



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

To: **Members of the Planning and Community Committee**
Councillors B. Soane (Chairman); K. Baker; D. Bragg; R. Horskins; L. Guttridge;
C. Jewell; V. Lewis; J. Sartorel; P. Singh; J. Taylor

NOTICE IS HEREBY GIVEN that a meeting of the Planning and Community Committee will be held at the Oakwood Centre at 7:45 pm on Tuesday 9 January 2024, at which your attendance is requested.

The Town Council reserves the right to record and broadcast this meeting. Anybody attending the meeting will, by virtue, consent to having their image and audio recorded for this purpose.

Kevin Murray
Town Clerk

A G E N D A

1. **APOLOGIES**
2. **DECLARATIONS OF INTEREST**
To receive any declarations of interest from Members on agenda items.
3. **MINUTES OF THE PLANNING AND COMMUNITY COMMITTEE MEETING HELD ON 12 DECEMBER 2023** Page 7
To approve the minutes of the Planning and Community Committee meeting held on 12 December 2023 and for the Chairman to sign them as a true record.
4. **ACTIONS / FOLLOW UPS** Page 17
To review the actions / follow ups arising from previous meetings of the committee.

5. **CURRENT PLANNING APPLICATIONS**
To consider current planning applications and agree comments to be forwarded to the planning authority. *(Appendix 5)* Page 19
6. **PLANNING DECISIONS**
To note information on decision notices received from the planning authority since the last meeting. *(Appendix 6)* Page 20
7. **PLANNING APPEALS**
To note that the following decision regarding an appeal against refusal of planning permission lodged with the Planning Inspectorate:
- Application: 231154
Location: 49 Quentin Road, Woodley, Wokingham, RG5 3NE
Proposal: Householder application for the proposed erection of a part two storey part first floor side extension, and single storey rear extension.
(Woodley Town Council had no objections to the proposal.)
Decision: Appeal dismissed
8. **PRIOR APPROVAL APPLICATION**
This type of application only requires consultation with adjoining neighbours of the site.
- To note application 233183:
Location: 86 - 88 Headley Road, Woodley, Berkshire, RG5 3QQ
Proposal: Prior approval submission for the proposed change of use of first floor offices (Use Class E) to 1 no. dwelling (Use Class C3).
9. **ADVERTISEMENT CONSENT APPLICATION**
This type of application only requires consultation with adjoining neighbours of the site.
- To note application 233125:
Location: 71 Crockhamwell Road, Woodley, Wokingham, RG5 3NW
Proposal: Application for advertisement consent for 1No Projecting sign internally illuminated (Static), 1No Fascia sign Internally illuminated (Static) and Decal surround ATM. Advertisement period 13/12/2023-12/12/2028.
10. **TREE PRESERVATION ORDERS**
Applications for works to trees
This type of application does not require consultation.
- To note application 233069:
Location: TPO 141/1977 T10: 68 Western Avenue, Woodley, Wokingham, RG5 3BH.
Proposal: T1, Oak (T10 on TPO) – Cut back stem growing towards no. 70 Western Avenue by approx. 1.5m; cut back stem growing over the road by approx. 1.5m; crown lift to 5.3m over the road.

11. **WOKINGHAM BOROUGH COUNCIL IEMD TRO AMENDMENT**

To note the report, received from Wokingham Borough Council, regarding the Boroughwide Amendment No.1 Traffic Regulation Order (TRO), for which an Individual Executive Member Decision (IEMD) is due to be made on 18 January 2024. **(Appendix 11)**

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Feedback was required to be submitted by 24 December 2023. As this was prior to this meeting, details were circulated to Members via email. No objections were received.

12. **PREMISES LICENCE APPLICATIONS**

a) To consider the new premise licence application, received by Wokingham Borough Council, for NISA Local, 86-88 Headley Road, Woodley, RG5 4JE. **(Appendix 12a)**

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Comments are required to be submitted by 11 January 2024.

b) To note the application for a variation of a premises licence, received by Wokingham Borough Council, for Morrisons Daily (Formerly McColls) 141 Crockhamwell Road, Woodley, RG5 3JP. **(Appendix 12b)**

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Comments were required to be submitted for this application by 22 December 2023. As this was prior to this meeting, details were circulated to Members via email. No objections were received.

13. **REVISED ESTIMATES 2023/24 AND BUDGET ESTIMATES 2024/25**

To consider the Revised Estimates 2023/24, the Budget Estimates 2024/25 and the Annual Grant applications, set out in **Report No. PC 1/24**.

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

a) **Appointments**

i) To note that Councillor Edwards has been appointed as the Labour group appointment to this working group.

ii) To note that the Conservative group have advised that they believe they will be unable to appoint members to fill their two places on this working group due to members' existing commitments on other committees.

b) **Terms of Reference**

To consider the following changes to the committee's terms of reference (a draft update is included at **Appendix 14b**):

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i) To add an 'end date' for the group's activities, as required by Standing Order 8.2 f). It is recommended that the chosen date should fall on a day immediately after a meeting of the Planning & Community Committee.

ii) To replace the two Conservative group places on this working group with two places allocated to active cyclist representatives from either Reading Cycling Club, Reading Cycling Campaign, or a combination of both.

15. **EARLEY STATION FOOTBRIDGE**

To discuss the situation regarding Earley Station Footbridge (requested as a future agenda item - P&C 12 December 2023 – minute 137).

A summary of the history of recent discussions with regards to the state of the footbridge was provided to Members in the agenda issued for their meeting held on 23 May 2023.

A further update was provided by the Assistant Director for Highways and Transport at Wokingham Borough Council on 6 November which stated:

“The last monitoring inspection was carried out in October (last month). The bridge is still safe to use and therefore nothing more to advise on the inspections. As you would expect, if any issues arose, we would close it if there was risk of causing danger to public or unsafe to use.

As for upgrades to the bridge, we have a plan in place and have made contact with Network Rail, as track possession will be needed to carry out works which will be above the rail for sections. Until we have dates from NR, we are unable to appoint a contractor and finalise a programme for works.”

16. **TRANSPORTATION & HIGHWAYS**

a) Community Speedwatch

To receive an update on the Council’s Community Speedwatch activities.

b) Highways Issues

To highlight and discuss any highways issues noted by Members.

17. **COMMUNITY ISSUES**

To highlight and discuss any recent community issues noted by Members.

18. **PUBLICATIONS/INFORMATION**

To note receipt of the following:

- CCB eBulletin – December 2023
- Me2 Club Newsletter – December 2023
- Decelerate (Thames Valley Police Community Speedwatch) newsletter - #5

19. **FUTURE AGENDA ITEMS**

To consider suggestions for future agenda items.

20. **PUBLICITY/WEBSITE**

To consider suggestions for items to be publicised.

21. **ENFORCEMENT ISSUES**

a) To note the enforcement notifications listed in ***Appendix 21a.***

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b) To note the enforcement case closures listed in ***Appendix 21b.***

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22. **EXCLUSION OF PUBLIC AND PRESS**

To resolve that in line with Standing Order 12.2, in view of the confidential nature of the business about to be transacted in relation to personal information, it is advisable in the public interest that the public and press are temporarily excluded and they are asked to withdraw for item 23 on the agenda.

23. **COMMUNITY HEROES AWARDS**

To consider the nominations received for the Community Heroes Awards.
(Confidential Appendix 23, enclosed for Members only)

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Minutes of a Meeting of the Planning and Community Committee held at the Oakwood Centre on Tuesday 12 December 2023 at 7:45 pm

Present: *Councillors: B. Soane (Chairman); R. Horskins; C. Jewell; V. Lewis; J. Sartorel; J. Taylor*

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

Also present: *Councillor K. Baker (virtual attendance)
1 member of the public*

122. **APOLOGIES**

Apologies for absence were received from Councillor Baker, Bragg, Guttridge and Singh. Councillor Baker advised he would attend the meeting virtually.

123. **DECLARATIONS OF INTEREST**

There were no declarations of interest made by Members.

124. **MINUTES OF THE PLANNING AND COMMUNITY COMMITTEE MEETING HELD ON 14 NOVEMBER 2023**

RESOLVED:

- ◆ That the minutes of the Planning and Community Committee meeting held on 14 November 2023 be approved and be signed by the Chairman as a true and accurate record.

125. **ACTIONS / FOLLOW UPS**

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

126. **CURRENT PLANNING APPLICATIONS**

RESOLVED:

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

127. **PLANNING DECISIONS**

The Deputy Town Clerk advised Members that the stakeholder engagement company, working with the applicant on the proposed care home development on the old Travis Perkins site in Woodley Green, had been in contact to say that the applicant is revising their planning application and they will inform the Town Council and local residents of their proposals in due course.

RESOLVED:

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

128. **NEIGHBOUR CONSULTATION SCHEME**

RESOLVED:

- ◆ To note the following planning applications which only require consultation with adjoining neighbours of the site:

Application: 232912
Location: 7 Quentin Road, Woodley, Wokingham, RG5 3NF.
Proposal: Application for the prior approval of the erection of a single storey rear extension, which would extend beyond the rear wall of the original house by 6.00m, for which the maximum height would be 4.00m and the height of the eaves 3.00m.

Application: 232938
Location: 72 Bruce Road, Woodley, Wokingham, RG5 3DZ.
Proposal: Application for the prior approval of the erection of a single storey rear extension, which would extend beyond the rear wall of the original house by 6.00m, for which the maximum height would be 2.85m and the height of the eaves 2.65m.

129. **TREE PRESERVATION ORDERS**
Applications for works to trees

RESOLVED:

- ◆ To note the following applications for tree works:

Application: 232622
Location: TPO 3/1951 WOODLAND 3: 45 Fairwater Drive, Woodley, Wokingham, RG5 3JG.
Proposal: G1, Conifers – Fell trees to front of property.
G2, Conifers – Fell trees to rear of property.

Application: 232984
Location: TPO 3/1951 WOODLAND 3: 29 Larch Drive, Woodley, Wokingham, RG5 3LW.
Proposal: T1, Cherry – Crown reduction to reduce height from 8m to 5m and spread from 10m to 4m.

130. **GOODS VEHICLE OPERATORS LICENCE**

RESOLVED:

- ◆ To note the following application for a Goods Vehicle Operators Licence (GVOL):

Licence: OH2069976 R
Operator: Loew Rental Ltd
Directors: Rodney Lowry, Rachel McCausland, Neil William Gamble
Operating Centre: 1 Viscount Way, Woodley, Reading, RG5 4DZ
Authorisation: 1 Vehicle

Comments: As a response was required prior to the meeting, application details were circulated to Members via email and no objections were received.

