



# Wokingham Town Council

Town Hall, Market Place, Wokingham, Berkshire RG40 1AS  
Tel: 0118 978 3185 [www.wokingham-tc.gov.uk](http://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**

01<sup>st</sup> February 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 7<sup>th</sup> February 2022** 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](mailto: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 13<sup>th</sup> December 2022 (pages 16633 to 16637) copy attached as a true and correct record.

## **5 MONITORING REPORT**

To receive and consider the Monitoring Report dated 01<sup>st</sup> February 2023.

## **6 ATTENDANCE**

To receive and consider absence from Cllr Hinton for Four consecutive meetings.

## **7 COMMITTEE'S BUDGET**

To receive and consider a report on the Committee's budget as of 31<sup>st</sup> December 2022 (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:** Cllrs Peter Dennis, Nick Fox (Chair), Matteo Fumagalli, Daniel Hinton, Peter Hornsby, Keith Malvern, Abby Tebboth and Imogen Shepherd-Dubey.

**Copy to:** Ms Sally Gurney, Cllr Maria Gee

*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).*

13<sup>th</sup> December 2022

**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 20:30**

**PRESENT**

Chair: Cllr N Fox

Councillors: Cllr I Shepherd-Dubey, Cllr A Tebboth, Cllr P Dennis, Cllr P Hornsby, & Cllr K Malvern.

**IN ATTENDANCE**

PT Officer.

Katy Hughes.

**APOLOGIES FOR ABSENCE (Agenda Item 1)**

Cllr M Fumagalli

Cllr D Hinton

The Chair explained to the Committee that Cllr Forbes has decided to leave the Committee. As there are only three more P&T Meetings for this Council year there is unlikely to be a replacement.

**MEMBERS' INTERESTS (Agenda Item 2)**

None.

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

None

**RESOLVED**

**PLANNING & TRANSPORTATION COMMITTEE MINUTES (Agenda Item 4)**

It was proposed by the Chair and seconded by Cllr Dennis, and it was that the minutes of the Planning & Transportation Committee meeting held on 8<sup>th</sup> November 2022 (pages 16633 to 16637) 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 28<sup>th</sup> September 2022 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.

CHAIRMANS INITIALS \_\_\_\_\_



On the 17<sup>th</sup> November 4 of the 8 lockers were opened and in operation in Denmark Street Car Park.

On feedback received it became clear that it would benefit cyclists to have at least 2 locations and the most suited is the Carnival Hub.

A location for 4 Secure Lockers at the Carnival Hub site is currently being discussed with WBC and we are hopeful that a location will be identified shortly.

The Committee asked if there would be any usage statistics for occupancy of the lockers and were informed by the PT Officer that there will be quarterly reports supplied by SpokeSafe. An ad hoc report was supplied for the first 10 days following opening and showed 7 bookings. It is expected with more publicity and warmer weather this will increase so that the lockers will be in demand.

Cllr Shepherd-Dubey asked for clarification on the maintenance for the lockers. The PT Officer confirmed that this is the sole responsibility of SpokeSafe as is the support and booking system.

Cllr Dennis asked if SpokeSafe could be prompted again to look at shorter booking periods for the lockers. Currently the system allows for 24 hour period as the minimum booking period and the Committee had requested that if this could be reduced to part of a day this would increase the appeal to local residents. The PT Officer will follow this up.

Cllr Dennis suggested that a marketing campaign for local shops and businesses near the site of the lockers would be useful in raising awareness to a potential market. The PT Officer will take this up with the Marketing Officer.

Cllr Dennis asked if there was any news on Twyford Parish Council installing secure bike lockers. The PT officer informed him that they had decided not to pursue this with WBC MyJourney and the grant that was on offer.

#### BUS SHELTERS

The PT Officer informed the Committee that the repairs took place on 09<sup>th</sup> November.

The PT Officer has arranged to have a condition survey carried out quarterly on the Bus Shelters that are maintained by Wokingham Town Council.

**ACTION: P&T OFFICER**

CHAIRMANS INITIALS \_\_\_\_\_



**ATTENDANCE (Agenda Item 6)**

To receive and consider absence from Cllr Hinton for three consecutive meetings.

