



Wokingham Town Council

Town Hall, Market Place, Wokingham, Berkshire RG40 1AS
Tel: 0118 978 3185 www.wokingham-tc.gov.uk
Town Clerk: K. Hughes

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

26th May 2023

Dear Councillor

You are hereby summoned to attend the meeting of the **Planning & Transportation Committee** to be held in the **Council Chamber, Town Hall, Wokingham** at **7.30pm** on **Tuesday 6th June 2023** for the purpose of considering and resolving upon the subjects and matters set out in the Agenda below.

Yours sincerely

K Hughes
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 meetings of this Committee held on 18th April 2023 (pages 16726 to 16730) copy attached as a true and correct record.

5 MONITORING REPORT

To receive and consider the Monitoring Report dated 26 May 2023

6 INTRODUCTION TO PLANNING

The P&T Officer will give an overview presentation on the Town Council's role in planning and the key documents that they will need to refer to when formulating their comments on planning applications.

7 COMMITTEE'S BUDGET

To receive and consider a report on the Committee's budget as of 30th April 2023 (copy attached).

8 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/>

9 INFORMATION ITEMS

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

Planning & Transportation Committee: Keith Malvern, Nagi Negella (Vice Chair), Adrian Betteridge, Warren Dixon, Andy Croy, Danny Spencer, Basit Alvi, Tony Lack and Imogen Shepherd-Dubey (Chair).

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).

18th April 2023

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 20:50

PRESENT

Cllr N Fox (Chair)
Councillors: Cllr I Shepherd-Dubey, Cllr P Dennis, Cllr K Malvern & Cllr M Fumagalli

IN ATTENDANCE

PT Officer.
Cllr J Ainslie

APOLOGIES FOR ABSENCE (Agenda Item 1)

Cllr A Tebboth
Cllr D Hinton
Cllr P Hornsby

MEMBERS' INTERESTS (Agenda Item 2)

None.

QUESTIONS FROM THE COUNCIL OR MEMBERS OF THE PUBLIC (Agenda Item 3)

None

ACTION: PT OFFICER

PLANNING & TRANSPORTATION COMMITTEE MINUTES (Agenda Item 4)

**RESOLVED
30605**

It was proposed by The Chair and seconded by Cllr Malvern, and it was that the minutes of the Planning & Transportation Committee meeting held on 14th March 2023 (pages 16702 to 16705) be received as a true and correct record and that they be confirmed and signed by the Chair.

ACTION: PT OFFICER

MONITORING REPORT (Agenda Item 5)

The Monitoring Report dated 12th April 2023 was received and considered.

SECURE BICYCLE STORAGE IN WOKINGHAM TOWN

The Planning officer updated the Committee on the progress of the project since the last P&T meeting.

The four lockers at Carnival Hub are now fully installed and operational. SpokeSafe are currently adding phone apps for bookings. They have completed

CHAIRMANS INITIALS _____



the iPhone app and are expecting to complete the Android app by the end of April. Once this is complete, they will install new signs with QR Code on both sets of Lockers.

There will be a social media and leaflet drop campaign to raise the awareness of the Lockers. They will also be promoted at WTC events. The PT Officer will contact MyJourney so they can promote the lockers as well.

Cllr Dubey asked whether we can add to the Carnival Hub mailing list.

SpokeSafe will be investigating shorter booking times once they have completed their phone Apps for booking.

Cllr Dennis said it was disappointing that WBC had not included to secure lockers on their newsletter that went all the residents.

BUS SHELTERS

The Planning officer updated the Committee on Bus Shelters since the last P&T meeting. Following Cllr Malvern's request the PT Officer is investigating notices being placed at the Bus Shelters that are maintained by WTC.

As Cllr Ainslee had joined the meeting to discuss Planning Application 230881 it was agreed to bring forward this from Agenda Item 9.

PLANNING APPLICATIONS (Agenda Item 9)

230881 19/21 Market Place Wokingham RG40 1AP

Cllr Ainslie spoke against the application on behalf of residents of Howard Road and Howard Close.

The main concerns are safety for pedestrians on Howard Road and Howard Close with increased traffic, bin lorries and deliveries that will go through this route. This is used by children and elderly residents walking through and is not ideal as a shared service.

The Committee thought that the height of the building was an issue as it was four storeys and not in keeping with character of area.

The other main issue was Inappropriate access through Howard Road as this has safety issues as a shared surface with pedestrians.

There are concerns that this will cause an impact on the Community Garden and residents of sale garden cottages.

