



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

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

NOTICE IS HEREBY GIVEN that a meeting of the Planning and Community Committee will be held at The Oakwood Centre at 7:45 pm on Tuesday 13 August 2019, at which your attendance is requested.

Deborah Mander
Town Clerk

A G E N D A

1. **APOLOGIES**
2. **DECLARATIONS OF INTEREST**
To receive any declarations of interest from Members on agenda items.
3. **MINUTES OF THE PLANNING COMMITTEE MEETING HELD ON 16 JULY 2019** Page 5
To approve the minutes of the Planning Committee meeting held on 16 July 2019 and for the Chairman to sign them as a true record.
4. **CURRENT PLANNING APPLICATIONS**
To consider current planning applications and agree comments to be forwarded to the planning authority. **(Appendix 4)** Page 15
5. **PLANNING DECISIONS**
To note information on decision notices received from the planning authority since the last meeting. **(Appendix 5)** Page 18

6. **PLANNING APPEALS**

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

Application: 190056
Location: 268 Kingfisher Drive, Woodley, RG5 3LH.
Proposal: Householder application for proposed erection of two storey side extension to existing dwelling with front and rear dormers, single storey front extension to form porch, plus internal alterations.
(Woodley Town Council had no objections to the proposal.)

- b) To note the following appeal decision:

Application: 173614
Location: 21 Duffield Road, Woodley, RG5 4RL.
Proposal: Proposed erection of 6 No. two storey dwellings with associated parking and landscaping following the demolition of the existing property.
(Woodley Town Council had no objections to the proposal.)
Decision: The appeal was dismissed.

7. **COMMUNITY SPEEDWATCH UPDATE**

To receive an update on matters relating to Community Speedwatch.

8. **CYCLING IN WOODLEY**

To consider the draft terms of reference for a Cycling in Woodley Working Party. (**Appendix 8**)

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9. **WOKINGHAM BOROUGH COUNCIL: DRAFT PUBLIC RIGHTS OF WAY IMPROVEMENT PLAN 2020-2030 CONSULTATION**

Item deferred from the Planning and Community Committee meeting held on 16 July 2019 (minute number 42).

To receive a report from Councillor Jewell on the draft Public Rights of Way Improvement Plan 2020-2030.

To consider a response to the draft Public Rights of Way Improvement Plan 2020-2030 consultation. The consultation document can be viewed at:

www.wokingham.gov.uk/consultations

Responses are required by 26 September 2019.

10. **WOKINGHAM BOROUGH COUNCIL: LOCAL TRANSPORT PLAN 4**

Item deferred from the Planning and Community Committee meeting held on 16 July 2019 (minute number 44).

To receive a report from Councillors Baker and Skegg reviewing the existing Local Transport Plan 3 document and proposing feedback to the questions raised by Wokingham Borough Council, as detailed in the agenda for the Planning and Community Committee meeting held on 16 July 2019.

Members are asked to consider responses to the questions. Responses are required by the end of September.

The current Local Transport Plan (LTP3) can be viewed at:
www.wokingham.gov.uk/plans_policies_and_strategies/transport_plans_and_guidance/local_transport_plan

11. **WOKINGHAM BOROUGH COUNCIL: PARKING MANAGEMENT PLAN**
To note correspondence received from Wokingham Borough Council regarding the development of a new Parking Management Plan for the borough and to consider a response. Responses are required by 16 August 2019. **(Appendix 11)** Page 22
12. **WOKINGHAM BOROUGH COUNCIL: LOCAL PLAN UPDATE – SITE ASSESSMENT ENGAGEMENT 2019**
To note correspondence received from Wokingham Borough Council regarding the next stage of the Local Plan Update. **(Appendix 12)** Page 23
13. **CONNECTING COMMUNITIES IN BERKSHIRE (CCB): COMMUNITY-LED HOUSING**
To note correspondence received from CCB regarding a short course they are running on Community-led Housing, on 19 September 2019, 7pm – 9pm; and to consider sending representatives to attend the course. **(Appendix 13)** Page 24
14. **WOODLEY AND NORTH EARLEY COMMUNITY FORUM**
To note the report of the Woodley and North Earley Community Forum held on 17 July 2019. **(Appendix 14)** Page 25
15. **PUBLICATIONS/INFORMATION**
To note receipt of the following:
 - *Connecting Communities in Berkshire E-Bulletin – July 2019*
 - *Me2 Club Newsletter – July 2019*
 - *Woodley Town Centre Newsletter – July 2019*
16. **FUTURE AGENDA ITEMS**
To consider suggestions for future agenda items.
17. **PUBLICITY/WEBSITE**
To consider suggestions for items to be publicised.
18. **EXCLUSION OF PUBLIC AND PRESS**
To resolve that, in view of the confidential nature of the business about to be transacted in relation to legal matters, it is advisable in the public interest that the public and press are temporarily excluded and they are asked to withdraw for item 19 on the agenda.
19. **ENFORCEMENT ISSUES**
To note any enforcement issues.

