This Council Meeting is open to the Public and Press
Please notify the Officer or Chairman if you wish to record the meeting

In accordance with the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 this meeting is to be held virtually.

8th April 2020

Dear Councillor

You are hereby summoned to attend the meeting of the Planning & Transportation Committee to be held online in Virtual Meeting at 7.30pm on Tuesday 14th April 2020 for the purpose of considering and resolving upon the subjects and matters set out in the Agenda below.

Yours sincerely

J Nowecki
Town Clerk

Contact Officer Miles Thorne, Technical Officer
Direct line: 0118 974 0885 Email: planning@wokingham-tc.gov.uk

AGENDA

1 APOLOGIES FOR ABSENCE

2 MEMBERS' INTERESTS
To receive any declaration of interests from Members on the business about to be transacted.

3 QUESTIONS FROM MEMBERS OF THE COUNCIL OR PUBLIC
The Chairman to answer questions raised by members of the Council or public.

This is an opportunity for the people of Wokingham to ask questions of, and make comments to, the Town Council. Members of the public are requested to restrict their questions and comments to three minutes. Questions which are not answered at this meeting will be answered in writing to the person asking the question. To ensure an informed response, please send your questions to the Town Clerk at least three working days prior to the meeting.
4 MINUTES OF PREVIOUS MEETINGS
To receive and confirm the Minutes of the proceedings at the meeting of this Committee held on 10th March 2020 (pages 16040 to 16044, copy attached) as a true and correct record.

5 MONITORING REPORT
To receive and consider the Monitoring Report dated 8th April 2020 (copy attached).

6 COMMITTEE’S BUDGET
To receive and consider a report on the Committee’s budget as of 29th February 2020 (copy attached).

7 PLANNING APPLICATIONS
To receive and consider current planning applications. Details of the applications are on the Town Council’s web site and will be presented at the meeting. https://www.wokingham-tc.gov.uk/planning-applications/

8 INFORMATION ITEMS
To receive items for information or to be referred to a future meeting.

Planning & Transportation Committee: Cllrs Peter Dennis, Nick Fox, Matteo Fumagalli, Daniel Hinton, Tony Lack, Adrian Mather, Keith Malvern, Abby Tebboth and Imogen Shepherd-Dubey (Chairman).

Copy to: Ms Sally Gurney

In order to comply with the Data Protection Act 1998, all persons attending this meeting are hereby notified that this meeting will be recorded. The purpose of recording proceedings is that it acts as an aide-memoir in assisting the clerk of the meeting in the compilation of minutes. The recordings are held in a secure location and deleted once it has been resolved that the minutes are a true and correct record.

In accordance with The Openness of Local Government Bodies regulations 2014, persons attending this meeting may make their own recordings of the proceedings subject to the Council’s Policy on Filming, Recording & Reporting on Council and Committee Meetings (copy available on request).
10th March 2020

Minutes of the proceedings of the PLANNING & TRANSPORTATION COMMITTEE meeting held on this day in the Council Chamber, Town Hall, Wokingham from 19:30 to 21:35

PRESENT
Chairman: Cllr I Shepherd-Dubey
Councillors: Cllr P Dennis, Cllr N Fox, Cllr K Malvern, Cllr A Tebboth and Cllr A Mather.

IN ATTENDANCE
Technical Officer (P&T Officer) – Miles Thorne
Elijah Williams – Student.
Daniela Bertolino - Student

APOLOGIES FOR ABSENCE (Agenda Item 1)
Cllr T Lack
Cllr M Fumagalli
Cllr D Hinton

MEMBERS' INTERESTS (Agenda Item 2)
Cllr Mather declared that he would not be able to comment on the planning application 200295 as he is a user of this service.

QUESTIONS FROM THE COUNCIL OR MEMBERS OF THE PUBLIC (Agenda Item 3)
None

PLANNING & TRANSPORTATION COMMITTEE MINUTES (Agenda Item 4)
Cllr Malvern found a word spelling error regarding planning application 193209 notes. The word ‘site’ should be corrected to ‘sight’. The P&T officer will correct the document before it is signed.

