



Woodley Town Council

The Oakwood Centre
Headley Road
Woodley
Berkshire RG5 4JZ
Tel: 0118 969 0356

To: **Members of the Planning Committee**

Councillors T. Barker (Chairman); S. Brindley; J. Cheng; R. Dolinski; M. Forrer;
D. Fradley; B. Franklin; J. MacNaught; D. Mills; S. Rahmouni; M. Walker; P. Wicks;
M. Willson

NOTICE IS HEREBY GIVEN that a meeting of the Planning Committee will be held at The Oakwood Centre at 7:45 pm on Tuesday 31 January 2017, 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 10 JANUARY 2017** Page 5
To approve the minutes of the Planning Committee meeting held on 10 January 2017 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 13
5. **PLANNING DECISIONS**
To note information on decision notices received from the planning authority since the last meeting. **(Appendix 5)** Page 16

6. **NEIGHBOUR CONSULTATION SCHEME**

To note application 162678

Location: 53 Austin Road, Woodley, RG5 4EL.

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 4.27m, for which the maximum height would be 3.7m and the height of the eaves 2.6m.

7. **TREE PRESERVATION ORDERS**

TPO 3/1951: Malone Road Open Space, Malone Road, Woodley.

To note consent for the felling of a silver birch.

TPO 170/1980: 11 Anthian Close, Woodley, RG5 4XA.

To note consent for the selective pruning of an oak.

8. **REVISED ESIMATES 2016/17 AND BUDGET ESTIMATES 2017/18**

To consider the Revised Estimates 2016/17 and the Budget Estimates 2017/18. **Report No. PC 1/17**

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9. **STREET NAMING AND NUMBERING**

To note that the name "Mulberry" suggested by the developer for the new road at the Courtyard, Sandford Farm was rejected by Royal Mail due to duplicates in the area. The name "Snowdrop" suggested by the Town Council (Planning Committee, 10 January 2017, minute number 173) has therefore been submitted for screening by Royal Mail.

10. **COMMUNITY SPEED WATCH**

Finchampstead Parish Council were unable to send a representative to this meeting to talk to Members about their Community Speed Watch scheme, but have invited the Town Council to send two or three Members to meet with the Chairman of the Finchampstead Roads and Road Safety Committee to find out about the scheme and the use of the speed detector.

Members to consider sending representatives to attend a meeting at Finchampstead Parish Council and report back to this Committee.

11. **ROYAL BERKSHIRE FIRE AND RESCUE SERVICE: SERVICE REDESIGN CONSULTATION**

To receive a report from Councillors Barker and Mills on the Royal Berkshire Fire and Rescue Service consultation on Service Redesign and to consider a response. Responses are required by 13 March 2017.

12. **WOKINGHAM BOROUGH COUNCIL: GYPSY AND TRAVELLER ACCOMMODATION ASSESSMENT UPDATE 2017**

To note correspondence received from Wokingham Borough Council regarding their Gypsy and Traveller Accommodation Assessment consultation, attached at **Appendix 12**, and to consider a response. Responses are required by 3 February 2017.

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13. **WOKINGHAM BOROUGH COUNCIL LOCAL PLAN UPDATE: ISSUES AND OPTIONS CONSULTATION**

To note that an initial overview of the main issues raised during the Issues and Options consultation will be published on the Wokingham Borough Council website on 27 January 2017:

www.wokingham.gov.uk/localplanupdate

14. **HIGHWOOD MANAGEMENT CONFERENCE**

To note the minutes of the Highwood Management Conference meeting held on 19 January 2017. ***(Appendix 14)***

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15. **PUBLICATIONS/INFORMATION**

To note receipt of the following:

- *Community Council for Berkshire Bulletin – January 2017*

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 and personal information, it is advisable in the public interest that the public and press are temporarily excluded and they are asked to withdraw for items 19 and 20 on the agenda.

19. **ENFORCEMENT ISSUES**

To note any enforcement issues.

20. **CITIZENS AWARDS**

To consider the nominations received for the Citizens Awards. ***(Appendix 20, enclosed for Committee Members.)***

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**Minutes of a Meeting of the Planning Committee held at the Oakwood Centre
on Tuesday 10 January 2017 at 7:45 pm**

Present: *Councillors: T. Barker (Chairman); S. Brindley; J. Cheng; R. Dolinski;
D. Fradley; J. MacNaught; D. Mills; M. Walker*

Also present: *Councillor K. Baker
3 members of the public*

Officer present: *L. Matthews, Committee Officer*

166. **APOLOGIES**

Apologies for absence were received from Councillors M. Forrer, S. Rahmouni and P. Wicks.

167. **DECLARATIONS OF INTEREST**

Councillor R. Dolinski – Prejudicial interest: Agenda item 4, planning application 163369: Beechwood Primary School, as he is the Wokingham Borough Council Deputy Executive Member for Children’s Services and this is a Borough-led application. Councillor Dolinski took no part in the discussion or decision on this application.

168. **MINUTES OF THE PLANNING COMMITTEE MEETING HELD ON 13 DECEMBER 2016**

Minute No. 155: Planning Appeal: 123 Loddon Bridge Road

It was noted that the application number given in the agenda for this planning application was incorrect and had been corrected in the minutes.

RESOLVED:

- ◆ That the minutes of the Planning Committee meeting held on 13 December 2016 be approved and signed by the Chairman as a true and accurate record.

169. **CURRENT PLANNING APPLICATIONS**

RESOLVED:

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

170. **PLANNING DECISIONS**

a) **RESOLVED:**

- ◆ To note information on decision notices received from the planning authority since the last meeting. **(Appendix B)**

b) **Application No. 162695**

Proposal: Consultation from British Telecommunications for the proposed removal of 19 public payphones.