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Minutes of a Meeting of the Planning and Community Committee held at the Oakwood Centre on Tuesday 16 July 2019 at 7:45 pm

Present: *Councillors: P. Wicks (Chairman); K. Baker; D. Bragg; M. Doyle; C. Jewell; J. MacNaught; D. Mills; S. Rahmouni; R. Skegg*

Officer present: *L. Matthews, Committee Officer*

Also present: *1 member of public*

34. **APOLOGIES**

Apologies for absence were received from Councillors J. Cheng and M. Nagra.

35. **DECLARATIONS OF INTEREST**

Councillor D. Bragg – Personal interest: Agenda item 4, planning application 190996: 42 Reading Road, as he lives adjacent to this property.

Councillor K. Baker – Personal interest: Agenda item 4, planning application 190996: 42 Reading Road, as he lives close to this property.

36. **MINUTES OF THE PLANNING COMMITTEE MEETING HELD ON 18 JUNE 2019**

RESOLVED:

- ◆ That the minutes of the Planning Committee meeting held on 18 June 2019 be approved and signed by the Chairman as a true and accurate record.

37. **CURRENT PLANNING APPLICATIONS**

The Committee Officer informed Members that planning application 191105: 181 Headley Road East had been determined by Wokingham Borough Council ahead of the meeting. This application was therefore not considered by the Committee.

RESOLVED:

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

38. **PLANNING DECISIONS**

RESOLVED:

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

39. **NEIGHBOUR CONSULTATION SCHEME**

RESOLVED:

- ◆ To note application 191744.
Location: 45 Knowle Road, Woodley, RG5 3QE.
Proposal: Application for prior approval for the erection of a single storey rear extension, which would extend beyond the rear wall of the original house by 6.0m, for which the maximum height would be 3.95m and the height of the eaves 3.0m.

40. **PLANNING APPEALS**

RESOLVED:

- ◆ To note the following appeal decision:

Application: 182995
Location: 37 Crockhamwell Road, Woodley, RG5 3LE.
Details: Appeal against the refusal of planning permission for the erection of a detached outbuilding.
Decision: The appeal was dismissed.

41. **COMMUNITY SPEEDWATCH UPDATE**

Councillor MacNaught informed Members that the data logger had recently been deployed in Colemans Moor Road. The results had shown that the speeding rates in this road were less than 5%.

Councillor MacNaught reported that members of the Woodley Speedwatch team were hoping to meet with the Thames Valley Police Neighbourhood Supervisor for Community Speedwatch to determine how much speeding data the police were able to deal with, as there had been reports from other areas of the police being inundated with data from Speedwatch schemes.

42. **WOKINGHAM BOROUGH COUNCIL: DRAFT PUBLIC RIGHTS OF WAY IMPROVEMENT PLAN 2020-2030 CONSULTATION**

RESOLVED:

- ◆ To defer this item until the next meeting, on 13 August 2019.
- ◆ That Councillor Jewell would review the draft Public Rights of Way Improvement Plan 2020-30 and report on the document at the meeting on 13 August.

43. **WOKINGHAM BOROUGH COUNCIL: ARBORFIELD AND BARKHAM NEIGHBOURHOOD PLAN CONSULTATION**

RESOLVED:

- ◆ To make a "no comment" response to the Arborfield and Barkham Neighbourhood Plan consultation.

44. **WOKINGHAM BOROUGH COUNCIL: LOCAL TRANSPORT PLAN 4**

RESOLVED:

- ◆ To defer this item until the next meeting, on 13 August 2019.
- ◆ That Councillors Baker and Skegg would review the existing Local Transport Plan 3 document and propose feedback to the questions raised by Wokingham Borough Council, for discussion at the meeting on 13 August.

45. **CENTRAL AND EASTERN BERKSHIRE AUTHORITIES: JOINT MINERALS AND WASTE PLAN: ADDITIONAL REGULATION 18 (SITE SPECIFIC) CONSULTATION ON THE POTENTIAL ALLOCATION OF THE BRAY QUARRY EXTENSION SITE**

RESOLVED:

- ◆ To make a "no comment" response to the Joint Minerals and Waste Plan additional Regulation 18 (site specific) consultation on the potential allocation of the Bray Quarry Extension site.

