 May 2025) Town Clerk advised a list of locations was being collated, taking into account previous feedback from Councillors. A suitable design has been identified, but these are more expensive than expected. A request will be presented to the Strategy & Resources Committee for additional funding at a future meeting, with the final list of locations presented to P&C 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.	Cllr Taylor advised Members (4 Feb 2025) that the group does not have capacity to progress this at this time.	30/01/25

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.	COMPLETE New accessible ramp from disabled bays to pavement now installed - 6 June 2025, resolving an outstanding issue.	12/06/25

Meeting Date:		12 December 2024	
Minute	Action	Progress Update	Last Updated
116	Contact management committee responsible for new noticeboard on Loddon Park estate, to request access / take over responsibility for the noticeboard.	Town Clerk advised Members (20 May 2025) no company had responded to confirm responsibility; further consideration needs to be made to consider to how the Town Council might assume responsibility for the noticeboard	27/02/25
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.		

Meeting Date:		20 May 2025	
Minute	Action	Progress Update	Last Updated
12	Town Clerk to discuss with Town Centre Manager the need to improve 'no cycling / e-scooting' signage in the Town Centre.	COMPLETE Town Clerk spoke to Town Centre Manager who will feed this into the Town Centre Partnership's discussions.	12/06/25

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

PLANNING APPLICATIONS

Application No.	Address	Proposal	Parish Ward	Borough Ward
251115	43 Rowan Drive, Woodley, RG5 4LN	Householder application for the proposed erection of a single storey front extension.	Coronation Central	Bulmershe & Coronation
251184	108 Reading Road, Woodley, RG5 3AD	Householder application for the proposed erection of a single storey rear extension, plus erection of a replacement roof with 2 no. dormers to create first floor accommodation following removal of the existing roof and chimneys, creation of front and rear roof terraces, removal of the front bay window and changes to fenestration.	Warren	Bulmershe & Coronation
251185	5 South Lake Crescent, Woodley, RG5 3QW	Full application for the proposed erection of 1 no. detached three bedroom dwelling with associated cycle store, plus creation of new access and parking for the new dwelling and no. 5 South Lake Crescent following closure of the existing access.	Loddon Airfield West	South Lake
251187	281-283, Loddon Bridge Road, Reading, RG5 4BE	Full application for the change of use of 283 Loddon Bridge Road to a dental practice, to be used in conjunction with the existing dental practice at 281 Loddon Bridge Road. Including the addition of an open sided canopy link.	Bulmershe	South Lake
251275	33 Duffield Road, Woodley, RG5 4RL	Householder application for the proposed erection of a first floor rear extension and a single storey rear extension, including fenestration and the demolition of existing conservatory.	Coronation East	Bulmershe & Coronation
251308	46 Colemans Moor Lane, Woodley, RG5 4BT	Householder application for the proposed erection of a single storey rear extension and a two-storey side extension, including new fenestration and the creation of a new widened dropped kerb.	Loddon Airfield South	Loddon
251339	14 Nightingale Road, Woodley, RG5 3LS	Householder application for the proposed two storey side/rear extension, partial garage conversion and changes to fenestration.	South Lake North	South Lake
251347	82 Caldbeck Drive, Woodley, RG5 4JX	Householder application for the proposed part two storey, part single storey side and rear extensions following the demolition of the garage. Along with a front porch and changes to fenestration.	Bulmershe	South Lake

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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
250730 25 Colemans Moor Lane, Woodley, RG5 4BT	Householder application for the proposed erection of a part single, part two storey side/rear extension, following demolition of existing porch, conservatory and garage. <i>Reason for refusal:</i> "...by virtue of the design, form and location, the first-floor flat roof extensions would be out of character in the street scene contrary to Policy CP3 of the Core Strategy and Section 4, page 55 of the Borough Design Guide."