131. **PAVEMENT LICENCE**

RESOLVED:

- ◆ To note the following application for a Goods Vehicle Operators Licence (GVOL):

Business: Greggs
Address: 136-142 Crockhamwell Road, Woodley RG5 3JH
Details: Application for land adjacent to the above for the operation of refreshment facilities
Times: Mondays to Saturdays 0700 to 2000
Sundays 0800 to 1800

Comments: As a response was required prior to the meeting, application details were circulated to Members via email and no objections were received.

132. **WOKINGHAM BOROUGH COUNCIL IEMD DECISION – MY JOURNEY**

RESOLVED:

- ◆ To note the drawdown amounts for Wokingham Borough Council's My Journey scheme, approved by Individual Executive Member Decision on 29 November, as set out in the agenda.

133. **WOKINGHAM BOROUGH COUNCIL IEMD DECISION – READING TRANSPORT PLAN RESPONSE**

Members noted that Wokingham Borough Council's response to the Reading Transport Plan consultation recommended improvements which would promote the increased use of the Reading to Waterloo railway line. However, it was commented that Wokingham might need to be reminded about the existing need to improve access to Earley station, particularly the footbridge over the A329m, and also a proposed zebra crossing on Wokingham road, which would be exacerbated by increased use.

RESOLVED:

- ◆ To note Wokingham Borough Council's response to Reading Borough Council's Local Transport Plan (Reading Transport Strategy) 2040 consultation, approved by Individual Executive Member Decision on 29 November, as set out in the agenda.

134. **READING BOROUGH COUNCIL – LOCAL PLAN PARTIAL UPDATE**

It was commented that the proposed local plan partial update did not appear to include anything which would specifically affect to the Woodley area.

RESOLVED:

- ◆ To not send a response to Reading Borough Council's local plan partial update consultation.

135. **TRANSPORTATION & HIGHWAYS**

135.1 **Cycling in Woodley**

Members discussed the merits of setting up a Cycling & Walking task and finish working group, with opposing views expressed.

It was suggested setting up a working group would be worthwhile as it would allow a small group of interested people to consider and identify improvements to infrastructure, as well as publicity opportunities, which would promote cycling and walking. These could then be presented back to the Planning & Community Committee for consideration. It was envisaged the task would not take long, and the improvements identified were likely to be inexpensive.

A comment was made that the draft terms of reference were not fit for purpose; specifically, the majority of the document referred to cycling, with the inclusion of walking an after thought. It was suggested the document should be re-written and returned to the January meeting for consideration.

With regards to the inclusion of a statement that appointments to the group would disregard political proportionality, it was suggested that the group should follow proportionality rules, as set out in the Standing Orders, to reflect the voting intentions of residents.

A concern was raised about the inclusion of "2 active cyclists" amongst the appointments as there was no clear definition of this. It was highlighted that this might prevent the inclusion of individuals who were previously keen cyclists but were no longer, for example, possibly due to their age.

It was noted that meetings of working groups were not recorded nor open to the public; a comment was made that it would be better to continue to consider cycling and walking issues at Planning & Community Committee meetings. A proposal was made that the issue of cycling and walking could be included in the agenda for the Annual Town Meeting in May 2024 alongside the Climate Emergency topic which was agreed at the last meeting of Full Council. However, a concern was raised as to the popularity of this meeting, with historic attendance being low. It was noted that efforts had been made over many years to make the meeting more engaging and increase attendance.

It was highlighted that the Leader of the Council, during his speech at Full Council, had referred to leaving politics at the door in local councils. With regards to appointments being made in line with political proportionality, it was commented that this would exclude Councillor Jewell as a Liberal Democrat group member which, due to her interest and knowledge, would be perverse.

A suggestion was made that, rather than setting up a working group, Councillors Taylor and Jewell should be asked to go away and consider this matter together, and then bring a joint proposal back to the committee for consideration. However, it was commented that Councillor Jewell had already provided written proposals at recent meetings.

A proposal was made by Councillor Jewell, seconded by Councillor Horskins, to remove reference to the inclusion of "2 active cyclists" on the working group, as stipulated in the draft terms of reference included with the agenda.

RESOLVED:

- ◆ To approve the formation of the Cycling & Walking task & finish working group.

Voting: For: 2 Against: 0 Abstain: 3 No Vote: 1

- ◆ To approve the terms of reference of the Cycling & Walking task & finish working group, as set out at **Appendix B**.

Voting: For: 6 Against: 0 Abstain: 0 No Vote: 0

- ◆ To note the appointment of Councillor Jewell to the working group, and that the two Conservative group appointments and one Labour group appointment would be provided, via email, after the meeting.

135.2 **Community Speedwatch**

It was noted that Councillor Taylor was working with Councillor Bragg on progressing the Council's Community Speedwatch group, and it was envisaged further progress would be made in the new year.

135.3 **Highways Issues**

The Chairman advised Members there had been no further update with regards to the parking issues, highlighted at Rivermead Primary School in previous meeting.

136. **COMMUNITY ISSUES**

There were no community issues raised by Members.

137. **PUBLICATIONS/INFORMATION**

RESOLVED:

- ◆ To note receipt of the following:
 - BALC Newsletter – November 2023
 - Me2 Club Newsletter – November 2023

138. **FUTURE AGENDA ITEMS**

It was requested that an item on Earley Station Footbridge be included in the next agenda.

139. **PUBLICITY/WEBSITE**

There were no publicity and website items raised by Members.

140. **ENFORCEMENT ISSUES**

RESOLVED:

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

The meeting closed at 9:01 pm

Woodley Town Council

Observations on the following Planning Applications made at the Planning & Community Committee meeting held on 12 December 2023

Application No. & Address	Proposal
232401 55 Colemans Moor Road, Woodley, RG5 4DG	Householder application for the proposed conversion of loft to form habitable space, facilitated by the erection of side dormer and 2no rooflights.
Observations: Members of the Planning & Community Committee have considered this application and had no objections, although they noted the comments made by a neighbour on Wokingham's portal and asked that these be taken into account.	
232468 17 Wyndham Crescent, Woodley, RG5 3AY	Householder application for the proposed erection of first floor rear extension, plus 1no. rooflight and formation of new side window.
Observations: No objections.	
232637 2 Munro Avenue, Woodley, RG5 3QY	Householder application for the proposed erection of a single storey front, side and rear extension and erection of a detached garage, following demolition of the existing front porch, rear conservatory and detached garage.
Observations: No objections.	
232750 3 Buckden Close, Woodley, RG5 4HB	Householder application for the proposed conversion of existing garage to create habitable accommodation.
Observations: No objections.	
232764 303 Loddon Bridge Road, Woodley, RG5 4BE	Full application for the proposed replacement of existing shop front windows to windows with aluminium frames.
Observations: No objections.	
232777 40 Pitford Road, Woodley, RG5 4QF	Householder application for the proposed single storey front extension with a tiled pitched roof.
Observations: No objections.	
232778 47 Hawker Way, Woodley, RG5 4PF	Householder application for the proposed erection of single storey front porch, changes to fenestration plus internal alterations.

Observations: No objections.	
232839 21 Vauxhall Drive, Woodley, RG5 4EA	Householder application for the proposed erection of a single storey rear extension, changes to fenestration and extension of front hardstanding to extend parking area.
Observations: Members of the Planning & Community Committee have considered this application and had no objections, although they noted the comments made by a neighbour on Wokingham's portal and asked that these be taken into account.	
232843 14 Wright Close, Woodley, RG5 4TY	Householder application for the proposed erection of a single storey rear extension with 2 no. roof lights and the insertion of a new first floor window.
Observations: No objections.	
232894 43 Ravensbourne Drive, Woodley, RG5 4LH	Householder application for the proposed erection of a single storey front porch following demolition of existing front porch, and new dropped kerb.
Observations: No objections.	
232905 32 Marathon Close, Woodley, RG5 4UN	Householder application for the proposed part conversion of existing garage to create habitable accommodation plus changes to fenestration.
Observations: No objections.	
232986 25 Beechwood Avenue, Woodley, RG5 3DE	Householder application for proposed single storey rear extension and single storey front extension to create porch (Retrospective).
Observations: No objections.	
233002 70 Arundel Road, Woodley, RG5 4JT	Householder application for proposed conversion of the garage to create habitable accommodation and first storey extension above the garage.
Observations: No objections.	

CYCLING & WALKING TASK & FINISH WORKING GROUP

VERSION	DATE	AMENDED?	COMMENTS
0.0	4.12.23	No	Draft Version
1.0	12.12.23	Yes	Approved by P&C Committee (12/12/23)

- 1. TYPE OF COMMITTEE =>** Task & Finish Working Group
- 2. PARENT COMMITTEE =>** Planning and Community Committee
- 3. 6 MONTH MEETING RULE VALID (see 6.1.k)**
 - a. YES
- 4. SIZE =>** 4 Councillors; to be made up of 2 Conservative group, 1 Labour group and 1 Liberal Democrat group appointment (disregarding Standing Order 2.2 – political proportionality).
- 5. DUTIES AND POWERS**
 - 5.1. OVERALL PURPOSE**
 - a. To identify, prioritise and optimise actions in order to achieve the following, approved, Strategy for Cycling:

The Town Council's strategy is to increase the number of cycling journeys in Woodley, both to support our commitment to climate change, and to promote health and wellbeing in the town.

We will do this by a programme of communication, collaboration and education in the local community aimed at improving conditions for cyclists, facilitating access to cycles, and encouraging more people to get on bikes.

And we'll provide a forum for experienced, new, and Woodley cyclists to have their say on what's needed to improve cycling in Woodley.
 - b. To work with local authorities / cycling groups / experts to achieve the aims of the Strategy for Cycling.
 - c. To consider ways in which improvements may also be made to walking infrastructure.
 - 5.2. MEETINGS**
 - a. Meetings will take place as and when required in order to best achieve the stated purpose within the timescales prescribed by the working group.
 - b. Officers will be in attendance at all meetings.

5.3. TERMS OF OPERATION

- a. To review and understand Wokingham Borough Council's Local Cycling and Walking Infrastructure Plan (LCWIP) and where it impacts Woodley and the surrounding area.
- b. To review and understand Wokingham Borough Council's Transport Strategy in terms of its contribution to and effect on cycling and walking in Woodley.
- c. To determine and design a programme of communication, collaboration and education events in the local community with relevant stakeholders, targeted at promoting [Active Travel](#) by improving both walking and cycling conditions in Woodley.
- d. To consider the introduction of a Walkers & Cyclists Forum to further collaborate between the Town Council and residents, including identifying the purpose of such a forum, the likely stakeholders, and the level of involvement required from the Town Council.
- e. To identify issues with / improvements required to existing cycling infrastructure and signage, especially those which create poor cycling conditions and reduce safety, and which discourage the take up of cycling. To consider how to resolve these, working with Wokingham Borough Council as the Highways Agency where necessary, and taking into account the Local Cycling & Walking Infrastructure Plan.
- f. To produce an action plan of recommended improvements and, where appropriate, progress them to completion, including making recommendations, via the Planning & Community Committee, to the Strategy & Resources Committee where it is identified that funding is required.