RESOLVED

It was proposed by Cllr Fox and seconded by Cllr Malvern and it was that the Minutes of the Planning & Transportation Committee meeting held on 10th December 2019 (pages 15992 to 15995) be received as a true and correct record and that they be confirmed and signed by the Chairman.

MONITORING REPORT (Agenda Item 5)
The Monitoring Report dated 4th March 2020 was received and considered.

WOKINGHAM TOWN NEIGHBOURHOOD PLAN
There were no updates. This will stay on the Monitoring Report for updates.

**ACTION P&T OFFICER**

**ADDING FLOWER DISPLAYS TO OUR BUS SHELTER ROOFS**

The P&T Officer has had response from Glen, the installer of Bus Stop. He feels that it should not be an issue with weight but would recommend a shelter with side panels (which Ashridge Road doesn’t have). An alternative site of Shelter was put to Glen (The shelter at Wellington Road). This was response from Glen; “that shelter would likely be more suitable, as it does indeed have half end panels. However, I would reiterate that we cannot offer any guarantee of suitability due to the added weight and we did previously say that we felt that an enclosed or a cantilever with full end panels would be preferable although we feel that the cantilever with half end panels would be the next best alternative.

I would also comment that the shelter you are proposing is, I believe, quite old and the sealant round the top of the roof slab may require re-applying before a “green roof” with the resulting water is applied but this is something that your people could probably do. It is literally a bead of sealant around the roof edge where the roof slab sits in the roof perimeter extrusion to stop any rain ingress through the shelter.”

The P&T Officer forwarded this to Cllr Hinton to see whether this work could be undertaken by Daniel at Sky Garden.

Sky Garden contractors have replied to Cllr Hinton that they can do the sedum blanket installation and sealant to roof for the same price quoted before £925 for the Bus Shelter roof at Wellington Road.

The P&T Committee agreed that this should proceed and the P&T Officer will organise this.

**ACTION: P&T OFFICER AND CLLR HINTON**

**LOCAL AREA PLAN UPDATE (Agenda Item 6)**

To discuss and consider the upcoming consultation on the next stage of Wokingham Borough Council Local Area Plan.

As agreed in the last P&T Meeting Cllr Dennis has been collating the responses from Wokingham Town councillors to this plan.

He presented a document with all the comments received. The P&T Committee systematically went through each comment to debate and either leave as is, edit or remove each one. Cllr Dennis updated the document in real time. The final document was approved by the Committee.

The P&T Officer will forward this document to all Wokingham Town Councillors informing them that this will be presented as the opinion of Wokingham Town
Council and then this document will be presented as feedback to Wokingham Borough Council on the Local Area Plan Update. Wokingham Town Councillors can feedback their own personal comments as well to Wokingham Borough Council on the Local Area Plan Update. The cut-off date is Friday 20th March at 5pm.

**ACTION: P&T OFFICER & ALL COUNCILLORS**

**TEMPORARY TRAFFIC ORDER CONSULTATION (Agenda Item 7)**

The Temporary Traffic Order for 3 routes in Wokingham Town were discussed.

The Committee would like to change if possible the dates of closure to following:

‘From proceeding along Old Forest Road, Wokingham between its junctions with Toutley Road and Commons Road. The restriction for item 1 will take place between 4th May 2020 to 30th July 2020 and 1st May 2021 to 30th July 2021.’

There are Council elections in Wokingham on 7th May so if the works could delay until the 8th May then this would be helpful for those voting in this area.

The P&T Officer will feedback this to Wokingham Borough Council.

**ACTION: P&T OFFICER**

**PLANNING APPLICATIONS STATISTICS (Agenda Item 8)**

The P&T Officer presented statistics on the current P&T Committees record for discussing and making objections to Planning Applications affecting Wokingham Town in the period from June 2019 to December 2019.

This was compared to the four year period of the previous P&T Committee. It shows that the current Committee are discussing more plans, making more objections and correlating more with Wokingham Borough Council on these Objections.

The table is included below:
Cllr Fox suggested that the statistics should be placed on the WTC Website. The P&T Officer will update the statistics and these will be placed on the website at the end of the Council year.

The P&T Officer will also keep the Committee updated on these statistics.

**ACTION: P&T OFFICER**

**COMMITTEE’S BUDGET (Agenda Item 9)**

A report on the Committee’s budget as of 29th February 2020 was received and noted.

