



# 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**

12<sup>th</sup> April 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 18<sup>th</sup> April 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](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 14<sup>th</sup> March 2023 (pages 16702 to 16705) copy attached as a true and correct record.

#### **5 MONITORING REPORT**

To receive and consider the Monitoring Report dated 12<sup>th</sup> April 2023

#### **6 STREET NAME REQUEST**

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.

#### **7 PROPOSED STOPPING UP OF HIGHWAY AT OXFORD ROAD**

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 District Council, under planning reference 200700. Any objections need to be made prior to 18<sup>th</sup> May.

#### **8 COMMITTEE'S BUDGET**

To receive and consider a report on the Committee's budget as of 31<sup>st</sup> March 2023 (copy attached).

#### **9 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/>

#### **10 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).*

14<sup>th</sup> March 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 20:35**

**PRESENT**

Cllr N Fox (Chair)

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

**IN ATTENDANCE**

PT Officer.

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

Cllr M Fumagalli

Cllr D Hinton

**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)**

It was proposed by Cllr Shepherd-Dubey and seconded by Cllr Tebboth, and it was

**RESOLVED  
30589**

that the minutes of the Planning & Transportation Committee meeting held on 7<sup>th</sup> February 2023 (pages 16689 to 16694) 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 01<sup>st</sup> February 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.

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



WBC laid a concrete plinth. When SpokeSafe arrived to install it was apparent that only 3 of the 4 could be installed. They installed 3 but must return as they did not have the internal part for the lockers whereby the Cyclist places and can lock on inside their bicycle.

WBC have been informed that 45cm of concrete needs to be placed at right hand side of existing 3 lockers. They have agreed to do this hopefully this week. Once complete SpokeSafe will return to install 1 locker and fit internal parts to all 4 lockers. The lockers will then be opened to the public.

SpokeSafe are investigating a system whereby if Locker is released it can be offered for hire on the same day. They are currently concentrating on creating an app for iPhone and Android as a priority.

### **BUS SHELTERS**

The Planning officer updated the Committee on Bus Shelters since the last P&T meeting.

There was graffiti successfully removed from the Bus Shelter at Jubilee Avenue. Thanks to Cllr Malvern for notifying us.

Cllr Malvern asked if we could have an identifier on each of our Bus Stops with contact number so that the public recognise that they are maintained by Wokingham Town Council.

**ACTION: PT OFFICER**

### **Draft Recommendations for Ward Boundaries in Wokingham (Agenda Item 6)**

To receive and consider the draft recommendations for new wards, ward boundaries, and ward names for Wokingham Borough Council. Comments are required by 10th April 2023

The Committee have two comments.

- Where would the Polling Station be for the new Norreys Ward?
- It would make more sense to rename Norreys East to Wescott North and not have Norreys Central but have this as Norreys East.

**ACTION: P&T OFFICER**

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

A report on the Committee's budget as of 28<sup>th</sup> February 2023 was received and noted.

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



**PLANNING APPLICATIONS (Agenda Item 8)****RESOLVED  
30590**

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

**230086 Evolution House 2-6 Easthampstead Road RG40 2EG**

Full application for the proposed conversion of the existing building into a mixed use of 1 no. two bedroom residential unit and 1 no. ground floor commercial unit, plus the erection of a first floor rear extension, changes to fenestration, addition of rooflights and 2 no. lantern rooflights, part rendering of the existing building and provision of rear balcony and 2 no. entrance canopies.

The Committee have no objections but have concern with potential overlooking from the balcony into neighbour's garden.

The site has no parking and there is a concern of parking on road outside the building.

**230264 St Crispins School London Road RG40 1SS**

Application for Listed Building Consent for the proposed erection of a single storey extension to the existing dining hall and existing school outdoor dining courtyard. Erection of a new entrance canopy and replacement windows to eastern elevation of hall/stage.

The Committee support this application.

**230412 5a Market Place Wokingham RG40 1AL**

Application for the Listed Building Consent for the proposed variation request to approval (111542) change of use over shop offices conversion to residential 2no. flats, a variation to existing 3no. flats consent.

No Comments

**230520 Ashridge House Oaklands Park Wokingham RG41 2FD**

Outline application for the proposed conversion of the existing building of Ashridge House to form a residential development for 19 apartments with an additional storey erected on the existing building (Building A) and the construction of an additional two-storey building in the existing car park for 10 new apartments (Building B) (29 dwellings total) and associated infrastructure and landscaping. Access, Landscaping, Layout and scale to be considered (with Appearance to be reserved).

The committee would like clarification that there is access into Lesley Sears and what this access consists of. Will it be accessible access?

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



## Agenda Item 4

The Committee were disappointed that there would be no affordable housing within this development.

There are no solar panels planned for the roof.

There does not seem to be provision for a lift.

The proposed building heights are not within keeping of the area.

The committee object on the following.

