



The Oakwood Centre, Headley Road, Woodley, Berkshire, RG5 4JZ  
www.woodley.gov.uk

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To: **Members of the Planning and Community Committee**  
Councillors P. Wicks (Chairman); K. Baker; D. Bragg; J. Cheng; K. Gilder; C. Jewell;  
D. Mills; M. Nagra; S. Rahmouni; R. Skegg

**NOTICE IS HEREBY GIVEN that a meeting of the Planning and Community Committee will be held at 7:45 pm on Tuesday 1 December 2020, at which your attendance is requested. This will be a virtual meeting, as authorised by the Coronavirus Act (2020), Section 78.**

Deborah Mander  
Town Clerk

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## **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 3 NOVEMBER 2020** Page 5  
To approve the minutes of the Planning and Community Committee meeting held on 3 November 2020 and for the Chairman to sign them as a true record.
4. **CURRENT PLANNING APPLICATIONS** Page 15  
To consider current planning applications and agree comments to be forwarded to the planning authority. **(Appendix 4)**
5. **PLANNING DECISIONS** Page 17  
To note information on decision notices received from the planning authority since the last meeting. **(Appendix 5)**

6. **PLANNING APPEALS**

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

Application: 201216

Location: 66 Mannock Way, Woodley, RG5 4XW.

Proposal: Householder application for the proposed erection of a single storey front extension, part raising of the roof and part garage conversion.

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

7. **NEIGHBOUR CONSULTATION SCHEME**

This type of application only requires consultation with adjoining neighbours of the site.

To note application 202982

Location: 184 Colemans Moor Road, Woodley, RG5 4DP.

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 4.45m, for which the maximum height would be 3.70m and the height of the eaves 2.50m.

8. **PRIOR APPROVAL SUBMISSION**

This type of application does not require consultation.

To note application 202996

Location: 81-107 Crockhamwell Road, Woodley, RG5 3JP.

Proposal: Prior approval submission for the construction of one additional storey to existing terraced building for 11 No. residential flats (7 No. 2 bedroom units and 4 No. 1 bedroom units).

9. **TREE PRESERVATION ORDERS**

**Applications for works to trees**

This type of application does not require consultation.

To note application 202771

Location: TPO 256/1984: 4 Cody Close, Woodley.

Proposal: To selectively prune one Oak tree.

To note application 203069

Location: TPO 170/1980: 24 Mollison Close, Woodley.

Proposal: To selectively prune one Oak tree.

To note application 203080

Location: TPO 1255/2008: 216 Colemans Moor Road, Woodley.

Proposal: To selectively prune one Oak tree.

10. **PRE-APPLICATION CONSULTATION:**  
**PROPOSED TELECOMMUNICATIONS INSTALLATION:**  
**194-198 CROCKHAMWELL ROAD, WOODLEY**

To note correspondence received from Waldon Telecom Ltd, attached at **Appendix 10(i)**, regarding the proposed installation of a new tele-communications mast at 194-198 Crockhamwell Road, Woodley, RG5 3JH, to replace the existing mast at Headley Park Industrial Estate. The site at Headley Park Industrial Estate is being lost from the network for reasons

beyond the operator's control. Drawings showing details of the proposal are attached at **Appendix 10(ii)**.

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A response to the consultation is required by 2 December 2020.

11. **CITIZENS ADVICE WOKINGHAM**

To note that the Citizens Advice Wokingham Annual Impact Report 2019/20 was circulated to all Members by Councillor Bragg.

12. **PUBLICATIONS/INFORMATION**

To note receipt of the following:

- *Me2 Club Newsletter – October 2020*
- *Connecting Communities in Berkshire E-Bulletin – November 2020*

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**

To note the enforcement notifications listed in **Appendix 15a** and the enforcement case closures listed in **Appendix 15b**.

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16. **MINUTES OF THE URGENCY COMMITTEE**

a) To note the minutes of the Urgency Committee meeting that took place on 9 November 2020. (**Report No. PC 8/20**)

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b) To note the minutes of the Urgency Committee meeting that took place on 17 November 2020. (**Report No. PC 9/20**)

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**Minutes of a Meeting of the Planning and Community Committee held remotely  
on Tuesday 3 November 2020 at 7:45 pm**

**Present:** *Councillors: P. Wicks (Chairman); K. Baker; D. Bragg; C. Jewell; D. Mills;  
M. Nagra; R. Skegg*

**Officers present:** *L. Matthews, Committee Officer*

**Also present:** *1 member of public*

101. **APOLOGIES**

Apologies for absence were received from Councillors J. Cheng, K. Gilder and S. Rahmouni.

102. **DECLARATIONS OF INTEREST**

Councillor R. Skegg - Prejudicial interest: Agenda item 5, planning application 202705: 35 Cartmel Drive, as he owns the property opposite to No. 35.

Councillor Skegg took no part in the discussion or the decision on planning application 202705.

103. **MINUTES OF THE PLANNING AND COMMUNITY COMMITTEE MEETING HELD ON  
6 OCTOBER 2020**

**RESOLVED:**

- ◆ That the minutes of the Planning and Community Committee meeting held on 6 October 2020 be approved and be signed by the Chairman as a true and accurate record.

104. **MINUTES OF URGENCY COMMITTEE MEETING - 5 OCTOBER 2020**

**RESOLVED:**

- ◆ To note Report No. PC 6/20 - the minutes of the Urgency Committee meeting held on 5 October 2020.

105. **CURRENT PLANNING APPLICATIONS**

**RESOLVED:**

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

106. **PLANNING DECISIONS**

**RESOLVED:**

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

107. **NEIGHBOUR CONSULTATION SCHEME**

**RESOLVED:**

- ◆ To note application 202709  
Location: 32 Colemans Moor Lane, Woodley, RG5 4BT.  
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 5.47m, for which the maximum height would be 3.15m and the height of the eaves 2.9m.
  
- ◆ To note application 202724  
Location: 10 Crediton Close, Woodley, RG5 4DQ.  
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 3.31m, for which the maximum height would be 3.5m and the height of the eaves 2.51m.
  
- ◆ To note application 202785  
Location: 70 Colemans Moor Lane, Woodley, RG5 4BT.  
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 6m, for which the maximum height would be 3.25m and the height of the eaves 3m.

108. **TREE PRESERVATION ORDERS**

**RESOLVED:**

- ◆ To note application 202541  
Location: TPO 173/1980: 1 Keane Close, Woodley.  
Proposal: To selectively prune one Oak tree.
  
- ◆ To note application 202544  
Location: TPO 173/1980: 2 Keane Close, Woodley.  
Proposal: To selectively prune one Oak tree.
  
- ◆ To note application 202617  
Location: TPO 78/1975: 21 Duffield Road, Woodley.  
Proposal: To selectively prune one Ash tree.
  
- ◆ To note application 202619  
Location: TPO 665/1994: 10 Tiverton Close, Woodley.  
Proposal: To fell one Norway Maple tree.
  
- ◆ To note application 202630  
Location: TPO 1745/2020: 263 Loddon Bridge Road, Woodley.  
Proposal: To selectively prune one Birch tree and one Tulip tree.
  
- ◆ To note that Wokingham Borough Council had varied the following Tree Preservation Order:  
TPO 1717/2020 – relating to trees to the east of 179/181 Headley Road East, Woodley.

The variation altered the species of trees T1 and T3 from Sycamore to Ash.

109. **CYCLING IN WOODLEY WORKING PARTY**

Members noted that, following the death of Councillor John MacNaught, there were now two vacant positions on the Cycling in Woodley Working Party.

**RESOLVED:**

- ◆ That no appointments would be made to the vacant positions on the Cycling in Woodley Working Party at the current time.

110. **WOKINGHAM BOROUGH COUNCIL: PROPOSED WAITING RESTRICTIONS - VARIOUS ROADS**

Members considered the proposal by Wokingham Borough Council to introduce waiting restrictions (double yellow lines) at the following locations:

- At the entrance to Addington School from Woodlands Avenue.
- In Loddon Bridge Road, adjacent to and opposite the entrance to Millers Grove.
- In Millers Grove.
- In Loddon Bridge Road, adjacent to and opposite the entrance to Addington Gardens.
- At the western end of Nightingale Road, adjacent to the entrance to the electrical substation.

**RESOLVED:**

- ◆ To object to the proposal to introduce double yellow lines in Nightingale Road adjacent to the entrance to the electrical substation, as this space was required for parking for people using Earley Station, and to suggest that a "Keep clear" sign be painted on the road just in the area immediately outside the entrance to the substation.
- ◆ That no objection be made to the proposed double yellow lines in the following locations:
  - At the entrance to Addington School from Woodlands Avenue.
  - In Loddon Bridge Road, adjacent to and opposite the entrance to Millers Grove.
  - In Millers Grove.
  - In Loddon Bridge Road, adjacent to and opposite the entrance to Addington Gardens.

111. **READING BOROUGH COUNCIL: CONSULTATION ON DRAFT AFFORDABLE HOUSING SUPPLEMENTARY PLANNING DOCUMENT**

Members noted that Reading Borough Council had published a Draft Affordable Housing Supplementary Planning Document for consultation.

112. **PUBLICATIONS/INFORMATION**

**RESOLVED:**

- ◆ To note receipt of the following:
  - *Connecting Communities in Berkshire E-Bulletin – October 2020*
  - *The Link Visiting Scheme Newsletter – Autumn 2020*

113. **FUTURE AGENDA ITEMS**

There were no suggestions for future agenda items.

Under this item, a suggestion was made that the Committee's comments on planning applications be sent to all the Borough Councillors representing Woodley. Members discussed this suggestion and it was

**RESOLVED:**

- ◆ That the Committee's comments on planning applications would not be sent to all the Borough Councillors representing Woodley.

114. **PUBLICITY/WEBSITE**

There were no suggestions for items to be publicised.

115. **ENFORCEMENT ISSUES**

**RESOLVED:**

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

The meeting closed at 8:50 pm

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3 November 2020

## Woodley Town Council

## Observations on the following Planning Applications

| <b>Application No. &amp; Address</b>   | <b>Proposal</b>   |
|--|---|
| <b>202330</b><br>4 Wildwood Close,<br>Woodley, RG5 3BY   | Householder application for the proposed erection of a single storey rear extension including the insertion of 6 No. rooflights plus extension to existing garage.  |
| <b>Observations:</b><br>No objections.   |   |
| <b>202385</b><br>63 Welford Road,<br>Woodley, RG5 4QS  | Householder application for the proposed erection of a single storey rear extension with 2 No. rooflights following demolition of existing conservatory, raising of existing flat roof, plus changes to fenestration and insertion of chimney flue. |
| <b>Observations:</b><br>No objections.   |   |
| <b>202450</b><br>7 The Ridgeway,<br>Woodley, RG5 3QD   | Householder application for the proposed single storey rear extension, single storey front extension to form porch, plus raising of existing roof to create first floor accommodation with dormer extensions.                                       |
| <b>Observations:</b><br>The Committee was concerned about the large size of the proposed extension and asked that any concerns raised by the neighbours be taken into account.   |   |
| <b>202455</b><br>194 Colemans Moor<br>Road,<br>Woodley, RG5 4DP  | Full application for the proposed subdivision of the site and erection of a 3 No. bedroom detached dwelling with associated access, parking and amenity space, following demolition of existing conservatory.                                       |
| <b>Observations:</b><br>The Committee recommended that this application be refused on the following grounds: <ul style="list-style-type: none"> <li>- The proposed new dwelling is too large for the site and the site will be cramped.</li> <li>- Out of character with the street scene.</li> <li>- The proposal could encroach on communal amenity land.</li> </ul> The Committee had concerns about the safety of the trees to the front of the property and asked that a landscaping plan be requested if planning permission is granted. |   |
| <b>202501</b><br>5 Fairwater Drive,<br>Woodley, RG5 3JG  | Householder application for proposed erection of a two storey side extension and single storey front porch.   |
| <b>Observations:</b><br>No objections.   |   |

