



PLANNING & TRANSPORT COMMITTEE

Minutes of a meeting of the Planning & Transport Committee held in the Council Chamber at the Council Offices, Radstock Lane, Earley on Tuesday 4th November 2025 which commenced at 7.00pm.

Present:

Chair – Councillor A Neal

Councillors: N Brock, M De Jong, D Hare, S Jordan, and M Smith.

In attendance: E Carroll (Deputy Town Clerk), W Luck (Advisor to Planning Committee), a representative from ACER and one member of the public.

91. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors R Cook, M Iyengunmwena, P Jorgensen and C Smith.

92. DECLARATIONS OF INTEREST

Councillor M Smith declared that as a member of Wokingham Borough Council’s Planning Committee that he would keep an open mind when considering planning applications at this meeting and may later amend his view, if further information is presented to him.

93. PUBLIC FORUM

The ACER representative expressed that ACER’s comments to planning applications are given objectively and judged against WBC’s guidelines and policies, with the reflection of resident’s thoughts. The ACER representative raised concerns in relation to application 251727 – 138 Church Road in relation to the dominant nature and overlooking of neighbouring properties.

The ACER representative also raised concerns about application 252476 – 28 Milton Road in that it does not conform to Policy CP3 “to be of an appropriate build form and character to the area” due to lack of subservience, proximity of the boundary to the neighbouring property, loss of roof character, overlooking, finish of brickwork, change in colour roof tiles and height of side wall. The member of the public also present added that it impacts privacy due to overlooking and that the workmanship of the build is extremely poor. There is also limited parking on the road and highway safety concerns due to the number of parked cars.

94. MINUTES OF PREVIOUS MEETING

The Minutes of the meeting held on 7th October 2025 were agreed as a true record and it was **RESOLVED** they be signed by the Chair. (Minutes 72 – 90)

95. APPLICATIONS FOR PLANNING PERMISSION

95.1 Decision Notices Issued by the Local Planning Authority

The Decision Notices reported to the meeting were noted.

95.2 Planning Applications Received since the Last Meeting of this Committee

The following application was brought forward from Agenda Item 95.2.2.

251727 Householder application for the proposed erection of two-storey front extension, including porch creation, first-floor side extension, part two-storey with balcony, part single-storey rear extension following demolition of existing orangery, loft extension with 2no. dormers providing 2no. habitable accommodation and conversion of garage to provide additional habitable accommodation at 138 Church Road

Councillors recommended that no objection be raised to this application subject to WBC imposing the following conditions: -

1: As the "annexe" formed as part of these proposals has a separate entrance, it shall only be used incidental to the use of the main dwelling and shall not be used, sold or sub-let as a separate dwelling without prior approval of WBC, to ensure that adequate car parking is provided on curtilage at all times and to avoid impact on the amenity of neighbouring properties, pursuant to Policies CP3 and CC07.

2: Details of privacy screening to the proposed first floor rear balcony shall be submitted to and approved by WBC and implemented prior to the occupation of the associated bedroom to protect the amenity of neighbouring properties, pursuant to Policy CP3.

The following application was brought forward from Agenda Item 95.2.3.

252476 Householder application for the proposed erection of a two-storey side extension, a single storey rear extension, 2no rear dormers to facilitate loft conversion plus garage conversion to create habitable accommodation, changes to fenestration to include 1no Juliet balcony (part-retrospective) at 28 Milton Road.

Councillors recommended that objection be raised to this application and that WBC refuses the application for the following reasons: - 1: Failure to maintain the subservient character of the side extension of the original approval, by failing to step down the ridge line, to the detriment of the character of the area, contrary to Section R23 of the Borough Design Guide, as supported by Policy CP3.

2: The closing of the already sub-standard gap to the boundary with the adjacent property, creating a "terracing" effect, to the detriment of the character of the area, contrary to Section R23 of the Borough Design Guide, as supported by Policy CP3.

3: The roof tiles are contrary to condition 3 - External Materials, attached to 241588, in not being of "similar appearance to those used on the existing building" and at variance with those on the adjoining house, causing harm to the character of the area, being of an inappropriate material and character, contrary to Policy CP3 and failing to maintain the quality of the environment, contrary to Policy CP1.

4: The conversion of the originally approved two small dormers on the rear of the main roof to one large dormer, being visually prominent, to the detriment of the character of the area and increasing the risk of overlooking of neighbouring properties, contrary to Policy CP3.