As Cllr Hinton did not attend the meeting he could not respond to any questions regarding his absence.

The Committee were concerned that this is the second time that Cllr Hinton had missed three consecutive meetings.

The Committee would like clarification on the procedures for removing a Councillor from a Committee. The PT Officer will clarify with the Town Clerk and the Standing Orders document.

The Committee felt that it would be the best thing for both the Committee and Cllr Hinton for him to be removed but would like to hear his response if he attends the next P&T meeting.

This will be an item on the next P&T Agenda.

**COMMITTEE'S BUDGET (Agenda Item 7)**

A report on the Committee's budget as of 30<sup>th</sup> November 2022 was received and noted.

**PLANNING APPLICATIONS (Agenda Item 8)**

**RESOLVED**

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

**180711 Amen Corner (South) Binfield Bracknell**

Hybrid planning application for a residential-led mixed-use development comprising: outline planning application for commercial development (Use Classes A2 (financial and professional services)/B1 (business)/B8 (storage or distribution)) on 0.95ha (all matters reserved, except for access); and full planning application for 305 residential dwellings, public open space, spine road, estate roads, landscaping, public right of way diversion, drainage, levels and car parking. [Re-consultation on comprehensively revised plans. The site spans the Wokingham Borough Council / Bracknell Forest Council administrative boundary: an area proposed as public open space to the far west of the application site falls within Wokingham Borough]. \*\*Updated Application\*\*

Cllr Dennis stated concern regarding the Reptile Mitigation Report.

CHAIRMANS INITIALS \_\_\_\_\_



In the report 2.4 Reptile Size Population Assessment the data reference from Frog Life states that >10 sightings is exceptional population and >5 is good population.

Out of the 7 surveys taken between July 2020 and August 2020 there were 2 surveys which showed exceptional population and 1 that showed good population yet the conclusion of the survey was Low population. This is not consistent with the data.

Also, there are concerns regarding the bat population present on site that will be disturbed.

The Committee therefore object to this application

CP7 Biodiversity

- B) harm habitats
- C) compromise biodiversity.

**222513 Lawrence Centre Oaklands Park RG41 2FE**

Full application for the proposed erection of 3no. units and additional parking spaces.\*\*Updated Application\*\*

The Committee considered the application and the comments objecting to the application.

The Committee do not object to the application but would like to see solar panels implemented on the roofs of the new buildings if possible.

The Committee trust that the Planning Officer will consider and any impact on light reduction and overbearing on nearby housing.

Any sound mitigation within the development would be welcomed.

**223493 Tan House Footbridge Wokingham**

Prior approval submission for the erection of a single span footbridge following demolition of 2 existing footbridges.

The Committee considered the application and have concerns regarding inclusive access. The current proposal does not have ramp access so excludes wheelchair and buggy access.

Looking at options that could be a possibility has a lift been considered?

To incorporate the most viable solution of a ramp at either end of the bridge this would require the use of WTC land at one end and WBC land at the other. WTC would welcome consultation with Network Rail for a plan for a ramp at their side of the bridge. It is understood that this would possibly require some space currently allocated to Allotments in Ormonde Road.

CHAIRMANS INITIALS \_\_\_\_\_



There are concerns that there will be demolition of the existing bridge without plans in place for a replacement bridge with adequate ramp access.

The Committee object to this application as follows.

**CP2 - Inclusive communities**

- a) ageing population
- b) Children, young people and families
- c) People with special needs

**CP6 - Managing Travel Demand**

- a) sustainable forms of transport
- c) Improve existing infrastructure network

Cllr Shepherd-Dubey would like to speak on behalf of WTC if this application is called in to be discussed by WBC at their planning meeting.

As this may impact the Allotments at Ormonde Road the PT officer will inform the Amenities Committee about this application.