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ACTIONS & FOLLOW UPS FROM PREVIOUS MEETINGS

Meeting Date: 25 July 2023			
Minute	Action	Progress Update	Last Updated
44	Write to WBC in July 2024, requesting data on the last 2 years' car park usage in Woodley to compare usage pre- and post car park charge increases.	Not due for completion until July 2024	09/11/23

Meeting Date: 17 October 2023			
Minute	Action	Progress Update	Last Updated
94.2	Council's Speedwatch equipment ready to be collected by Speedwatch coordinator.	No update.	09/11/23
94.2	Speedwatch page / form to nominate sites to be published when Speedwatch group 'go live'.	Awaiting 'go live' of group	09/11/23
94.3	Councillor Soane to raise issue of parents of children at Rivermead Primary School parking on double yellow lines in Addington Gardens at Wokingham Borough Council meeting.	At meeting of 14 November, Chairman updated Members to advise that WBC Councillor Shahid Younis had raised the issue at a Borough Council meeting. It was agreed a site visit would take place to consider options to replace the existing zig-zag parking restrictions which were not effective. Members asked that the item remain on the Actions / Follow Ups list until the matter is resolved.	07/12/23

Meeting Date:		14 November 2023	
Minute	Action	Progress Update	Last Updated
112	Officers to consider introducing the 'Ask for Angela' initiative at the Town Council.	Scheme has been reviewed by Officers. The website (www.askforangela.co.uk) advises that the initiative is to "help anyone who is feeling vulnerable on a night out to get the support they need". Participating night-time entertainment venues train staff so that, when a customer 'asks for angela', they are able to help the individual discretely to exit an uncomfortable situation. Whilst the website advises that other, non-night time entertainment venues, can participate in the scheme, Council venues are not frequented by individuals likely to face this type of situation on a night out, and so it is likely not to be appropriate to be implemented by the Council in its venues.	03/01/24
115	When WBC's Local Plan is implemented, consider whether to update the Woodley Design Statement, including evaluating the benefit of such a document.	Awaiting approval of WBC's new Local Plan.	07/12/23

Meeting Date:		12 December 2023	
Minute	Action	Progress Update	Last Updated
135.1	Appointments to the Cycling and Walking working group to be provided by the Conservative group (2 places) and Labour group (1 place) via email following the meeting.	Updated provided on agenda.	04/01/24
137	Include an item on Earley Station Footbridge on the next agenda.	COMPLETE Item included on agenda.	04/01/24

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

Woodley Town Council

PLANNING APPLICATIONS

Application No. & Address	Proposal
233020 4 Colemans Moor Road, Woodley, RG5 4DL	Householder application for proposed raising of the roof and loft conversion to create habitable accommodation. 3no.dormers to the main rear elevation and 1no. dormer to the front elevation.
233032 47 Western Avenue, Woodley, RG5 3BJ	Full application for the proposed erection of a single storey rear extension to the existing industrial unit.
233035 4 Harding Road, Woodley, RG5 3ER	Householder application for proposed single storey front extension.
233051 52 Vauxhall Drive, Woodley, RG5 4EE	Householder application for proposed single storey front extension with changes to the fenestration
233064 47 Denmark Avenue, Woodley, RG5 4RS	Householder application for single storey side extension
233067 1 Crediton Close, Woodley, RG5 4DQ	Full application for the proposed change of use of amenity land to residential land, incorporating/extending the existing (2 metre high)closed board fencing.
233145 20 Blanchard Close, Woodley, RG5 4XQ	Householder application for the proposed part single part 2-storey side extension, single storey rear extension, garage conversion and changes of fenestration.
233161 30 Reading Road, Woodley, RG5 3DB	Householder application for proposed construction of a two storey rear extension.
233166 138 Reading Road, Woodley, RG5 3AA	Householder application for proposed construction of a single storey front extension to create a porch , a single storey side extension and a single storey rear extension. Plus a loft conversion to create habitable accommodation along with the construction A rear facing dormer into the existing roof. With changes to the fenestration.
233168 Former Travis Perkins Site, Woodley Green, Woodley, RG5 4QP	Full application for the proposed erection of a building to form a residential care home (Use Class C2) with access, parking, landscaping and associated works, following demolition of all existing buildings on the site.
233193 49 Quentin Road, Woodley, RG5 3NE	Householder application for proposed construction of an first floor side extension above the existing garage and a single storey rear extension with changes to the fenestration.

Woodley Town Council

PLANNING DECISIONS

WITHDRAWN – NO DETERMINATION MADE BY WOKINGHAM BOROUGH COUNCIL

Reference / Address	Proposal
232296 1 Crediton Close, Woodley, RG5 4DQ	Householder application for the proposed relocation of existing fence.

REFUSED – CONTRARY TO TOWN COUNCIL RECOMMENDATION

Reference / Address	Proposal
NONE	

REFUSED – ENDORSING TOWN COUNCIL RECOMMENDATION

Reference / Address	Proposal
NONE	

APPROVED – CONTRARY TO TOWN COUNCIL RECOMMENDATION

Reference / Address	Proposal
NONE	

APPROVED – ENDORSING TOWN COUNCIL RECOMMENDATION

Reference / Address	Proposal
232557 19 Blanchard Close, Woodley, RG5 4XQ	Householder application for the proposed erection of single storey rear extension, following conversion of existing garage to create habitable space.
232627 31 Arundel Road, Woodley, RG5 4JP	Householder application for the proposed single storey rear extension ,single storey front extension to create porch, conversion of garage to create habitable accommodation along with first floor extension above the existing garage and changes to fenestration.
232750 3 Buckden Close, Woodley, RG5 4HB	Householder application for the proposed conversion of existing garage to create habitable accommodation.
232764 303 Loddon Bridge Road, Woodley, RG5 4BE	Full application for the proposed replacement of existing shop front windows to windows with aluminium frames.
232843 14 Wright Close, Woodley, RG5 4TY	Householder application for the proposed erection of a single storey rear extension with 2 no. roof lights and the insertion of a new first floor window.
232905 32 Marathon Close, Woodley, RG5 4UN	Householder application for the proposed part conversion of existing garage to create habitable accommodation plus changes to fenestration.

INDIVIDUAL EXECUTIVE MEMBER DECISION

REFERENCE IEMD: (to be advised)

TITLE	Wokingham Borough Council (Prohibition and Restriction of Stopping, Waiting, Loading and Pa Places) (Consolidation) Order 2023 (Amendment 1) Order 2023
DECISION TO BE MADE BY,	Executive Member for Active Travel, Transport and Highways - Paul Fishwick
DATE, MEETING ROOM and TIME	DATE OF MEETING LOCATION OF MEETING - TIME
WARD(S)	Maiden Erlegh, Swallowfield, Twyford, Bulmershe and Whitegates, Loddon, South Lake, Hawkedon, Wokingham Without, Emmbrook, Hillside, Winnersh, Finchampstead South, Wescott, Evendons, Remenham, Wargrave and Ruscombe
DIRECTOR / KEY OFFICER	Director of Place and Growth – George Framallicco

PURPOSE OF REPORT (Inc Strategic Outcomes)

To report the results of the statutory consultation for the above-named Traffic Regulation Order, which seeks to amend the **Wokingham Borough Council (Prohibition and Restriction of Stopping, Waiting, Loading and Parking Places) (Consolidation) Order 2023** and to seek the decision of the Executive Member for Active Travel, Transport and Highways.

The Order seeks to introduce, amend or revoke sections of on-street parking and waiting restrictions throughout the borough, as per the Notice of Proposal advertised. The proposals are required to improve road user safety, manage available parking spaces and reduce traffic congestion to the benefit of all road users.

RECOMMENDATION

That the Executive Member for Active Travel, Transport and Highways

1. Considers the objections received to the proposed Amendment Order.
2. Agree to proceed with the making of the Amendment Order as advertised with two minor changes.
3. Approve the making of the necessary Traffic Regulation Order in accordance with the Road Traffic Regulation Act 1984 and the Local Authorities Traffic Order Procedures 1996; and
4. Instructs the Assistant Director for Highways & Transport to inform those who have responded to the consultation accordingly.

SUMMARY OF REPORT

This report considers all objections, comments and correspondence expressing support that have been received on the proposals advertised through the Order. Having considered these objections and comments, it is proposed that all of the proposals with the exception of proposed No waiting at Any time restrictions in Colemansmoor Road and London Road, Earley are approved for implementation and that relevant notices are now advertised in accordance with the Local Authority Traffic Order making procedures.

BACKGROUND

The current Consolidation Order for **Wokingham Borough Council known as Wokingham Borough Council (Prohibition and Restriction of Stopping, Waiting, Loading and Parking Places) (Consolidation) Order 2023** is being amended to bring into effect changes to on-street parking restrictions which has been requested by residents and members. It is standard practice to amend a consolidation order where there is a need to introduce new parking restrictions or remove parking restrictions which are no longer required. These changes are often necessary to improve road safety, reduce traffic congestion or address residents' concerns on parking in their roads.

This is the first amendment to the 2023 consolidation order; details of the roads where restrictions have been proposed can be found in Appendix A. The proposed scheme drawings can be found in the schedule to the draft order in Appendix B.

The proposals comprise of the introduction of new waiting restrictions along sections of Avalon Road, Basingstoke Road, Bolwell Close, Broad Hinton, Broadwater Road, Chiltern Crescent, Coleridge Close, Colemansmoor Road, Cotterell Gardens, Crockhamwell Road, Danehill, Ellis Road, Emmbrook Road, Erleigh Court Gardens, Gooch Close, Greenfinch Drive, Harrison Close, Hilmanton, Hillside Road, Hubbard Close, Hurst Park Road, Hurst Road, Kingfisher Court, Kingfisher Drive, Ladbrooke Close, Lenham Close, London Road, Longwater Road, Lincoln Gardens, Mallard Close, Manor Road, Marfleet Close, Milton Road, Nightingale Road, Norton Road, Orchard Estate, Outfield Crescent, Poundfield Way, Purslane, Ravenswood Avenue, Rosedale Crescent, Sadlers Lane, Salamanca, Shepherds House Lane, Shepherds Way, Silverdale Road, Stephen Close, Sutcliffe Avenue, Suttons Park Avenue, Swanscourt, The Drive, The Green, The Grove, Victoria Road, Watmore Lane, Wellesley Drive, Wessex Gardens, Whitegates Lane, Wokingham Road and Woodward Close (Access Road to Oaktree SEND School),

Response to TRO Consultation

The Notice of proposal was advertised on the 14th September 2023. The 21 statutory objection period ended on the 6th October 2023. In total 199 responses were received, 77 were objections to some of the schemes, 85 were correspondence expressing support, 26 were correspondence from respondents who supported parts of particular schemes but expressed concerns on other parts (Partial Support) and 11 were comments or enquiries on some of the schemes.