5: Inadequate parking, in that the space shown parallel to the road would be difficult to access, especially when the second space is occupied and the parking space at right angles to the road, will not accommodate a car without overhanging the public footway, to the detriment of pedestrian safety and amenity contrary to Policies CC07 and CP3.

The ACER representative and member of the public left the meeting.

95.2.1 No Objection Notifications

RESOLVED that a recommendation of no objection be made to the Local Planning Authority in respect of the following applications:

- 251994 Householder application for the proposed erection of a rear orangery with glazed roof lantern, alongside the raising of the main roof ridge with front roof lights and a rear-facing box dormer to facilitate a loft conversion forming a second-floor bedroom with ensuite, including alterations to rear fenestration and associated internal reconfiguration works at 24 Falstaff Avenue.
- 252102 Householder application for the proposed alteration to the front porch roof through the replacement of the existing flat roof with a pitched roof incorporating two roof lights, alongside associated alterations to front-facing fenestration at 112 Silverdale Road.
- 252103 Householder application for the proposed erection of a part single, part two-storey side extension, single-storey rear extension, conversion of loft to habitable space with rear dormer, addition of 6 no. rooflights following demolition of existing detached garage, single-storey side extensions and rear extension at 32 Sutcliffe Avenue.
- 252302 Application to vary condition 2 of planning consent 243128 for the proposed external and internal refurbishment, repairs and alterations consisting of replacement windows and doors; replacement roofs, including new roof lights, cowls and lanterns; installation of solar panels; concrete repairs; full mechanical and electrical services upgrade; erection of two external staircases; new detached bin and bike store, and hard and soft landscape and accessibility improvements. Condition 2 refers to the approved details, and the variation is for internal alterations at URS Building, Whiteknights Campus.
- 252311 Householder application for the proposed single storey rear extension at 79 Hilmanton.
- 252339 Application for works to protected tree/s TPO 162/1979, Area 1, G1, Ash x 6 – Fell 2 no. trees within garden of no. 11 Chive Road to ground level at 11 Chive Road.
- 252355 Application for 3 Adams Way was discussed and the decision can be found in Minute Item 95.2.3.
- 252364 Application for works to protected tree/s TPO-1520-2016. T1 – Cherry - Reduce secondary branches away from neighbours' property by 1m. T2 – Lime – Pollard back to previous points. T3 – Cherry - Reduce secondary branches away from neighbours' property by 1m. T4 – Lime – Pollard back to previous points. T5 – Lawson Cypress – reduce secondary branches away from wires by 30cm. T6 – Lime – Pollard back to previous points. T8 – Oak – reduce secondary branches away from wires and lamp post by 30cm. T9 – Lime – Pollard back to previous points. T10, Oak (Maple on TPO) – Reduce secondary branches away from lamp post by 30cm. Remove epicormic growth. Reason for Works: Very low canopy interfering with fence. Canopy is rubbing on roof, reduce branches away from wires and lamp post at 5 Buckhurst Way.
- 252389 Application to vary condition 2 of planning consent 243127 for the proposed external and internal refurbishment, repairs and alterations consisting of replacement windows and doors; replacement roofs, including new roof lights, cowls and lanterns; installation of solar panels; concrete repairs; full mechanical and electrical services upgrade; erection of two external staircases; new detached bin and bike store, and hard and soft

landscape and accessibility improvements. Condition 2 refers to the approved details, and the variation is for internal alterations at URS Building, Whiteknights Campus.

- 252416 Application to vary condition 2 of planning consent 240839 for the proposed single storey rear extension, single storey side extension, first floor front extension, gable roof conversion to create habitable accommodation with a rear facing dormer with changes to the fenestration. Condition 2 refers to the approved details, and the variation is for changes to external materials and fenestration, plus removal of the single storey pitched roof at the side and rear and reduction in the width of the side / rear extension at 652 Wokingham Road.
- 252463 Householder application for the proposed erection of a single storey front extension with porch canopy roof and a single storey rear extension following demolition of the existing conservatory, plus installation of rooflights and a rear dormer to facilitate the conversion of the loft to habitable accommodation, addition of raised decking at the rear, changes to fenestration, and partial conversion of the garage to habitable accommodation. (Part retrospective) at 4 Pimento Drive.
- 252478 Householder application for the proposed garage conversion and rear extension at 17 Saffron Close.
- 252596 Householder application for the proposed single-storey rear extension and garage conversion at 61 Culver Lane.