**ACTION: P&T OFFICER**

**INFORMATION ITEMS (AGENDA ITEM 9)**

None

CHAIRMANS SIGNATURE \_\_\_\_\_

CHAIRMANS INITIALS \_\_\_\_\_



**WOKINGHAM TOWN COUNCIL**

**Monitoring Report: Planning & Transportation**

**Date: 01<sup>st</sup> February 2023**

<b>Date Action Agreed</b>	<b>Item for Action (to include any resolution number)</b>	<b>Person Actioning</b>	<b>Proposed Completion Date</b>	<b>Progress</b>
---------------------------	---	-------------------------	---------------------------------	-----------------



**WOKINGHAM TOWN COUNCIL**

**Monitoring Report: Planning & Transportation**

**Date: 01<sup>st</sup> February 2023**

<p>29 Sep 2021</p>	<p>SECURE BICYCLE STORAGE IN WOKINGHAM TOWN</p>	<p>PT Officer</p>	<p>October 2022</p>	<ul style="list-style-type: none"> <li>• To investigate possibility of installing secure bike racks in town centre</li> <li>• Research being undertaken including other local authorities and with WBC</li> <li>• Cllr Dennis &amp; PT Officer to continue research January 2022</li> <li>• Project to be referenced in Residents' Survey 2022</li> <li>• Budget will need to be sought in-year as appropriate</li> <li>• January 2022 had meetings with Cllr Dennis and with 2 suppliers (Bikeaway and Lock-it Safe). I will attach a document to the Agenda with updates on these along with progress on the project.</li> <li>• February 2022 had meetings with two new possible suppliers (FalcoPod &amp; Spokesafe). I will attach document to Agenda with details.</li> <li>• March 2022 – Meetings have been held between Councillors, Spokesafe and My Journey Wokingham. Town Clerk &amp; Technical Officer's Report to be received and discussed at Agenda Item 6.</li> <li>• 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.</li> </ul>
--------------------	---	-------------------	---------------------	---

WOKINGHAM TOWN COUNCIL

Monitoring Report: Planning & Transportation

Date: 01<sup>st</sup> February 2023

			<ul style="list-style-type: none"> <li>• The location for the shelter has yet to be finalised but is hoped to be in one of the Town Centre car Parks.</li> <li>• The cost of hire has also to be finalised.</li> <li>• 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.</li> </ul> <p>September 2022</p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• I have been in contact with our Social Media Officer and they will prepare a campaign.</li> <li>• I have met with Max from Spokesafe at the location and he has confirmed that the location is viable to hold the 8 lockers.</li> <li>• We are planning on October 21<sup>st</sup> October for install.</li> </ul> <p>October 2022</p> <ul style="list-style-type: none"> <li>• October 31st update - The supplier unfortunately could not install on date they supplied. We are awaiting a new install date.</li> <li>• I have been working with the Marketing Officer and Cllr Dennis on the promotion and Social Media for the launch.</li> </ul>
--	--	--	--

**WOKINGHAM TOWN COUNCIL**

**Monitoring Report: Planning & Transportation**

**Date: 01<sup>st</sup> February 2023**

			<ul style="list-style-type: none"> <li>• I have tested the App and it is planned that after the install there will be a short testing period before it goes live.</li> <li>• Once the Cycle Lockers are installed there will be a sedum blanket installed. Date to be supplied.</li> <li>• 4 secure lockers were installed and officially opened at Denmark Street Car Park on the 17<sup>th</sup> November.</li> </ul> <p>December 2022</p> <ul style="list-style-type: none"> <li>• 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.</li> </ul> <p>January 2023</p> <ul style="list-style-type: none"> <li>• Following feedback from the last P&amp;T Meeting We have visited and handed 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.</li> <li>• 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.</li> </ul>
--	--	--	--

**WOKINGHAM TOWN COUNCIL**

**Monitoring Report: Planning & Transportation**

**Date: 01<sup>st</sup> February 2023**

				<ul style="list-style-type: none"><li>• WBC have been looking at locations for the other 4 lockers at Carnival Hub.</li><li>• Full reports on usage will be supplied by SpokeSafe quarterly. We requested an ad hoc report and the numbers used since opening until 30<sup>th</sup> January was as follows.</li></ul>
--	--	--	--	---

