



# 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**

29<sup>th</sup> May 2024

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 4<sup>th</sup> June 2024** for the purpose of considering and resolving upon the subjects and matters set out in the agenda below.

Yours sincerely

A handwritten signature in blue ink, appearing to read 'K. Hughes'.

**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 19<sup>th</sup> March 2024 (pages 16942 to 16947) copy attached as a true and correct record.

#### **5 MONITORING REPORT**

To receive and consider the Monitoring Report dated 29<sup>th</sup> May 2024.

#### **6 TPO'S (TREE PRESERVATION ORDERS) IN WOKINGHAM TOWN**

To review the current Wokingham Borough Council TPO's procedure and to explore whether the Committee and Wokingham Town Council can take additional measures to protect trees in Wokingham Town.

#### **7 COMMITTEE'S BUDGET**

To receive and consider a report on the Committee's budget as of 30<sup>th</sup> April 2024 (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:** Imogen Shepherd-Dubey (Chair), Nagi Nagella (Vice Chair), Chetna Jamthe, Adrian Betteridge, Warren Dixon, Andy Croy, Basit Alvi, Heather Richards and Louise Timlin

**Copy to:** Cllr Robert Comber

*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).*

23<sup>rd</sup> April 2024

**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**

Councillors: Cllr Shepherd-Dubey (Chair), Cllr N Nagella (Vice Chair), Cllr L Timlin, Cllr W Dixon, Cllr K Malvern, Cllr A Croy, Cllr A Betteridge, Cllr B Alvi, Cllr Lack

**IN ATTENDANCE**

PT Officer  
Cllr C Jamthe

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

None.

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

None

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

None

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

**RESOLVED  
30811**

It was proposed by the Cllr Betteridge and seconded by Cllr Malvern, and it was that the minutes of the Planning & Transportation Committee meeting held on 19<sup>th</sup> March 2024 (pages 16942 to 16947) 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 17<sup>th</sup> April 2024 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.

There was a steady increase in usage during March.

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



## Agenda Item 4

When we have a predicted 3 days in a row of dry weather the roofs of the lockers will be painted with the environmentally friendly paint.

The PT Officer has chased up the Committee's request on any update on the 'release' mechanism whereby a locker is available once a bike is removed by hirer. The PT Officer received confirmation that this is on the Spkesafe 'road map' but a date has not been given.

As the Carnival Hub lockers are performing better than the Denmark street lockers the PT Officer investigated the possibility of moving the lockers at Denmark Street to a more viable location. The figures for this have been passed on to the Committee for consideration.

### **BUS SHELTERS**

There has been a glass panel smashed on the shelter in Wellington Road (shelter WBC replaced recently). This was replaced with polycarbonate panel on 11<sup>th</sup> April.

Cllr Croy mentioned that there is graffiti on the shelter in Crutchley Road that is on the polycarbonate panels and his attempts to remove graffiti have just smeared it. The PT Officer will investigate whether cleaning will be possible.

The Bi yearly cleaning of all the shelters took place in March.

**ACTION: PT OFFICER**

### **COMMITTEE'S BUDGET (Agenda Item 6)**

A report on the Committee's budget as of 31<sup>st</sup> March 2024 were received and noted.

### **PLANNING APPLICATIONS (Agenda Item 7)**

**RESOLVED  
30812**

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

#### **240395                      66 Finchampstead Road Wokingham RG40 2NS**

Full application for the proposed change of use, refurbishment and extension of existing physiotherapy/dwelling to Class C3 residential. Following demolition of existing cottage and an erection comprising of 3no. residential units plus associated parking and landscaping.

The Committee have some concerns regarding this development.

With the additional hard standing has the predicted affect on drainage been considered? **CP1 – 4 Sustainable development - Drainage**

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



Have the environmental elements of the development been considered enough. Will there be any solar panels on the roof? CP1 – 12 – Sustainable development – (a) renewable energy.