RESOLVED:

- ◆ To note that Wokingham Borough Council objected to the removal of the phone box located at the junction of Hearn Road and Drovers Way as the number of calls logged indicated that this phone box was used often.

171. **PLANNING APPEAL**

RESOLVED:

- ◆ To note that the following appeal had been lodged with the Planning Inspectorate:

Application: 161264

Location: 86 Loddon Bridge Road, Woodley, RG5 4AN.

Proposal: Full application for the proposed erection of 1 No. dwelling.

Appeal: Against Wokingham Borough Council's failure to give notice of a decision within the appropriate period.

172. **TREE PRESERVATION ORDERS**

RESOLVED:

- ◆ To note the following:

TPO 688/1994: Hawkhurst House, Headley Road East, Woodley.

Consent for the felling of a Cedar of Lebanon.

173. **STREET NAMING AND NUMBERING**

Members noted that the developer had suggested the name "Mulberry" as a possible street name for a new road at the Courtyard, Sandford Farm, Woodley. As there was already a Mulberry Close in Woodley, Members felt that this name might be rejected by Royal Mail and

RESOLVED:

- ◆ To suggest that the name "Snowdrop" be considered for the new road at the Courtyard, Sandford Farm, if the name "Mulberry" is rejected by Royal Mail.

174. **WOKINGHAM BOROUGH COUNCIL: NEW LOCAL TRANSPORT PLAN CONSULTATION**

Members discussed at length the questions raised in the stakeholder consultation document from Wokingham Borough Council to prioritise which elements of the highway and transport provision were most important for Woodley and which elements of the provision they were most satisfied with.

RESOLVED:

- ◆ To return the completed consultation form to Wokingham Borough Council as attached at **Appendix C**.

175. **ROYAL BERKSHIRE FIRE AND RESCUE SERVICE: SERVICE REDESIGN CONSULTATION**

Members noted the correspondence received from Royal Berkshire Fire and Rescue Service regarding the public consultation on proposed changes to the way in which it delivers services to residents. As a response was not required until 13 March 2017 it was

RESOLVED:

- ◆ That Councillors Barker and Mills would review the consultation document and report back to the Committee at the next meeting, on 31 January 2017.

176. **PUBLICATIONS/INFORMATION**

RESOLVED:

- ◆ To note receipt of the following:
 - *Historic Towns Forum Newsletter – December 2016*
 - *Me2 Club Newsletter – December 2016*
 - *Community Council for Berkshire Bulletin*

177. **FUTURE AGENDA ITEMS**

There were no suggestions for future agenda items.

178. **PUBLICITY/WEBSITE**

There were no suggestions for items to be publicised.

179. **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.

180. **ENFORCEMENT ISSUES**

The Chairman informed the meeting of eight enforcement investigation closure notices.

The meeting closed at 8:40 pm

Chairman

Woodley Town Council

Page 1

Date :- 11/01/2017

Observations on the following Planning Applications

<u>Application No</u>	<u>Date Recd</u>	<u>Case Officer</u>	<u>Applicant Name</u>	<u>Location</u>
Approved on the following applications;				
163363	19/12/2016	Stephen Thwaites	Mr & Mrs Frohnwieser	31 Duffield Road Duffield Road Woodley RG5 4RL
	Proposal : Householder application for the proposed conversion of loft space to create habitable accommodation to dwelling with additional rear dormer window.			
	Observations : No objections.			
163369	09/12/2016	Pooja Kumar	Mrs Anju Sharma	Beechwood Primary School Ambleside Close Woodley RG5 4JJ
	Proposal : Full application for the proposed erection of 3 single storey infill classroom extensions, extension to existing staff room, erection of new security fencing and gates, new pathways, access door and alteration to parking layout.			
	Observations : No objections.			
163388	13/12/2016	Christine Phillips	Ms Kavinda Kushlani	19 Fawcett Crescent Fawcett Crescent Woodley RG5 3HX
	Proposal : Householder application for a 2 storey side extension plus demolition of existing garage.			
	Observations : No objections.			
163426	19/12/2016	Chris Kempster	Mr & Mrs Bhat	11 Anthian Close Anthian Close Woodley RG5 4XA
	Proposal : Householder application for the proposed erection of a single storey rear conservatory to the existing dwelling.			
	Observations : No objections.			
163443	20/12/2016	Mark Croucher	Unknown	Land to the rear of The Willows 9 Station Road Earley RG6 7DY
	Proposal : ADJOINING PARISH CONSULTATION			
	Full application for the proposed erection of 2No. dwellings to land rear of The Willows, including vehicular access off Earley Station car park, parking and landscaping.			
	Observations : No objections.			
163470	13/12/2016	Chris Kempster	Mr Z Shehu	297 Loddon Bridge Road Loddon Bridge Road Woodley RG5 4BE
	Proposal : Householder application for the proposed erection of a new brickwork & metal railings perimeter wall and hardwood sliding gates and side gate.			

Date :- 11/01/2017

Observations on the following Planning Applications

<u>Application No</u>	<u>Date Recd</u>	<u>Case Officer</u>	<u>Applicant Name</u>	<u>Location</u>
Observations : No objections.				
163490	21/12/2016	Brett Beswetherick	Mr Merrick Chivers	15 Donaldson Way Donaldson Way Woodley RG5 4XL
Proposal : Householder application for the proposed erection of a single storey rear extension with mono pitch roof, plus part conversion of garage with velux window to create habitable accommodation to dwelling.				
Observations : One resident was present at the meeting to voice concerns about possible congestion and parking problems that might be caused by construction vehicles.				
The Committee discussed the application and had no objections to the proposal.				
163545	04/01/2017	Chris Kempster	Mr & Mrs Mark Lewendon	11 Carrick Gardens Carrick Gardens Woodley RG5 3JD
Proposal : Householder application for the proposed erection of a single storey rear extension to the existing dwelling.				
Observations : No objections.				