The 77 objections were on schemes proposed for the roads listed on table 1 below. The table also gives the description of the proposed schemes and the number of respondents objecting. Full details of the objections and officer responses have been provided in Appendix C.

Road Name	Scheme description	Number of Objections
Broad Hinton	Single yellow lines operating from 9am to 10am starting from property number 20 to property number 86 and Single yellow lines operating from 1pm to 2pm starting from property number 29 to 107.	1
Broadwater Road	Double yellow lines along junction and bends leading into the different arms	5
Colemansmoor Road	Double yellow lines outside and opposite properties numbered 26 to 52	22
Hilmanton	Restricted parking zone Monday - Friday, 8am-9am and 3pm to 4pm along the arms leading to property numbers 5-18 and 147-159.	7
Kingfisher Drive	Proposed double yellow lines between the junction with fairwater drive and along and opposite property number 2.	1
London Road	Double yellow lines opposite properties numbered 264-306 and double yellow lines at the junctions with Chiltern Drive.	30
Outfield Crescent	Double yellow lines on one side of the road and designated parking bays which operates Monday to Sunday 8am to 10pm.	7
Shepherds House Lane	Double yellow lines in the vicinity of properties numbered 2 to 24.	1
Watmore Lane	Single yellow lines which operate 8.30am to 9.30am and 2pm to 4pm outside and opposite properties numbered 8 to 26.	2
Wessex Gardens	Single yellow lines operating from 9am to 10am starting from property number 3 to property number 21, Single yellow lines operating from 1pm to 2pm starting on other sections of the road and Double yellow lines along junctions and bends.	1

Table 1

Conclusion

In summary officers have considered the grounds of the objections and have concluded that the restrictions proposed in all the roads with the exception of London Road and Colemansmoor Road are justified and will have a positive contribution to the relevant locations. A recommendation for the withdrawal of the proposed scheme in Colemansmoor Road and the reduction to the extent of proposed double yellow lines in London Road have been made.

Recommendation

- i. The proposals for an Amendment Order No.1 to the Wokingham Borough Traffic Regulation Consolidation Order 2023, as advertised, be approved for signing and sealing with the subsequent implementation of all the proposed restrictions with the exception of proposed waiting restrictions in London Road and Colemansmoor Road.
- ii. That the proposed double yellow lines outside property numbers 254 to 258 and 242-248 is replaced by single yellow lines which operate Monday to Friday 8am -6.30pm in response to concerns by objectors on loss of on street parking spaces and the Order is amended to reflect this change.
- iii. That the proposed scheme in Colemansmoor Road is withdrawn to allow further investigations on parking in the road to take place before a decision is made on the possible introduction of parking restrictions.
- iv. Objections and comments are noted, and objectors are informed of the outcome of their objections prior to the advertisement of the Notice of making in line with the Local Authorities Traffic Orders procedures.

FINANCIAL IMPLICATIONS OF THE RECOMMENDATION

The Council continues to face severe financial challenges as a result of reductions to public sector funding and growing pressures in our statutory services. It is estimated that Wokingham Borough Council will be required to make careful budget decisions and all Executive Member decisions should be made in this context.

	How much will it Cost/(Save)	Is there sufficient funding – if not quantify the Shortfall	Revenue or Capital?
Current Financial Year (Year 1)	£13000	YES	Revenue
Next Financial Year (Year 2)	NIL	-	-
Following Financial Year (Year 3)	NIL	-	-

Other financial information relevant to the Recommendation/Decision

n/a

Cross-Council Implications (Does this decision impact on other Council services, including property and priorities?) The Amendment of waiting & loading restrictions across the Borough in response to resident and business needs contributes towards the Council's statutory duties for road safety management and ensures that the statutory requirements of the Road Traffic Act 1988, Highways Act 1980 and Traffic Management Act 2000 are met, whilst also contributing towards responsible asset, transportation and mobility management.

SUMMARY OF CONSULTATION RESPONSES	
Director Corporate Services	Graham Ebers
Monitoring Officer	Andrew Moulton
Leader of the Council	Stephen Conway

For Highways use only

If your item is not about a highways matter you do not need to complete the Town and Parish Council information or the Local Ward Member information

Town and Parish Councils	
Arborfield and Newland Parish Council	
Barkham Parish Council	
Earley Town Council	
Finchampstead Parish Council	
Sonning Parish Council	
Swallowfield Parish Council	
Shinfield Parish Council	
Remenham Parish Council	
Ruscombe Parish Council	
Wargrave Parish Council	
Winnersh Parish Council	
Wokingham Town Council	
Woodley Town Council	
Wokingham Without Parish Council	
Affected Local Ward Members	
Paul Fishwick- Executive Member Active Travel, Highways & Transportation	
Norman Jorgensen	
Mike Smith	
Stephen Newton	
Stuart Munro	
Stephen Conway	
Lindsay Ferris	
Andy Croy	
Tony Skuse	
Shahid Younis	
David Hare	
Clive Jones	
Andrew Mickleburgh	
Bill Soane	
Abdul Loyes	
Anne Chadwick	
Laura Blumenthal	
Jordan Montgomery	
David Davies	
Pauline Helliard- Symons	
Rachel Bishop- Firth	
Morag Malvern	
Imogen Shepherd- Dubey	
Caroline Smith	
Alistair Neal	
Pauline Jorgensen	
Prue Bray	

Paul Fishwick	
Rachelle Shepherd-Dubey	
David Cornish	
Rebecca Margetts	
Jane Ainslie	
Peter Dennis	
Peter Harper	
Charles Margetts	
Sarah Kerr	
Adrian Mather	
Ian Shenton	
John Halsall	
Graham Howe	

Reasons for considering the report in Part 2
n/a

List of Background Papers
Correspondence Register

Contact Matthew Gould	Service Place & Growth
Telephone No Tel: 0118 974 6000	Email matthew.gould@wokingham.gov.uk

APPENDIX A- LIST OF ROADS WITH PROPOSED PARKING RESTRICTIONS

ROAD NAME	PROPOSED SCHEME DESCRIPTION
Avalon Road, Maiden Erlegh	Double yellow lines along Avalon Road junctions with Sevenoaks Road and Radnor Road.
Basingstoke Road, Swallowfield	No waiting and No Loading restrictions between the northern kerb line of Anvil Close and the southern kerb line of the access into Wellington Industrial Estate.
Bolwell Close, Twyford	Double yellow lines along and opposite property numbers 25 and 29.
Broad Hinton, Twyford	Single yellow lines operating from 9am to 10am starting from property number 20 to property number 86 and Single yellow lines operating from 1pm to 2pm starting from property number 29 to 107.
Broadwater Road, Twyford	Double yellow lines along junction and bends leading into the different arms
Chiltern Crescent, Bulmershe and Whitegates	Double yellow lines at the junction with London Road
Coleridge Close, Twyford	Double yellow lines at the junction with Broad Hinton
Colemansmoor Road, Loddon	Double yellow lines outside and opposite properties numbered 26 to 52
Cotterell Gardens, Twyford	Double yellow lines at the junction with Broad Hinton
Crockhamwell Road, South Lake/ Bulmershe and Whitegates	Double yellow lines at the junctions with Arundel Road and Nightingale Road
Danehill, Hawkedon	Double yellow lines on both sides of the road from Cutbush Lane to Cutbush Court
Ellis Road, Wokingham Without	School keep clear operating Monday to Friday, 8am-9.30am and 2pm -4pm, opposite entrance to Oaklands Infant School
Emmbrook Road, Emmbrook	Extension to double yellow lines at junction with Commons Road
Erleigh Court Gardens, Bulmershe and Whitegates	Double yellow lines at the junction with Whitegates Lane
Gooch Close, Twyford	Double yellow lines at the junction with Broad Hinton
Greenfinch Drive, Twyford	Double yellow lines at the junction with Lincoln Gardens
Harrison Close, Twyford	Double yellow lines at the junction with Broad Hinton

Hilmanton, Hillside	Restricted parking zone Monday - Friday, 8am-9am and 3pm to 4pm along the arms leading to property numbers 5-18 and 147-159.
Hillside Road, Bulmershe and Whitegates	Double yellow lines at the junction with Sutcliffe Avenue and Robindale Avenue and school keep clear marking outside property numbers 19 to 25 and 26 to 36
Hubbard Close, Twyford	Double yellow lines at the junction with Broad Hinton
Hurst Park Road, Twyford	Double yellow lines along junction and bends leading into the different arms
Hurst Road, Twyford	Double yellow line starting on the opposite side to the junction with Broadwater Road to property number 76
Kingfisher Court, Twyford	Double yellow lines at the junction with Woodpecker Close
Kingfisher Drive, South Lake	Proposed double yellow lines between the junction with fairwater drive and along and opposite property number 2
Ladbroke Close, Bulmershe and Whitegates	Double yellow lines at the junction with Vauxhall Drive
Lenham Close, Winnersh	Double yellow lines at the junction with Old Forest Road
London Road, Bulmershe and Whitegates	Double yellow lines opposite properties numbered 264-306 and double yellow lines at the junctions with Chiltern Drive
Longwater Road, Finchampstead South	Double yellow lines opposite property numbers 15-53
Lincoln Gardens, Twyford	Double yellow lines on both side of the road, along the bend outside property number 29.
Mallard Close, Twyford	Double yellow lines at the junction with Collerton Drive
Manor Road, Wokingham	Double yellow lines at the junction with Evendons Lane
Marfleet Close, Hawkedon	Double yellow lines at the junction with Mill Lane
Milton Road, Bulmershe and Whitegates	Double yellow lines opposite 29a
Nightingale Road, South Lake	Double yellow lines outside property numbers 17- 20
Norton Road, Wescott	Double yellow lines at the junction with Denmark Street
Orchard Estate, Twyford	Double yellow lines along the access points and bends