### **CP3 - General Principles for development a) Mass**

#### **230479 Land to rear of The Bowers Sandhurst Road RG40 3JX**

Full application for the proposed erection of 1 no. four bedroom dwelling with associated access and landscaping.

No Comments

**ACTION: P&T OFFICER**

#### **INFORMATION ITEMS (AGENDA ITEM 9)**

The PT Officer stated that the expected proposal from Andy Croy (SpeedWatch) was not received so this could not be added to the Agenda.

The PT Officer asked if there was one more volunteer from the Committee to join Cllr Malvern in attendance of the Local Cycling and Walking Infrastructure Plan (LCWIP) on 30<sup>th</sup> March. Unfortunately, none of the committee are able to attend so this will be open to all Wokingham Town Councillors.

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

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



**WOKINGHAM TOWN COUNCIL**

**Monitoring Report: Planning & Transportation**

**Date: 12<sup>th</sup> March 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>
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**WOKINGHAM TOWN COUNCIL**

**Monitoring Report: Planning & Transportation**

**Date: 12<sup>th</sup> March 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>
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WOKINGHAM TOWN COUNCIL

Monitoring Report: Planning & Transportation

Date: 12<sup>th</sup> March 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>
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**WOKINGHAM TOWN COUNCIL**

**Monitoring Report: Planning & Transportation**

**Date: 12<sup>th</sup> March 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>
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**WOKINGHAM TOWN COUNCIL**

**Monitoring Report: Planning & Transportation**

**Date: 12<sup>th</sup> March 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> <p>February 2023</p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• Install has been arranged for Thursday 9<sup>th</sup> March.</li> </ul> <p>March 2023</p> <ul style="list-style-type: none"> <li>• The Install has taken place and the 4 Lockers are now installed at Carnival Hub.</li> <li>• SpokeSafe have completed their iPhone App and are hoping to have the Android App finished in April.</li> <li>• Once the Apps are complete, they will update signage on both sets of Lockers.</li> <li>• We will produce leaflets and promotions for both sites in April</li> </ul>
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**WOKINGHAM TOWN COUNCIL**

**Monitoring Report: Planning & Transportation**

**Date: 12<sup>th</sup> March 2023**

20 June 2022	Bus Shelters maintenance	PT Officer, Cllr Malvern	Sep 2022	<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>
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**WOKINGHAM TOWN COUNCIL**

**Monitoring Report: Planning & Transportation**

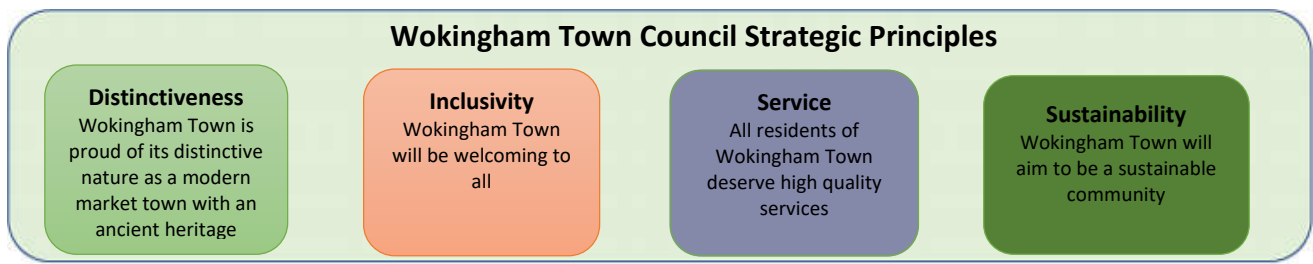
**Date: 12<sup>th</sup> March 2023**

				<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> <li>There was graffiti successfully removed from Bus Shelter at Jubilee Avenue.</li> </ul> <p>March 2023</p> <ul style="list-style-type: none"> <li>Clr Malvern asked whether a contact notice could be added to the Bus Shelters WTC do the maintenance on. This is currently being investigated.</li> </ul>

**WOKINGHAM TOWN COUNCIL**

**Monitoring Report: Planning & Transportation**

**Date: 12<sup>th</sup> March 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	<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>	<i>% Applications where our comment is taken on board</i>
	<i>We will develop relationships other external bodies where there is mutual gain in the Committee's co-operation to achieve our vision</i>	<i>Number of representations made at WBC Planning Meetings Number of external planning briefings attended</i>

**WOKINGHAM TOWN COUNCIL**

**Monitoring Report: Planning & Transportation**

**Date: 12<sup>th</sup> March 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>





## Street Name Proposal

Proposal for Paul Gallagher GALLAGHER Paul Gallagher was the Chairman of Emmbrook Residents Association (ERA) from 2007 until his recent tragic death following an accident at a property in North Wales.

He and his wife and family lived in Emmbrook from 1987, their three children attending the three Emmbrook schools. He had been HR Director for a number of large organisations before semi retirement in 2007 and complete retirement in 2009.