NOTIFICATIONS OF PLANNING DECISIONS FROM Wokingham Borough Council

Thu 5 January 2017

' C ' Contrary to Borough

Page No : 1

' E ' Endorsed by Borough

GRANTED PLANNING PERMISSIONS

E 162297	Approved	1 Frimley Close
E 162585	Approved	40 Austin Road
162695	Approved with Conditions	Various locations
E 162800	Approved	65 Woodlands Avenue
E 162807	Approved	299 - 301 Headley Road East
C 162824 District COMMENT	Approved	41b Crockhamwell Road Local COMMENT The Committee recommended that this application be refused on the following grounds: - Not in keeping with neighbouring properties. - Visually unacceptable. - Detrimental to the character of the area.
E 162909	Approved	3 Cypress Road
E 162954	Approved	74 & 76 Western Avenue
E 162958	Approved	Headley Road East
E 162980	Approved	98 Butts Hill Road
E 162981	Approved	22 Mitchell Way
E 162983	Approved	2 Lindberg Way
E 163025	Approved	101 Tippings Lane
E 163030	Approved	44 Reading Road
E 163089	Approved	40 Selsdon Avenue
E 163187	Approved	7 Buccaneer Close
E 163200	Approved	43 Cypress Road

REFUSED PLANNING PERMISSIONS

E 163024	Refused	Land adjoining 16 Church Mews
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Town / Parish Council WOODLEY TOWN COUNCIL

Local Transport Plan 4 – Stakeholder Consultation

Q1) How important, if at all, does the Town or Parish Council consider each of the following? (Please tick one box from each row).

	Very important	Fairly important	Not very important	Not at all important	Don't Know
Roads and Pavements	✓				
Cycle Routes	✓				
Local buses	✓				
Taxi Services		✓			
Community Transport		✓			
Responsive Transport		✓			
Safer Roads	✓				
Reducing Traffic			✓		
Traffic Pollution		✓			
Street Lighting		✓			
Highway Condition	✓				
Rights of Way			✓		

Please add any other categories that you feel are relevant below:

	Very important	Fairly important	Not very important	Not at all important	Don't Know

Local Transport Plan 4 – Stakeholder Consultation

Q2) How **satisfied** or **dissatisfied** is the Town or Parish Council with each of these within the Town / Parish area? (please tick one box only from each row)

	Very Satisfied	Fairly Satisfied	Neither satisfied nor dissatisfied	Fairly dissatisfied	Very dissatisfied	Don't Know
Roads and Pavements		✓				
Cycle Routes						✓
Local buses		✓				
Taxi Services						✓
Community Transport						✓
Responsive Transport		✓				
Safer Roads		✓				
Reducing Traffic						✓
Traffic Pollution			✓			
Street Lighting	✓					
Highway Condition		✓				
Rights of Way			✓			

Please fill in the boxes below if you wish to add any of your own categories.

	Very Satisfied	Fairly Satisfied	Neither satisfied nor dissatisfied	Fairly dissatisfied	Very dissatisfied	Don't Know

New Applications Received Between 05/01/2017 and 26/01/2017

<u>Application No</u>	<u>Date Recd</u>	<u>Case Officer</u>	<u>Applicant Name</u>	<u>Location</u>
New Application				
162744	26/01/2017	Stephen Thwaites	Mr Rajesh Tyagi	30 Headley Road Headley Road Woodley RG5 4JA
Proposal : Householder application for the proposed dropped kerb.				
Observations :				
163531	24/01/2017	Brooke Davey	Mr R Harrod	73 Arundel Road Arundel Road Woodley RG5 4JR
Proposal : Householder application for the proposed erection of a single storey front extension and conversion of existing garage to habitable accommodation.				
Observations :				
163535	12/01/2017	Stephen Thwaites	Mr Z Shehu	16 Selsdon Avenue Selsdon Avenue Woodley RG5 4PG
Proposal : Householder application for two storey side and rear extensions plus single storey front and rear extensions and conversion of loft to habitable accommodation with rear dormer extension. Demolition of existing garage.				
Observations :				
163552	20/01/2017	Daniel Ray	Mr A Walton	Emmanuel Church Centre South Lake Crescent Woodley RG5 3QW
Proposal : Full planning application for the proposed erection of a two storey side and rear extension plus a single storey side/rear extension to the existing building.				
Observations :				
163553	16/01/2017	Katie Herrington	Mr Shahid Hussain	Land adj to 32 Lismore Close Lismore Close Woodley RG5 3RT
Proposal : Full planning application for the erection of a single detached dwelling.				
Observations :				
163554	12/01/2017	Jane Burton	Mr Paul Haywood	4 Vickers Close Vickers Close Woodley RG5 4PA
Proposal : Householder application for the proposed single storey rear extension to dwelling.				
Observations :				