Outfield Crescent, Emmbrook	Double yellow lines on both sides of the road and Limited wait parking bays outside the flank wall of properties numbered 9 to 19 and 26 to 36. The parking bays will operate 8AM -10PM, MAX STAY 2HOURS NO RETURN WITHIN 1 HOUR
Poundfield Way, Twyford	Double yellow lines at the junction with Broad Hinton
Purslane, Wescott	Double yellow lines on both sides of the road
Ravenswood Avenue, Wokingham Without	Extension to double yellow lines at the junction with Ardwell Close
Rosedale Cresent, Bulmershe and Whitegates	Double yellow lines at the junction with London Road
Sadlers Lane, Winnersh	Double yellow lines at the junction with Reading Road and opposite property numbers 5 and 7
Salamanca, Wokingham Without	Single yellow lines which operate 11am to 12noon on the entire road
Shepherds House Lane, Bulmershe and Whitegates	Double yellow lines in the vicinity of properties numbered 2 to 24
Shepherds Way, Wokingham Without	Single yellow lines which operate 11am to 12noon on the entire road
Silverdale Road, Maiden Erlegh	Single yellow lines operating 8.30am -9.15, 11.30am -12.45 and 3pm -3.45 outside and opposite properties numbered 60 to 88
Stephen Close, Twyford	Double yellow lines at the junction with Cotterell Gardens
Sutcliffe Avenue, Maiden Erlegh	Double yellow lines outside and opposite the junction with Robindale Road
Suttons Park Avenue, Bulmershe and Whitegates	Double yellow lines along the access points and bends
Swanscourt Twyford	Double yellow lines at the junction with Collerton Drive
The Drive, Bulmershe and Whitegates	Double yellow lines outside property number 5
The Green, Ewendons	5m extension to Double yellow lines at the junction with Northway
The Grove, Twyford	Double yellow lines along the turning head outside property number 22
Victoria Road, Remenham, Wargrave and Ruscombe	Double yellow lines at the junctions with Hamilton Road and Purfield Drive
Watmore Lane, Winnersh	Single yellow lines which operate 8.30am to 9.30am and 2pm to 4pm outside and opposite properties numbered 8 to 26

Wellesley Drive, Wokingham Without	Single yellow lines which operate 11am to 12noon on the entire road
Wessex Gardens, Twyford	Single yellow lines operating from 9am to 10am starting from property number 3 to property number 21, Single yellow lines operating from 1pm to 2pm starting on other sections of the road and Double yellow lines along junctions and bends
Whitegates Lane, Bulmershe and Whitegates	Double yellow lines at the junction with Erleigh Court Gardens
Wokingham Road, Maiden Erlegh	Single yellow lines operating 10am to 11am except bank holidays outside properties numbered 610 to 652
Woodward Close (Access Road to Oaktree SEND School), Winnersh	Double yellow lines, single yellow lines and school keep clear restriction. The single yellow lines and the school keep clear markings will operate Mon- Fri 8.30-9.30am and 3-4pm.

Application for a premises licence to be granted under the Licensing Act 2003

Please read the following instructions first

Before completing this form please read the guidance notes at the end of the form. If you are completing this form by hand please write legibly in block capitals. In all cases ensure that your answers are inside the boxes and written in black ink. Use additional sheets if necessary.

You may wish to keep a copy of the completed form for your records.

I/We GNDJ Commercials LTD

(Insert name(s) of applicant)

apply for a premises licence under section 17 of the Licensing Act 2003 for the premises described in Part 1 below (the premises) and I/we are making this application to you as the relevant licensing authority in accordance with section 12 of the Licensing Act 2003

Part 1 – Premises details

Postal address of premises or, if none, ordnance survey map reference or description			
86-88 Headley Road			
Post town	Woodley	Postcode	RG5 4JE

Telephone number at premises (if any)	
Non-domestic rateable value of premises	£ 43,250

Part 2 - Applicant details

Please state whether you are applying for a premises licence as **appropriate** **Please tick as appropriate**

a)	an individual or individuals *		please complete section (A)
b)	a person other than an individual *		
	i as a limited company/limited liability partnership	x	please complete section (B)
	ii as a partnership (other than limited liability)		please complete section (B)
	iii as an unincorporated association or		please complete section (B)
	iv other (for example a statutory corporation)		please complete section (B)
c)	a recognised club		please complete section (B)
d)	a charity		please complete section (B)

e)	the proprietor of an educational establishment		please complete section (B)
f)	a health service body		please complete section (B)
g)	a person who is registered under Part 2 of the Care Standards Act 2000 (c14) in respect of an independent hospital in Wales		please complete section (B)
ga)	a person who is registered under Chapter 2 of Part 1 of the Health and Social Care Act 2008 (within the meaning of that Part) in an independent hospital in England		please complete section (B)
h)	the chief officer of police of a police force in England and Wales		please complete section (B)

* If you are applying as a person described in (a) or (b) please confirm (by ticking yes to one box below):

- I am carrying on or proposing to carry on a business which involves the use of the premises for licensable activities; or
- I am making the application pursuant to a
- statutory function or
- a function discharged by virtue of Her Majesty's prerogative

(A) individual applicants (fill in as applicable)

Mr	Mrs	Miss	Ms	Other Title (for example, Rev)	
Surname			First names		
Date of birth		I am 18 years old or over		Please tick yes	
Nationality					
Current residential address if different from premises address					
Post town				Postcode	
Daytime contact telephone number					
E-mail address (optional)					
Where applicable (if demonstrating a right to work via the Home Office online right to work checking service), the 'share code' provided to the applicant by that service (please see note 15 for information)					

Second individual applicant (if applicable)

Mr	Mrs	Miss	Ms	Other Title (for example, Rev)	
Surname			First names		
Date of birth over		I am 18 years old or		Please tick yes	
Nationality					
Current residential address if different from premises address					
Post town				Postcode	
Daytime contact telephone number					
E-mail address (optional)					
Where applicable (if demonstrating a right to work via the Home Office online right to work checking service), the 'share code' provided to the applicant by that service: (please see note 15 for information)					

(B) Other applicants

Please provide name and registered address of applicant in full. Where appropriate please give any registered number. In the case of a partnership or other joint venture (other than a body corporate), please give the name and address of each party concerned.

Name	Tajmeet Singh
Address	280 Western Road Southall UB2 5JT
Registered number (where applicable)	14974136
Description of applicant (for example, partnership, company, unincorporated association etc.)	LTD
Telephone number (if any)	07882629220
E-mail address (optional)	Singh.Tajmeet@gmail.com

Part 3 Operating Schedule

When do you want the premises licence to start?

DD	MM	YYYY
01	3	2014

If you wish the licence to be valid only for a limited period, when do you want it to end?

DD	MM	YYYY

Please give a general description of the premises (please read guidance note 1)

Proposed site to be run under the banner of part of CO OP group Nisa Local which is now

If 5,000 or more people are expected to attend the premises at any one time, please state the number expected to attend.

What licensable activities do you intend to carry on from the premises?

(please see sections 1 and 14 and Schedules 1 and 2 to the Licensing Act 2003)

Provision of regulated entertainment (please read guidance note 2)		Please tick all that apply
a)	plays (if ticking yes, fill in box A)	
b)	films (if ticking yes, fill in box B)	
c)	indoor sporting events (if ticking yes, fill in box C)	
d)	boxing or wrestling entertainment (if ticking yes, fill in box D)	
e)	live music (if ticking yes, fill in box E)	
f)	recorded music (if ticking yes, fill in box F)	
g)	performances of dance (if ticking yes, fill in box G)	
h)	anything of a similar description to that falling within (e), (f) or (g) (if ticking yes, fill in box H)	

Provision of late night refreshment (if ticking yes, fill in box I)	
Supply of alcohol (if ticking yes, fill in box J)	X

In all cases complete boxes K, L and M

J

Supply of alcohol Standard days and timings (please read guidance note 7)			Will the supply of alcohol be for consumption – please tick (please read guidance note 8)	On the premises	
				Off the premises	X
				Both	
Day	Start	Finish	State any seasonal variations for the supply of alcohol (please read guidance note 5)		
Mon	06:00	24:00			
Tue	06:00	24:00			
Wed	06:00	24:00			
Thur	06:00	24:00			
Fri	06:00	01:00			
Sat	06:00	01:00			
Sun	06:00	23:00			
			Non standard timings. Where you intend to use the premises for the supply of alcohol at different times to those listed in the column on the left, please list (please read guidance note 6)		

State the name and details of the individual whom you wish to specify on the licence as designated premises supervisor (Please see declaration about the entitlement to work in the checklist at the end of the form):

Name	MANMEET Kaur Nagpal
Date of birth	15/01/1986
Address	24 Bushey Road Hayes
Postcode	UB3 4AS
Personal licence number (if known)	LBHIL4650
Issuing licensing authority (if known)	London Borough of Hillingdon

M

Describe the steps you intend to take to promote the four licensing objectives:

a) General – all four licensing objectives (b, c, d and e) (please read guidance note 10)

They serve as a framework to ensure that establishments operate responsibly and contribute to a safe and controlled environment.

b) The prevention of crime and disorder

The "Prevention of crime and disorder" licensing objective aims to ensure that licensed premises operate in a manner that minimizes the potential for criminal activities or disturbances. This involves implementing measures to deter criminal behavior, such as security protocols, staff training, and cooperation with law enforcement agencies. The goal is to create a safe environment for both patrons and the surrounding community.

c) Public safety

The "Public safety" licensing objective focuses on safeguarding the well-being of the general public in and around licensed premises. This involves measures to prevent accidents, ensure fire safety, and address any other potential hazards. Adequate emergency procedures, crowd control, and compliance with safety regulations contribute to meeting this objective, emphasizing the importance of minimizing risks to patrons and the community.

d) The prevention of public nuisance

The "Prevention of public nuisance" licensing objective is aimed at ensuring that licensed premises do not cause undue disruption or inconvenience to the local community. This includes controlling noise levels, managing crowd behavior, and addressing any other factors that might negatively impact the peace and well-being of the surrounding area. Compliance with this objective helps maintain harmony between the licensed establishment and its neighbors.

e) The protection of children from harm

The "Protection of children from harm" licensing objective is designed to safeguard minors from any potential risks or harm associated with licensed premises. This involves implementing measures to prevent underage access to restricted areas or products, such as alcohol or gambling. Strict age verification processes and adherence to relevant regulations contribute to fulfilling this objective, emphasizing the importance of creating a safe environment for young individuals.