46. **CYCLING IN WOODLEY**

Councillor Jewell gave a presentation about the cycling facilities in Woodley, based on the article that had been included in the agenda. She suggested that the Town Council should publicly recognise the need for better cycling facilities in Woodley and should lead the way in promoting safer cycling.

A wide-ranging discussion followed, which included the following points:

- Cyclists have differing needs – some prefer to cycle on the road and do not want to use cycle routes on the pavements; others prefer to cycle on the pavements.
- If cycle routes are provided on pavements, the needs of pedestrians must also be taken into consideration, for example pedestrians who are hard of hearing cannot hear cyclists approaching.
- Some roads are too narrow to safely provide cycle lanes.
- The importance of providing cycle routes to transport hubs.
- The need to identify examples of cycling provision that work well - and those that do not.
- Possible use of Section 106 funds to finance any proposals.

Councillor Jewell proposed that a working party could be set up to review the cycling provision in Woodley and suggest possible improvements, and it was agreed that a working party with this aim would benefit from including non-councillor members with relevant expertise and experience. It was suggested that the first task of a working party could be to review and update the report on cycling facilities produced by the Woodley Community Partnership in 2008.

RESOLVED:

- ◆ That Councillor Jewell would work with officers to draw up proposed terms of reference for a working party to review the cycling facilities in Woodley, for consideration by the Committee.

47. **CITIZENS ADVICE WOKINGHAM**

RESOLVED:

- ◆ To note receipt of the Wokingham Impact Report 2018-19 from Citizens Advice Wokingham.

48. **PUBLICATIONS/INFORMATION**

RESOLVED:

- ◆ To note receipt of the following:
 - *Connecting Communities in Berkshire E-Bulletin – June 2019*

49. **FUTURE AGENDA ITEMS**

No further items were suggested for inclusion in a future agenda.

50. **PUBLICITY/WEBSITE**

RESOLVED:

- ◆ To publicise the following:
 - The Wokingham Borough Council draft Public Rights of Way Improvement Plan 2020-2030 – with a link to the document provided on the Town Council website.

51. **EXCLUSION OF PUBLIC AND PRESS**

RESOLVED:

- ◆ That in view of the confidential nature of the business about to be transacted in relation to legal matters, it was advisable in the public interest that the public and press were temporarily excluded and asked to withdraw for the following agenda item.

52. **ENFORCEMENT ISSUES**

The Chairman informed Members that no enforcement notifications had been received since the last meeting.

The meeting closed at 9:30 pm

Woodley Town Council

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Date :- 17/07/2019

Observations on the following Planning Applications

<u>Application No</u>	<u>DateRecd</u>	<u>Applicant Name</u>	<u>Location</u>
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Approved on the following applications;**190996**

01/07/2019

Mrs Conneely

42 Reading Road
Reading Road
Woodley
RG5 3DB

Proposal : Householder application for the proposed single storey rear extension to dwelling following demolition of existing conservatory plus conversion of existing garage to habitable accommodation.

Observations : No objections.

191138

14/06/2019

Mr & Mrs Day

1 Wheble Drive
Wheble Drive
Woodley
RG5 3DS

Proposal : Householder application for the proposed single storey side extension to existing dwelling.

Observations : No objections.

191318

20/06/2019

Unknown

Unit 4, E Reading Retail Centr
Shepherds Hill
Woodley
RG6 1BB

Proposal : Full planning application for the proposed change of use from restaurant to a clinic plus changes to fenestration.

Observations : No objections.

191332

01/07/2019

Mr & Mrs Merritt

3 Harrier Close
Harrier Close
Woodley
RG5 4PE

Proposal : Householder application for the proposed conversion of existing garage to create habitable accommodation. (Part retrospective)

Observations : No objections.

191356

04/07/2019

Mr Fernandes

10 Mitchell Way
Mitchell Way
Woodley
RG5 4NQ

Proposal : Householder application for the proposed conversion of existing garage into habitable accommodation, plus changes to existing garden fencing.

Observations : No objections.

The Committee had no objection to the relocation of the side fence, subject to the land at the side of the property being owned by the applicant.