New Applications Received Between 05/01/2017 and 26/01/2017

<u>Application No</u>	<u>Date Recd</u>	<u>Case Officer</u>	<u>Applicant Name</u>	<u>Location</u>
170007	23/01/2017	Rosie Rogers	Mr & Mrs Nisar Qureshi	37 Carrick Gardens Carrick Gardens Woodley RG5 3JD
Proposal : Householder application for the proposed conversion of existing garage and outbuilding to additional habitable accommodation, single storey front and rear extensions to dwelling.				
Observations :				
170021	23/01/2017	Stephen Thwaites	Mr S Aslam	40 Quentin Road Quentin Road Woodley RG5 3NE
Proposal : Householder application for the conversion of existing garage to habitable accommodation plus alterations to front porch.				
Observations :				
170029	23/01/2017	Stephen Thwaites	Mrs Deborah Mander	Crockhamwell Road/Woodlands Av Crockhamwell Road/Woodlands Av Woodley RG5 3JY
Proposal : Full application for the stationing of a portable building to be used as a public toilet.				
Observations :				
170056	23/01/2017	Jane Burton	Mr N Armstead	51 Woodlands Avenue Woodlands Avenue Woodley RG5 3HJ
Proposal : Householder application for the proposed single storey rear extension to existing dwelling.				
Observations :				
170090	24/01/2017	Dariusz Kusyk	Unknown	16 Lambourne Gardens Lambourne Gardens Earley RG6 7EG
Proposal : ADJOINING PARISH CONSULTATION				
Householder application for the proposed two storey side extension plus single storey side extension to existing dwelling.				
Observations :				
170103	23/01/2017	Dariusz Kusyk	Mr Ben Newman	8 Armstrong Way Armstrong Way Woodley RG5 4NW
Proposal : Householder application for the proposed erection of part two storey, part single storey side extension to dwelling				
Observations :				

New Applications Received Between 05/01/2017 and 26/01/2017

<u>Application No</u>	<u>Date Recd</u>	<u>Case Officer</u>	<u>Applicant Name</u>	<u>Location</u>
170113	23/01/2017	Rosie Rogers	Mr & Mrs Wharton	64 Antrim Road Antrim Road Woodley RG5 3NT
Proposal : Householder application for proposed erection of single storey rear extension to dwelling following demolition of existing conservatory.				
Observations :				
170134	26/01/2017	Brett Beswetherick	Mr E Horne	2 Corby Close Corby Close Woodley RG5 4TL
Proposal : Householder application for the proposed single storey rear extension to existing dwelling.				
Observations :				
170154	23/01/2017	Graham Vaughan	Unknown	Shepherds House Overbridge London Road Earley RG6 1AD
Proposal : ADJOINING PARISH CONSULTATION				
Prior approval application for the proposed alteration to parapets with the installation of railings, plus anti-climb works to comply with electrification regulations.				
Observations :				

Applications Received :- 15

NOTIFICATIONS OF PLANNING DECISIONS FROM Wokingham Borough Council

Thu 26 January 2017

' C ' Contrary to District

Page No : 1

' E ' Endorsed by District

GRANTED PLANNING PERMISSIONS

E 162635	Approved	Unit 9
E 163149	Approved	26 Church Street
E 163192	Approved	9 Buckden Close
E 163217	Approved	Waingels College
E 163273	Approved	77 Loddon Bridge Road
E 163363	Approved	31 Duffield Road
E 163426	Approved	11 Anthian Close

REFUSED PLANNING PERMISSIONS

E 162407	Refused	6 Selcourt Close
E 162861	Refused	Land to rear of Woodley House

Woodley Town Council

**REVISED ESTIMATES 2016/17
BUDGET ESTIMATES 2017/18**

REPORT OF THE TOWN CLERK

Purpose of Report

To inform and advise Members of any recommendations for the Planning Committee's Revised Budget Estimates for the 2016/17 financial year and the proposed Budget Estimates for 2017/18.

Information

The Revised Estimates for 2016/17, **Budget Appendix A**, show that there have been no revisions in the year to the budget estimates that were set this time last year.

The Budget Estimates for 2017/18, **Budget Appendix A**, include the proposed allocation of annual grants, see **Budget Appendix B** for a summary of the applications received and the proposed grant to the Friends of Woodford Park.

The grant funding proposed is as follows:

ReadiBus	£17,480
Citizens Advice Wokingham	£6,318
Keep Mobile	£1,000
ARC	£5,200
Lend and Play Toy Library	£1,000
Friends of Woodford Park	£500
Total	£31,498

The 2017/18 estimates anticipate an increase in expenditure of £1,017 over last year's original and revised figures.

Recommendations:

- ◆ **That Members note the contents of the report.**
- ◆ **That Members approve the proposed grant allocations as set out in the Budget Appendix, subject to Council approval of the 2017/18 Budget Estimates.**
- ◆ **That Members recommend approval of the Revised Budget Estimates for the 2016/17 financial year, as set out in the Budget Appendix.**
- ◆ **That Members recommend approval of the Budget Estimates for the 2017/18 financial year, as set out in the Budget Appendix.**



**WOKINGHAM
BOROUGH COUNCIL**



AFFORDABILITY RESEARCH COMMUNITIES

Gypsy, Traveller and Travelling Showpeople Accommodation Assessment - Stakeholder Consultation 2017

Wokingham Borough Council, have commissioned arc⁴ to conduct a Gypsy and Traveller Accommodation Assessment (GTAA) update for Wokingham.

It is intended that this new assessment will identify current and future accommodation needs of the Traveller communities in Wokingham Borough. It will update and replace the previous GTAA and provide the evidence base to support the consideration of planning applications and allow the local authority to progress the review of their local plan. The main purpose of the update will be to:

- **Update the baseline data on the number, type and occupancy of plots, taking into account any changes in site capacity, vacancy and turnover or residents;**
- **Consider the implications of the new definition of Gypsies and Travellers introduced in the 2015 Planning Policy for Traveller Sites (PPTS).**

The study will seek to:

- **present a clear and robust analysis of current and future accommodation needs;**
- **provide a clear and robust understanding of the permanent, transit and other accommodation needs of Gypsies and Travellers and Travelling Showpeople;**
- **provide general guidance on the local housing needs of Gypsies and Travellers and Travelling Showpeople; and**
- **provide any appropriate recommendations on subsequent site identification and delivery.**

This on-line consultation survey is designed to capture a range of views on specific themes and issues with the intention of securing as wide a range of views and opinions from stakeholders as possible.