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| <p><b>202506</b><br/>8 Armstrong Way,<br/>Woodley, RG5 4NW</p>   | <p>Application to vary condition 2 of planning consent 181600 for the proposed erection of part two storey, part single storey side extension to create one 2 No. bedroom terraced dwelling. Condition 2 refers to the approved documents and the variation is to allow a revision of the parking layout and access, and changes to fenestration on the rear elevation. (Retrospective)</p>  |
| <p><b>Observations:</b><br/>No objections.</p>   |  |
| <p><b>202571</b><br/>3 Penrose Avenue,<br/>Woodley, RG5 3PA</p>  | <p>Householder application for the proposed erection of a first floor side/rear extension and re-pitching of roof.</p>   |
| <p><b>Observations:</b><br/>No objections.</p>   |  |
| <p><b>202572</b><br/>136 Kingfisher Drive,<br/>Woodley, RG5 3QL</p>  | <p>Householder application for the proposed erection of a single storey rear extension after the demolition of existing conservatory.</p>  |
| <p><b>Observations:</b><br/>No objections.</p>   |  |
| <p><b>202612</b><br/>58 Headley Road,<br/>Woodley, RG5 4JE</p>   | <p>Full planning application for the proposed change of use of existing part ground floor restaurant (A3) and first floor dwelling comprising 6 No. residential units, with a commercial shop. Erection of part single storey, part two storey rear extension to existing building following demolition of existing rear ground floor and conversion of existing loft to create habitable accommodation with side dormer extensions.</p> |
| <p><b>Observations:</b><br/>The Committee recommended that the application be refused on the following grounds:</p> <ul style="list-style-type: none"> <li>- The proposed side dormer is very large.</li> <li>- Impact on the neighbouring property.</li> <li>- Insufficient parking provision.</li> <li>- The application is confusing and the proposal needs to be clarified.</li> </ul> |  |
| <p><b>202616</b><br/>15 Spruce Road,<br/>Woodley, RG5 4BB</p>  | <p>Householder application for erection of an outbuilding to the rear of existing dwelling. (Part retrospective)</p>   |
| <p><b>Observations:</b><br/>No objections.</p>   |  |

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| <p><b>202626</b><br/>29-34 Mannock Way,<br/>Woodley, RG5 4XW</p>  | <p>Full application for the replacement of all white single-glazed top hung timber mock sash windows and PVCu windows with white top hung double-glazed PVCu windows to give the windows a more uniform look. The front communal door is to be changed with like for like timber as per the plans.</p>                         |
| <p><b>Observations:</b><br/>No objections.</p>  |  |
| <p><b>202634</b><br/>19 Warren Road,<br/>Woodley, RG5 3AR</p>   | <p>Householder application for the proposed erection of single storey side extension to form garage and single storey rear extension including 1 No. rooflight.</p>  |
| <p><b>Observations:</b><br/>No objections.</p>  |  |
| <p><b>202643</b><br/>Little Hungerford Substation,<br/>Off Nightingale Road,<br/>Woodley, RG5 3RY</p>   | <p>Full application for the proposed installation of telecommunications equipment consisting of 3 No. replacement antennae on existing steelwork, GPS antenna and new ancillary radio equipment to existing mast along with installation of replacement cabinets and upgrade to feeder cables, plus ancillary development.</p> |
| <p><b>Observations:</b><br/>No objections.</p>  |  |
| <p><b>202685</b><br/>Land adjacent to 2-6 Hudson Road,<br/>Woodley, RG5 4EW</p>   | <p>Full application for the erection of 1 No. retail kiosk and 3 No. retail pods.</p>  |
| <p><b>Observations:</b><br/>The Committee recommended that this application be refused on the following grounds:</p> <ul style="list-style-type: none"> <li>- The kiosk would restrict access to the stairs providing fire escape for the first-floor areas above the shops.</li> <li>- Potential safety hazard, especially in front of the shops.</li> <li>- Out of character with the street scene.</li> <li>- Inappropriate development, as there is nothing like this anywhere else in Wokingham borough.</li> <li>- There is no established need for these units.</li> <li>- The existing parking difficulties in this area will be exacerbated.</li> </ul> <p>It was noted that this application had already been listed by Councillor Soane for determination by the Wokingham Borough Council Planning Committee.</p> |  |
| <p><b>202705</b><br/>35 Cartmel Drive,<br/>Woodley, RG5 3NG</p>   | <p>Householder application for the proposed erection of a single storey front extension, two storey side and single storey rear extensions, following demolition of existing conservatory.</p>   |
| <p><b>Observations:</b><br/>No objections.</p>  |  |

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| <p><b>202720</b><br/>41 Wroxham Road,<br/>Woodley, RG5 3AX</p>  | <p>Householder application for proposed erection of a single storey front extension to form a porch, single storey rear extension including the insertion of 1 No. rooflight following the demolition of existing conservatory, plus changes to fenestration.</p>  |
| <p><b>Observations:</b><br/>No objections.</p>  |  |
| <p><b>202745</b><br/>65 Quentin Road,<br/>Woodley, RG5 3NE</p>  | <p>Application to vary conditions 2 &amp; 3 of planning consent 190021 for the householder application for the proposed erection of single storey front extension to form porch, single storey side extension following the demolition of existing garage, single storey rear extension including the replacement of existing pitched roof to flat roof, plus internal alterations and changes to fenestration. Condition 2 refers to approved details and condition 3 refers to external materials.</p> |
| <p><b>Observations:</b><br/>No objections.</p>  |  |
| <p><b>202755</b><br/>3 Harris Close,<br/>Woodley, RG5 4XH</p>   | <p>Householder application for proposed erection of a single storey rear extension including the insertion of 2 No. rooflights following the demolition of existing conservatory.</p>  |
| <p><b>Observations:</b><br/>No objections.</p>  |  |
| <p><b>202770</b><br/>10 Nightingale<br/>Road,<br/>Woodley, RG5 3LP</p>  | <p>Householder application for the proposed erection of a single storey rear extension including the insertion of 3 No. rooflights, plus changes to fenestration.</p>  |
| <p><b>Observations:</b><br/>No objections.</p>  |  |
| <p><b>202811</b><br/>34 Colemans Moor<br/>Lane,<br/>Woodley, RG5 4BT</p>  | <p>Householder application for the proposed erection of a detached outbuilding in the rear garden for ancillary residential use.</p>   |
| <p><b>Observations:</b><br/>The Committee had no objections to the proposal, but requested that a condition be imposed stating that use should be ancillary to the domestic use of the main dwelling.</p> |  |
| <p><b>202855</b><br/>9 Caldbeck Drive,<br/>Woodley, RG5 4LA</p>   | <p>Application to vary condition 2 of planning consent 202172 for the householder application for proposed first floor side extension and ground floor rear extension. Condition 2 refers to approved details. This permission is in respect of the submitted application plans and drawings and the variation is to substitute approved drawings 100B and 101A with 100C and 101B.</p>  |
| <p><b>Observations:</b><br/>No objections.</p>  |  |

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| <b>202867</b><br>6a Sussex Gardens,<br>Woodley, RG5 4JN  | Householder application for the proposed erection of single storey side and rear extensions, conversion of existing garage and a single storey front extension. |
| <b>Observations:</b><br>The Committee had no objections to the proposal, but had concerns about the limited amount of parking available. |   |

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Woodley Town Council

**PLANNING APPLICATIONS**

| <b>Application No. &amp; Address</b>                        | <b>Proposal</b>  |
|---|--|
| <b>202673</b><br>58A Crockhamwell Road,<br>Woodley, RG5 3LB | Householder application for proposed erection of a single storey rear extension including the insertion of 1 No. rooflight, following the demolition of existing conservatory.   |
| <b>202738</b><br>4 Mollison Close,<br>Woodley, RG5 4XG      | Householder application for the proposed erection of a part single storey part two storey side extension, including the insertion of 2 No. rooflights, plus changes to fenestration.   |
| <b>202746</b><br>31 Denmark Avenue,<br>Woodley, RG5 4RS     | Householder application for proposed erection of single storey rear extension, garage conversion and alterations to existing roof.   |
| <b>202758</b><br>8 Rivermead Road,<br>Woodley, RG5 4 DH     | Householder application for the proposed erection of a single storey front extension, first floor side extension, part single storey part two storey rear extension, plus the insertion of 3 No. rooflights.   |
| <b>202792</b><br>181 Headley Road East,<br>Woodley, RG5 4JG | Householder application for the erection of a two metre high fence to the front garden. (Retrospective)  |
| <b>202837</b><br>50 Reading Road,<br>Woodley, RG5 3DB       | Householder application for the proposed erection of a single storey rear extension including 1 No. rooflight, removal of existing balcony and replacement with Juliet balcony, plus the formation of a dropped kerb.  |
| <b>202873</b><br>35 Messenger Road,<br>Woodley, RG5 4TR     | Householder application for proposed conversion of existing garage to create habitable accommodation.  |
| <b>202876</b><br>11 Caldbeck Drive,<br>Woodley, RG5 4LA     | Application to vary condition 2 of planning consent 202373 for the proposed erection of a single storey rear extension including 2 No. rooflights, and first floor side/rear extension including 2 No. rooflights. Condition 2 refers to the approved documents and the variation is to allow the widening of the first floor side extension by 1 metre, plus the addition of 1 No. rooflight. |
| <b>202889</b><br>81 Ravensbourne Drive,<br>Woodley, RG5 4LJ | Householder application for the proposed erection of a detached double garage.   |
| <b>202909</b><br>14 Cornfield Road,<br>Woodley, RG5 4QA     | Householder application for the proposed erection of a part first floor part two storey side extension and single storey rear extension with 4 No. rooflights, plus changes to fenestration. (Part retrospective)  |
| <b>202947</b><br>21 Duffield Road,<br>Woodley, RG5 4RL      | Householder application for the proposed erection of a detached outbuilding incorporating the existing pump and shower room to form a new pool house with canopy roof and 2 No. rooflights, following demolition of existing timber pool house.  |

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|---|---|
| <p><b>203003</b><br/>26 Nimrod Close,<br/>Woodley, RG5 4UW</p>        | <p>Householder application for the proposed erection of a single storey rear extension including 2 No. rooflights and partial conversion of garage to create habitable accommodation.</p>   |
| <p><b>203049</b><br/>Headley Road East,<br/>Woodley, RG5 4SN</p>      | <p>Full application for the proposed erection of various boundary fencing.</p>  |
| <p><b>203187</b><br/>1 Woodlands<br/>Avenue,<br/>Woodley, RG5 3HN</p> | <p>Householder application for the proposed erection of a first floor rear extension and addition of 1 No. front and 1 No. side dormers to facilitate conversion of the loft to habitable accommodation, with 3 No. rooflights.</p> |



Woodley Town Council

**PLANNING DECISIONS**

**E:** Town Council recommendation endorsed by Borough  
**C:** Decision contrary to Town Council recommendation

| <b>Application No. &amp; Address</b>   | <b>Proposal</b>  | <b>Decision</b>      |
|--|--|----------------------|
| <b>202317</b><br>Sandford Farm,<br>Perimeter Road,<br>Woodley, RG5 4TE                       | Householder application for the proposed erection of a single storey workshop/store.   | Approved<br><b>C</b> |
| <b>202330</b><br>4 Wildwood Close,<br>Woodley, RG5 3BY                                       | Householder application for the proposed erection of a single storey rear extension including the insertion of 6 No. rooflights plus extension to existing garage.   | Approved<br><b>E</b> |
| <b>202344</b><br>Unit 3, The Point,<br>London Road,<br>Woodley                               | Full application for the proposed change of use to veterinary practice (Class E).  | Approved<br><b>E</b> |
| <b>202385</b><br>63 Welford Road,<br>Woodley, RG5 4QS  | Householder application for the proposed erection of a single storey rear extension with 2 No. rooflights following demolition of existing conservatory, raising of existing flat roof, plus changes to fenestration and insertion of chimney flue.  | Approved<br><b>E</b> |
| <b>202450</b><br>7 The Ridgeway,<br>Woodley, RG5 3QD   | Householder application for the proposed single storey rear extension, single storey front extension to form porch, plus raising of existing roof to create first floor accommodation with dormer extensions.  | Approved<br><b>E</b> |
| <b>202455</b><br>194 Colemans Moor<br>Road,<br>Woodley, RG5 4DP                              | Full application for the proposed subdivision of the site and erection of a 3 No. bedroom detached dwelling with associated access, parking and amenity space, following demolition of existing conservatory.  | Refused<br><b>E</b>  |
| <b>202464</b><br>Unit 2, East Reading<br>Retail Park,<br>Shepherds Hill,<br>Woodley, RG6 1BE | Application to vary condition 19 of planning consent 060681 (F/2006/6775) for the proposed erection of buildings (3 units) for A1 use (amendment to consent F/2004/3647). Condition 19 restricts the types of A1 retail allowed at the site and the variation is to allow unrestricted A1 retail use at Unit 2.  | Approved<br><b>E</b> |
| <b>202501</b><br>5 Fairwater Drive,<br>Woodley, RG5 3JG                                      | Householder application for proposed erection of a two storey side extension and single storey front porch.  | Refused<br><b>C</b>  |
| <b>202506</b><br>8 Armstrong Way,<br>Woodley, RG5 4NW  | Application to vary condition 2 of planning consent 181600 for the proposed erection of part two storey, part single storey side extension to create one 2 No. bedroom terraced dwelling. Condition 2 refers to the approved documents and the variation is to allow a revision of the parking layout and access, and changes to fenestration on the rear elevation. (Retrospective) | Approved<br><b>E</b> |