Date :- 17/07/2019

Observations on the following Planning Applications

<u>Application No</u>	<u>DateRecd</u>	<u>Applicant Name</u>	<u>Location</u>
191447	25/06/2019	Mr & Mrs Carrington	28 Arundel Road Arundel Road Woodley RG5 4JL
Proposal : Householder application for the proposed erection of a single storey front extension to form porch and a first floor side/rear extension to existing dwelling.			
Observations : No objections.			
191466	18/06/2019	Mr & Mrs Dalfsen	46 Fitzroy Crescent Fitzroy Crescent Woodley RG5 4EU
Proposal : Householder application for proposed erection of a rear conservatory.			
Observations : One letter of concern had been received for this application.			
The Committee had no objections to the proposal.			
191469	27/06/2019	Mr Mughal	13 Corbett Gardens Corbett Gardens Woodley RG5 4JY
Proposal : Householder application for the proposed erection of a single storey rear extension following demolition of existing conservatory, insertion of 2 No. rooflights, plus internal alterations and changes to fenestration.			
Observations : No objections.			
191479	10/07/2019	Unknown	45 Welford Road Welford Road Woodley RG5 4QS
Proposal : Householder application for the proposed erection of a single storey rear extension, insertion of 2 No. rooflights plus internal alterations.			
Observations : No objections.			
191626	04/07/2019	Mr Nagaraju Perisetty	43 Quentin Road Quentin Road Woodley RG5 3NE
Proposal : Householder application for the proposed extension and conversion of garage to create habitable accommodation plus insertion of 1 No. rooflight and changes to fenestration to existing dwelling.			
Observations : No objections.			
191631	09/07/2019	Unlown	149 Nightingale Road Nightingale Road Woodley RG5 3LZ
Proposal : Householder application for the proposed single storey rear/side extension plus the insertion of 1 No. rooflight and part glass part flat roof to rear, porch extension to front, and garage conversion to create habitable accommodation, first floor extension plus insertion of 2 No. rooflights to front/side and internal alterations to existing dwelling.			

Date :- 17/07/2019

Observations on the following Planning Applications

<u>Application No</u>	<u>DateRecd</u>	<u>Applicant Name</u>	<u>Location</u>
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Observations : No objections.

191647

04/07/2019

Mr Bradbrook

30 Radcot Close
Radcot Close
Woodley
RG5 3BG

Proposal : Householder application for the proposed part first floor, part two storey side extension following garage conversion to create habitable accommodation plus demolition of garden shed, front porch alteration and internal alterations to existing dwelling.

Observations : No objections.

Date :- 17/07/2019

Observations on the following Planning Applications

<u>Application No</u>	<u>DateRecd</u>	<u>Applicant Name</u>	<u>Location</u>
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Refused on the following applications;**191050**

14/06/2019

Mr G Bertram

29 Duncan Road
Duncan Road
Woodley
RG5 4HR

Proposal : Householder application for a proposed conversion of an existing garage to create habitable accommodation.

REVISED PLANS RECEIVED 14/06/2019.

The revised plans show three parking spaces and amend the proposal description to: Householder application for the proposed erection of two storey side and rear extensions to dwelling following the demolition of the existing single storey rear extension (resubmission of 173377 with amended ground floor plan now proposing games room instead of previously approved garage).

Observations : Two residents were present at the meeting to voice concern about this application.

The Committee considered the proposal and had concerns about the parking provision at the property if the garage was converted to habitable accommodation, especially as local residents had expressed concern about exacerbation of the current parking problems in the cul de sac.

REVISED PLANS RECEIVED 14/06/2019

Following receipt of amended plans, including a more accurate description of the proposal, the Committee considered this application again on 16/07/2019. Two letters of concern had been received.

The Committee recommended that the application be refused and Condition 6 of planning permission 173377 be retained so that the garage will be available for the parking of vehicles. This would help to ensure that adequate parking provision is available on site and reduce the likelihood that the current parking problems in the cul de sac will be exacerbated.

191178

14/06/2019

Mrs Murray

28 Pitford Road
Pitford Road
Woodley
RG5 4QF

Proposal : Householder application for the proposed erection of a two storey side extension including 2 No. rooflights, single storey rear extension and changes to fenestration.

Observations : One letter of concern had been received for this application.

The Committee recommended that this application be refused on the following grounds:

- Overbearing.
- Concern that the proposal might not comply with the separation distances given in the Borough Design Guide.

191598

28/06/2019

Miss Argave

17 Arundel Road
Arundel Road
Woodley
RG5 4JP

Proposal : Householder application for the proposed single storey front/side/garage extension to include flat roof over porch extension and part conversion of existing garage to create habitable accommodation to link following the demolition of existing utility room and garden shed; single storey and dormer extensions to rear following the removal of existing conservatory; conversion of loft space to create habitable accommodation plus insertion of 5 No. rooflights to front; internal alterations and changes to fenestration to existing dwelling.