Checklist:

Please tick to indicate agreement


•	I have made or enclosed payment of the fee.	X
•	I have enclosed the plan of the premises.	X
•	I have sent copies of this application and the plan to responsible authorities and others where applicable.	X
•	I have enclosed the consent form completed by the individual I wish to be	X
	designated premises supervisor, if applicable.	
•	I understand that I must now advertise my application.	X
•	I understand that if I do not comply with the above requirements my application will be rejected.	X
•	[Applicable to all individual applicants, including those in a partnership which is not a limited liability partnership, but not companies or limited liability partnerships] I have included documents demonstrating my entitlement to work in the United Kingdom or my share code issued by the Home Office online right to work checking service (please read note 15).	

It is an offence, under Section 158 of the Licensing Act 2003, to make a false statement in or in connection with this application. Those who make a false statement may be liable on summary conviction to a fine of any amount.

It is an offence under Section 24b of the Immigration Act 1971 for a person to work when they know, or have reasonable cause to believe, that they are disqualified from doing so by reason of their immigration status. Those who employ an adult without leave or who is subject to conditions as to employment will be liable to a civil penalty under section 15 of the Immigration, Asylum and Nationality Act 2006 and pursuant to Section 21 of the same act, will be committing an offence where they do so in the knowledge, or with reasonable cause to believe, that the employee is disqualified.

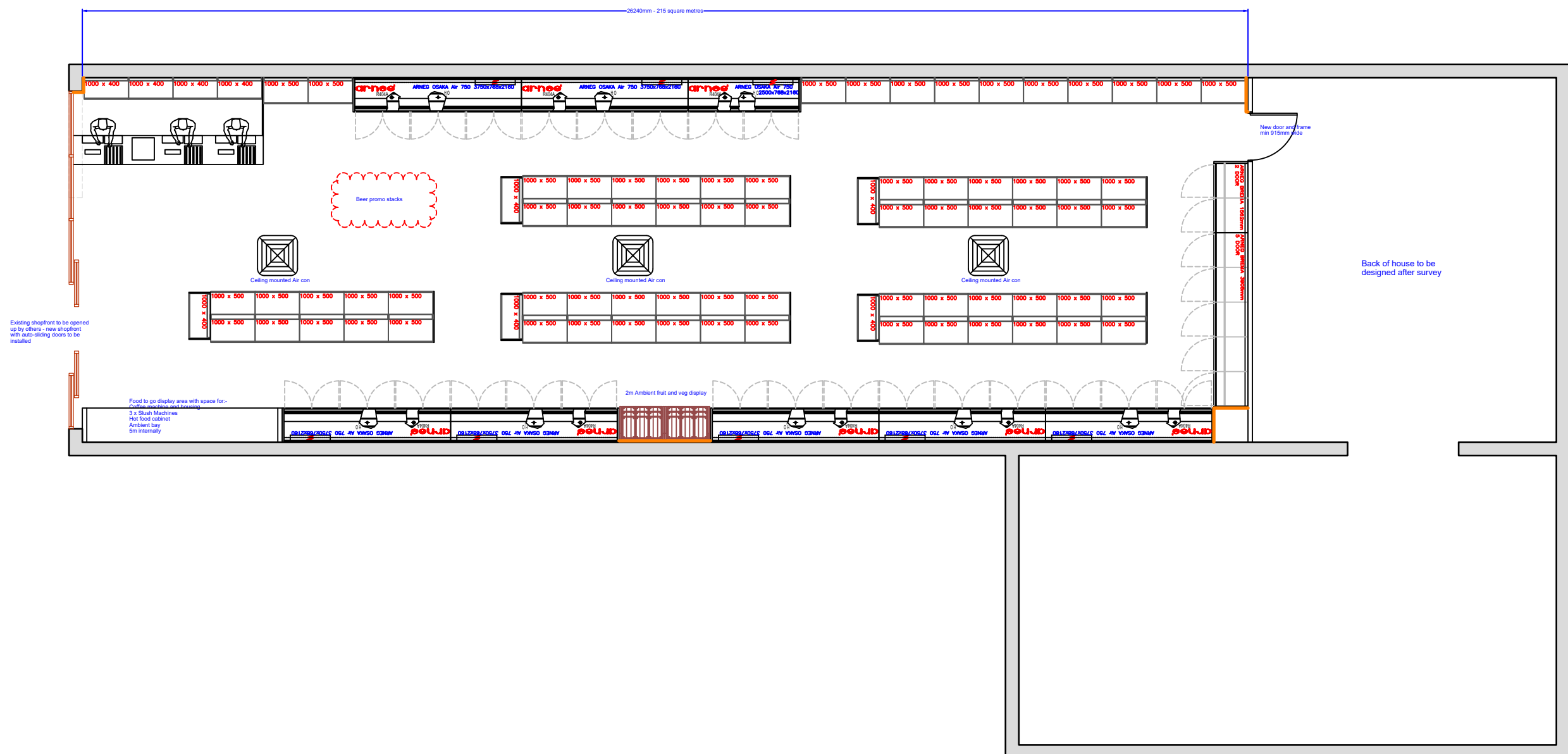
Part 4 – Signatures (please read guidance note 11)

Signature of applicant or applicant’s solicitor or other duly authorised agent (see guidance note 12). **If signing on behalf of the applicant, please state in what capacity.**

Declaration	<ul style="list-style-type: none">• [Applicable to individual applicants only, including those in a partnership which is not a limited liability partnership] I understand I am not entitled to be issued with a licence if I do not have the entitlement to live and work in the UK (or if I am subject to a condition preventing me from doing work relating to the carrying on of a licensable activity) and that my licence will become invalid if I cease to be entitled to live and work in the UK (please read guidance note 15).• The DPS named in this application form is entitled to work in the UK (and is not subject to conditions preventing him or her from doing work relating to a licensable activity) and I have seen a copy of his or her proof of entitlement to work, or have conducted an online right to work check using the Home Office online right to work checking service which confirmed their right to work (please see note 15)
Signature	
Date	12/12/2023
Capacity	Director

For joint applications, signature of 2nd applicant or 2nd applicant’s solicitor or other authorised agent (please read guidance note 13). **If signing on behalf of the applicant, please state in what capacity.**

ed with this guidance.



PLAN DISCLAIMER
 I AGREE TO THIS PLAN AND ACCEPT THAT THE QUOTE IS BASED ON THIS PLAN. ANY ADDITIONAL ITEMS NOT SHOWN ON THIS PLAN WILL BE CHARGED TO ME AS EXTRAS.

CLIENTS NAME	CLIENTS SIGNATURE
SALES MAN NAME	SALES MAN SIGNATURE

CLIENT NAME: Mr Tajmeet Singh
PROJECT NAME: Convert store to Nisa
SITE ADDRESS: 86-88 Headley Road Woodley Reading

DRAWING NAME: Proposed internal alterations		
DRAWING NO: AE 1789	REVISION: -	SCALE: 1:50 @ A3
DATE: 11th December 2023	DRAWN BY: Anthony England	APPROVED BY: -
STATUS: CONCEPT		



Units C1 & C2 Hortonpark Industrial Estate, Hortonwood 7
 Telford, Shropshire, TF1 7GX.
 TEL: 01952 459970, Mobile 07807 921647
 E.Mail: anthony@activprojects.co.uk
 www.activprojects.co.uk

[Insert name and address of relevant licensing authority and its reference number (optional)]
WOKINGHAM BOROUGH COUNCIL

Application for a Minor Variation to a Premises Licence or Club Premises Certificate under the Licensing Act 2003

PLEASE READ THE FOLLOWING INSTRUCTIONS FIRST

Before completing this form please read the Guidance Notes at the end of the form, especially Note 1. If you are completing this form by hand please write legibly in block capitals. In all cases ensure that your answers are inside the boxes and in black ink. Use additional sheets if necessary.

Once completed please send your application to the relevant licensing authority. You may wish to keep a copy of the completed form for your records.

ALLIANCE PROPERTY HOLDINGS LIMITED **(Insert name(s) of applicant)**

being the premises licence holder(s)/club holding a Club Premises Certificate, apply to vary a premises licence under section 41A/club premises certificate under section 86A of the Licensing Act 2003 for the premises described in Part 1 below.

Part 1 - Premises details

Postal address of premises (or, if none, ordnance survey map reference or description)	
MORRISONS DAILY (FORMERLY MCCOLLS) 141 Crockhamwell Road Woodley	
Post town Reading	Postcode RG5 3JP

Telephone number at premises (if any)

[Premises licence number][Club Premises Certificate number]

PR0421

Brief description of premises (Please see Guidance Note 2)
CONVENIENCE STORE

Part 2 - Applicant Details

[I am][We are] the [premises licence holder][Club Premises Certificate holder]. (Please delete as appropriate)

Contact phone number in working hours (if any)

Applicant Postal address IF DIFFERENT FROM PREMISES ADDRESS ALLIANCE PROPERTY HOLDINGS LIMITED HILMORE HOUSE GAIN LANE	
Post town BRADFORD	Postcode BD3 7DL
Please provide email address if you would prefer us to contact you by email (optional) zahra_bahnisse@gosschalks.co.uk	

Part 3 - Proposed variation(s)

Please tick

Do you want the proposed variation to have effect as soon as possible? Yes No

DDMMYYYY

If not, from what date do you want the variation to take effect?

Do you want the proposed variation to have effect in relation to the introduction of the late night levy? (Please see Guidance Note 3) Yes No

Please describe the proposed variation(s) in detail in the box below and explain why you consider that they could not have an adverse effect on the promotion of any of the licensing objectives (See Guidance Note 1). This should include whether new or increased levels of licensable activities will be taking place indoors or outdoors (indoors may include a tent):

<p>Details of proposed variation(s) (Please see Guidance Note 4)</p> <p>1. TO CHANGE THE NAME OF THE PREMISES FROM MCCOLLS TO MORRISONS DAILY.</p> <p>2. TO PERMIT INTERNAL ALTERATIONS TO THE LAYOUT OF THE PREMISES. THE NEW PLAN IS ATTACHED TO THIS APPLICATION AND IS REFERENCE NUMBER: 6866-SK3-BWSL-001.</p> <p>3. TO ADD THE FOLLOWING FORMS OF ID TO THE CH25 CONDITIONS IN ANNEX 2 (a5, e4) AND ANNEX 4 (a5, e4), 'BIOMETRIC RESIDENCE PERMIT, A NATIONAL ID ISSUED BY AN EU COUNTRY AND MILITARY ID'.</p> <p>IN VIEW OF THE NATURE OF THE PROPOSED VARIATION IT WILL NOT HAVE AN ADVERSE EFFECT ON THE PROMOTION OF THE LICENSING OBJECTIVES.</p>

Details of proposed variation(s) (Continued)

Part 4 - Operating Schedule

Please tick those parts of the Operating Schedule which would be subject to change if this application to vary was successful.