95.2.2 Conditional Approval Recommendations

- 251727 Application for 138 Church Road was brought forward on the agenda and the decision can be found in Minute Item 93.2

95.2.3 Applications Requiring a Committee Decision

RESOLVED that the following observations and comments be sent to the Local Planning Authority in respect of the following applications:

- 252240 Application to remove condition 6 of planning consent 39117 for the proposed first floor side extension over existing garage to enlarge bedrooms plus erection of conservatory at rear of dwelling. Condition 6 relates to future works to the dwelling at 21 Wickham Road.

Councillors recommended that objection be raised to this application and that WBC refuses the application as there is no information included under this application on the WBC website to enable any consideration of this application to remove condition 6 of planning approval 39117, which appears to be contrary to Article 7 of The Town and Country Planning (Development Management Procedure) (England) Order 2015.

- 252355 Householder application for the proposed installation of an Air Source Heat Pump (ASHP) to the side of the property, following demolition of an existing single storey structure at 3 Adams Way.

This application was discussed in Minute Item 95.2.1. Councillors recommended that objection be raised to this application and that WBC refuses the application as it is considered that the noise assessment submitted is misleading with regards to the appropriate standards and noise level that would be experienced at the boundary with the adjacent property, to the detriment of the occupant's amenity, contrary to Policy CP3.

252476 Application for 28 Milton Road was brought forward on the agenda and the decision can be found in 95.2.

252584 Householder application for the proposed erection of a single-storey side and rear extension with a dual-pitched tiled roof and rendered external walls to match the existing dwelling, incorporating new fenestration to the side and rear elevations, following the demolition of the existing garage at 544 Wokingham Road.

Councillors recommended that objection be raised to this application and that WBC refuses the application for the following reasons: - 1: The application drawings show the building converted into two separate dwellings, which is not reflected in the description or the CIL submission and the applicant has failed to demonstrate that the two bedrooms dwelling, shown as an "annexe" within the proposals complies with the Nationally Described Space Standard, as supported by Policies CP3 and TB07.

2: The applicant has failed to demonstrate that the second dwelling has adequate private amenity space, as defined by Section R16 of the Borough Design Guide and supported by Policies CP3 and TB08.

3: The proposed garage does not reflect WBC's standard for garages, contrary to Policy CC07.

4: The large, flat roofed rear extension, which has the appearance of a group of portacabins is an inappropriate built form, materials and character for the area especially when viewed from adjacent properties, contrary to Policy CP3 and fails to maintain or enhance the quality of the environment, contrary to Policy CP1.

If WBC are minded to approve this application the following condition is requested: 1: As the alterations result in accommodation with a separate entrance (the "annexe"), the extension as hereby approved shall be used as ancillary accommodation to the main dwellinghouse and shall not be used, sold or sub-let as separate dwellings. Reason: A separate unit of accommodation of this nature may not be acceptable in this location in the interests of the amenities, character of the area and highway safety in accordance with Core Strategy Policies CP1, CP3, CP4 and Managing Development Delivery Local Plan Policies CC01, CC07, TB07, TB08.

95.2.4 Tree Works Applications

There were no Tree Works applications.

95.3 Permitted Development Rights

There were no Permitted Development applications.

95.4 Planning Applications Withdrawn

The following application was noted as withdrawn.

252362 Householder application for the proposed addition of roof lights plus canopy to the rear elevation. (Retrospective) at 161 Church Road.

95.5 Adjoining Parish Consultations/Local Authority Consultations

The following Local Authority Consultation was noted: -

252623 Consultation on behalf of Thames Water Utilities Limited for the Southeast Strategic Reservoir Option (SESRO) Project at land southwest of Abingdon, Oxfordshire.

96. PLANNING APPEALS

96.1 Appeal Decision

96.1.2 230099 – Land to the South of Gazelle Close

Councillors noted that a decision had been made by the Secretary of State against the decision of Wokingham Borough Council to refuse planning permission for the proposed erection of a food store with associated access, parking and servicing areas, landscaping, and other associated works to include solar panels to the roof. Appeal Ref: - APP/X0360/V/24/3339712. The appeal was allowed.

97. WOKINGHAM BOROUGH COUNCIL'S PLANNING ENFORCEMENT INFORMATION

Members noted that WBC has been experiencing issues with its reporting system and has been unable to produce the Planning Enforcement information for September 2025 – closed cases and October 2025 – live cases.