Date :- 17/07/2019

Observations on the following Planning Applications

<u>Application No</u>	<u>DateRecd</u>	<u>Applicant Name</u>	<u>Location</u>
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- Observations :** The Committee recommended that this application be refused on the following grounds:
- Visually unacceptable: the pair of semi-detached dwellings will become unbalanced and lopsided.
 - Out of character with the street scene.
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New Applications Received Between 12/07/2019 and 08/08/2019

<u>Application No</u>	<u>Date Recd</u>	<u>Applicant Name</u>	<u>Location</u>
New Application			
191394	08/08/2019	Mr Kondreddy	1 Gemini Road Gemini Road Woodley RG5 4TF
Proposal : Householder application for the erection of 1.6m high railings to boundary. (Retrospective)			
Observations :			
191401	12/07/2019	Mr B. Teal	218 Kingfisher Drive Kingfisher Drive Woodley RG5 3LQ
Proposal : Householder application for the proposed erection of a single storey rear extension following demolition of existing conservatory, plus the insertion of 1 No. rooflight and internal alterations.			
Observations :			
191602	06/08/2019	Unknown	96 Pitts Lane Pitts Lane Earley RG6 1BU
Proposal : ADJOINING PARISH CONSULTATION Householder application for the erection of a two storey rear extension to dwelling.			
Observations :			
191626	23/07/2019	Mr Nagaraju Perisetty	43 Quentin Road Quentin Road Woodley RG5 3NE
Proposal : Householder application for the proposed extension and conversion of garage to create habitable accommodation plus insertion of 1 No. rooflight and changes to fenestration to existing dwelling.			
REVISED DRAWING RECEIVED 23/07/2019			
Observations : No objections.			
191688	19/07/2019	Mr M. Toms	167 Fairwater Drive Fairwater Drive Woodley RG5 3JQ
Proposal : Householder application for the proposed erection of a single storey rear extension following demolition of existing rear extension and the proposed erection of a detached garage following demolition of existing semi-detached garage.			
Observations :			
191730	23/07/2019	Mrs Tandel	26 Rochester Avenue Rochester Avenue Woodley RG5 4NA
Proposal : Householder application for the proposed outbuilding plus insertion of 3 No. rooflights to rear of			

New Applications Received Between 12/07/2019 and 08/08/2019

<u>Application No</u>	<u>Date Recd</u>	<u>Applicant Name</u>	<u>Location</u>
			existing building.
Observations :			
191743	23/07/2019	Mr & Mrs Munnery	11 Alderley Close Alderley Close Woodley RG5 4TG
			Proposal : Householder application for the proposed erection of a single storey rear extension plus the insertion of 2 No. rooflights.
Observations :			
191761	19/07/2019	Mr & Mrs King	6 Nimrod Close Nimrod Close Woodley RG5 4UW
			Proposal : Householder application for the proposed single storey extension plus insertion of 1 No. rooflight to rear, garage conversion to create habitable accommodation, porch canopy extension to front, internal alterations and changes to fenestration to existing dwelling.
Observations :			
191787	25/07/2019	Unknown	81 Ravensbourne Drive Ravensbourne Drive Woodley RG5 4LJ
			Proposal : Householder application for the proposed single storey front/side extension including porch extension/alteration to existing dwelling.
Observations :			
191796	06/08/2019	Mr D Busby	21 Denmark Avenue Denmark Avenue Woodley RG5 4RS
			Proposal : Householder application for the proposed erection of a part single storey/part two storey front/side/rear extension plus the insertion of 4 No. rooflights.
Observations :			
191848	23/07/2019	Mrs Dearing	25 Millbank Crescent Millbank Crescent Woodley RG5 4EP
			Proposal : Householder application for a single storey front extension forming porch.
Observations :			
191856	25/07/2019	Unknown	25 Copse Mead Copse Mead Woodley RG5 4RP
			Proposal : Householder application for the proposed erection of part single/part two storey side/rear extension following demolition of existing single storey rear extension.
Observations :			

New Applications Received Between 12/07/2019 and 08/08/2019

<u>Application No</u>	<u>Date Recd</u>	<u>Applicant Name</u>	<u>Location</u>
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Applications Received :- 12

NOTIFICATIONS OF PLANNING DECISIONS FROM Wokingham Borough Council

Thu 8 August 2019

' C ' Contrary to Borough

Page No : 1

' E ' Endorsed by Borough

GRANTED PLANNING PERMISSIONS

C 191050	Approved	29 Duncan Road Local COMMENT Two residents were present at the meeting to voice concern about this application. The Committee considered the proposal and had concerns about the parking provision at the property if the garage was converted to habitable accommodation, especially as local residents had expressed concern about exacerbation of the current parking problems in the cul de sac. REVISED PLANS RECEIVED 14/06/2019 Following receipt of amended plans, including a more accurate description of the proposal, the Committee considered this application again on 16/07/2019. Two letters of concern had been received. The Committee recommended that the application be refused and Condition 6 of planning permission 173377 be retained so that the garage will be available for the parking of vehicles. This would help to ensure that adequate parking provision is available on site and reduce the likelihood that the current parking problems in the cul de sac will be exacerbated.
E 191138	Approved	1 Wheble Drive
E 191198	Approved	32A Warren Road
E 191332	Approved	3 Harrier Close
E 191466	Approved	46 Fitzroy Crescent
E 191469	Approved	13 Corbett Gardens