Provision of regulated entertainment (please read Guidance Note 5)

Please tick all that apply

- a. plays
- b. films
- c. indoor sporting events
- d. boxing or wrestling entertainment
- e. live music
- f. recorded music
- g. performances of dance
- h. anything of a similar description to that falling within (e), (f) or (g)

Provision of late night refreshment

Supply of alcohol

(Note that this can only relate to reducing licensed hours, or moving them without any overall increase between 7am and 11pm)

Please tick to indicate you have enclosed the following:

I have enclosed the premises licence/Club Premises Certificate

I have enclosed the relevant part of the premises licence/
Club Premises Certificate

I have included a copy of the plan
(this is necessary if the proposed variation will affect the layout)

If you have not ticked one of the previous three boxes, please explain why in the box below.

Reasons why you have not enclosed the premises licence/Club Premises Certificate or relevant parts.

Any further information to support your application. (See Guidance Note 6)

CHECKLIST:

Please tick to indicate agreement

- I have made or enclosed payment of the fee; or
- I have not made or enclosed payment of the fee because this application has been made in relation to the introduction of the late night levy.
- I have enclosed the plan, if appropriate, of the premises in scale [1mm to 100mm], unless otherwise agreed with the licensing authority.
- I have enclosed the premises licence/Club Premises Certificate or relevant part of it or provided an explanation.
- I understand that if I do not comply with the above requirements my application will be rejected.
- I understand that I must now advertise my application for a continuous period beginning on the first working day after the day on which the application was given to the relevant licensing authority and ending at the expiry of the ninth consecutive working day after that day.

IT IS AN OFFENCE, UNDER SECTION 158 OF THE LICENSING ACT 2003, TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION. THOSE WHO MAKE A FALSE STATEMENT MAY BE LIABLE ON SUMMARY CONVICTION TO A FINE OF ANY AMOUNT.

Part 5 - Signatures and Contact Details

(See Guidance Note 7)

Premises Licence: Signature of applicant (the current premises licence holder) or applicant's solicitor or other duly authorised agent (see Guidance Note 8). If signing on behalf of the applicant, please state your name and in what capacity you are authorised to sign:

Signature	GOSSCHALKS LLP
Date	08/12/2023
Capacity	SOLICITORS ON BEHALF OF APPLICANT

Where the premises licence is jointly held, signature of 2nd applicant (the current premises licence holder) or 2nd applicant's solicitor or other authorised agent (see Guidance Note 9). If signing on behalf of the applicant, please state in what capacity.

Signature	
Date	
Capacity	

Where the premises are a club

I (insert full name)
authority to bind the club.

make this application on behalf of the club and have

Signature	
Date	
Capacity	

Contact name (where not previously given) and address for correspondence associated with this application (see Guidance Note 10) Gosschalks LLP Queens Gardens Hull	
Post town	Postcode HU1 3DZ
Telephone number (if any) 01482 324252	If you would prefer us to correspond with you by email your email address (optional) zahra_bahnisse@gosschalks.co.uk

REVISED ESTIMATES 2023/24, BUDGET ESTIMATES 2024/25 AND ANNUAL GRANT APPLICATIONS

REPORT OF THE DEPUTY TOWN CLERK

PURPOSE OF REPORT

To inform and advise Members of the Planning Committee's Revised Estimates for the 2023/24 financial year and to provide information on the applications for Annual Grants in respect of the Budget Estimates for 2024/25 in order to make recommendations to the Strategy and Resources Committee.

REVISED ESTIMATES 2023/24

The Revised Estimates for 2023/24, **Appendix A**, show that there have been no revisions in the year to the budget estimates that were set this time last year.

BUDGET ESTIMATES 2024/25

The Budget Estimates for 2024/25, **Appendix B**, set out the list of Annual Grant applications received along with the sum requested. A summary of the applications is provided below. The full applications, along with the Annual Grant Guidelines, are provided separately for Members' information in the **Annual Grant Appendix**.

INFORMATION

The Council has received ten Annual Grant applications;

ARC Youth Counselling

ARC provides a free and confidential youth counselling service alongside a low-cost adult counselling service and a youth access project. Youth counselling is provided to all Woodley schools, as well as sessions being run two evenings a week at the Oakwood Centre. All of ARC's staff are fully trained, supervised, insured, and have enhanced DBS checks.

ARC has 20 part time paid staff and 60 volunteers. ARC's income in its most recent accounts was £241,492. In 2024/25 ARC anticipates income of £240,000.

ARC has requested a grant of £5,000, the same level as requested and awarded in 2023/24. The organisation intends to put the funding towards to costs of supervision, administration and training for the provision of their services.

Chemogiftbags

Chemogiftbags is a Woodley based charity which provides gift bags to patients, both women and men, who are undergoing chemotherapy for breast cancer across the Thames Valley. Bags are provided at a patient's first chemotherapy session and provide carefully curated products that can help patients through their treatment. Each bag and its contents costs in excess of £100.

The organisation is staffed by 10 volunteers; there are no paid staff. Chemogiftbags' income in its most recent accounts was £17,907. In 2024/25 ARC anticipates income of £34,354.

Chemogiftbags have requested a grant of £5,589. Previously, the organisation has applied for, and been awarded community grants by the Council; grants of £250 were awarded in 2017/18, 2020/21, 2022/23 and 2023/24. The number of Woodley residents supported by the organisation cannot be predicted, but the organisation guesstimates there is likely to be upwards of 20 Woodley residents receiving support each year moving forward.

Citizens Advice Wokingham (CAW)

Citizens Advice Wokingham is a registered local charity which provides free, confidential and impartial advice to vulnerable adults and families across the borough. Volunteers and staff are experts in a wide range of issues, including welfare benefits, debt, housing, employment law, consumer, relationship and families, utilities, and access to emergency charitable support. Advice and support sessions are delivered face to face at CAW's offices in Woodley and Wokingham, as well as over the phone, digitally, and via their Mobile Advice Unit.

CAW has 3 full time staff, 18 part time staff and 66 volunteers. CAW's income in its most recent accounts was £536,684. In 2024/25 CAW anticipates income of £441,000, although they are awaiting information on other grants which will likely increase this figure.

CAW has requested a grant of £8,000, an increase of £1,000 on the £7,000 grant requested and awarded in 2023/24; this is due to the cost of the organisation's core services increasing with inflation and the cost-of-living crises. CAW are seeing an increase in demand due to the cost-of-living crisis. In the last 12 months CAW helped 767 Woodley residents with 3,000 issues. Advice and support have provided Woodley clients with income gains totalling £216,000, and more than £134,000 in debts being written off. 184 residents have also benefitted from food bank vouchers and other charitable support, including essential items grants. In 2022, demand for services was 37% more than the organisations capacity, and a similar level of demand is expected in future.

First Days Children's Charity

First Days Children's Charity provides support to families suffering financial hardship and the effects of low income. Their support includes free access to the Woodley Toy Library and low cost/free access to party hire, a weekly outreach service meeting families in Woodley precinct and arranging the supply of essential items, a one-to-one coach to work with families with specific, in-depth issues, and access to essential items, such as school uniforms, clothing, beds and bedding, Christmas gifts, and safety equipment.

First Days' has 2 full time members of staff, 8 part time staff members and 56 volunteers. The Charity's income in its most recent accounts was £518,291. In 2024/25 First Day's anticipates income of £452,100.

First Days have requested a grant of £5,100; this is the same level as awarded in 2023/24 when the organisation requested a grant of £10,000. Of the 1,692 children in Woodley calculated to be living below the poverty line, the Charity supported 1,252 (74%) of those children last year.

Home-Start Wokingham District (HSWD)

HSWD provide a free, unique home visiting support service to vulnerable, disadvantaged and isolated families who have at least on child of pre-school age. Volunteers work alongside parents to give them emotional and practical support to overcome the barriers they face, which include issues such as post-natal depression, disability, illness, low income and isolation. The service is directed to adults aged 19-45, and children aged 0-5; most adults supported are single parents.

In 2022, due to a range of factors including the cost-of-living crisis, HSWD ended the year with a shortfall in funding, and subsequently chose to temporarily close their group support sessions, and scale back the number of paid staff from 7 to 3. The charity currently has 25 volunteers. Income for the most recent accounting period was £119,296. For 2023/24, income is expected to be £54,561.

HSWD have requested a grant of £5,660. Previously, the organisation has applied for and been awarded community grants by the Council; grants of £250 were awarded in 2016/17, 2017/18, 2018/19, 2020/21 and 2022/23. The grant is intended to be used to support the recruitment and training of new volunteers. From April 2022 to March 2023, the charity supported 96 families with 211 children, 19% of which live in Woodley. In 2023/24, the charity expects to support at least 50 families, increasing to 100 in 2024/25; again, approximately 20% are expected to be from Woodley.

Keep Mobile

Keep Mobile provides door to door transport services for individual residents with disabilities and / or long-term illness who cannot access mainstream transport, as well as contract work for volunteer organisations such as Stroke Clubs, Arthritis Care, Polio Fellowship, Berkshire Blind, Alzheimer's Association, community groups and Social Services. Members can access a Dial a Ride service, shopping trips and organised day excursions. The service is partly funded by both Wokingham Borough Council and Bracknell Forest Borough Council. All drivers are MiDAS trained (Minibus Driver Awareness Scheme).

Keep Mobile has two full time and 19 part time staff members, as well as 24 volunteers. Keep Mobile's income in its most recent accounts was £378,676.

Keep Mobile have requested a grant of £5,290; an increase of £3,190 on the £2,100 awarded in 2023/24, when Keep Mobile had requested £7,485. This has been calculated based on the trips completed in the previous year, when Keep Mobile provided 4096 Dial a Ride trips and 35 day excursions for Woodley residents at a cost of £5,290.

The organisation wishes to obtain higher value grants in order to reduce or even eliminate the number of journey requests which it has to refuse, to increase the Shopping Bus schedule capacity to allow more people to make use of this service, and to increase day excursion capacity to support the 'Campaign to End Loneliness'. 300 trip requests in 2022 were refused due to funding shortages.

Link Visiting Scheme (LVS)

LVS' mission is to reduce chronic loneliness and social isolation, to promote friendship and improve the health, wellbeing and independence of older residents. LVS offers a range of friendship services enabling people to establish new relationships so they can feel they are an integral, important part of the community. The core offering is a unique in-home 1-to1 befriending service, where volunteers are matched to Link Friends with similar interests living nearby, enabling long term friendships and helping the wellbeing of both the Link Friend and volunteer. Due to the demographic, much of LVS' work either takes place in the home or in small activity groups. In-community services are provided in central venues, including in Woodley at the Baptist Church, St John's Parish Centre, Emmanuel Church and the library.