**PLANNING APPLICATIONS (Agenda Item 10)**

The following applications were received and considered and it was that the Committee would make comment as shown.

**200224 4 The Plaza Denmark Street**

Full application for Change of use of unit from Class A1(Retail) to Class D2 (Health and Fitness).

There were no objections but following comments:

Restrict the hours of opening on weekdays to 6.30am to 10.30pm (coinciding with the hours for Nuffield gym).

Measures should be placed to restrict noise pollution.
200295  Morissons, Woosehill Shopping Centre

Full application for the erection/installation of a Barber pod to the main car park covering 4 car parking spaces in total.

No Objections but following comment:

For safety reasons would like to see a barrier between the Pod and the Car Park for pedestrians exiting/entering.

200244  Royal Mail Wokingham Delivery Office

Full application for the proposed change of use and sub-division of existing unit (Use Class A1) to provide 1 x flexible retail/financial and professional services unit (Use classes A1/A2) and 1 x storage and distribution unit (Use Class B8).

The Committee supports this application as it is a good use of empty space and promotes business in the Town.

200475  Wokingham Family Golf Finchampstead Road

Application to vary condition 9 of planning consent 172979 for the Full application for the proposed erection of a single storey extension to existing driving range building to provide catering/bar and toilet facilities, erection of covered bike store and alterations to existing parking layout. Condition 9 refers to opening hours and the variation is to allow for the opening hours to be extended (07:30 to 23:30 Monday to Saturday and 08:00 to 22:30 Sundays or Bank Holidays and Public Holidays) and to align with the opening hours as per the approved Premises Licence.

No Comments

ACTION: P&T OFFICER

INFORMATION ITEMS (Agenda Item 11)

Cllr Dennis attended the first day of the Hearing Appeal into Planning Application 190286 at Wokingham Borough Council. This was an application that the Committee objected to and Cllr Dennis will speak against.

Cllr Dennis informed the Committee of the procedure and encouraged members of the Committee to attend the hearing (ending Thursday 19th March)

ACTION: P&T OFFICER

CHAIRMANS SIGNATURE__________________________
MONITORING REPORT: PLANNING & TRANSPORTATION

Date: 8th April 2020

<table>
<thead>
<tr>
<th>Date Action Agreed</th>
<th>Item for Action (to include any resolution number)</th>
<th>Person Actioning</th>
<th>Proposed Completion Date</th>
<th>Progress</th>
</tr>
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<tr>
<td>10 Sep 2019</td>
<td>WOKINGHAM TOWN NEIGHBOURHOOD PLAN</td>
<td>PT Officer</td>
<td>June 2020</td>
<td>The P&amp;T Officer contacted Stratford Mortimer Clerk to arrange a visit to discuss their Neighbourhood Plan. Unfortunately this will not be possible until the New year. A meeting was arranged with representatives of Stratford Mortimer Council for Friday 24th January. To be attended by Cllr Lack and Cllr Fumagalli. Their recommendations following the meeting: Cllr Fumagalli: An NDP does look attractive for a small village / parish; to scale it up to a complex scenario of an already over-developed town might be challenging; I suggest having a meeting with Towns that produced an NDP and check whether it’s actually feasible or not. Cllr Lack: I am not really sure if we want to go for it. If it continues to look attractive then we need to engage with Hungerford which is the only Town Council in the two WBCs that is producing an NDP. The Committee does not feel they are equipped with enough information to make a decision on this as it stands. Cllr Mather suggested that once we have studied and made comments on the Wokingham Local Plan Update then the areas that could be a positive reason for our own implementation (Neighbourhood Plan) would be clearer and at that point a Committee decision could be made. This will stay on the Monitoring Report for updates.</td>
</tr>
<tr>
<td></td>
<td>WOKINGHAM TOWN NEIGHBOURHOOD PLAN</td>
<td>Cllr Lack</td>
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<td>WOKINGHAM TOWN NEIGHBOURHOOD PLAN</td>
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<td>WOKINGHAM TOWN NEIGHBOURHOOD PLAN</td>
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Agenda Item 5
WOKINGHAM TOWN COUNCIL

Monitoring Report: Planning & Transportation

Date: 8th April 2020

12 Nov 2019

ADDING FLOWER DISPLAYS TO OUR BUS SHELTER ROOFS

At the P&T Meeting 12th November Cllr Lack presented his findings on potential costings of applying a seedum blanket to our Bus Shelter Roofs. An estimate for one to include the cost of the seedum blanket, the sides to contain it and the construction cost would be about £450. There would possibly be further costs regarding coning of area and abiding with health and safety regulations.