You can skip any questions that you want to but, the more responses we get to each question the greater our understanding of the key issues will be. Please answer as many of the questions as possible, or those which you deem to be appropriate to your professional background or organisation type.

We take a note of who you are at the beginning of the survey so that we can then use this information to get in touch with you if needed.

When you have completed the questionnaire please click the 'submit' button at the very end of the survey. To help the swift completion of this stage of the project we need your response as soon as possible. We would be grateful if you could complete and submit your survey responses by 5 pm on Friday 3rd February 2017 please.

In anticipation, thank you for your help and assistance.



**Gypsy, Traveller and Travelling Showpeople Accommodation Assessment -
Stakeholder Consultation 2017**

∴ Your contact details.

Name

Organisation

Contact Email

Contact Phone Number

∴ Which Local Authority areas do you work in? Please tick all that apply. If you work in an area outside Wokingham Borough (such as a neighbouring local authority who is responding as part of the duty to co-operate guidance) then please detail where you are from by selecting the appropriate option or by using the 'other' option below if your Council area(s) are not provided.

- Wokingham Borough
- Reading
- Wokingham
- South Oxfordshire
- Bracknell Forest
- Wycombe
- Basingstoke and Deane
- Windsor and Maidenhead
- Hart
- Other



The map identifies Wokingham Borough (the study area) and its neighbours.

∴ Q1. If you are interested do you want to be informed of the results of the study? If you do then we will keep a note of the contact details that you provided above and get in touch with any appropriate outputs.

- Yes I would like to be kept informed of the GTAA such as results and reports
- No I would not like to be kept informed of the GTAA



**WOKINGHAM
BOROUGH COUNCIL**



AFFORDABILITY RESEARCH COMMUNITIES

**Gypsy, Traveller and Travelling Showpeople Accommodation Assessment -
Stakeholder Consultation 2017**

Section 1

General Questions

- : **Q2. Do you think that there is sufficient understanding and monitoring of the education, employment, health, accommodation and support needs of Gypsies, Travellers and Travelling Showpeople within the study area? If not, what more could be done to improve the current position?**

- : **Q3. Do you think that there is adequate awareness of the cultural, support and accommodation needs of Gypsies, Travellers and Travelling Showpeople in the study area? If not, what more could be done to raise awareness.**

- : **Q4. Has your organisation undertaken any action to raise awareness of the cultural, support and accommodation requirements of Gypsies, Travellers and Travelling Showpeople in the study area? If so, please expand.**

- : **Q5. Do you have any other comments or thoughts you would like to provide on these issues?**



**Gypsy, Traveller and Travelling Showpeople Accommodation Assessment -
Stakeholder Consultation 2017**

Section 2

Provision of Accommodation - Site Provision

Q6. Do you think that there is sufficient provision of permanent sites/pitches/plots for Gypsies, Travellers and Travelling Showpeople across Wokingham Borough?

- Yes
- No
- Other
- Please give us your views _____

Q7. If new permanent sites/pitches are needed in Wokingham where do you think that these should be located? Which location is best and why?

Q8. Do you think there are barriers to the provision of new permanent sites? If so, what do you consider the main barriers to be?

Q9. Do you think that transit sites are needed in Wokingham. If so, why, and where do you think these should be located? Please note: Transit provision is a pitch or site intended for short-term use whilst in transit; such provision is usually permanent and authorised, but there is a limit on the length of time that residents can stay there.

Q10. Do you think there are barriers to new transit sites provision? If so, what do you consider the main barriers to be?

Q10b. Do you have any other comments or thoughts you would like to provide on these issues?



**WOKINGHAM
BOROUGH COUNCIL**



AFFORDABILITY RESEARCH COMMUNITIES

**Gypsy, Traveller and Travelling Showpeople Accommodation Assessment -
Stakeholder Consultation 2017**

Existing Sites

∴ **Q11. What are your views on the standard of facilities on existing sites in the Wokingham Borough area?**

∴ **Q12. Do you have any views on how existing sites are managed in Wokingham Borough?**

∴ **Q13. Are you aware of any issues/tensions between Gypsies, Travellers and Travelling Showpeople and the settled community, on existing sites within Wokingham Borough? If so, has your organisation addressed this in any way?**

∴ **Q13b. Do you have any other comments or thoughts you would like to provide on these issues?**



**Gypsy, Traveller and Travelling Showpeople Accommodation Assessment -
Stakeholder Consultation 2017**

Bricks and Mortar Accommodation

∴ Q14. Do you know of any Gypsies, Travellers and Travelling Showpeople living in bricks and mortar accommodation in Wokingham Borough? Can you provide any additional information?

∴ Q15. Do you think that additional provision of sites/pitches needs to be made to accommodate the requirements of Gypsies, Travellers and Travelling Showpeople currently living in settled (i.e. bricks and mortar) accommodation across Wokingham Borough? Why do you think this?

∴ Q16. Is there sufficient support available to Gypsies, Travellers and Travelling Showpeople living in settled accommodation to help them manage their housing effectively (i.e. help in dealing with practical tenancy issues, such as paying rent, bills and making benefit applications)?

∴ Q17. Are you aware if Gypsies, Travellers and Travelling Showpeople feel safe in settled accommodation? If you have any information please provide. Are their specific cultural needs given consideration by the local authority when offering conventional accommodation, in your opinion?