REFUSED PLANNING PERMISSIONS

E 190779	Refused	46 Woodlands Avenue
C 191006	Refused	123 Loddon Bridge Road Local COMMENT Two letters of concern had been received for this application. The applicant was present at the meeting. The Committee considered the application and had no objections to the proposal to move the access to the property. However, the Committee had concerns about reduced sight lines due to the height of the proposed wall to the front and side of the property.

NOTIFICATIONS OF PLANNING DECISIONS FROM Wokingham Borough Council

Thu 8 August 2019

' C ' Contrary to Borough

Page No : 2

' E ' Endorsed by Borough

REFUSED PLANNING PERMISSIONS

191027	Refused	184 Loddon Bridge Road
191105	Refused	181 Headley Road East
E 191178	Refused	28 Pitford Road
191280	Refused	20 Clivedale Road
C 191321	Refused	77 Campbell Road Local COMMENT One letter of concern had been received about this application. The Committee considered the application and had no objections to the proposal.

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Cycling in Woodley Working Party

Terms of Reference

Overall purpose

1. To develop a Woodley Town Council Cycling Strategy in order to identify, prioritise and optimise actions to:
 - a) Improve Woodley's cycling environment; and
 - b) Provide better facilities for cyclists in Woodley
2. To work with local authorities/cycling groups/experts to achieve the aims of the cycling strategy.

Membership of the working party

There shall be at least 4 members of the Council and no more than 3 interested parties (such as a highways engineer, a cycling expert and cyclists) appointed to the working party. Others may attend by invitation to give expert advice.

Non councillor members of the working party have no right to vote at the working party's meetings.

Meetings

Meetings of the working party should take place at least quarterly.

Terms of operation

- To define the aims and objectives of a WTC cycling strategy
- To publish and publicise the strategy
- To discuss how the objectives of the Cycling Strategy may be met
- To produce a roadmap of the Working Party's planned future.

Parking Management Plan

Dear Clerk,

Please see the message below from Guy Grandison re the development of a new Parking Management Plan for the Borough. Please could you send this to all you members and if there are any comments or ideas, please send them to: traffic.management@wokingham.gov.uk by **16 August 2019**.

Dear Member

Following a meeting of the Community and Corporate O&S Committee and our agenda item looking at the parking management in the Borough, the Executive Member for Highways and Transport has requested town and parish council contributions to identify key issues that should be considered though the development of a new Parking Management Plan for the Borough and which echo residents' requirements as closely as possible.

Core Areas that we discussed at the meeting includes such topics as:

- Park & Rides, how do they impact with the parking policies? Should they be Subsidised? Should they be sustainable? Locations? Amount of Parking Spaces?
- On Street Parking, Should the Permit Scheme be expanded? Should the Permit Scheme be Reduced? Visitors & Trade Parking? Town Centre Parking?
- Civil Parking Enforcement, How is it targeted? School Parking? More Enforcement? Less enforcement? Use of Yellow Lines?
- Parking Meters, Where do we want them? Where are they suitable? Times for Parking?
- Off Street Parking, How many Spaces do we need? Are they in the right place? Disabled Spaces are they in the right place etc?
- Planning of New Developments and appropriate parking? The impact of new developments on parking policies? How parking policies impact congestion?
- Sustainability/The Future, Electric Cars charging points? Pollution impact?

The Goal of this exercise is to shape the policy moving forward rather than specific individual ward/street needs as those will be addressed after we have got the core parking management [plan](#) document. For Example should we have a "Get 1 Hours Free Parking" for the town centre if you spend £5 at qualifying town centre shops, much like Waitrose operate for the car park beside it in Woodley.

Please do reply to this email with ideas and we will feed these into the process of developing the new parking management plan.