98. TREE PRESERVATION ORDERS

Members noted that no Tree Preservation Order notifications had been received.

99. STREET NAMING & NUMBERING

Members noted that no Street Naming & Numbering notifications had been received.

100. LICENSING

Councillors noted that no Licensing applications had been received.

101. ALIGN (ALLIANCE OF LODDON INFRASTRUCTURE & GROWTH NEEDS) MEETING

Councillors noted that no further meeting has yet been scheduled.

102. LODDON GARDEN VILLAGE STAKEHOLDERS MEETING

Councillors received a verbal report from Councillor Neal on his attendance at the University of Reading's Stakeholder meeting held on 22nd October 2025. The University confirmed at the meeting that an Outline Planning Application had been submitted to Wokingham Borough Council on 6th October 2025 and was due to be published on WBC's planning portal on 4th November 2025. The University is not expecting the application to be decided within the normal statutory 16 weeks.

Bill Luck left the meeting.

Councillor De Jong left the meeting.

103. HIGHWAYS & TRANSPORT

103.1 Councillor Neal reported that at WBC's Executive meeting on 16th October 2025, £1.3 million pounds was added to the capital budget for the Earley station footbridge project. Councillor Smith said that he had contacted WBC Highways, as a Borough Councillor to request that there is engagement about the project with all stakeholders, including Earley Town Council.

Councillors suggested that a letter be sent to Chris Easton, WBC's Assistant Director, Highways & Transport to request details about the project and timelines, including details on how the footbridge will be accessed during works. It was agreed that Councillor Hare, as a member of the Planning Committee and Leader of the Council would write the letter to WBC.

Councillors also raised concerns about veteran trees located near the footbridge and that they did not appear to be subject to Tree Preservation Orders.

Councillor De Jong entered the meeting.

103.2 Councillor Neal reported that at WBC's Overview & Scrutiny Committee meeting on 21st October 2025, reference was made to WBC's Transport Network Review and Speed Limit Policy review which will both be sent to Town/Parish Councils for comment in the future.

103.3. Councillors noted Wokingham Borough Council's Traffic Regulation Order – Amendment 3 consultation for various roads in the Wokingham Borough, including roads in Earley.

104. EARLEY SIGNS

Councillors continued their previous discussions about Earley boundary signs and considered the current locations of the existing signs and possible new locations for additional signs.

Councillor Neal suggested a possible 14 new locations where signs could be erected. The Deputy Town Clerk reminded Councillors that the erection of signs in new locations and the sign size would be subject to WBC's agreement, in view of highway safety. The Deputy Town Clerk reported that she has contacted WBC to obtain advice, however, has not yet received a response.

Councillors agree that the focus should be on replacing the signs that are currently in place and that the Deputy Town Clerk should continue trying to obtain advice from WBC.

105. BUDGET 2026/2027

Members discussed the Planning & Transport Committee's priorities for the 2026/27 budget and it was agreed that the following suggestions be put forward to the Budget Working Group for consideration: -

- Town Maps – Erection of 3 additional maps at the Council Offices, Earley Station and the Thames Path, near Wokingham Waterside Centre.
- Boundary signs – For a budget to be created and set for replacing the current signs and for the installation of new signs, as part of a rolling programme.
- Active Travel – Budget for sustainable transport projects or funding requests.
- Noticeboards – Erection of a new noticeboard on the wall of Centrepont Community Centre and to continue with the rolling programme of replacing ETC noticeboards that are in poor condition.
- Bus shelters – To continue with the rolling programme of replacing ETC bus shelters that are in poor condition.
- Benches – To continue with the rolling programme of replacing ETC benches that are in poor condition.

106. TOWN COUNCIL QUESTIONS AT WBC MEETINGS

The Planning & Transport Committee had no questions to raise at any WBC meeting.

107. PUBLICATIONS

Members noted that the following publications had been received and are available for perusal from the Council Offices:

Wokingham Borough Council	Neighbourhood CIL Proportion Reports September 2025.
---------------------------	---

108. PRESS RELEASES/WEBSITE/SOCIAL MEDIA

No press releases were requested.

109. EXCLUSION OF PUBLIC AND PRESS

There were no members of the public or press present. It was agreed that the remaining items on the agenda be taken under Part II.

PART II

110. ADVISOR TO THE PLANNING & TRANSPORT COMMITTEE

111. TERMINATION OF MEETING

The meeting was declared closed by the Chair at 8.50pm.

.....
Chair, Planning Committee