**240720 Wokingham Baptist Church Milton Road RG40 1DE**  
SECTION 211 NOTIFICATION FOR WORKS IN A CONSERVATION AREA T1,  
Yew Fell.

The Committee strongly object to the cutting down of this beautiful and historic tree.

The tree can be sympathetically trimmed as a viable alternative to removal.

**231579 25 Murdoch Road Wokingham RG40 2DQ**  
Full application for the proposed erection of a single storey side/rear extension and a single storey rear extension, plus changes to fenestration to provide accessible ensembles, one additional bedroom and communal areas.

The Committee have no objections and support this application. It is good to see the investment in this building.

**240523 Greenfields House Edneys Hill Wokingham RG41 4DT**  
Full application for the change of use from storage Barn to residential dwelling.

There are some concerns that this is a development in a countryside area.

**240903 24 Murdoch Road Wokingham RG40 2DF**  
Full application for the proposed erection of a single storey, west side extension and a single storey, east side rear extension, loft conversion. Following the demolition of the existing east side rear extension. This to provide 2no. two bedroom flats.

The committee object to this application.

The removal of the trees before the development is a major concern and this is happening more frequently with developments in Wokingham.

This development is seen as over development.

Development in heritage location.

Previously the windows were not replaced for like (timber) and this is not in keeping with heritage requirements. It is a concern that the developments will not be in keeping with a building in a heritage area.

The development is seen as massing.

**CP1 Sustainable development 1 – Quality of environment.**

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



**CP3 General principles for development**

**A – Mass**

**C – Ecological, heritage, landscape, geological**

**G – Open space**

**CP 9 – Scale and location of development proposals**

**TB24: Designated Heritage Assets (Listed Buildings, Historic Parks and Gardens, Scheduled Ancient Monuments and Conservation Areas)**

**ACTION: P&T OFFICER**

**INFORMATION ITEMS (AGENDA ITEM 8)**

Cllr Betteridge asked if we could discuss the issue of tree removals, prior to developments and the TPO process. The PT Officer will add this to the next P&T Agenda.

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

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



## WOKINGHAM TOWN COUNCIL

## Monitoring Report: Planning &amp; Transportation

Date: 29<sup>th</sup> May 2024

| Date Action Agreed | Item for Action (to include any resolution number) | Person Actioning | Proposed Completion Date | Progress   |
|--------------------|--|------------------|--------------------------|--|
| 29 Sep 2021        | SECURE BICYCLE STORAGE IN WOKINGHAM TOWN           | PT Officer       | June 2024                | <p>May 2024</p> <ul style="list-style-type: none"> <li>• The environmentally friendly paint that will be applied to the locker roofs has now been tested and works well. This will be applied when we have a few days of dry weather, and the air temperature is correct for application. It needs to be above 7 degrees Celsius and be dry for 3 days to cure correctly.</li> <li>• Figures show an increase in usage and a monthly booking at Carnival hub which increased revenue. Denmark Street had some bookings but remains less than for Carnival Hub.</li> <li>• Business cards promoting have been distributed at WTC events.</li> </ul> |
| 20 June 2022       | Bus Shelters maintenance                           | PT Officer       | April 2024               | <p>May 2024</p> <ul style="list-style-type: none"> <li>• The Crutchley road shelter that had graffiti has been cleaned again using a new method. Although not perfect it is better than before.</li> </ul>   |

## WOKINGHAM TOWN COUNCIL

Monitoring Report: Planning & Transportation

Date: 29<sup>th</sup> May 2024



**WTC strategy:**

Wokingham Town Council embraces our past, celebrates our present and builds for our future.

**Principles:**

**Being sustainable**

Working to reduce our negative impact on our local environment and use our financial resources and physical assets as efficiently and effectively as possible.

**Involving everyone**

Striving to ensure the council's events, activities and democratic processes are open, accessible and welcoming to everyone in our community.

**Fostering Town Pride**

Protecting, enhancing and celebrating what's good about our council, our community, our town and our heritage. We will learn from our past, acknowledge where there's room for improvement, and prepare for the future.