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|--|--|----------------------|
| <b>202531</b><br>2 Penrose Avenue,<br>Woodley, RG5 3PA     | Application to vary conditions 2, 3, 4, 5 and 6 of planning consent 201384 for the Full application for the proposed erection of 2 No. semi-detached dwellings (one 3 bed and one 2 bed) with associated parking and gardens, and extended parking area to the front of the existing dwelling. Condition 2 refers to approved details to allow minor material amendment to plot 1, condition 3 refers to construction method statement, condition 4 refers to landscaping details, condition 5 refers to sustainable drainage measures and condition 6 refers to landfill gas and risk assessment details. To allow changes to wording of all the above conditions (2, 3, 4, 5 and 6). | Refused<br><b>C</b>  |
| <b>202572</b><br>136 Kingfisher Drive,<br>Woodley, RG5 3QL | Householder application for the proposed erection of a single storey rear extension after the demolition of existing conservatory.   | Approved<br><b>E</b> |
| <b>202612</b><br>58 Headley Road,<br>Woodley, RG5 4JE      | Full planning application for the proposed change of use of existing part ground floor restaurant (A3) and first floor dwelling comprising 6 No. residential units, with a commercial shop. Erection of part single storey, part two storey rear extension to existing building following demolition of existing rear ground floor and conversion of existing loft to create habitable accommodation with side dormer extensions.  | Refused<br><b>E</b>  |
| <b>202616</b><br>15 Spruce Road,<br>Woodley, RG5 4BB       | Householder application for erection of an outbuilding to the rear of existing dwelling. (Part retrospective)  | Approved<br><b>E</b> |
| <b>202626</b><br>29-34 Mannock Way,<br>Woodley, RG5 4XW    | Full application for the replacement of all white single-glazed top hung timber mock sash windows and PVCu windows with white top hung double-glazed PVCu windows to give the windows a more uniform look. The front communal door is to be changed with like for like timber as per the plans.  | Approved<br><b>E</b> |
| <b>202634</b><br>19 Warren Road,<br>Woodley, RG5 3AR       | Householder application for the proposed erection of single storey side extension to form garage and single storey rear extension including 1 No. rooflight.   | Approved<br><b>E</b> |
| <b>202705</b><br>35 Cartmel Drive,<br>Woodley, RG5 3NG     | Householder application for the proposed erection of a single storey front extension, two storey side and single storey rear extensions, following demolition of existing conservatory.  | Approved<br><b>E</b> |
| <b>202720</b><br>41 Wroxham Road,<br>Woodley, RG5 3AX      | Householder application for proposed erection of a single storey front extension to form a porch, single storey rear extension including the insertion of 1 No. rooflight following the demolition of existing conservatory, plus changes to fenestration.   | Approved<br><b>E</b> |
| <b>202755</b><br>3 Harris Close,<br>Woodley, RG5 4XH       | Householder application for proposed erection of a single storey rear extension including the insertion of 2 No. rooflights following the demolition of existing conservatory.   | Approved<br><b>E</b> |
| <b>202770</b><br>10 Nightingale Road,<br>Woodley, RG5 3LP  | Householder application for the proposed erection of a single storey rear extension including the insertion of 3 No. rooflights, plus changes to fenestration.   | Approved<br><b>E</b> |

|  |  |                     |
|--|--|---------------------|
| <b>202855</b><br>9 Caldbeck Drive,<br>Woodley, RG5 4LA | Application to vary condition 2 of planning consent 202172 for the householder application for proposed first floor side extension and ground floor rear extension. Condition 2 refers to approved details. This permission is in respect of the submitted application plans and drawings and the variation is to substitute approved drawings 100B and 101A with 100C and 101B. | Refused<br><b>C</b> |
|--|--|---------------------|

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Our ref: NA/MBNL/77574

16<sup>th</sup> November 2020

Clerk  
The Oakwood Centre  
Headley Road  
Woodley  
Berkshire  
RG5 4JZ

VIA TRACKED E-MAIL

Dear Sir/Madam,

**CONSULTATION BY EE LTD AND HUTCHISON 3G LTD  
PROPOSED SHARED MOBILE TELECOMMUNICATIONS RADIO EQUIPMENT AT 194-198  
CROCKHAMWELL ROAD, WOODLEY, READING, BERKSHIRE, RG5 3JH [NGR E: 476130 N:  
173291] – REPLACING SITE 91520 “HEADLEY PARK INDUSTRIAL ESTATE”**

Mobile operators EE and 3 (H3G) currently have a radio base station located at the Headley Park Industrial Estate, Headley Rd East, Woodley, Reading, RG5 4SA which provides network coverage to your area. This site is being lost from the network for reasons beyond the operators control. The loss of an established site from the network can result in a loss of communications and data services locally and wider disruption to the network if a replacement site capable of adequately replicating coverage within that specific area is not identified and integrated into the network at the earliest opportunity.

The operators are now seeking to secure a replacement site in your local area to prevent any loss of services once the apparatus at Headley Park Industrial Estate has been removed. Following a search of the area and consideration of various potential options, a suitable solution has been identified that will provide partial coverage replacement and will work in conjunction with another site to ensure that services continue to be provided within your area.

The purpose of this letter is to inform you of the proposed installation and provide you with an opportunity to comment or seek additional information prior to the submission of an application to the local authority.

Proposed location: 194-198 Crockhamwell Road, Woodley, Reading, Berkshire, RG5 3JH [NGR E: 476130 N: 173291]

Proposed development: Installation of a 20m high monopole supporting 6No. antenna apertures & 4No. 600mm dishes; installation of 7No. cabinets; ancillary development thereto. Please refer to drawings numbered Rev A 002-265.

This site and design have been selected as they allow the technical requirements to be met safely, whilst keeping environmental and visual impact to a minimum. The structure has been kept to 20m in height which is the minimum needed to achieve technical requirements, and cabinets have been sited to avoid disruptions to pedestrians and road users.

We confirm that the installation has been designed to be fully compliant with the public health and safety guidelines established by the ICNIRP, the independent commission set up to provide scientific advice

and guidance on the health and environmental effects of non-ionizing radiation to protect people and the environment. These guidelines have the support of UK Government and the formal backing of the World Health Organisation. They are in place to protect all members of the public, wherever they are in relation to a base station, 24 hours a day.

We respectfully request that any comments are submitted in writing within 14 days and include site reference 77574.

Yours faithfully,



Nick Allan  
Town Planner  
**Waldon Telecom**  
**For and on behalf of MBNL (EE UK Ltd and H3G UK Ltd).**  
E-mail: [Nick.allan@waldontelecom.com](mailto:Nick.allan@waldontelecom.com)

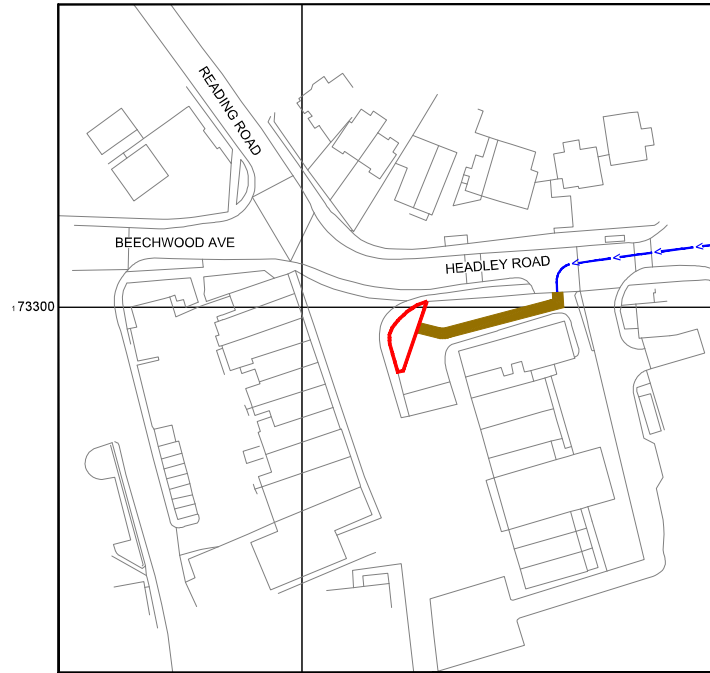
Enc.

Drawings referenced: Rev A 002-265

SITE LOCATION



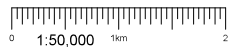
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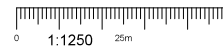
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NGR E: 476130 N: 173291

SITE AREA PLAN



SITE LOCATION PLAN



SITE PHOTOGRAPH



GOOGLE MAPS QR CODE

GOOGLE MAPS - <https://goo.gl/maps/qqFX7Py1mpFeji7k6>

GOOGLE STREETVIEW - <https://goo.gl/maps/R5ucH5L2gBAW69WG8>

NOTES:

1. ALL DIMENSIONS IN MM UNLESS OTHERWISE NOTED.

DIRECTIONS TO SITE: HEAD NORTH ON M25, AT JUNCTION 15, USE THE LEFT 3 LANES TO MERGE ONTO M4 TOWARDS READING/SLOUGH, EXIT ONTO A329(M) TOWARDS READING (E), TAKE EXIT TOWARDS WINNERSH/WOODLEY(EARLEY/A329). AT THE ROUNDABOUT, TAKE 2ND EXIT ONTO WHARFEDAILE RD, AFTER 0.2 MILES, AT THE ROUNDABOUT, TAKE THE 2ND EXIT ONTO A3290 AND CONTINUE STRAIGHT ONTO THE BADER WAY AND STRAIGHT ONTO MILES WAY, THEN TAKE THE 2ND EXIT ONTO SPITFIRE WAY AND TAKE THE 1ST EXIT ONTO HEADLEY RD E, AT THE ROUNDABOUT, TAKE THE 2ND EXIT ONTO HEADLEY RD, TURN LEFT ONTO LIBRARY PARADE, DESTINATION WILL BE ON THE LEFT.

Site Provider's Property Boundary:



Access Route To Site:



Access Route:



| Master   | MBNL / EE / H3G   | Project | Purpose of Issue | Issue |
|----------|---|---------|------------------|-------|
| MO01     | MBNL  | NTQ     | GA               | A     |
| Date     | 23/10/2020 Revision / Upgrade Description                   |         |                  |       |
| Drawn    | S. Shrothra First Issue - Site nomination dated: 26/06/2020 |         |                  |       |
| Checked  | F. Waters   |         |                  |       |
| Approved | T. Newman   |         |                  |       |



Hutchison 3G UK Limited  
2nd Floor, 25 South Quay  
Maidenhead, SL6 1TH  
Tel: 01494 781 001  
Fax: 01494 781 001



Hatfield Business Park  
Hatfield  
Hertfordshire  
AL10 9BW  
Tel: 01707 315000  
Fax: 01707 315001

**MBNL** Mobile Broadband Network Limited  
Sixth Floor, Thames Tower, Station Road, Reading, RG1 1LX

Design Consultant & Principal Contractor:



WALDON TELECOM  
PHOENIX HOUSE  
PYRFORD ROAD  
WEST BYFLEET  
SURREY  
KT14 6RA

TEL: 01932 411011  
FAX: 01932 411012

Site Name: 194-198 Crockhamwell Road

Site ID: 1559509

Address: 194-198 Crockhamwell Road  
Woodley, Reading  
Berkshire  
RG5 3JH

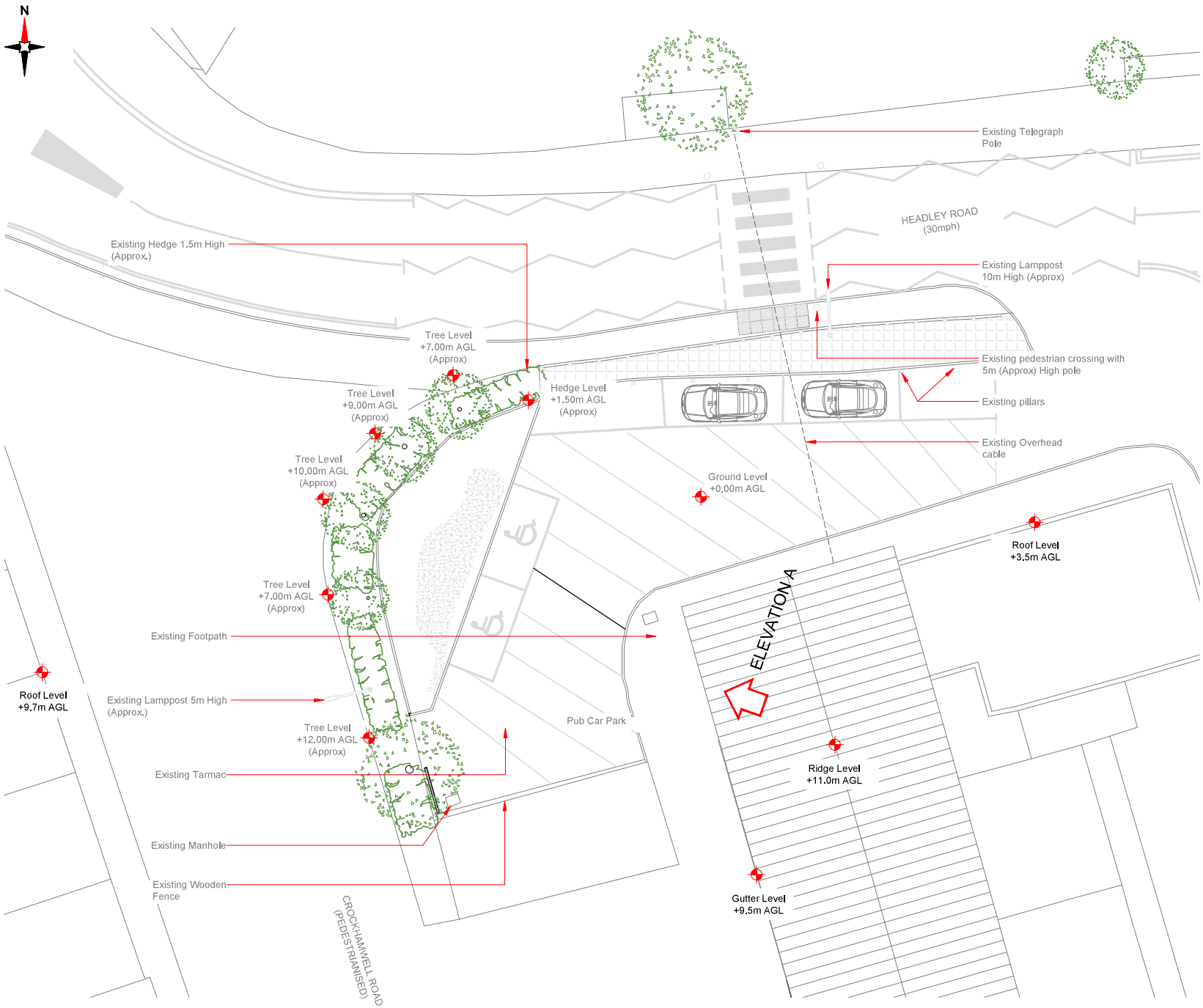
Title: 002 SITE LOCATION PLAN

Project: NTQ

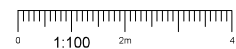
Purpose of Issue: GENERAL ARRANGEMENT

| EE Cell ID | MBNL Cell ID | 3UK Cell ID |
|------------|--------------|-------------|
| 77574      | WKM122       | N/A         |

| Master Drawing No.            | Issue |
|-------------------------------|-------|
| 1559509_WKM122_77574_N/A_M001 | A     |

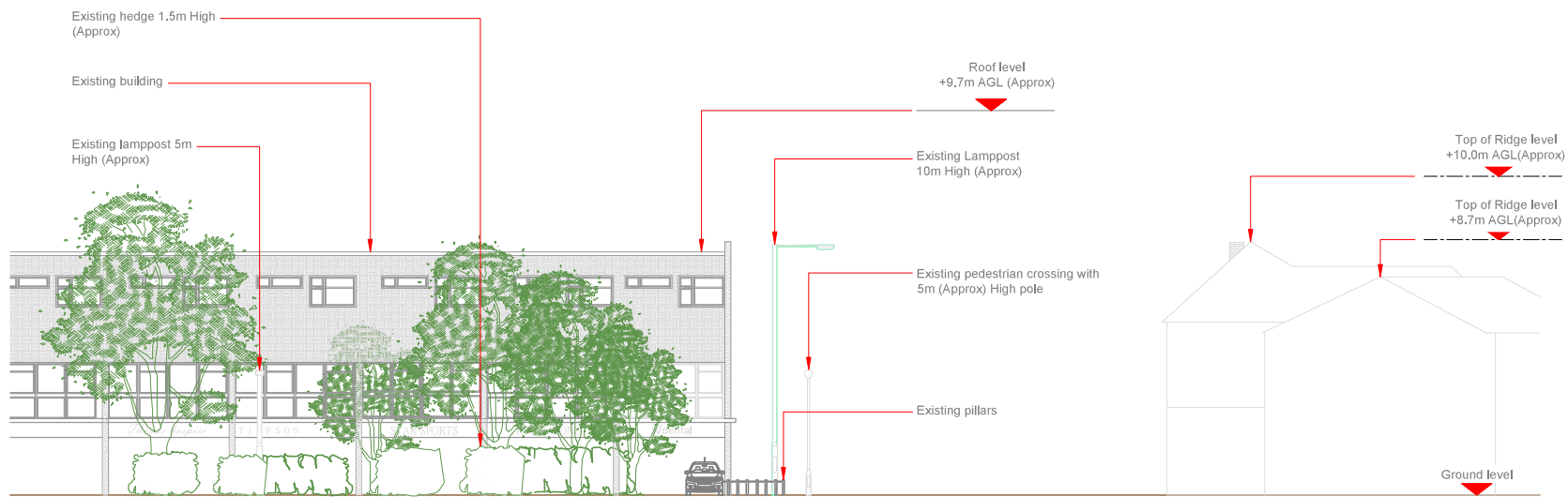


EXISTING SITE PLAN



|  |                 |   |     |  |    |  |             |
|--|-----------------|---|-----|--|----|--|-------------|
| NOTES:   |                 |   |     |  |    |  |             |
| 1. ALL DIMENSIONS IN MM UNLESS OTHERWISE NOTED.                                |                 |   |     |  |    |  |             |
| <hr/>  |                 |   |     |  |    |  |             |
| Master:  | MBNL / EE / H3G | Project:  | NTQ | Purpose of Issue:                      | GA | Issue:   | A           |
| MO01   | MBNL            | Revision / Upgrade Description:   |     |  |    |  |             |
| Date:  | 23/10/2020      | First Issue - Site nomination dated: 26/06/2020   |     |  |    |  |             |
| Drawn:   | S. Shrothra     |   |     |  |    |  |             |
| Checked:   | F. Waters       |   |     |  |    |  |             |
| Approved:  | T. Newman       |   |     |  |    |  |             |
|  |                 | Hutchison 3G UK Limited<br>2nd Floor, 25 Gresham Road<br>Maidenhead, SL6 1TH<br>Tel: 01432 791000<br>Fax: 01432 791001          |     |  |    | H3G Base Station Information line<br>0849 0643000<br>Available 24 hours Monday to Friday |             |
|  |                 | Hatchfield Business Park<br>Hatchfield<br>Hertfordshire<br>AL10 9BW   |     | Tel: 01707 315000<br>Fax: 01707 315001 |    |  |             |
| <hr/>  |                 |   |     |  |    |  |             |
| <b>MBNL</b>  |                 | Mobile Broadband Network Limited<br>Sixth Floor, Thames Tower, Station Road, Reading, RG1 1LX                                   |     |  |    |  |             |
| Design Consultant & Principal Contractor:                                      |                 |   |     |  |    |  |             |
|  |                 | WALDON TELECOM<br>PHOENIX HOUSE<br>PYRFORD ROAD<br>WEST BYFLEET<br>SURREY<br>KT14 6RA<br>TEL: 01932 411011<br>FAX: 01932 411012 |     |  |    |  |             |
| Site Name: 194-198 Crockhamwell Road   |                 |   |     |  |    |  |             |
| Site ID: 1559509   |                 |   |     |  |    |  |             |
| Address: 194-198 Crockhamwell Road<br>Woodley, Reading<br>Berkshire<br>RG5 3JH |                 |   |     |  |    |  |             |
| Title: 100 EXISTING SITE PLAN  |                 |   |     |  |    |  |             |
| Project: NTQ   |                 |   |     |  |    |  |             |
| Purpose of Issue: GENERAL ARRANGEMENT  |                 |   |     |  |    |  |             |
| EE Cell ID:<br>77574   |                 | MBNL Cell ID:<br>WKM122   |     | 3UK Cell ID:<br>N/A                    |    |  |             |
| Master Drawing No: 1559509_WKM122_77574_N/A_MO01                               |                 |   |     |  |    |  | Issue:<br>A |





EXISTING ELEVATION



NOTES:  
1. ALL DIMENSIONS IN MM UNLESS OTHERWISE NOTED.

|           |                 |   |     |                   |    |        |   |
|-----------|-----------------|---|-----|-------------------|----|--------|---|
| Master:   | MBNL / EE / HSO | Project:  | NTQ | Purpose of Issue: | GA | Issue: | A |
| MO01      | MBNL            |   |     |                   |    |        |   |
| Date:     | 23/10/2020      | Revision / Upgrade Description:                 |     |                   |    |        |   |
| Drawn:    | S. Shrotha      | First Issue - Site nomination dated: 26/06/2020 |     |                   |    |        |   |
| Checked:  | F. Walters      |   |     |                   |    |        |   |
| Approved: | T. Newman       |   |     |                   |    |        |   |



Hutchison 3G UK Limited  
Six Floor, Thames Tower,  
Station Road, Reading, RG1 1LX  
Mobile Broadband Network Limited  
SIXTH FLOOR, THAMES TOWER,  
STATION ROAD, READING, RG1 1LX  
Tel: 01235 791 001  
Fax: 01235 791 001  
H3G Base Station Information Line  
0849 0642000  
Available Monday to Friday

Hatfield Business Park  
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Hertfordshire  
AL10 9BW  
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Fax: 01707 319001

**MBNL** Mobile Broadband Network Limited  
Sixth Floor, Thames Tower, Station Road, Reading, RG1 1LX

Design Consultant & Principal Contractor:

WALDON TELECOM  
PHOENIX HOUSE  
PYRFORD ROAD  
WEST BYFLEET  
SURREY  
KT14 6RA  
TEL: 01932 411011  
FAX: 01932 411012

Site Name: 194-198 Crockhamwell Road

Site ID: 1559509

Address:  
194-198 Crockhamwell Road  
Woodley, Reading  
Berkshire  
RG5 3JH

Title: 150 EXISTING ELEVATION A

Project: NTQ

Purpose of Issue: GENERAL ARRANGEMENT

|             |               |              |
|-------------|---------------|--------------|
| EE Cell ID: | MBNL Cell ID: | 3UK Cell ID: |
| 77574       | WKM122        | N/A          |

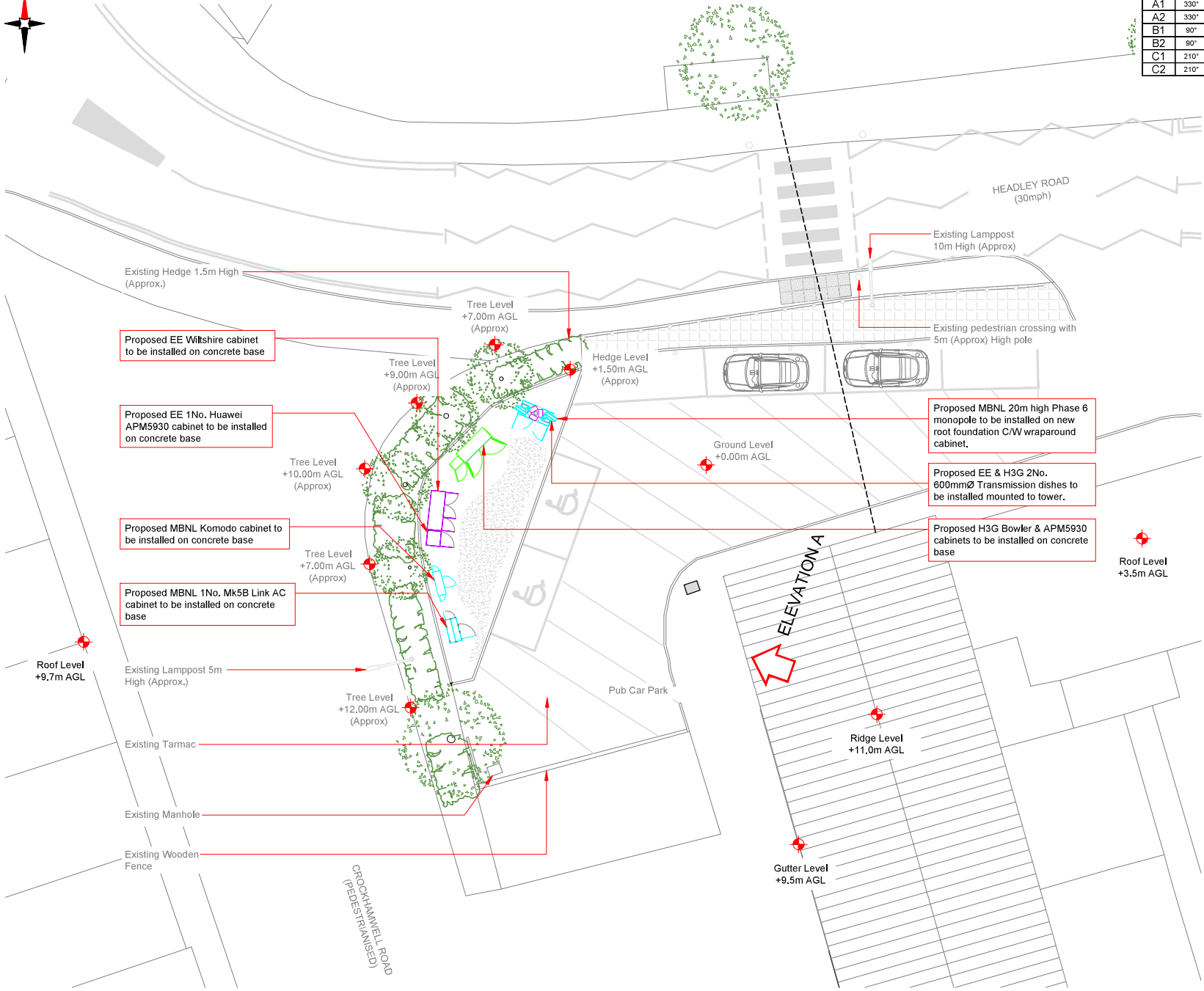
|                              |        |
|------------------------------|--------|
| Master Drawing No:           | Issue: |
| 1559509_WKM122_77574_NA_M001 | A      |



| Antenna Aperture ID | Proposed 45/5G Bearing | Operator Shared/ EE/H3G |
|---------------------|------------------------|-------------------------|
| A1                  | 330°                   | SHARED                  |
| A2                  | 330°                   | SHARED                  |
| B1                  | 90°                    | SHARED                  |
| B2                  | 90°                    | SHARED                  |
| C1                  | 210°                   | SHARED                  |
| C2                  | 210°                   | SHARED                  |