Warmest Regards

Guy Grandison

Many thanks

Kind Regards

Mary Flynn

[Personal Assistant](#)

to the Assistant Directors of
Customer and Localities
Wokingham Borough Council



WOKINGHAM BOROUGH COUNCIL

P.O. Box 157
Shute End, Wokingham
Berkshire RG40 1WR
Tel: (0118) 974 6000
Minicom No: (0118) 974 6991
DX: 33506 - Wokingham

Letter to: All Parishes and Ward Members

Sent by email on 19 July 2019

Dear Councillors and Parish Clerks,

LOCAL PLAN UPDATE – SITE ASSESSMENT ENGAGEMENT 2019

Engagement is a key element of preparing the Local Plan Update, and it is important Parish and Town Councils and Ward Members help guide the plan making process. Most recently the 'Homes for the Future' consultation from November 2018 – February 2019 provided an opportunity for everyone to respond, with engagement events across the borough giving residents the chance to discuss issues and opportunities with officers and Members, helping to build on continual engagement about the Local Plan.

As part of this ongoing engagement with Ward Members, and Parish and Town Councils we are keen to take into consideration your views on a small number of sites recently promoted for development by landowners, developers and other interested parties, where you have not previously provided feedback.

I understand that providing feedback can be time consuming, and I would be grateful if any responses could be submitted as soon as possible. This feedback can then be taken into account when considering the content of the Draft Local Plan, with consultation programmed to take place this autumn. In recognition that there may not be a Parish Council meeting in the short term where feedback can be agreed, informal feedback can be submitted subject to ratification at a later meeting.

Officers will shortly be in contact with further information, to gather your feedback on sites more recently promoted as part of this process. Any comments, however detailed are welcome.

Gathering the views of Parish and Town Councils and Wards Members is a valuable exercise and I hope you can take this further opportunity to inform the next important stage of the Local Plan Update.

Should you have any queries regarding the above please do not hesitate to contact me.

Yours faithfully,

Cllr Wayne Smith

Executive Member for Planning and Enforcement

Ward Member for Hurst

Subject: INVITATION TO ATTEND: Community Led Housing on Thursday 19th September at 7pm

Hello,

Local charity Connecting Communities in Berkshire (CCB) are running a short course on Community-led housing on Thursday 19th September at Calcot Community Centre, Highview, Calcot, Reading, RG31 4XD and we would like invite you or any of your Councillors that are involved with planning or neighbourhood development plans to attend. The course is from 7pm – 9pm.

We are aware that development and new houses are currently being built throughout Berkshire on a large scale but are they really affordable or accessible to people growing up or working in your village or community?

Community-led housing is housing built on a **not-for-profit basis** by a community to meet its own needs. There are a number of different approaches to community-led housing, all resulting in homes built for the community but with different processes and levels of involvement.

This short course will enable participants to understand the differences between the various models of community-led housing. It is aimed at Parish & Town Councillors, land owners and anyone from both rural and urban communities interested in exploring the options for providing affordable housing for people with a connection to their community. The options of rural exception sites is now quite well-known but at this session we will examine the details of this as well as delving into other options including community land trusts and housing co-operatives.

Please do feel free to share this with colleagues or friends that you believe it may be of interest to. Places must be booked, to book your place please complete this form: <https://ccberks.wufoo.com/forms/community-led-housing/>

Best regards, Gemma Pearce

Office & Communications Manager
CCB – Connecting Communities in Berkshire
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RG7 1WY

Wednesday, 17th July, 2019, 7.30 – 9.30 pm

The Maxwell Room, The Oakwood Centre, Headley Road, Woodley, RG5 4JZ

1. **Present:** Mary Bather (in the chair), Mike Evans (Vice-chair), Cllr M Shaw (ETC), Cllr D Bragg (WTC), M Forrer (WTC), PS Mark Smith (TVP), PS Phil Ashley (TVP), D Provins (Friends of Woodford Park) Residents: J Layhe, R Heather, R Maslin, C Lauder, B Illsley, C Lawley, K Haggerty, I Haggerty

Apologies: Cllr S Matthews (ETC), Cllr R Dolinski (WBC), B Graham, Z Frasiniski, J Lissaman, I Hills.

2. **Minutes of the previous meeting – 10.04.19 / matters arising not on the agenda**

- **Public safety leaflets** – had been delivered to sheltered accommodation, GP surgeries, the library and CAB, churches and some local shops. M Bather had started door-to-door deliveries in roads where there were known to be a significant number of older / less-mobile residents and will be meeting with Diana Parker (New Neighbours) to organise inclusion of the leaflet in packs for new residents to Woodley.
- **Neighbourhood Watch / Thames Valley Alert** – M Bather had contacted Karen Collins (TVP) as requested at the last meeting. Karen had replied:

As of 19 June, our system shows 2623 residents in Woodley and 954 in North Earley signed up to TV Alerts.

The most recent population estimate we can find for Woodley is 35,470. Unfortunately, we cannot currently find an accurate estimate for North Earley. Our estimate is that there is approximately 11% of the population across the Bracknell & Wokingham Local Police Area currently signed up to TV Alerts.