The Link Visiting Scheme has 5 full time and 11 part time staff members, as well as 384 volunteers. LVS' income in its most recent accounts was £432,917. In 2024/25 LVS anticipates income of £431,124.

The Link Visiting Scheme is requesting a grant of £1,500, the same amount requested and awarded in 2023/24. In the past year, there has been a 15.5% increase in the charity's client base, with a 22% increase in Woodley. Each one-to-one friendship costs over £300 a year to manage, which covers the cost of client needs assessments, recruitment and training of volunteers, and ongoing client and volunteer support.

Parenting Special Children (PSC)

PSC is a Berkshire based charity, providing specialist 1to1 and trauma services to vulnerable families of children and young people with special needs, disabilities and early life trauma. The families who are supported care for children who face complex challenges, disabilities, neurodiversity, physical and mental health diagnoses, neglect, abuse, and other adverse childhood experiences.

PSC have 16 part time staff members, as well as 20 volunteers. PSC's income in its most recent accounts was £292,166. In 2024/25 PSC anticipates income of £307,268.

PSC has requested a grant of £2,500. They have not previously requested a grant from the Council.

The charity has over 2,500 service users on their database, and currently support 73 families in the Woodley area. Over the past 12 months, the charity has experienced a 60% increase in the number of calls to their triage service, a 74% increase in email correspondence, a 64% increase in the length of triage calls (averaging 50 minutes per call), an increase in the complexity of calls, and an increase in the financial pressures faced by families. There is a long waiting list for support, and funding will help to ensure PSC meet the growing demand from families.

ReadiBus

ReadiBus provide a demand-responsive dial-a-ride door-to-door bus service for people with restricted mobility who are not able to make journeys via mainstream public transport. Buses are fully accessible, with drivers providing assistance in boarding and alighting.

ReadiBus has 11 full time and 31 part time staff members, as well as 22 volunteers. ReadiBus' income in its most recent accounts was £1,018,555. In 2024/25 ReadiBus anticipates income of £1,048,629.

ReadiBus has requested funding of £18,000 for 2024/25, stating it would be helpful, if feasible, to maintain the same level of funding as last year in real terms by providing an uplift for inflation. Last year ReadiBus requested and were awarded funding of £17,325 by the Town Council.

In January 2022, the Planning & Community Committee made a decision to provide a grant of £16,500, equivalent to £7.50 per journey based on the number of journeys provided during the previous year (Planning & Community Committee Meeting 4 January 2022 – minute 64). During 2022/23, the actual number of journeys made by Woodley residents was 4,894, a 42% increase on the number of journeys delivered in the previous year. In actual terms, this means the £16,500 grant provided to ReadiBus for the 2022/23 year equated to £3.37 per journey.

ReadiBus hope the funding will support continued safe travel opportunities for vulnerable residents, and contribute to ReadiBus' efforts to further build back in the aftermath of the pandemic.

The Wokingham Volunteer Centre (WVC)

The Wokingham Volunteer Centre provide a number of services to residents, including a basic gardening service for those unable to look after their gardens, transporting for residents to Friendship Alliance activities and events, and supporting charities to recruit volunteers via a volunteer portal and volunteer recruitment fairs.

The Wokingham Volunteer Centre has 5 part time staff as well as 165 regular volunteers. WVC's income in its most recent accounts was £174,069. In 2024/25 WVC anticipates income of £168,931.

The Wokingham Volunteer Centre are requesting a grant of £1,000, an increase of £500 from the £500 awarded in 2023/24. During the past year, WVC have helped maintain 27 gardens on a fortnightly basis, a 29% increase on the previous year. From April 2022 to March 2023, 64 residents were transported to social events. In the coming year WVC hope to extend and develop their service provision; it is also anticipated that the number of gardens maintained will increase from 27 to 65.

PLEASE NOTE: Copies of the Annual Grant applications are provided with this report for Members' information only and are **CONFIDENTIAL**.

GRANT REQUESTS	£
ARC Youth Counselling	5,000
Chemogiftbags	5,589
Citizens Advice Wokingham	8,000
First Days Children's Charity	5,100
Home-Start Wokingham District	5,660
Keep Mobile	5,290
Link Visiting Scheme	1,500
Parenting Special Children	2,500
ReadiBus	18,000
The Wokingham Volunteer Centre	1,000
Total	57,639

RESOURCES

In 2023/24 the Council allocated £38,525 to provide Annual Grants to ARC (£5,000), Citizens Advice Wokingham (£7,000), First Days Children's Charity (£5,100), Keep Mobile (£2,100), Link Visiting Scheme (£1,500), ReadiBus (£17,325), and The Wokingham Volunteer Centre (£500).

This year's applications total £57,639 which, if all the applications were agreed, would increase the Annual Grants' budget and SLA costs by £19,114 over last year's budget allocation.

RECOMMENDATIONS

- ◆ **That Members note the contents of the report.**
- ◆ **That Members recommend approval of the Revised Budget Estimates for the 2023/24 financial year, as set out in the Budget Appendix.**
- ◆ **That Members consider the Annual Grant applications against the guidelines and recommend which to be awarded and included in the Committee's Budget for 2024/25.**
- ◆ **That Members recommend the Budget Estimates for 2024/25 to the Strategy and Resources Committee.**

APPENDIX A

(Report No. PC 1-24)

Planning & Community Committee Budget Summary 2024/25

Expenditure		Actual	Estimate	Revised Est	Estimate
Code	Description	2022/23	2023/24	2023/24	2024/25
	Grants	34800	38525	38525	57639
Total		34800	38525	38525	57639

Income		Actual	Estimate	Revised Est	Estimate
Code	Description	2022/23	2023/24	2023/24	2024/25
Total		0	0	0	0
Net		34800	38525	38525	57639

Annual Grants / Service Level Agreement 605

Expenditure		Actual	Estimate	Revised Est	Estimate
		2022/23	2023/24	2023/24	2024/25
Code	Description				
4660	First Days Children's Charity	4000	5100	5100	5100
4661	Readibus grant	16500	17325	17325	18000
4662	Wokingham Volunteer centre	300	500	500	1000
4663	Citizens Advice Wokingham	7000	7000	7000	8000
4665	Keep Mobile	1000	2100	2100	5290
4666	Link Visiting Scheme	1000	1500	1500	1500
4667	ARC	5000	5000	5000	5000
	Chemogiftbags	0	0	0	5589
	Home-Start Wokingham District	0	0	0	5660
	Parenting Special Children	0	0	0	2500
Total		34800	38525	38525	57639

Income		Actual	Estimate	Revised Est	Estimate
		2022/23	2023/24	2023/24	2024/25
Code	Description				
Total		0	0	0	0
Net		34800	38525	38525	57639

CYCLING & WALKING TASK & FINISH WORKING GROUP

VERSION	DATE	AMENDED?	COMMENTS
0.0	4.12.23	No	Draft Version
1.0	12.12.23	Yes	Approved by P&C Committee (12/12/23)
1.1	02.01.24	Yes	Proposed amendment to membership; addition of end date

1. **TYPE OF COMMITTEE** => Task & Finish Working Group
2. **PARENT COMMITTEE** => Planning and Community Committee
3. **6 MONTH MEETING RULE VALID (see 6.1.k)**
 - a. YES
4. **SIZE** => 4 Councillors **Members**; to be made up of ~~2 Conservative group~~, 1 Labour group and 1 Liberal Democrat group appointment, **and 2 active cyclist representatives from either Reading Cycling Club, Reading Cycling Campaign, or a combination of both** (disregarding Standing Order 2.2 – political proportionality).
5. **END DATE** => XX/XX/XX
6. **DUTIES AND POWERS**
 - 6.1. **OVERALL PURPOSE**
 - a. To identify, prioritise and optimise actions in order to achieve the following, approved, Strategy for Cycling:

The Town Council's strategy is to increase the number of cycling journeys in Woodley, both to support our commitment to climate change, and to promote health and wellbeing in the town.

We will do this by a programme of communication, collaboration and education in the local community aimed at improving conditions for cyclists, facilitating access to cycles, and encouraging more people to get on bikes.

And we'll provide a forum for experienced, new, and Woodley cyclists to have their say on what's needed to improve cycling in Woodley.
 - b. To work with local authorities / cycling groups / experts to achieve the aims of the Strategy for Cycling.
 - c. To consider ways in which improvements may also be made to walking infrastructure.
 - 6.2. **MEETINGS**
 - a. Meetings will take place as and when required in order to best achieve the stated purpose within the timescales prescribed by the working group.

- b. Officers will be in attendance at all meetings.

6.3. TERMS OF OPERATION

- a. To review and understand Wokingham Borough Council's Local Cycling and Walking Infrastructure Plan (LCWIP) and where it impacts Woodley and the surrounding area.
- b. To review and understand Wokingham Borough Council's Transport Strategy in terms of its contribution to and effect on cycling and walking in Woodley.
- c. To determine and design a programme of communication, collaboration and education events in the local community with relevant stakeholders, targeted at promoting [Active Travel](#) by improving both walking and cycling conditions in Woodley.
- d. To consider the introduction of a Walkers & Cyclists Forum to further collaborate between the Town Council and residents, including identifying the purpose of such a forum, the likely stakeholders, and the level of involvement required from the Town Council.
- e. To identify issues with / improvements required to existing cycling infrastructure and signage, especially those which create poor cycling conditions and reduce safety, and which discourage the take up of cycling. To consider how to resolve these, working with Wokingham Borough Council as the Highways Agency where necessary, and taking into account the Local Cycling & Walking Infrastructure Plan.
- f. To produce an action plan of recommended improvements and, where appropriate, progress them to completion, including making recommendations, via the Planning & Community Committee, to the Strategy & Resources Committee where it is identified that funding is required.

ENFORCEMENT NOTIFICATIONS - 9 JANUARY 2024

147 Crockhamwell Road, Woodley, Wokingham, RG5 3JP

illuminated advertisement with intermittent light source w/o pp

3 Copse Mead, Woodley, Wokingham, RG5 4RP

Not built in accordance with approved plans - height too high

4 Colemans Moor Road, Woodley, Wokingham, RG5 4DL

Shed on boundary over PD height

ENFORCEMENT CLOSURES - 9 JANUARY 2024

95 Haddon Drive, Woodley, Wokingham, RG5 4LY

hoarding erected

No breach

4 Coppice Road, Woodley, Wokingham, RG5 3QX

PCN Served

Notice served