∴ Q17b. Do you have any other comments or thoughts you would like to provide on these issues?



**WOKINGHAM
BOROUGH COUNCIL**



AFFORDABILITY RESEARCH COMMUNITIES

**Gypsy, Traveller and Travelling Showpeople Accommodation Assessment -
Stakeholder Consultation 2017**

Both bricks and mortar and pitches

∴ **Q18. If your organisation provides accommodation in Wokingham Borough how many Gypsy, Traveller and Travelling Showpeople households have approached you for housing during the past five years?**

Pitch(es)	<input type="text"/>
Bricks and mortar	<input type="text"/>
Other	<input type="text"/>
Total	<input type="text"/>

∴ **Q19. If your organisation provides accommodation in Wokingham Borough how many Gypsy, Traveller and Travelling Showpeople households have approached you for HOUSING RELATED SUPPORT during the past five years?**

From those living on pitch(es)	<input type="text"/>
From those living in bricks and mortar	<input type="text"/>
Overall/Not sure of accommodation type	<input type="text"/>
Total	<input type="text"/>

∴ **Q19b. Do you have any other comments or thoughts you would like to provide on these issues?**



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Unauthorised encampments

- ∴ **Q20. How many unauthorised encampments do you have each year in your area? Please note: An unauthorised encampment refers to land where Gypsies, Travellers and Travelling Showpeople reside in vehicles or tents without permission. Unauthorised encampments can occur in a variety of locations and constitute trespass. The 1994 Criminal Justice and Public Order Act made it a criminal offence to camp on land without the owner's consent.**

- ∴ **Q21. Are unauthorised encampments problematic for your organisation? If so, please expand.**

- ∴ **Q22. Have you a view on how unauthorised encampments affect local perceptions?**

- ∴ **Q22b. Do you have any other comments or thoughts you would like to provide on these issues?**



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Section 3

Planning Policy

- : **Q23. Are there any areas within planning policy that you consider have restricted the provision of new sites/pitches for Gypsies, Travellers and Travelling Showpeople? If so, can you think of any way in which this can be overcome in the future?**

- : **Q24. Do you think that more could be done through planning policy and site allocation in the Local Plan to identify and bring forward new sites for the provision of pitches for Gypsies, Travellers and Travelling Showpeople? If so, please expand.**

- : **Q25. What impact do you think that the Government's August 2015 changes to planning policy 'Planning Policy for traveller sites' PPTS (previously set out in CLG's publication 'Planning Policy for traveller sites': 23rd March 2012) will have on future provision? Will the increased emphasis given to designated areas (including Green Belt) and the changes to the planning definition of Gypsy and Travellers have a particular impact? This 2015 PPTS can be accessed by following the link below:**

[PPTS August 2015, CLG](#)

- : **Q25b. Do you have any other comments or thoughts you would like to provide on these issues?**



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Cross boundary issues

∴

Q26. Are you aware of any regular movements of Gypsies, Travellers and Travelling Showpeople from neighbouring areas, in or out of Wokingham Borough?

Yes

No

If Yes which routes have you noted? _____

∴ **Q27. Are you aware of any sites/locations close to the boundary of Wokingham Borough where difficulties have arisen?**

Yes

No

If Yes, what type of difficulties and have you any thoughts on how these could be overcome?

∴ **Q28. Are there any cross boundary issues, in respect of Gypsies, Traveller and Travelling Showpeople that should be considered as part of this study? If yes, please provide information.**

∴

Q29. What do you think should be the key outcomes of this study?

∴ **Q29b. Do you have any other comments or thoughts you would like to provide on these issues?**



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Section 4

Neighbouring authorities

∴ **Q30. We consider that this questionnaire contributes to our requirement on the Duty to Cooperate with neighbouring authorities as set out in Section 33A of the Planning and Compulsory Purchase Act (as amended by Section 110 of the Localism Act 2011) and described in the National Planning Policy Framework (NPPF) as an integral part of the Local Plan-making process and its assessment at Examination.**

Do you have any views on this?

∴ **Q31. Do you have any other comments or thoughts you would like to provide on these issues?**

∴ **As part of the reporting for the project we often use quotes from the stakeholder survey in the narrative of the report and in related appendices. Are you happy for us to use your responses or part of your responses in the reporting? Listed below are a few options. Can you please pick one so we know how we can use your responses to the questions?**

We normally provide summary responses in the main body of the reporting but we are asking you this question so that we can provide useful qualitative quotes to back up particular views expressed. The appendices to our reports also include all responses provided by all stakeholders but these are provided anonymised so that individuals cannot be directly linked.

- I am happy for anything I have said, in my responses to this survey, to be used in the reporting. Please use my name when attributing references to responses provided.
- I am happy for anything I have said on behalf of my organisation/company/Council, in my responses to this survey, to be used in the reporting. Please use the name of my organisation/company/Council when attributing references to responses provided.
- I do not want anything I have said, in my responses to this survey, to be attributable to me in the reporting. Please do not use my name in the reporting.
- I do not want anything I have said on behalf of my organisation/company/Council, in my responses to this survey, to be used in the reporting. Please do not use the name of my organisation/company/Council in the reporting.
- Other

Thank you for completing the consultation survey. Please click 'submit' to send your comments.

**MINUTES OF A MEETING OF THE
HIGHWOOD MANAGEMENT CONFERENCE
HELD ON 19 JANUARY 2017 FROM 7.30 PM TO 8.35 PM**

Committee Members Present

Councillors: Laura Blumenthal, Beth Rowland, Kay Gilder, Guy Grandison, Mary Holmes and Alison Swaddle

Friends of Highwood

Freda Pattison (Community Representative)

Officers Present

Neil Carr (Principal Democratic Services Officer) and Simon Bartlam (Countryside Operations Officer)

1. ELECTION OF CHAIRMAN

Kay Gilder was elected Chairman of the Conference for the 2016/17 municipal year.