**Enriching community**

Creating and supporting opportunities to bring our community together and help it to thrive.



## Overview of the Tree Preservation Order (TPO) process

### What is a TPO?

A Tree Preservation Order is an order made by a local planning authority in England to protect specific trees, groups of trees or woodlands in the interests of amenity. An Order [prohibits](#) the:

- cutting down
- topping
- lopping
- uprooting
- wilful damage
- wilful destruction

of trees without the local planning authority's written consent. If consent is given, it can be subject to conditions which have to be followed. In the Secretary of State's view, cutting roots is also a prohibited activity and requires the authority's consent.

### Information on TPO's in the Wokingham Borough

Can be found at the WBC website [WBC TPO's](#)

The information provides guidance on applying for a TPO and the accompanying form as well as an [Interactive tree map](#) which shows the existing TPO's in place

### Requesting a TPO

The website has a [form](#) for requesting a TPO.

This form is not an online editable form and would need to be printed, filled in and either scanned to be sent via email or posted in mail.

I have created a 'fillable' form which I will distribute to the Committee.

There is a [guidance document](#) on the application process. The following is taken from this guide.

From September 2019, as resources allow, WBC will prioritise the making of new TPOs to be focused along the following lines:

## Agenda Item 6

1. New Strategic Development Locations (SDLs) as they come forward in the WBC development plan.
2. Appeal sites.
3. Trees of a particular value.
4. 'Aged and veteran trees' and/or ancient woodland as defined by Annex 2 of the NPPF due to their value, for particular wildlife, heritage or for landscape reasons.
5. Planning applications.
6. Woodlands and hedgerow trees (especially BAP habitats in line with the Council's NERC Act paragraph 40 duty) and Stepping stone woodlands etc.
7. Green Route and Green Lane trees in line with WBC policy.

09/05/2024

Wokingham Town Council

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Detailed Income & Expenditure by Budget Heading 30/04/2024

Month No: 1

Cost Centre Report

|   | Actual Last Year | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | Transfer to/from EMR |
|---|------------------|---------------------|--------------------|-----------------------|-----------------------|-----------------|----------------------|
| <u>401 Highways and Planning</u>              |                  |                     |                    |                       |                       |                 |                      |
| 1106 Grant Funding (External)                 | 1,901            | 0                   | 2,640              | 2,640                 |                       |                 |                      |
| 1163 Cycle locker income                      | 155              | 0                   | 300                | 300                   |                       |                 |                      |
| Highways and Planning :- Income               | <b>2,056</b>     | <b>0</b>            | <b>2,940</b>       | <b>2,940</b>          |                       |                 | <b>0</b>             |
| 4111 Bus Shelter Repairs                      | 696              | 0                   | 3,000              | 3,000                 | 843                   | 2,157           |                      |
| 4529 Cycle lockers                            | 1,901            | 0                   | 2,640              | 2,640                 |                       | 2,640           |                      |
| Highways and Planning :- Indirect Expenditure | <b>2,597</b>     | <b>0</b>            | <b>5,640</b>       | <b>5,640</b>          | <b>843</b>            | <b>4,797</b>    | <b>0</b>             |
| <b>Net Income over Expenditure</b>            | <b>(541)</b>     | <b>0</b>            | <b>(2,700)</b>     | <b>(2,700)</b>        |                       |                 |                      |
| Grand Totals:- Income                         | <b>2,056</b>     | <b>0</b>            | <b>2,940</b>       | <b>2,940</b>          |                       |                 |                      |
| Expenditure                                   | <b>2,597</b>     | <b>0</b>            | <b>5,640</b>       | <b>5,640</b>          | <b>843</b>            | <b>4,797</b>    |                      |
| <b>Net Income over Expenditure</b>            | <b>(541)</b>     | <b>0</b>            | <b>(2,700)</b>     | <b>(2,700)</b>        |                       |                 |                      |
| <b>Movement to/(from) Gen Reserve</b>         | <b>(541)</b>     | <b>0</b>            |                    |                       |                       |                 |                      |