The P&T officer stated that not all the Bus Shelters were constructed in a way that can have these seedum blankets. There are a maximum of 10 Bus Shelters that could hold a seedum blanket.

The P&T Officer stated that as this has now missed budget for next year it would only be possible to investigate one Bus Shelter having this procedure as a pilot test.

There were also concerns raised that the flowering that was expected was not in the demonstration images presented by Cllr Lack. It was agreed that this would be investigated further along with best time to carry out this activity if agreed.

Cllr Lack

June 2020

Cllr Hinton gave an update on progress. He has been in contact and received a quote for supply and install at our Bus Shelter located in Ashridge Road, Wokingham which we had designated as our pilot. The Quote was £925.

There have however been questions raised regarding the structural capabilities of the bus shelters to sustain the weight of the blankets. The P&T Officer has been in contact with the installer of the Shelter to ask his opinion on the weight load of the Bus Shelter on Ashridge Road. If this is found to be an issue then another Shelter with side panels will need to be chosen.

The P&T Officer has had response from Glen, the installer of Bus Stop. He feels that it should not be an issue with weight but would recommend a shelter with side panels (which Ashridge Road doesn’t have). An alternative site of Shelter was put to Glen (The shelter at Waterloo Road). This was response from Glen; “that shelter would likely be more suitable, as it does indeed have half end panels. However, I would reiterate that we cannot offer any guarantee of suitability due to the added weight and we did previously say that we felt that an enclosed or a cantilever with full end panels would be preferable although we feel that the cantilever with half end panels would be the next best alternative.

I would also comment that the shelter you are proposing is, I believe, quite old and the sealant round the top of the roof slab may require re-applying before a “green roof” with
The result of water is applied but this is something that your people could probably do. It is literally a bead of sealant around the roof edge where the roof slab sits in the roof perimeter extrusion to stop any rain ingress through the shelter.”

The P&T Officer forwarded this to Cllr Hinton to see whether this work could be undertaken by Daniel at Sky Garden.

At the last meeting, Councillors agreed to have the installation and the cost of work at the Site at Waterloo Road.

Due to the Covid-19 restrictions this has now been put on hold.
WOKINGHAM TOWN COUNCIL

Monitoring Report: Planning & Transportation
Date: 8th April 2020

WTC strategy:
To encourage the life and vibrancy of Wokingham Town for its existing and future residents and businesses

What we will do:
- Strive to make our town a pleasant place to live in and move around
- Maintain and improve our town centre and recreational facilities
- Facilitate and enable the best use of our resources
- Ensure Wokingham Town Council is a great place to serve & work in
- Encourage the delivery of arts and culture throughout our town
- Maintain our traditions and making them accessible to all

P&T Strategy | Objectives | Metric
--- | --- | ---
Strive to make our town a pleasant place to live in and move around | We will proactively lobby for and respond to Planning and Transportation issues that significantly affect the ambience and/or congestion of Town Council Wards. | % Applications where our comment is taken on board
| We will develop relationships other external bodies where there is mutual gain in the Committee's co-operation to achieve our vision | Number of representations made at WBC Planning Meetings
| Number of external planning briefings attended
Maintain and improve our town centre and recreational facilities | We will participate fully in all aspects of the Town Centre regeneration | Response rate to regeneration consultations and applications (target 100%)
Facilitate and enable the best use of our resources | We will ensure that Councillors have the necessary skills to fulfil their roles on Planning and Transportation issues and Committee participation | % Councillors trained
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<th></th>
<th>Actual Last Year</th>
<th>Actual Year To Date</th>
<th>Current Annual Bud</th>
<th>Variance Annual Total</th>
<th>Committed Expenditure</th>
<th>Funds Available</th>
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<td>plus Transfer from EMR</td>
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