APPROVED – CONTRARY TO TOWN COUNCIL RECOMMENDATION

Ref. / Address	Details
None	

APPROVED – ENDORSING TOWN COUNCIL RECOMMENDATION

Ref. / Address	Details
243015 25 Kingsford Close, Woodley, RG5 4DT	Householder application for proposed two storey side extension.
250468 8 Butts Hill Road, Woodley, RG5 4NH	Householder application for the proposed erection of an outbuilding with gabled roof, including roof lights to facilitate loft storage (part-retrospective).
250609 17 Retford Close, Woodley, RG5 4TP	Householder application for the proposed erection of a front porch. Plus, the erection of a pitched roof at the front of the garage, single storey rear extension with feature lantern and changes to fenestration.
250651 120 Fairwater Drive, Woodley, RG5 3JB	Householder application for a proposed single storey side and rear extension.
250674 18 Rochester Avenue, Woodley, RG5 4NA	Householder application for the proposed garage conversion into office space plus changes to fenestration (PART - RETROSPECTIVE).

APPROVED – ENDORSING TOWN COUNCIL RECOMMENDATION cont...

250720 20 Farriers Close, Woodley, RG5 3DD	Householder application for the proposed erection of a single storey front and rear extension, plus conversion of the garage into habitable accommodation, changes to fenestration following the demolition of the existing conservatory.
250736 42 South Lake Crescent, Woodley, RG5 3QJ	Householder application for the proposed erection of single storey front extension creating porch, two storey side extension, two storey rear extension plus conversion of loft to create habitable accommodation to include 1no. dormer, rooflights, solar panels and changes to fenestration.
250759 45 South Lake Crescent, Woodley, RG5 3QJ	Householder application for the proposed erection of a single storey side extension following demolition of the existing single storey side extension, plus changes to fenestration.
250913 13 Wilmington Close, Woodley, RG5 4LR	Householder application for the proposed erection of a single storey front extension to form porch, following demolition of existing porch.
250923 59 Woodlands Avenue, Woodley, RG5 3HF	Householder application for the proposed erection of a single storey rear extension following part demolition of existing living/dining room and chimney, plus conversion of the loft, including the insertion of 2no. dormers to create first floor habitable accommodation.
251119 17 Reading Road, Woodley, RG5 3DA	Householder application for the proposed replacement of existing rear flat roof with new roof incorporating parapet walls to the sides and insertion of two glazed roof lanterns and a sun tube

ENFORCEMENT NOTIFICATIONS - 17th June 2025

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, Wokingham, RG5 3QX	House of multiple occupants with a large amount of residents
3 The Parade - Fairwater Drive, Woodley, RG5 3JG	Running a motorycle business
53 Woodwaye, Woodley, Wokingham, RG5 3HB	Not building in accordance with approved plans - overhanging
80 Millbank Crescent, Woodley, Wokingham, RG5 4ER	Large wooden house structure built without permission
246 Kingfisher Drive, Woodley, Wokingham, RG5 3LH	Breach of condition 2 and 3 of 231793 . Hydraulic lift still in place.

ENFORCEMENT CLOSURES - 17th June 2025

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
35 Crockhamwell Road, Woodley, Wokingham, RG5 3LE	Dormer windows installed without obscure glass as per planning permission and height	No expedient
Headley Road East, Woodley, Wokingham, RG5 4SN	Hours of operation	Voluntary compliance
29 Glendevon Road, Woodley, Wokingham, RG5 4PJ	Unauthorised installation of hardstanding and dropped kerb	No breach
3 The Parade - Fairwater Drive, Fairwater Drive, Woodley, RG5 3JG	Running a motorcycle business	Notice served
1 Comet Way, Woodley, Wokingham, RG5 4NZ	Unauthorised flue and pipe on the wall directly next to the pavement	No breach

BUDGETARY CONTROL

Month 2 16.67%

PLANNING AND COMMUNITY COMMITTEE**2025/2026**

Code	Description	Budget 2025/2026	Actual Exp as at 31/05/2024	Actual Exp as at 31/05/2025	Actual Exp as % of Budget
605					
	Expenditure				
	4661 Readibus Grant	14,210	7,105	7,105	50.00%
	4662 Wokingham Volunteer Centre	1,000	500	500	50.00%
	4663 CAB Grant	0	4,000	0	0.00%
	4665 Keep Mobile Grant	6,000	2,645	3,000	50.00%
	4666 Link Visiting Scheme Grant	2,000	750	1,000	50.00%
	Total	23,210	15,000	11,605	50.00%
	Income				
	Total	0	0	0	0.00%
	Net	23,210	15,000	11,605	50.00%