He was a school governor at St Paul's for nine years. Both he and his wife were fully integrated into the life of Wokingham: Liz was presented with a Civic Award for her work in the community. Paul formed a folk duo with his friend Colin Livingstone, most recently playing for charity, notably for residents in care homes.

Paul joined the ERA Committee in 2006 and took over the Chairman's role from Colin Livingstone (who also died very recently) the following year. He worked assiduously for the benefit of the local community, most recently in connection with the routing of the North Wokingham Distributor Road in an effort to reduce its effect on Emmbrook.

He successfully campaigned for the local council to enforce the removal of Wiltshire Concrete from the land at the end of Old Forest Road in Toutley. His eagerness to preserve Emmbrook as a community was borne out by his persistence to this end. We were the richer for his presence in the ERA and we shall be the poorer for his absence. Paul had been born and brought up in Liverpool (as had his wife) and none of his local interests deflected him from attending matches of Liverpool FC when he could.



TOWN AND COUNTRY PLANNING ACT 1990 – SECTION 247  
**PROPOSED STOPPING UP OF HIGHWAY AT OXFORD ROAD, WOKINGHAM RG41  
 2XS**

**OS GRID REFERENCE: E:480577, N:168633**

Please find attached a copy of a draft order proposed under the provisions of the above Act together with a copy of the related plan.

If you do not have any issue with this proposal you do not need to respond to this email, and if we do not hear from you within the 28-day objection period as specified in the public notice, (a copy of which is also attached) we will conclude that you do not have any issue with this proposal.

If however you do have issues surrounding this proposal, we should be pleased to receive your comments and / or objections that you may have, before the end of the 28-day objection period specified in the public notice. If possible, objections should be sent via e-mail to [nationalcasework@df.gov.uk](mailto:nationalcasework@df.gov.uk), stating clearly that **you object**.

TOWN AND COUNTRY PLANNING ACT 1990 THE STOPPING UP OF HIGHWAY  
 (SOUTH EAST) (NO. ) ORDER 20..

The Secretary of State makes this Order in exercise of powers under section 247 of the Town and Country Planning Act 1990 ("the Act").

1. The Secretary of State authorises the stopping up of the highway described in the Schedule to this Order and shown on the plan numbered NATTRAN/SE/S247/5404, to enable development to be carried out in accordance with the planning permission granted by Wokingham District Council under reference 200700.
2. The developer shall to the reasonable satisfaction of Wokingham District Council provide new highway as proposed and detailed in the approved planning permission, development plans and associated legal agreements with the Council.
3. Where immediately before the date of this Order there is any apparatus of statutory undertakers under, in, on, over, along or across any highway authorised to be stopped up pursuant to this Order then, subject to section 261(4) of the Act, those undertakers shall have the same rights as respects that apparatus after that highway is stopped up as they had immediately beforehand.
4. This Order shall come into force on the ..... Signed by authority of the Secretary of State CLAIRE MOODY An Official in the National Transport Casework Team Department for Transport THE SCHEDULE Description of highway to be stopped up The highway to be stopped up is at Wokingham in the District of Wokingham, shown on the plan as a western part width of Oxford Road. It commences 23 metres north of the junction

## Agenda Item 7

with Barkham Road. It continues in a north westerly direction and has a maximum length of 11 metres. It has a maximum width of 3.2 metres.



12/04/2023  
14:50

**Wokingham Town Council**

**Detailed Income & Expenditure by Budget Heading 31/03/2023**

**Month No: 12**

**Cost Centre Report**

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
<u>Highways and Planning</u>						
Grant Funding (External)	0	4,800	0	(4,800)		
Highways and Planning :- Income	<b>0</b>	<b>4,800</b>	<b>0</b>	<b>(4,800)</b>		
Bus Shelter Repairs	625	1,977	2,200	223		223
Cycle lockers	0	4,800	0	(4,800)		(4,800)
Highways and Planning :- Indirect Expenditure	<b>625</b>	<b>6,777</b>	<b>2,200</b>	<b>(4,577)</b>	<b>0</b>	<b>(4,577)</b>
<b>Net Income over Expenditure</b>	<b>(625)</b>	<b>(1,977)</b>	<b>(2,200)</b>	<b>(223)</b>		
Grand Totals:- Income	<b>0</b>	<b>4,800</b>	<b>0</b>	<b>(4,800)</b>		
Expenditure	<b>625</b>	<b>6,777</b>	<b>2,200</b>	<b>(4,577)</b>	<b>0</b>	<b>(4,577)</b>
<b>Net Income over Expenditure</b>	<b>(625)</b>	<b>(1,977)</b>	<b>(2,200)</b>	<b>(223)</b>		
<b>Movement to/(from) Gen Reserve</b>	<b>(625)</b>	<b>(1,977)</b>				