There is no affordable housing in the development.

CHAIRMANS INITIALS _____



Therefore, the Committee object as follows;

**CP1 – Sustainable development
10) attractive, safe, secure**

- CP3 - General Principles for development**
 a) Mass
 b) functional, accessible, safe, secure

CP5 - Housing mix, density and affordability

- CP6 - Managing Travel Demand**
 f) Enhance road safety

ACTION: PT OFFICER

Street Name Request (Agenda Item 6)

Following a request received, the Civic Committee considered adding the name 'Paul Gallagher' to the list of proposed names and requested that this is passed to the Planning and Transport Committee for referral to the Wokingham Borough Council. Members suggested that, if approved, it would be appropriate for his name to be used in any new roads in the Emmbrook area.

The Committee support this request for Paul Gallagher to have a road named after him in the Emmbrook area of Wokingham.

The Committee would also like an investigation into the feasibility of adding QR codes to road signs that would lead through to some information (website) on the road name. Or if that is not feasible a web page\ on current website with this information.

ACTION: P&T OFFICER

PROPOSED STOPPING UP OF HIGHWAY AT OXFORD ROAD (Agenda Item 7)

To discuss the order of stopping up the Highway on the development at 1 Barkham Road, the order would authorise the stopping up only to enable development as permitted by Wokingham Borough Council, under planning reference 200700. Any objections need to be made prior to 18th May

There were no comments.

COMMITTEE'S BUDGET (Agenda Item 8)

A report on the Committee's budget as of 31st March 2023 was received and noted.

CHAIRMANS INITIALS _____



PLANNING APPLICATIONS (Agenda Item 9)

**RESOLVED
30606**

The following applications were received and considered, and it was that the Committee would make comment as shown, including planning application **230881** that was discussed earlier in the Agenda.

223765 Cantley House Hotel And Country Club Milton Road RG40 5QG

Full application for the proposed erection of a single storey detached building containing 4 no. hotel bedrooms, a two storey, side extension to existing hotel containing 10 no. hotel bedrooms and 5 no. first storey balconies, installation of 2 no. rainwater harvesting tanks and landscaping following demolition of existing outbuilding and existing single storey, side extensions.

The Committee support this application and welcome new local job opportunities.

230677 Land Adjacent to the North of St Helier close and Junction of Finchampstead Road RG40 2NT

Description: Full Application for prior notification of proposed development for the erection of a 15m telecommunications mast, additional 3No cabinets and paving slabs.

The Committee would like to know what colour this will be painted.

The Committee have requested before. Is it possible to have an overall plan of these transmitters in the Wokingham Town area so we can see the bigger overall picture.

230604 Glebelands Lodge Glebelands Road Wokingham RG40 1DR

Application for Listed Building consent for the proposed removal of the existing windows and replacement with reproduction frames based on existing profiles, to preserve the leaded panels, opening sashes and all metalwork for reuse. Windows will be white painted timber in all cases.

The Committee support this application.

230350 30A Rose Street Wokingham Wokingham RG40 1XU

(Part Retrospective) Full application for the replacement of original wooden staircase with new metal stairs.

The committee were unsure of what the use of the stairs were, a main staircase or a fire escape?

The Committee object to this application.

It is not in keeping with the building.
There will be excessive noise from the metal stairs.

CHAIRMANS INITIALS _____



There is currently a privacy issue with neighbour due to the staircase and once a screen is added this will impact the light on to neighbours property.

This metal staircase should be removed and replaced with a more appropriate wooden staircase.

230825 11 The Terrace Wokingham RG40 1BP

Listed Building Consent application for the proposed erection of a single storey rear extension. Following demolition of existing rear extension and internal changes.

No Comment

ACTION: P&T OFFICER

INFORMATION ITEMS (AGENDA ITEM 9)

Cllr Malvern stated that he attended the meeting of Local Cycling and Walking Infrastructure Plan (LCWIP) on behalf of the Committee. He asked whether the PT Officer had had any feedback or report on this meeting. The PT Officer stated that he hadn't.