NOTES:

1. ALL DIMENSIONS IN MM UNLESS OTHERWISE NOTED.



Proposed EE Wiltshire cabinet to be installed on concrete base

Proposed EE 1No. Huawei APM5930 cabinet to be installed on concrete base

Proposed MBNL Komodo cabinet to be installed on concrete base

Proposed MBNL 1No. Mk5B Link AC cabinet to be installed on concrete base

Proposed MBNL 20m high Phase 6 monopole to be installed on new root foundation C/W wraparound cabinet.

Proposed EE & H3G 2No. 600mmØ Transmission dishes to be installed mounted to tower.

Proposed H3G Bowler & APM5930 cabinets to be installed on concrete base

100mm

150mm

100mm

PROPOSED MAX CONFIGURATION SITE PLAN



| Passive Infrastructure Equipment Capacity & Lead Operator |    |    |      |
|---|----|----|------|
| A   | B  | C  | LEAD |
| SS  | SS | SS | TBC  |

| Master | MBNL / EE / H3G | Project | Purpose of Issue | Issue |
|--------|-----------------|---------|------------------|-------|
| M001   | MBNL            | NTQ     | GA               | A     |

|                     |   |
|---------------------|---|
| Date: 23/10/2020    | Revision / Upgrade Description: First Issue - Site nomination dated: 26/06/2020 |
| Drawn: S. Shrothra  | Checked: F. Walters   |
| Approved: T. Newman |   |

Hutchison 3G UK Limited  
Site Name: 3G South West  
Masthead SLR 10H  
T4 1902 700000  
Fax: 0123 753 001

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Fax: 01707 319001

**MBNL** Mobile Broadband Network Limited  
Sixth Floor, Thames Tower, Station Road, Reading, RG1 1LX

Design Consultant & Principal Contractor:

WALDON TELECOM  
PHOENIX HOUSE  
PYRFORD ROAD  
WEST BYFLEET  
SURREY  
KT14 6RA  
TEL: 01932 411011  
FAX: 01932 411012

Site Name: 194-198 Crockhamwell Road

Site ID: 1559509

Address: 194-198 Crockhamwell Road  
Woodley, Reading  
Berkshire  
RG5 3JH

Title: 215 MAX CONFIGURATION SITE PLAN

Project: NTQ

Purpose of Issue: GENERAL ARRANGEMENT

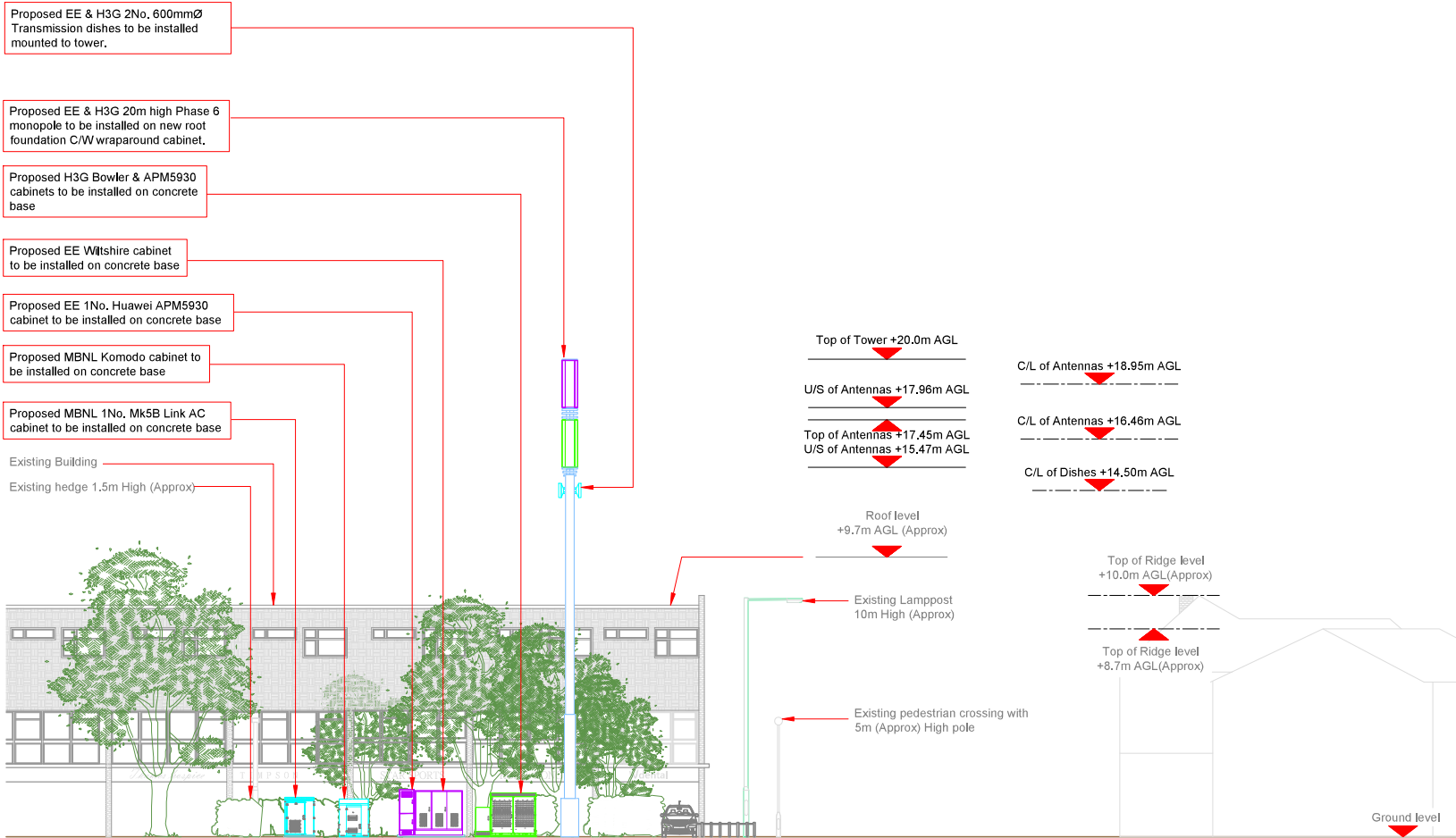
|                   |                      |                  |
|-------------------|----------------------|------------------|
| EE Cell ID: 77574 | MBNL Cell ID: WKM122 | 3UK Cell ID: N/A |
|-------------------|----------------------|------------------|

|  |          |
|--|----------|
| Master Drawing No: 1559509_WKM122_77574_N/A_M001 | Issue: A |
|--|----------|

| Antenna Aperture ID | Proposed 4G/5G Bearing | Operator Shared/ EE/H3G |
|---------------------|------------------------|-------------------------|
| A1                  | 330°                   | SHARED                  |
| A2                  | 330°                   | SHARED                  |
| B1                  | 90°                    | SHARED                  |
| B2                  | 90°                    | SHARED                  |
| C1                  | 210°                   | SHARED                  |
| C2                  | 210°                   | SHARED                  |

NOTES:

1. ALL DIMENSIONS IN MM UNLESS OTHERWISE NOTED.



Proposed EE & H3G 2No. 600mmØ Transmission dishes to be installed mounted to tower.

Proposed EE & H3G 20m high Phase 6 monopole to be installed on new roof foundation C/W wraparound cabinet.

Proposed H3G Bowler & APM5930 cabinets to be installed on concrete base

Proposed EE Wiltshire cabinet to be installed on concrete base

Proposed EE 1No. Huawei APM5930 cabinet to be installed on concrete base

Proposed MBNL Komodo cabinet to be installed on concrete base

Proposed MBNL 1No. Mk5B Link AC cabinet to be installed on concrete base

Existing Building

Existing hedge 1.5m High (Approx)

Top of Tower +20.0m AGL

U/S of Antennas +17.96m AGL

Top of Antennas +17.45m AGL

U/S of Antennas +15.47m AGL

Roof level +9.7m AGL (Approx)

Existing Lamppost 10m High (Approx)

Existing pedestrian crossing with 5m (Approx) High pole

C/L of Antennas +18.95m AGL

C/L of Antennas +16.46m AGL

C/L of Dishes +14.50m AGL

Top of Ridge level +10.0m AGL (Approx)

Top of Ridge level +8.7m AGL (Approx)

Ground level

PROPOSED MAX CONFIGURATION ELEVATION



| Passive Infrastructure Equipment Capacity & Lead Operator |    |    |      |
|---|----|----|------|
| A   | B  | C  | LEAD |
| SS  | SS | SS | TBC  |

| Master | MBNL / EE / H3G | Project | Purpose of Issue | Issue |
|--------|-----------------|---------|------------------|-------|
| M001   | MBNL            | NTQ     | GA               | A     |

| Date       | Revision / Upgrade Description                  |
|------------|---|
| 23/10/2020 | First Issue - Site nomination dated: 26/06/2020 |



Hutchison 3G UK Limited  
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Hatfield Business Park  
Hatfield  
Hertfordshire  
AL10 9BW  
Tel: 01707 315000  
Fax: 01707 315001

**MBNL** Mobile Broadband Network Limited  
Sixth Floor, Thames Tower, Station Road, Reading, RG1 1LX

Design Consultant & Principal Contractor:

WALDON TELECOM  
PHOENIX HOUSE  
PYRFORD ROAD  
WEST BYFLEET  
SURREY  
KT14 6RA  
TEL: 01932 411011  
FAX: 01932 411012

Site Name: 194-198 Crockhamwell Road

Site ID: 1559509

Address:  
194-198 Crockhamwell Road  
Woodley, Reading  
Berkshire  
RG5 3JH

Title: 265 MAX CONFIGURATION ELEVATION

Project: NTQ

Purpose of Issue: GENERAL ARRANGEMENT

| EE Cell ID: | MBNL Cell ID: | 3UK Cell ID: |
|-------------|---------------|--------------|
| 77574       | WKM122        | N/A          |

| Master Drawing No:            | Issue |
|-------------------------------|-------|
| 1559509_WKM122_77574_N/A_M001 | A     |

## **ENFORCEMENT NOTIFICATIONS - 1 December 2020**

### **49 Rivermead Road**

Unauthorised wall in front garden

### **35 Harvard Close**

Window not frosted/opaque but transparent glass. Privacy invasion

### **Cody Close & Aldermoor's Nature Reserve**

Unauthorised TPO works

### **5 Gardinia**

Large outbuilding in rear of property with no planning permission

### **10 Rosewood**

200803 - Breach of Condition 2 - 2 front doors

## **ENFORCEMENT CLOSURES - 1 December 2020**

### **22 Fawcett Crescent**

TPO tree removed without planning permission  
No breach

### **198 Colemans Moor Road**

Unauthorised car repair business operating without permission  
Notice served

### **97 Nightingale Road**

TPO trees cut  
No breach

### **118 Drovers Way**

Unauthorised loft conversion  
No breach

### **69 Colemans Moor Road**

Development not in accordance with approved plans  
No breach

### **27 Pitford Road**

Unauthorised sign blocking pathway  
No breach

### **64 Headley Road**

201964 no decision however going ahead with build  
No breach

### **25 Crockhamwell Road**

Attempting to start building after the 3 year start date of planning permission  
No breach

### **11 Tiger Close**

Unauthorised erection of log cabin  
No breach

Woodley Town Council

**Minutes of the Urgency Committee - held via video conferencing on  
Monday 9 November 2020 at 5:00pm.**

---

**Present:** *Councillors K. Baker (Chairman); D. Bragg; C. Jewell; D. Mills;  
P. Wicks*

**Officers Present:** *D. Mander, Town Clerk; K. Murray, Deputy Town Clerk  
L. Matthews, Committee Officer*

1. **APOLOGIES FOR ABSENCE**

There were no apologies for absence.

