

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.