**WOKINGHAM TOWN COUNCIL**

**Monitoring Report: Planning & Transportation**

**Date: 01<sup>st</sup> February 2023**

<p>20 June 2022</p>	<p>Bus Shelters maintenance</p>	<p>PT Officer, Cllr Malvern</p>	<p>Sep 2022</p>	<ul style="list-style-type: none"> <li>• To complete a survey of condition and any repairs\maintenance required on the Bus Shelters in the control of Wokingham Town Council.</li> <li>• To keep this list updated.</li> <li>• Cllr Malvern has started this process by visiting and recording status at each of the shelters.</li> <li>• The PT Officer will create a document to record this information and keep document updated.</li> <li>• 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.</li> </ul> <p>September 2022</p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• Work will commence in November</li> </ul> <p>December 2022</p> <ul style="list-style-type: none"> <li>• The repair works have been completed.</li> <li>• PT Officer is currently investigating a quarterly survey on the condition of shelters.</li> </ul>
---------------------	---------------------------------	---------------------------------	-----------------	--

**WOKINGHAM TOWN COUNCIL**

**Monitoring Report: Planning & Transportation**

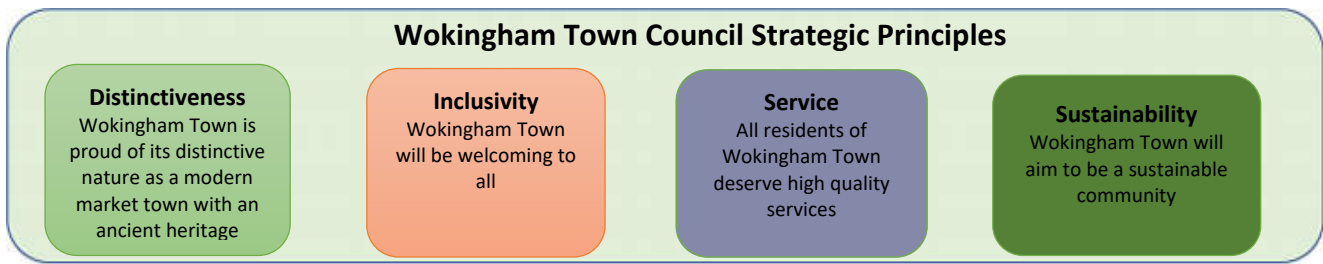
**Date: 01<sup>st</sup> February 2023**

				<p>January 2023</p> <ul style="list-style-type: none"> <li>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.</li> </ul>

**WOKINGHAM TOWN COUNCIL**

**Monitoring Report: Planning & Transportation**

**Date: 01<sup>st</sup> February 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

<b>P&amp;T Strategy</b>	<b>Objectives</b>	<b>Metric</b>
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**

**Monitoring Report: Planning & Transportation**

**Date: 01<sup>st</sup> February 2023**

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>



10/01/2023  
13:50

**Wokingham Town Council**

Page 1

**Detailed Income & Expenditure by Budget Heading 31/12/2022**

Month No: 9

**Cost Centre Report**

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b><u>401 Highways and Planning</u></b>							
1106 Grant Funding (External)	10,000	0	(10,000)			0.0%	
Highways and Planning :- Income	<b>10,000</b>	<b>0</b>	<b>(10,000)</b>				<b>0</b>
4111 Bus Shelter Repairs	1,665	2,200	535	313	223	89.9%	
4529 Cycle lockers	4,800	0	(4,800)		(4,800)	0.0%	
Highways and Planning :- Indirect Expenditure	<b>6,465</b>	<b>2,200</b>	<b>(4,265)</b>	<b>313</b>	<b>(4,577)</b>	<b>308.1%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>3,535</b>	<b>(2,200)</b>	<b>(5,735)</b>				
Grand Totals:- Income	10,000	0	(10,000)			0.0%	
Expenditure	6,465	2,200	(4,265)	313	(4,577)	308.1%	
<b>Net Income over Expenditure</b>	<b>3,535</b>	<b>(2,200)</b>	<b>(5,735)</b>				
<b>Movement to/(from) Gen Reserve</b>	<b>3,535</b>						