There was more discussion on Neighbourhood Watch (NW) and to what extent it was still active. PS Smith explained that while it was still active in some areas the aim was to move to greater use of TV Alert to disseminate information. Meanwhile, there were NW training sessions in London and Birmingham advertised – any residents interested to contact M Bather for more information.

3. **Update from Neighbourhood Policing Team on recent activity in the local area** (not covered in item 4):

- PS Phil Ashely will replace PS Mark Smith who retires on 1st August. No other staff changes.
- National Drugs Intensification week had led to some arrests.
- Scams – TV Alert had sent out information relating to car park scams (fake fines) and distraction theft (handbags from cars).

4. **Local policing priorities**

- **Burglary** – there have been a number of burglaries recently both opportunist and targeted (Asian Jewellery). Police working on these. Reminder to residents to make property secure – 30% burglaries due to insecure properties e.g. open windows, doors etc.
- **Antisocial Behaviour (ASB)** – Reported instances of ASB fallen in WBC as a whole and particularly in Woodley. However, there is often a rise during school holidays so ASB remains a priority. A number of instances of ASB teenage cyclists at the Saturday market have been reported. Clare Towse (PCSO), Cllr Dolinski and the town centre manager are to meet to discuss action plans to deal with this. There followed extensive discussion on the issue of cyclists in the precinct. Opinions as to the best way to solve this vary but it is generally agreed that:
 - i. There is a TRO in force making cycling in the precinct an offence but it is unlikely that the local police will enforce;
 - ii. Offenders include both younger people involved in other ASB offences and adults who seem unaware of or disregard the ‘no-cycling’ signs;
 - iii. The employment of wardens / security personnel by WTC would be too expensive;
 - iv. CCTV would be helpful as it could provide proof / evidence;
 - v. Cllr Bragg agreed to speak to WTC re repainting ‘no-cycling’ signs on the road, possible barriers and the purchase of a CCTV camera.
- **Speeding – TVP Community Speedwatch** – update from Karen Collins:

We have a pool of Community Speedwatch volunteers who are now fully trained and others that are still coming through the recruitment process. There is one area who are up and running and I am happy to speak

to the volunteers and ask whether one (or more if required) would be willing to join the committee proposed by Woodley Town Centre. Please let me know if you would like me to do this and if there are any further details available.

PS Smith confirmed that the original response from volunteers had been good but that the vetting etc had taken time and some of the original volunteers had dropped out.

The forum should send names of streets needing monitoring to the Speedwatch Team and the team should report back on their findings. M Bather had sent in names of streets. PC Smith would ask the team to report back.

Peter Wheat is a trained local volunteer for TV Speedwatch and has offered to sit on the Woodley TC committee. M Bather has sent his details to Cllr Baker.

- **Speeding – WTC Independent Speedwatch** – update from Cllr Bragg. There were now 13 volunteers and 2 roads had been ‘monitored’. Actual percentage of cars speeding was very low, under 5% Individual drivers caught speeding on the WTC camera will be sent a warning letter. WTC camera cannot be used as evidence for a speeding fine as it is not a home office approved piece of equipment.

5. **Future of the forum** – Mary Bather stepped down as chair at the AGM in April. Mike Evans is willing to remain as vice-chair but is unable to take on the role of chair. To date there have been no nominations or volunteers for the role of chair. For the forum to continue to hold regular meetings (for which agendas are sent out, minutes taken, and actions agreed and followed up) there needs to be a permanent chair. If the forum is to do more than run regular meetings (i.e. take on particular projects, disseminate information more widely, promote the work of the forum, keep a website up to date) there needs to be a committee of 3 or 4 people willing to give some time to the administration of the forum.

In the absence of either a chair or other volunteers it was agreed to suspend the forum until a chair be found. In the mean-time the chair would contact some ‘would be’ councillors who had not been elected to see if they would be interested in the role.

6. Any Other Business

- M Bather reported residents’ concerns about the new ticket machines in the Woodley Carparks – confusion regarding ‘checking out’ (some residents thought this applied to everyone) and the need to ensure details of the times when parking charges applied were displayed clearly on **all the machines**. Cllr Bragg agreed to ensure that information regarding the new machines was disseminated widely.
- Mary Bather thanked PS Smith for his contributions to the forum and wished him a happy retirement.
- C Lawley thanked Mary Bather for her work as chair of the forum.
- Mike Evans reported that there was £108 in the bank. He further advised that if you have a vehicle with “keyless” entry facility, it is wise to keep both the main and spare keys in a metal enclosure to help prevent vehicles being stolen by illegal remote devices.

7. **Date and venue of next meeting** – to be decided once there is a new chair in place