2. **DECLARATIONS OF INTEREST**

There were no declarations of interest made by Members.

3. **MINUTES OF THE MEETING HELD ON 5 OCTOBER 2020**

Members noted the minutes of the meeting held on 5 October 2020.

4. **ACTUAL AND ESTIMATED INCOME AND EXPENDITURE 2020/21**

The Town Clerk presented the updated income and expenditure spreadsheet as at 30 October 2020, as shown in Agenda Appendix B. She explained that the October income figure of £33,924 included quarterly payments that had been invoiced by the leisure centre and the Oakwood Centre for the period ending in December. As the leisure centre and the Oakwood Centre were now closed, some of this income would have to be carried forward until the premises could open again, or may have to be refunded. Therefore, the income figure for November might be zero, or even a minus figure, and the income figure for subsequent months could also be affected.

The Town Clerk noted that the savings previously identified in the earmarked reserves had been moved into the general reserve and therefore the projected general reserve figure to be carried forward to next year had increased from the previous report. She also explained that the estimated income figures for January to March 2021 assumed that the leisure centre would open again in January. The Town Clerk agreed to add an explanation of the assumptions made when compiling the estimated figures in future reports.

It was noted that principal councils were conducting a review of the eligibility for single persons Council Tax discount of 25%. This could impact on the Town Council's tax base figure and Councillor Baker agreed to contact the Deputy Chief Executive and Chief Finance Officer at Wokingham Borough Council to establish the possible impact on the Town Council's tax base.

5. **EARMARKED RESERVES**

Members noted the updated information provided regarding the earmarked reserves, as shown in Agenda Appendix C.

Councillor Jewell questioned whether money should be earmarked for refurbishment of playgrounds at this time and suggested that it would be sufficient just to ensure that the play equipment was safe and properly maintained. The

Town Clerk pointed out that the initial review of the earmarked reserves had identified the savings that could be made without having to make difficult decisions on the Council's spending intentions. Further savings, requiring more difficult decisions to be taken, could be considered in the future, if necessary.

6. **WOODLEY TOWN COUNCIL TAX (PRECEPT) CONSULTATION**

Members noted the information given in the agenda regarding the progress of the consultation that was currently being undertaken. The deadline for responses to be received was 16 November and the Town Clerk agreed that a reminder asking people to respond would be posted on the Council's website and social media.

It was agreed that when the final results of the consultation had been analysed, the data would be presented to the Strategy and Resources Committee. As the next Strategy and Resources Committee meeting was scheduled for 24 November, and the consultation data was unlikely to be available by then, it might be necessary to hold an extraordinary meeting of the Strategy and Resources Committee for this matter to be considered.

7. **REVIEW OF BUDGET SPENDING**

The Town Clerk informed members that the review of the 2020/21 budget was currently being undertaken. She explained that due to the current lockdown, there were fewer staff working, but she hoped that the review would be completed by the end of the week. The Town Clerk agreed that the results of the review would include notes on the assumptions that had been made.

8. **PUBLIC WORKS LOAN BOARD - LOAN EXTENSIONS**

The Town Clerk informed Members that she was preparing an application to the Ministry of Housing, Communities and Local Government (MHCLG) to extend the payment dates of the Council's annuity loans (seven in total) by two years. It was not proposed that the Council seek to extend the three loans relating to the £2M, borrowed to build the Oakwood Centre (maturity loans payable from 2025/26 in three tranches). A spreadsheet giving details on the Council's existing loans is attached at Agenda Appendix E.

In reply to a question regarding the annuity loans taken out in the 1980s, on which a high interest rate was being paid, the Town Clerk informed Members that it was not possible to reduce the interest rate and the penalties that would be charged if the loans were paid off early did not make this a feasible course of action. The Town Clerk explained that it was her understanding that by extending the payment dates of the annuity loans the Council would not incur any additional expenses, as the loans would not cost any more, but would just be paid off later.

Councillor Jewell asked how approval would be given for the loan extension applications to be made, and Councillor Baker replied that in order to prevent delays, the applications would be approved by the Urgency Committee and the standing committees and Full Council would be informed of the actions taken. The chairmen of the standing committees and the leader of the largest opposition group sat on the Urgency Committee and could consult their members prior to any meeting, if they felt it was appropriate. The Town Clerk apologised for not issuing electronic copies of the agenda to Committee members for this meeting, but this had been due to time constraints. Printed copies of the agenda had been delivered to Committee members. In future, a printed copy of the agenda and an electronic copy would be provided to the Urgency Committee members.

In reply to a question, the Town Clerk said that MHCLG had confirmed that making an application for an extension to the loan payment dates in the current

circumstances would not affect the Council's credit rating, and she did not believe that this would have a detrimental effect on the Council's chances of being approved for future loans.

9. **TO NOTE THE FOLLOWING ACTIONS UNDERTAKEN IN RESPECT OF THE COUNCIL'S FINANCIAL SITUATION**

**RESOLVED:**

- ◆ To note the following actions undertaken in respect of the Council's financial situation:
  - Review of the Earmarked Reserves and capital expenditure resulting in £73,506 being transferred to the General Reserve, giving a new total of £577,718, as shown in Agenda Appendix C.
  - Roll out of the consultation on a precept increase - delivered to 10,755 households. The consultation ends on 16 November. At the last count (on 6 November) a total of 2,083 cards or responses via the website had been received.

Before the meeting ended, The Town Clerk informed Members that she would be contacting Theresa May and Matt Rodda, the two Woodley Members of Parliament, to notify them that the Town Council had not received any financial help from Wokingham Borough Council from the funds given to principal authorities by the Government, and to ask them to lobby the Government for assistance on behalf of town and parish councils. She would also ask the Members of Parliament to seek clarification from Government regarding whether town and parish councils could apply for financial aid in respect of lost income from leisure centres forced to close during lockdown, as principal authorities were able to do.

Meeting closed at 5:48pm





The Oakwood Centre, Headley  
Road, Woodley, Berkshire, RG5 4JZ  
Tel: 0118 9690356  
www.woodley.gov.uk

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To: **Members of the Urgency Committee**

Councillors: K. Baker (*Chairman*), D. Bragg, C. Jewell, D. Mills, P. Wicks

**NOTICE IS HEREBY GIVEN that a meeting of the Urgency Committee will be held at 5 pm on Monday 9 November 2020, at which your attendance is requested. This will be a virtual meeting, as authorised by the Coronavirus Act (2020), Section 78.**

A handwritten signature in black ink that reads 'Deborah Mander'.

Deborah Mander  
Town Clerk

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## **A G E N D A**

**1. APOLOGIES**

**2. DECLARATIONS OF INTEREST**

To receive any declarations of interest from Members relating to the business of the meeting.

**3. MINUTES OF THE MEETING HELD ON 5 OCTOBER 2020.**

To note the minutes of the meeting held on 5 October 2020 (**Appendix A**). These minutes will be included in the agendas of the Leisure Services, Planning and Community and Strategy and Resources Committees and Full Council on 8 December.

**4. ANNUAL ESTIMATED INCOME AND EXPENDITURE**

To receive the updated income and expenditure spreadsheet as at 30 October 2020. (**Appendix B**).

**5. EARMARKED RESERVES**

To receive the updated earmarked reserves as set out in **Appendix C**.

**6. WOODLEY TOWN COUNCIL TAX (PRECEPT) CONSULTATION**

To note that 10,755 consultation cards were delivered to households in Woodley by 3 November. So far there has been a 19.4% return rate; 8.15% via the website and 11.25% by returning cards either by post or delivery at the Oakwood Centre. Helen Masey, who has helped the Council conduct the survey has confirmed that this is a very good return rate. The consultation closes on Monday 16 November.

**7. REVIEW OF BUDGET SPENDING**

Officers are reviewing the 2020/21 budgets in preparation for the forthcoming budget process. This exercise will also assist with the requirements in submitting a request for loan extensions.

## **8. PUBLIC WORKS LOAN BOARD - LOAN EXTENSIONS**

To note that the Town Clerk is preparing an application to the Ministry of Housing, Communities and Local Government (MHCLG) to extend the payment dates of the Council's Annuity Loans (seven in total) by two years. This is because of the nature of the Council's income and the impact that Covid is having on activities where people are in close proximity to each other which is likely to be the case for another year or so. It is not proposed that the Council seek to extend the three loans relating to the £2M. borrowed to build the Oakwood Centre (Maturity loans payable from 2025/6 in three tranches).

Attached at **Appendix D** is the letter and form from MHCLG giving details of the process. The application from the Council has to be made by 20 November 2020.

Attached at **Appendix E** is a spreadsheet showing the Council's existing loans and payment amounts and expiration dates.

## **8. TO NOTE THE FOLLOWING ACTIONS UNDERTAKEN IN RESPECT OF THE COUNCIL'S FINANCIAL SITUATION**

- i) Review of the Earmarked Reserves and capital expenditure resulting in £73,506 being transferred to the General Reserve, giving a new total of £577,718 (see **Appendix C**).
- ii) Roll out of the consultation on a precept increase - delivered to 10,755 households. The consultation ends on 16 November. At the last count (6 November) a total of 2083 cards or responses via the website had been received.

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LEFT BLANK AS THE CONTENT IS  
CONFIDENTIAL**

## WOODLEY TOWN COUNCIL

| EARMARKED RESERVES                   | Opening Balance     | Net Transfers    | 5/11/20 Closing Balance | Amounts transferred to General Reserve |   |                               |
|--------------------------------------|---------------------|------------------|-------------------------|--|---|-------------------------------|
|                                      |                     |                  |                         |  | Unspent funds   | Funds that have been released |
| 325 O/C Marketing reserve            | 86.86               | -86.86           | 0.00                    | 86.86                                  |   |                               |
| 339 Mayoral Regalia                  | 1,610.40            | -1,610.40        | 0.00                    | 1,610.40                               | Unspent funds   |                               |
| 340 Bookings Software Reserve        | 30,000.00           | -30,000.00       | 0.00                    | 25,475.00                              | Bookings software fund - lower than anticipated cost of suitable software   |                               |
| 349 Speedwatch Reserve               | 1,246.08            | -1,246.08        | 0.00                    | 1246.08                                | Remainder of speedwatch funds allocated   |                               |
| 320 Capital Programme Fund           | 39,718.56           | -8,352.00        | 31,366.56               | 45,000.00                              | Capital Programme Fund for equipment and small projects - these are agreed by Council   |                               |
| 358 WPLC Gym Reserve Fund            | 85.71               | -85.71           | 0.00                    | 85.71                                  |   |                               |
| 338 Play Area Reserve                | 22,662.06           |                  | 22,662.06               |  | Fund for play area refurbishment, equipment replacement.  |                               |
| 345 WPLC Bursary Fund                | 1,500.00            |                  | 1,500.00                |  | Woodford Park LC - funds for staff training   |                               |
| 348 Allotment Toilets                | 1,595.00            | 55.00            | 1,650.00                |  | Fund to maintain on site toilet and emptying of septic tank   |                               |
| 341 3G Pitch Carpet Replacement Fund | 48,000.00           |                  | 48,000.00               |  | Condition of grant for 3G pitch that Council allocate funds each year towards carpet replacement  |                               |
| 321 Buildings & Facilities           | 28,688.94           | -7,378.85        | 21,310.09               |  | Funds for larger repairs /refurbishment at Council's properties   | Funds allocated               |
| 322 WPLC Roof Fund                   | 0.00                | 40,000.00        | 40,000.00               | S & R 15/9/20                          | Funds allocated for new roof at Woodford Park Leisure Centre  | for                           |
| 323 Cap-Receipt-Assets               | 89,400.00           |                  | 89,400.00               |  | Capital receipt in respect of former arrangement re Woodley Airfield Centre   | specific                      |
| 326 Maintenance Workshop Project     | 61,102.85           | -36,410.69       | 24,692.16               |  | Depot/Maintenance building project  |                               |
| 332 WPLC Changing Room refurb        | 10,000.00           |                  | 10,000.00               |  | Fund for refurbishment of football changing rooms at Woodford park Leisure Centre   | purpose                       |
| 336 Oakwood Centre Roof funds        | 0.00                | 3,485.41         | 3,485.41                | S & R 15/9/20                          | Funds allocated for roof repairs at the Oakwood Centre  |                               |
| 342 Youth shelter                    | 686.73              |                  | 686.73                  |  | Funds for repairs to youth shelter - Section 106 funds allocated to Council   |                               |
| 343 CYP Loddon Mead Project          | 2,500.00            |                  | 2,500.00                |  | General project at Loddon Mead - intended for purchase of steel container for use at the site   |                               |
| 346 WPLC Community Sports Grants     | 8,334.22            | -50.00           | 8,284.22                |  | Sports grant funding received by Woodford Park Leisure Centre - to be spent on sports activities  |                               |
| 347 Election Reserve                 | 0.00                |                  | 0.00                    |  | Reserve to be built up over 4 years to fund all out elections   |                               |
| 351 WPLC Refurbishment Project       | 31,169.42           |                  | 31,169.42               |  | Funds allocated from Public Works Loan Board for works on the reception area  |                               |
| 353 Allotment Security               | 333.23              | 55.00            | 338.23                  |  | Funds used for security of site   |                               |
| 355 Anxiety Self Help Fund           | 778.75              |                  | 778.75                  |  | Fund allocated for anxiety self help parents groups   |                               |
| 356 Loddon Mead Art Project          | 800.00              |                  | 800.00                  |  | Fund allocated for Art project at Loddon Mead   |                               |
| 357 Clock/Pagoda Reserve             | 2,983.83            |                  | 2,983.83                |  | Funds from Wokingham BC towards repair costs for pagoda and clock in town centre  |                               |
| 360 CIL Funds                        | 37,875.61           | 80,633.59        | 118,509.20              |  |   | Could be considered in future |
| 330 Repairs and Renewals Fund        | 25,369.28           |                  | 25,369.28               |  | For purchase of items such as computer equipment, tables & chairs ,desks etc  |                               |
| 333 Special Projects Fund            | 25,040.30           |                  | 25,040.30               |  | Fund used for start up of potential projects  |                               |
| 334 TCMI Fund                        | 37,064.68           | -5,710.51        | 31,354.17               | N/A                                    | TCMI Funds  |                               |
| 337 Sinking Fund Balance             | 19,372.72           | -10,852.49       | 8,520.23                | N/A                                    |   |                               |
| 350 Capital Receipt RSV (INV)        | 39,105.00           | -39,105.00       | 0.00                    | N/A                                    |   |                               |
| 354 Investment Adjustment Account    | 1,394,335.54        | 67,320.52        | 1,549,255.66            | N/A                                    |   |                               |
| 361 Town Centre 106 funds            | 0                   | 28,112.80        | 28,112.80               | N/A                                    | Section 106 funds for town centre   |                               |
| <b>Total</b>                         | <b>1,961,445.77</b> | <b>78,773.73</b> | <b>2,127,769.10</b>     | <b>73,504.05</b>                       | Total of £73,506.05 transferred to General Reserve - as approved by Urgency   |                               |
|                                      |                     |                  |                         |  | In addition £14,000 allocated to Repairs and Renewals in the 2020/21 budget will be allocated to the General Reserve, giving a total of £87,506.05. |                               |