CHAIRMANS SIGNATURE _____

CHAIRMANS INITIALS _____



WOKINGHAM TOWN COUNCIL

Monitoring Report: Planning & Transportation

Date: 26th June 2023

Date Action Agreed	Item for Action (to include any resolution number)	Person Actioning	Proposed Completion Date	Progress
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WOKINGHAM TOWN COUNCIL

Monitoring Report: Planning & Transportation

Date: 26th June 2023

<p>29 Sep 2021</p>	<p>SECURE BICYCLE STORAGE IN WOKINGHAM TOWN</p>	<p>PT Officer</p>	<p>January 2023</p>	<ul style="list-style-type: none"> • March 2022 – Meetings have been held between Councillors, Spokesafe and My Journey Wokingham. Town Clerk & Technical Officer's Report to be received and discussed at Agenda Item 6. • April 2022 – The Committee resolved to support the proposal funded by the MyJourney grant for 8 Secure Cycle Lockers within the Town Centre. The money from the grant will be available in October 2022. • The location for the shelter has yet to be finalised but is hoped to be in one of the Town Centre car Parks. • The cost of hire has also to be finalised. • I have been in contact with Julie Pillai and WBC are considering the 2 car park spaces to be allocated at Denmark Street, Car Park. <p>September 2022</p> <ul style="list-style-type: none"> • The spaces have been agreed with WBC and are the current motorcycle spaces and 1 car space by the Raglan Public House. The current motorcycle spaces will be relocated to the next parking area along from existing location. • I have been in contact with our Social Media Officer and they will prepare a campaign. • I have met with Max from Spokesafe at the location and he has confirmed that
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WOKINGHAM TOWN COUNCIL

Monitoring Report: Planning & Transportation

Date: 26th June 2023

				<p>the location is viable to hold the 8 lockers.</p> <ul style="list-style-type: none"> We are planning on October 21st October for install. <p>October 2022</p> <ul style="list-style-type: none"> October 31st update - The supplier unfortunately could not install on date they supplied. We are awaiting a new install date. I have been working with the Marketing Officer and Cllr Dennis on the promotion and Social Media for the launch. I have tested the App and it is planned that after the install there will be a short testing period before it goes live. Once the Cycle Lockers are installed there will be a sedum blanket installed. Date to be supplied. 4 secure lockers were installed and officially opened at Denmark Street Car Park on the 17th November. <p>December 2022</p> <ul style="list-style-type: none"> It has been decided, based on feedback, to split the location of the Lockers so the other 4 will be deployed at another location in the Town. We are working with WBC to secure a location within Elms Field or Carnival Hub. <p>January 2023</p> <ul style="list-style-type: none"> Following feedback from the last P&T Meeting We have visited and handed
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WOKINGHAM TOWN COUNCIL

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				<p>leaflets to businesses local to the Secure Lockers, to raise awareness and give some information on how they work. We had some good feedback and it seems that better weather will improve take up.</p> <ul style="list-style-type: none"> • There is now a sign A3 size on the side facing Denmark Street so that it is clear that these are Secure Bike Lockers. We are investigating another sign on the side from exiting the Car Park. • WBC have been looking at locations for the other 4 lockers at Carnival Hub. • Full reports on usage will be supplied by SpokeSafe quarterly. We requested an ad hoc report and the numbers used since opening until 30th January was as follows. <p>February 2023</p> <ul style="list-style-type: none"> • The hard standing has been installed for the other 4 Lockers by WBC. They are located at the front of the Library next to the existing bike racks. • Install has been arranged for Thursday 9th March. <p>March 2023</p> <ul style="list-style-type: none"> • The Install has taken place and the 4 Lockers are now installed at Carnival Hub.
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WOKINGHAM TOWN COUNCIL

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				<ul style="list-style-type: none"> • SpokeSafe have completed their iPhone App and are hoping to have the Android App finished in April. • Once the Apps are complete, they will update signage on both sets of Lockers. • We will produce leaflets and promotions for both sites in April <p>May 2023</p> <ul style="list-style-type: none"> • SpokeSafe have completed their Android App. • Signage updated on Lockers. • Promotional leaflets created and will be distributed at WTC events and to local businesses.
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WOKINGHAM TOWN COUNCIL

Monitoring Report: Planning & Transportation

Date: 26th June 2023

20 June 2022	Bus Shelters maintenance	PT Officer, Cllr Malvern	Sep 2023	<ul style="list-style-type: none"> • To complete a survey of condition and any repairs\maintenance required on the Bus Shelters in the control of Wokingham Town Council. • To keep this list updated. • Cllr Malvern has started this process by visiting and recording status at each of the shelters. • The PT Officer will create a document to record this information and keep document updated. • Cllr Malvern has completed his survey. He noticed that some shelters had WTC posters from old events. The PT Officer will arrange for these to be removed. There were several shelters that may need minor repairs. The PT Officer will follow up on these. <p>September 2022</p> <ul style="list-style-type: none"> • The Bus shelters that require maintenance have been surveyed and a quote was received and accepted from GWShelterSolutions. There is remaining budget to cover the cost of repairs. • Work will commence in November <p>December 2022</p> <ul style="list-style-type: none"> • The repair works have been completed. • PT Officer is currently investigating a quarterly survey on the condition of shelters.
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WOKINGHAM TOWN COUNCIL