2. APOLOGIES

No apologies were submitted.

3. DECLARATIONS OF INTEREST

There were no declarations of interest.

4. MINUTES OF PREVIOUS MEETING

The Minutes of the meeting held on 25 January 2016 were confirmed as a correct record and signed by the Chairman.

Simon Bartlam updated the Conference on the S106 funds available for improvement works at the Highwood site. The current amount available was £52k.

Simon Bartlam also updated the Conference on the development of web pages giving details of the Highwood site. Work had begun to develop the web pages as part of the wider Countryside Services section of the Council's website. The relevant officer had been seconded to work on the Council's major organisational change programme and it was likely, therefore, that the work on the web pages would be progressed later in the year.

5. COUNTRYSIDE SERVICE REPORT

Simon Bartlam, Countryside Operations Officer, introduced the Countryside Service report, set out on page 9 of the Agenda. The report gave details of activities carried out during the year in accordance with the Highwood management plan. The report included details of the following:

- Management Tasks – removal of dangerous trees and scrub on the heathland;
- General Rangering – cutting back footpaths, removing flytipping, litter picking, site inspections and managing incidents;
- Volunteer Involvement – support from the Friends Group and volunteer workdays including the Dinton work skills project.

Simon reported that ongoing action related to rhododendron/laurel control and completion of heathland fencing. It was also proposed to carry out a test project to remove scrub from a designated section of the heathland area. This project would be well signposted to inform residents about the work.

Simon also reported on the involvement of volunteers in the improvement works. The number of volunteers had reduced in the past year, partly due to the reduction in community service activities. However, as a result of the additional countryside sites coming on stream across the Borough, additional staff resources were being allocated to the Countryside Service. This would help to create additional capacity which would benefit sites such as Highwood.

The Conference provided feedback on specific issues raised by local Members and residents, including:

- Ownership of the Bulmershe pond;
- Access issues relating to the Reading Borough Council allotments adjacent to Highwood;
- Exposed barbed wire along the boundary with the allotments;
- Opportunities for voluntary work for young people identified by the neighbourhood policing team;
- The potential for introducing hedgehog hotels at the Highwood site.

RESOLVED That:

- 1) the Countryside Service report be noted;
- 2) the Countryside Service team investigate the issues raised by Members and local residents.

6. HIGHWOOD PROGRAMME OF WORKS

The Conference considered a report, Agenda pages 11 to 13, which gave details of the proposed Highwood programme of works. Simon Bartlam introduced the report and highlighted the following issues for consideration by the Conference:

- Fencing around the heathland was completed in August 2016 at a cost of £4,650 – this included four access points through the heath and 450m of netting around its perimeter.
- Quotations had been received for two styles of signboard – shot blasted cedar boards and Oak ladder boards. The Conference was asked to express a preference for the new signboards. The signs would indicate that the site was managed by the Countryside Service with contact details and space for notices/site information. The Conference supported the Oak ladder signboards at a cost of £2,600 for five boards.
- A quotation had been received for 500m of footpath improvements on the site. The map included in the agenda highlighted 400m of proposed improvements. It was

proposed that the remaining 100m of works be earmarked for a link to the new housing development adjacent to the site. The Conference supported the footpath improvements highlighted in the report and proposed improvements to a further 70m length of footpath adjacent to the allotments boundary.

Funding of the works highlighted in the report would leave £22k in the budget which could be carried forward and potentially used to respond to additional pressures arising out of the new housing development adjacent to the Highwood site. Simon Bartlam reported that confirmation was still awaited on the issue of access to the new housing development.

RESOLVED That:

- 1) the report be noted;
- 2) the Oak ladder signboards, detailed in the report, be approved;
- 3) the proposed footpath improvements be approved;
- 4) the funding proposals in the report be approved;
- 5) Simon Bartlam provide information to members of the Conference on the annual maintenance expenditure for the Highwood site.

7. REPORT FROM THE FRIENDS OF HIGHWOOD

The Conference received a verbal report from Freda Pattison on behalf of the Friends of Highwood Group. Freda reported that there were no ongoing issues relating to the site.

The Conference discussed access issues relating to the various site entrances and gates.

Simon Bartlam confirmed that the levels of littering and flytipping at the site were similar to previous years.

RESOLVED That:

- 1) the report from the Friends of Highwood be noted;
- 2) the Countryside Services team consider any accessibility issues relating to the Highwood site.

Budget Appendix A

Revised Budget Estimates
2016/17

Budget Estimates
2017/18

Budget Appendix B

Proposed Annual Grants

PLANNING COMMITTEE BUDGET SUMMARY 2017/18					
Expenditure		Actual	Estimate	Revised Est	Estimate
		2015/16	2016/17	2016/17	2017/18
Code	Description				
	Grants	31000	30481	30481	31498
Total		31000	30481	30481	31498
Income		Actual	Estimate	Revised Est	Estimate
		2015/16	2016/17	2016/17	2017/18
Code	Description				
Total		0	0	0	0
Net		31000	30481	30481	31498

Annual Grants 605

Expenditure		Actual	Estimate	Revised Est	Estimate	
		2015/16	2016/17	2016/17	2017/18	Information
Code	Description					
4661	Readibus	17000	17136	17136	17480	2% increase RPI Sept
4663	Citizens Advice Bureau	7000	6345	6345	6318	
4665	Keep Mobile	1000	1000	1000	1000	
4667	ARC	5000	5000	5000	5200	
4669	Lend and Play Toy Library	1000	1000	1000	1000	
	Friends of Woodford Park	0	0	0	500	
Total		31000	30481	30481	31498	
Income		Actual	Estimate	Revised Est	Estimate	
		2015/16	2016/17	2016/17	2017/18	
Code	Description					
Total		0	0	0	0	
Net		31000	30481	30481	31498	