**From:** Parish Borrowing Parish.Borrowing@communities.gov.uk  
**Subject:** RE: Woodley Town Council - Loan payments and request for extension of loan terms  
**Date:** 22 October 2020 at 10:16  
**To:** Deborah Mander townclerk@woodley.gov.uk  
**Cc:** Parish Borrowing Parish.Borrowing@communities.gov.uk, PWLB Nilo.PWLB@dmo.gov.uk

Dear Deborah,

Thank you for your enquiry regarding what support can be offered in relation to your current PWLB loan repayment(s). In order to be considered for a waiver of any late fees incurred as a result of going into arrears, you will need to fill out the attached template and meet the criteria which have been set out.

**Please find attached the application form.** All supporting evidences and the application form must be sent to this email.

I would kindly appreciate a reply by **FRI 20 NOVEMBER** in order to proceed with the application.

Your completed application will be used to assess the parish or town council's ability to meet the original repayment date. Where it is evident there is a need for a temporary relief we will look to agree a revised repayment date for your next loan repayment and will advise the DMO to waive the late fees which would normally be incurred in the interim. Please note it is ultimately the decision of the DMO to waive the late fees and that this support will only be considered where a revised date can be identified and met. Moreover, it is the responsibility of the town or parish council to ensure that the terms and conditions of the original loan continue to be met.

If your application is approved, we will confirm a temporary revised repayment with you and advise the PWLB lending facility acting on behalf of HMT to waive the late fees relating to the late repayment in the intervening period.

**Important Information:**

- The terms and conditions of the loan(s) on which they were advanced remain unchanged.
- The DMO will continue to issue repayment notices around 28 calendar days before each repayment as this is an automated process.
- If your application is approved, the DMO will switch off the direct debit process and the authority will be expected to make all repayments manually until such time that it is agreed that the direct debit process can be reinstated.
- Please note that if your next repayment is due within 10 calendar days of the deferred repayment agreement then it may still be collected by direct debit. The DMO cannot halt the process but will not chase the authority if it fails due to lack of funds.
- The authority should note that any repayment successfully collected by direct debit cannot be returned.

If you have any questions or would like to discuss this further, please do not hesitate to contact me.

Kind regards,  
Nathalia

**Nathalia Pulice**



Ministry of Housing,  
Communities &  
Local Government

APPLICATION FORM FOR A TEMPORARY REVISED REPAYMENT DATE FOR  
A PARISH OR TOWN COUNCIL IN ENGLAND

|   |   |  |   |   |
|---|---|--|---|---|
| <b>1. Name of Council</b>   |   |  |   |   |
| <b>2. Name of Clerk</b>   |   |  |   |   |
| <b>Working Address:<br/>(inc. Postcode)</b>   |   |  |   |   |
| <b>Email address</b>  |   |  |   |   |
| <b>Telephone</b>  |   |  |   |   |
| <b>3. Name of Local County<br/>Association</b>  |   |  |   |   |
| <b>Name of County Association<br/>Officer</b>   |   |  |   |   |
| <b>Email address</b>  |   |  |   |   |
| <b>4. Details of the loan(s)</b>  | <b>PWLB<br/>Borrowing<br/>Approval<br/>Reference(s)</b> | <b>Amount<br/>Borrowed<br/>£</b>       | <b>Current loan<br/>principal<br/>outstanding<br/>£</b> | <b>Loan<br/>Repayment<br/>(1/2 yearly<br/>cost)<br/>£</b>           |
|   | 1)  | £                                      | £   | £   |
|   | 2)  | £                                      | £   | £   |
|   | 3)  | £                                      | £   | £   |
|   | 4)  | £                                      | £   | £   |
| <b>5. Information on the amount(s)<br/>that will be delayed for each of<br/>the loans</b> | <b>The amount<br/>that will be<br/>delayed<br/>£</b>    | <b>Original<br/>repayment<br/>date</b> | <b>Preferred<br/>deferred<br/>repayment<br/>date</b>    | <b>Preferred date<br/>for reinstating<br/>your Direct<br/>Debit</b> |
|   | £   |  |   |   |
|   | £   |  |   |   |
|   | £   |  |   |   |
|   | £   |  |   |   |



Ministry of Housing,  
Communities &  
Local Government

|   |   |   |                  |
|---|---|---|------------------|
| <p><b>6. Why do you not think you can meet your loan repayment(s)?</b></p>  |   |   |                  |
| <p><b>7. Which income streams have been affected by Covid-19 which have resulted in the inability to meet your upcoming loan repayment(s)?</b></p>                        |   |   |                  |
| <p><b>8. What was your original PLAN B scenario, and have you exhausted all of your options?</b><br/><i>(where applicable to the application which was submitted)</i></p> | <p><b>Outline your PLAN B options</b></p>   | <p><b>Please circle the appropriate boxes below</b></p> |                  |
|   | <p><b>Reserve Balance</b></p>               | <p><b>YES</b></p>                                       | <p><b>NO</b></p> |
|   | <p><b>Reprioritise your expenditure</b></p> | <p><b>YES</b></p>                                       | <p><b>NO</b></p> |
|   | <p><b>Increase precept</b></p>              | <p><b>YES</b></p>                                       | <p><b>NO</b></p> |



Ministry of Housing,  
Communities &  
Local Government

|  |  |           |    |
|--|--|-----------|----|
|  | (other)  | YES       | NO |
|  | (other)  | YES       | NO |
| <b>9. Have you provided the following supporting evidence and explanation?</b>                         | <b>Please circle the appropriate boxes below</b> |           |    |
| <b>a) 19/20 Budget</b>   | <b>YES</b>                                       | <b>NO</b> |    |
| <b>b) original 20/21 budget</b>  | <b>YES</b>                                       | <b>NO</b> |    |
| <b>c) revised 20/21 budget</b> <i>(showing any income streams that have been affected by Covid-19)</i> | <b>YES</b>                                       | <b>NO</b> |    |
| <b>d) reserves statement/projections</b>   | <b>YES</b>                                       | <b>NO</b> |    |
| <b>e) What portion (£ and %) of your expenditure is flexible (uncommitted expenditure)?</b>            | <b>Please write/type your answer below</b>       |           |    |
| <b>10.</b>   |  |           |    |
| <b>SIGNED .....</b> (Clerk of the Council)   |  |           |    |
| <b>NAME .....</b>  |  |           |    |
| <b>DATE .....</b>  |  |           |    |
| <b>SIGNED .....</b> (Responsible Financial Officer)  |  |           |    |
| <b>NAME .....</b>  |  |           |    |
| <b>DATE .....</b>  |  |           |    |



## Woodley Town Council Loans as at 31/3/2021

| Loan Ref | Amount           | Taken out | Term (yrs) | % interest | Annual payment    | Ends     | Total cost          | Purpose of loan   | Type of loan | Capital Balance  | Unexpired term as at 31/3/21 |
|----------|------------------|-----------|------------|------------|-------------------|----------|---------------------|---|--------------|------------------|------------------------------|
| 485429   | 1,225,000        | 30/03/01  | 25         | 4.75       | 58,187.50         | 30/09/26 | 1,454,687.50        | Oakwood Centre - construction   | Maturity     | 1,225,000        | 5.5 years                    |
| 484459   | 500,000          | 07/07/00  | 25         | 5          | 25,000.00         | 30/09/25 | 625,000.00          | Oakwood Centre - construction   | Maturity     | 500,000          | 4.5 years                    |
| 484069   | 275,000          | 31/03/00  | 25         | 5          | 13,750.00         | 30/09/25 | 343,750.00          | Oakwood Centre - construction   | Maturity     | 275,000          | 4.5 years                    |
| 467556   | 85,000           | 04/10/89  | 40         | 9.75       | 8,475.57          | 30/09/29 | 339,022.80          | Airfield centre construction  | Annuity      | 51,741           | 8.5 years                    |
| 460907   | 200,000          | 16/09/86  | 40         | 9.875      | 20,176.90         | 31/03/26 | 807,076.00          | Extension of sports hall & alterations to lesiure centre  | Annuity      | 89,732           | 5 years                      |
| 454569   | 43,000           | 18/07/84  | 60         | 11.625     | 5,004.42          | 31/03/44 | 300,265.20          | Chapel Hall - refurbishment   | Annuity      | 40,189           | 23 years                     |
| 489575   | 120,000          | Jan-05    | 26         | 4.65       | 8,001.78          | 30/09/31 | 208,046.28          | Oakwood Centre - additional costs   | Annuity      | 65,883           | 10.5 years                   |
| 504186   | 255,000          | Jun-15    | 15         | 3.03       | 21,281.16         | 26/06/30 | 319,217.40          | 3G pitch, refurbishment tennis/netball court, new car park and resurfacing of main car park and access road | Annuity      | 190,174          | 9 years, 3 mths              |
| 505314   | 110,000          | Aug-16    | 10         | 1.27       | 11,748.12         | 31/08/26 | 117,481.20          | Gym on the Park WPLC  | Annuity      | 73,074           | 4 years, 5 mths              |
| 507873   | 240,000          | 01-Oct-18 | 25         | 2.76       | 13,353.44         | 01/10/43 | 333,836.00          | Lake project, maintenance workshop, WPLC refurbishment  | Annuity      | 229,766          | 22 years , 6 mths            |
|          | <b>3,053,000</b> |           |            |            | <b>184,978.89</b> |          | <b>4,848,382.38</b> |   |              | <b>2,740,559</b> |                              |

Woodley Town Council

**Minutes of the Urgency Committee - held via video conferencing on  
Tuesday 17 November 2020 at 5:00pm.**

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**Present:** *Councillors K. Baker (Chairman); D. Bragg; C. Jewell; D. Mills;  
P. Wicks*

**Officers Present:** *D. Mander, Town Clerk; K. Murray, Deputy Town Clerk  
L. Matthews, Committee Officer*

1. **APOLOGIES FOR ABSENCE**

There were no apologies for absence.

2. **DECLARATIONS OF INTEREST**

There were no declarations of interest made by Members.

3. **MINUTES OF THE MEETING HELD ON 9 NOVEMBER 2020**

Members noted the minutes of the meeting held on 9 November 2020.