Monitoring Report: Planning & Transportation

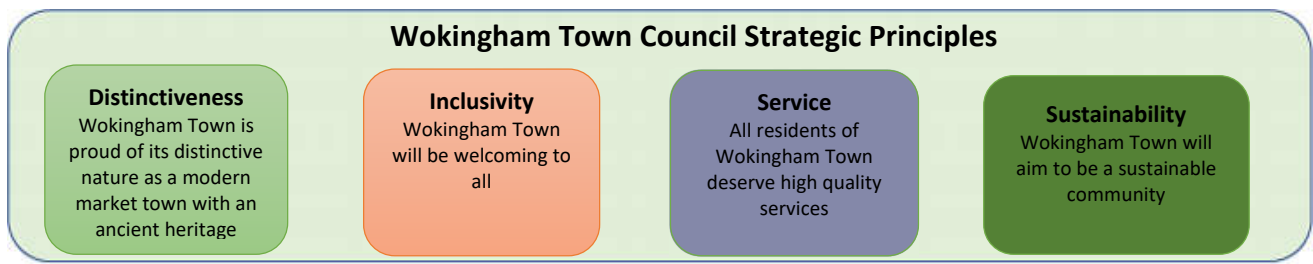
Date: 26th June 2023

				<p>January 2023</p> <ul style="list-style-type: none"> The PT Officer has created a survey form to keep a record of condition and note of any repairs required to any of the Shelters that we maintain. This can be used on a mobile device for Grounds Staff to keep record on a quarterly basis. There was graffiti successfully removed from Bus Shelter at Jubilee Avenue. <p>March 2023</p> <ul style="list-style-type: none"> Clr Malvern asked whether a contact notice could be added to the Bus Shelters WTC do the maintenance on. This is currently being investigated. <p>May 2023</p> <ul style="list-style-type: none"> There has been further Graffiti to the Bus Shelter at Jubilee Avenue.

WOKINGHAM TOWN COUNCIL

Monitoring Report: Planning & Transportation

Date: 26th June 2023



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	<p><i>We will proactively lobby for and respond to Planning and Transportation issues that significantly affect the ambience and/or congestion of Town Council Wards.</i></p> <p><i>We will develop relationships other external bodies where there is mutual gain in the Committee's co-operation to achieve our vision</i></p>	<p><i>% Applications where our comment is taken on board</i></p> <p><i>Number of representations made at WBC Planning Meetings</i></p> <p><i>Number of external planning briefings attended</i></p>

WOKINGHAM TOWN COUNCIL

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Maintain and improve our town centre and recreational facilities	<i>We will participate fully in all aspects of the Town Centre regeneration</i>	<i>Response rate to regeneration consultations and applications (target 100%)</i>
Facilitate and enable the best use of our resources	<i>We will ensure that Councillors have the necessary skills to fulfil their roles on Planning and Transportation issues and Committee participation</i>	<i>% Councillors trained</i>
Ensure climate change implications are considered when reviewing development applications	<p><i>Committee focused on considering and supporting climate friendly initiatives.</i></p> <p><i>Committee trained to best understand climate change impact on development.</i></p> <p><i>Feedback on applications includes appropriate comments/material considerations.</i></p> <p><i>Responses to planning applications demonstrates commitment to improving development and aligning with climate emergency targets.</i></p>	<i>All applications discussed will have Climate Change implications included..</i>

Wokingham Town Council

Detailed Income & Expenditure by Budget Heading 30/04/2023

Month No: 1

Cost Centre Report

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available
<u>Highways and Planning</u>					
Grant Funding (External)	5,200	2,640	(2,560)		
Cycle locker income	0	300	300		
Bus Shelter Repairs	0	(2,700)	2,700		2,700
Cycle lockers	0	(2,640)	2,640		2,640
Grand Totals:- Income	5,200	2,940	(2,260)		
Expenditure	0	5,340	5,340	0	5,340
Net Income over Expenditure	5,200	(2,400)	(7,600)		
Movement to/(from) Gen Reserve	5,200				