Woodley Town Council
Proposed Annual Grants 2017/18

BUDGET APPENDIX B

Organisation	Amount requested 2017/18	Purpose of grant	Service provided to Woodley residents	Grant awarded 2016/17	Proposed grant 2017/18
ReadiBus	£17,136 + inflation	To provide a public transport equivalent bus service for people unable to use the ordinary bus service.	Last year 230 Woodley residents with restricted mobility were registered to use the service, and made 10,084 journeys. Service booked in advance and is door to door. Journeys throughout an area of 80 square miles between 7.15 am and 11.15 pm.	£17,0136	£17,480 This represents last year's grant plus an increase of 2%.
Citizens Advice Wokingham (CAW)	£6,318	Free, confidential, impartial and independent advice service – mediation, representation and support for all members of the community regardless of race, gender, age, sexuality or disability. Areas include – welfare benefits, debt, consumer issues, employment, housing, legal, relationship, tax, education, health and immigration.	Service from Woodley Extension Bureau on Headley Road, next to the Library. In 2015/16 528 Woodley residents were helped to solve 1,051 during 1,426 visits. CAW estimates that the costs of providing the service at Woodley (after deducting funding and fund raising) will be £6,318. Advice is tailored to clients. Increasing demand for benefits, employment and debt issues. The office in Woodley is actively seeking Woodley based volunteers – some have been recruited but more are needed. A reduction in grant funding may result in a reduction of CAW's services – it is looking for a trustee with fundraising skills and experience as well as organising events to raise income.	£6,345	£6,318 Sum is based on Woodley CA office usage cost in 2016/17 after deducting funding support from Wokingham BC and other sources.
Keep Mobile	£4,000	Provision of transport for Woodley residents unable to gain access to mainstream transport and those of other operators to travel outside the area for work, socialising, shopping, day trips, medical appointments. Includes Dial a Ride.	In the last year 1,398 trips provided to 275 Woodley residents. The cost of providing the service to the people who need it in Woodley in 2015/16 was £12,221. The service able to be provided depends on WTC's grant and any additional funding awarded. Hopes to increase the Day Excursions programme - to help social inclusion and a contribution to the National Campaign to End Loneliness.	£1,000	£1,000 Residents who use this service are able to travel to areas not covered by Readibus.

Organisation	Amount requested 2017/18	Purpose of grant	Service provided to Woodley residents	Grant awarded 2016/17	Proposed grant 2017/18
ARC	£5,200	To provide a free and confidential counselling service to Woodley residents at the Oakwood Centre.	<p>Free and confidential youth counselling service offering emotional and mental health support to young people and their families. Helps improve resilience, ability to achieve and cope in school, reducing pressure on other services, helping with issues such as bullying, bereavement, domestic violence, abuse, self harm, anxiety and depression, family breakdown.</p> <p>Over the last year has increased service and provided over 2,000 counselling hours to Woodley residents. Counsellors also based at Doctors Surgery above Lidl and in schools. 5 workshops for parents of anxious children in Woodley has also been provided in the last year.</p> <p>Aims to help young people cope better with anxiety, depression, bullying, self harm, family breakdown, abuse, domestic violence etc. In the future aims to continue to provide the service, responding to the demands of the community and to provide the same level of service to Woodley residents.</p>	£5,000	<p>£5,200</p> <p>Sum requested by ARC in application – This service operates in Woodley and provides support to local residents who are experiencing difficulties.</p>
Lend and Play Toy Library	£3,750	<p>Towards employee and running costs to deliver a toy library service to local people and organisations. Additional funding for:</p> <ul style="list-style-type: none"> -Web design, CRM library etc £500 -CRM software development and upgrades £500 -Design & print marketing £500 -CRM training for staff, vols & cttee members £500 -Add Support Asst – toy descriptions & Cataloguing 2 hr p w £750 	<p>Hires high quality toys, play equipment and learning resources for 0-7 yrs at affordable rates. Open to all families and members plus childminders, people who have children visiting, nurseries and children’s centres. Range of educational toys include those suitable for children with additional developmental needs and larger outdoor play items as well as story sacks, dressing up and role play.</p> <p>Last year the library has embedded a staff and committee restructuring and a change of opening hours & are financially secure re monthly costs and income. They have set up an effective social media presence to promote their service & surveyed members to keep relevant to needs.</p> <p>It is looking for an increase in funding to improve IT provision, make effective use of CRM system and library cataloguing software, revamp their website for fuller functionality and contact with members create new marketing materials about their service.</p>	£1,000	<p>£1,000</p> <p>To support the local provision of the service.</p>

Organisation	Amount requested 2017/18	Purpose of grant	Service provided to Woodley residents	Grant awarded 2016/17	Proposed grant 2017/18
Friends of Woodford Park		To support the work of the Friends in the park.	<p>Volunteer group of residents who have come together to improve our park. Their first project was to create the flower beds near the War memorial to celebrate the Queen's 90th birthday. Other projects have included working the Council to reduce dog mess, teaming up with the local Rotary Club to rejuvenate the sensory garden and they have helped plant crocus bulbs at the main entrance to the park.</p> <p>The group has plans for work in other areas of the park and the grant will help with any incidental costs and purchase of goods/tools/equipment required.</p>	None	<p>£500</p> <p>To support the work of the volunteers at Woodford Park.</p>