4. **PUBLIC WORKS LOAN BOARD - LOAN EXTENSIONS**

The Town Clerk informed Members that she had contacted the person dealing with the loan extension at Communities.gov and had asked for confirmation that no fees would be payable if the seven annuity loans were to be extended by 24 months, i.e. that no interest would be accruing during the payment holiday. This confirmation had not yet been received.

The Town Clerk agreed to circulate the completed application form to members of the Urgency Committee before it was submitted, and noted that the deadline for application to be submitted was Friday 20 November.

The Town Clerk confirmed that for each 12 month period that the loans were extended, the Council's expenditure for that period would be reduced by £88,000. It was noted that acceptance of the loan extension application was not guaranteed, and it was also possible that an extension of only 12 months might be offered.

Members considered whether it would be preferable to continue paying some of the high interest loans and not to request a payment holiday for those loans.

**RESOLVED:**

- ◆ To apply for a 24 month extension on the Council's seven annuity loans.

Councillor Jewell asked for her concern to be recorded that decisions regarding the Council's loans were being taken by the Urgency Committee, as she believed that this was in contravention of the Council's Financial Regulations, specifically Regulations 1j and 9b, and that these matters should be considered by the Strategy and Resources Committee or Full Council. Councillor Baker replied that the Urgency Committee had the authority to make these decisions under Standing Order 8a and that the financial regulations referred to by Councillor Jewell applied to arrangements for taking out new loans.

5. **DRAFT REPORT ON THE CONSULTATION ON WOODLEY TOWN COUNCIL TAX**

Members noted the confidential draft report on the results of the household survey carried out to gauge residents' responses to an increase in the council tax precept in 2021/22. The draft report was attached at Agenda Appendix C. The Town Clerk noted that, as the deadline for responses to be returned was the day before this meeting, there were a few more responses to be added to the report.

Members were very pleased to note that there had been a large response rate to the survey (21%) and commented that this was a credit to the residents of Woodley.

**RESOLVED:**

- ◆ To ask Helen Masey to proceed with the full analysis of the survey results, including a post code analysis.

Meeting closed at 5:25pm

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To: **Members of the Urgency Committee**

Councillors: K. Baker (*Chairman*), D. Bragg, C. Jewell, D. Mills, P. Wicks

**NOTICE IS HEREBY GIVEN that a meeting of the Urgency Committee will be held at 5 pm on Tuesday 17 November 2020, at which your attendance is requested. This will be a virtual meeting, as authorised by the Coronavirus Act (2020), Section 78.**

*Deborah Mander*

Deborah Mander  
Town Clerk

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## A G E N D A

### 1. APOLOGIES

### 2. DECLARATIONS OF INTEREST

To receive any declarations of interest from Members relating to the business of the meeting.

### 3. MINUTES OF THE MEETING HELD ON 9 NOVEMBER 2020.

To note the minutes of the meeting held on 9 November (**attached**). These minutes will be included in the agendas of the Planning and Community and Strategy and Resources Committees and Full Council on 8 December, as well as the Leisure Services Committee meeting in January 2021.

### 4. PUBLIC WORKS LOAN BOARD - LOAN EXTENSIONS

To provide further information to Members at the meeting regarding an application to the Ministry of Housing, Communities and Local Government (MHCLG) to extend the payment dates of the Council's Annuity Loans (seven in total) by two years. This is because of the nature of the Council's income and the impact that Covid is having on activities where people are in close proximity to each other, which is likely to be the case for another year or so. It is not proposed that the Council seek to extend the three loans relating to the £2M. borrowed to build the Oakwood Centre (these are maturity loans payable from 2025/6 in two tranches).

Attached at **Appendix A** is the letter and form from MHCLG giving details of the process. The application from the Council has to be made by 20 November 2020.

Attached at **Appendix B** is a spreadsheet showing the Council's existing loans and payment amounts and expiry dates.

Members are asked to consider submitting an application to extend the payment dates of the Council's seven annuity loans and to also consider the length of the payment extension dates.

### 5. DRAFT REPORT ON THE CONSULTATION ON WOODLEY TOWN COUNCIL TAX

To receive the draft report of the consultation with residents on the 2021/22 level of Town Council tax is attached at **Appendix C**.

From: **Parish Borrowing** Parish.Borrowing@communities.gov.uk  
Subject: RE: Woodley Town Council - Loan payments and request for extension of loan terms  
Date: 22 October 2020 at 10:16  
To: Deborah Mander townclerk@woodley.gov.uk  
Cc: Parish Borrowing Parish.Borrowing@communities.gov.uk, PWLB Nilo.PWLB@dmo.gov.uk



Dear Deborah,

Thank you for your enquiry regarding what support can be offered in relation to your current PWLB loan repayment(s). In order to be considered for a waiver of any late fees incurred as a result of going into arrears, you will need to fill out the attached template and meet the criteria which have been set out.

**Please find attached the application form.** All supporting evidences and the application form must be sent to this email.

I would kindly appreciate a reply by **FRI 20 NOVEMBER** in order to proceed with the application.

Your completed application will be used to assess the parish or town council's ability to meet the original repayment date. Where it is evident there is a need for a temporary relief we will look to agree a revised repayment date for your next loan repayment and will advise the DMO to waive the late fees which would normally be incurred in the interim. Please note it is ultimately the decision of the DMO to waive the late fees and that this support will only be considered where a revised date can be identified and met. Moreover, it is the responsibility of the town or parish council to ensure that the terms and conditions of the original loan continue to be met.

If your application is approved, we will confirm a temporary revised repayment with you and advise the PWLB lending facility acting on behalf of HMT to waive the late fees relating to the late repayment in the intervening period.

**Important Information:**

- The terms and conditions of the loan(s) on which they were advanced remain unchanged.
- The DMO will continue to issue repayment notices around 28 calendar days before each repayment as this is an automated process.
- If your application is approved, the DMO will switch off the direct debit process and the authority will be expected to make all repayments manually until such time that it is agreed that the direct debit process can be reinstated.
- Please note that if your next repayment is due within 10 calendar days of the deferred repayment agreement then it may still be collected by direct debit. The DMO cannot halt the process but will not chase the authority if it fails due to lack of funds.
- The authority should note that any repayment successfully collected by direct debit cannot be returned.

If you have any questions or would like to discuss this further, please do not hesitate to contact me.

Kind regards,  
Nathalia



Ministry of Housing,  
Communities &  
Local Government

*Handwritten signature*

**APPLICATION FORM FOR A TEMPORARY REVISED REPAYMENT DATE FOR  
A PARISH OR TOWN COUNCIL IN ENGLAND**

|  |                                      |                         |                                      |  |
|--|--------------------------------------|-------------------------|--------------------------------------|--|
| 1. Name of Council   |                                      |                         |                                      |  |
| 2. Name of Clerk   |                                      |                         |                                      |  |
| Working Address:<br>(inc. Postcode)  |                                      |                         |                                      |  |
| Email address  |                                      |                         |                                      |  |
| Telephone  |                                      |                         |                                      |  |
| 3. Name of Local County Association  |                                      |                         |                                      |  |
| Name of County Association Officer   |                                      |                         |                                      |  |
| Email address  |                                      |                         |                                      |  |
| 4. Details of the loan(s)  | PWLB Borrowing Approval Reference(s) | Amount Borrowed £       | Current loan principal outstanding £ | Loan Repayment (1/2 yearly cost) £               |
|  | 1)                                   | £                       | £                                    | £  |
|  | 2)                                   | £                       | £                                    | £  |
|  | 3)                                   | £                       | £                                    | £  |
|  | 4)                                   | £                       | £                                    | £  |
| 5. Information on the amount(s) that will be delayed for each of the loans | The amount that will be delayed £    | Original repayment date | Preferred deferred repayment date    | Preferred date for reinstating your Direct Debit |
|  | £                                    |                         |                                      |  |
|  | £                                    |                         |                                      |  |
|  | £                                    |                         |                                      |  |
|  | £                                    |                         |                                      |  |



Ministry of Housing,  
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|   |   |   |                  |
|---|---|---|------------------|
| <p><b>6. Why do you not think you can meet your loan repayment(s)?</b></p>  |   |   |                  |
| <p><b>7. Which income streams have been affected by Covid-19 which have resulted in the inability to meet your upcoming loan repayment(s)?</b></p>                        |   |   |                  |
| <p><b>8. What was your original PLAN B scenario, and have you exhausted all of your options?</b><br/><i>(where applicable to the application which was submitted)</i></p> | <p><b>Outline your PLAN B options</b></p>   | <p><b>Please circle the appropriate boxes below</b></p> |                  |
|   | <p><b>Reserve Balance</b></p>               | <p><b>YES</b></p>                                       | <p><b>NO</b></p> |
|   | <p><b>Reprioritise your expenditure</b></p> | <p><b>YES</b></p>                                       | <p><b>NO</b></p> |
|   | <p><b>Increase precept</b></p>              | <p><b>YES</b></p>                                       | <p><b>NO</b></p> |



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|  |  |           |    |
|--|--|-----------|----|
|  | (other)  | YES       | NO |
|  | (other)  | YES       | NO |
| <b>9. Have you provided the following supporting evidence and explanation?</b>                         | <b>Please circle the appropriate boxes below</b> |           |    |
| <b>a) 19/20 Budget</b>   | <b>YES</b>                                       | <b>NO</b> |    |
| <b>b) original 20/21 budget</b>  | <b>YES</b>                                       | <b>NO</b> |    |
| <b>c) revised 20/21 budget</b> <i>(showing any income streams that have been affected by Covid-19)</i> | <b>YES</b>                                       | <b>NO</b> |    |
| <b>d) reserves statement/projections</b>   | <b>YES</b>                                       | <b>NO</b> |    |
| <b>e) What portion (£ and %) of your expenditure is flexible (uncommitted expenditure)?</b>            | <b>Please write/type your answer below</b>       |           |    |

10.

**SIGNED** .....(Clerk of the Council)

**NAME** .....

**DATE** .....

**SIGNED** .....(Responsible Financial Officer)

**NAME** .....

**DATE** .....



**Woodley Town Council Loans as at 31/3/2021**

| Loan Ref | Amount           | Taken out | Term (yrs) | % interest | Annual payment    | Ends     | Total cost          | Purpose of loan   | Type of loan | Capital Balance  | Unexpired term as at 31/3/21 |
|----------|------------------|-----------|------------|------------|-------------------|----------|---------------------|---|--------------|------------------|------------------------------|
| 485429   | 1,225,000        | 30/03/01  | 25         | 4.75       | 58,187.50         | 30/09/26 | 1,454,687.50        | Oakwood Centre - construction   | Maturity     | 1,225,000        | 5.5 years                    |
| 484459   | 500,000          | 07/07/00  | 25         | 5          | 25,000.00         | 30/09/25 | 625,000.00          | Oakwood Centre - construction   | Maturity     | 500,000          | 4.5 years                    |
| 484069   | 275,000          | 31/03/00  | 25         | 5          | 13,750.00         | 30/09/25 | 343,750.00          | Oakwood Centre - construction   | Maturity     | 275,000          | 4.5 years                    |
| 467556   | 85,000           | 04/10/89  | 40         | 9.75       | 8,475.57          | 30/09/29 | 339,022.80          | Airfield centre construction  | Annuity      | 51,741           | 8.5 years                    |
| 460907   | 200,000          | 16/09/86  | 40         | 9.875      | 20,176.90         | 31/03/26 | 807,076.00          | Extension of sports hall & alterations to leisure centre  | Annuity      | 89,732           | 5 years                      |
| 454569   | 43,000           | 18/07/84  | 60         | 11.625     | 5,004.42          | 31/03/44 | 300,265.20          | Chapel Hall - refurbishment   | Annuity      | 40,189           | 23 years                     |
| 489575   | 120,000          | Jan-05    | 26         | 4.65       | 8,001.78          | 30/09/31 | 208,046.28          | Oakwood Centre - additional costs   | Annuity      | 65,883           | 10.5 years                   |
| 504186   | 255,000          | Jun-15    | 15         | 3.03       | 21,281.16         | 26/06/30 | 319,217.40          | 3G pitch, refurbishment tennis/netball court, new car park and resurfacing of main car park and access road | Annuity      | 190,174          | 9 years, 3 mths              |
| 505314   | 110,000          | Aug-16    | 10         | 1.27       | 11,748.12         | 31/08/26 | 117,481.20          | Gym on the Park WPLC  | Annuity      | 73,074           | 4 years, 5 mths              |
| 507873   | 240,000          | 01-Oct-18 | 25         | 2.76       | 13,353.44         | 01/10/43 | 333,836.00          | Lake project, maintenance workshop, WPLC refurbishment  | Annuity      | 229,766          | 22 years, 6 mths             |
|          | <b>3,053,000</b> |           |            |            | <b>184,978.89</b> |          | <b>4,848,382.38</b> |   |              | <b>2,740,559</b> |                              |

APPENDIX B

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CONFIDENTIAL**

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