



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 9th December 2025 which commenced at 7.00pm.

Present:

Chair – Councillor A Neal

Councillors: N Brock, R Cook, M Iyengunmwena, M De Jong, D Hare, S Jordan, P Jorgensen, C Smith and M Smith.

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

112. APOLOGIES FOR ABSENCE

There were no apologies for absence.

113. DECLARATIONS OF INTEREST

Councillors M Iyengunmwena, C Smith, M Smith declared that, as a member of Wokingham Borough Council's Planning Committee, they would keep an open mind when considering planning applications at this meeting based on the information before them and may later amend their view if further relevant information is presented to them. The same three Councillors declared an interest in applications 252631 – 58 Hilltop Road, 252362 – 161 Church Road, application 252476 – 28 Milton Road and 252774 – 44 Shepherd House Lane.

114. PUBLIC FORUM

In relation to application 252543 – 74 Church Road, a member of the public questioned why a planning application was required for replacing a shed. The member of the public was advised that as Article 4 applies, this removes the ability to erect a new shed under Permitted Development Rights.

A member of the public raised concerns regarding application 252863 – 1 Palmerstone Road, in that the proposal was for 4 parking spaces but the property only has space for 3 and by cars parking on the road, this causes further highway safety issues.

The ACER representative raised concerns about application 252668 – 27 Pitts Lane, whilst they had no overall objection to the application, they would like to see a condition for soft landscaping. The representative also raised concerns about 252774 – 44 Shepherds House Lane, that the outbuilding is inappropriate and out of keeping.

The ACER representative raised further concerns in relation to application 252362 – 161 Church Road, as the development is an accumulation of applications which has resulted in the development being overbearing and out of keeping.

115. MINUTES OF PREVIOUS MEETING

The Minutes of the meeting held on 4th November 2025 were agreed as a true record and it was **RESOLVED** they be signed by the Chair. (Minutes 91 – 111)

116. APPLICATIONS FOR PLANNING PERMISSION

116.1 Decision Notices Issued by the Local Planning Authority

The Decision Notices reported to the meeting were noted.

116.2 Planning Applications Received since the Last Meeting of this Committee

116.2.1 No Objection Notifications

252500 Householder application for the proposed erection of a detached single storey garage with a dual-pitched tiled roof to match the main dwelling, incorporating facing brickwork to match the host property, with double garage doors to the front elevation and a pedestrian access door to the side elevation, following the demolition of the existing prefabricated garage at 548 Wokingham Road.

Councillors noted that this application has already been determined by Wokingham Borough Council.

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

252543 Householder application for the proposed replacement of existing old shed with new shed at 74 Church Road.

252668 Application for 27 Pitts Lane was discussed and the decision can be found in Minute Item 116.2.2

252711 Householder application for the proposed conversion of the garage to habitable accommodation with associated changes to fenestration at 14 Rainworth Close.

252727 Full application for the proposed installation of a replacement shop front plus changes to fenestration at 1 Maiden Lane Centre.

252728 Full application for the proposed installation of a replacement shop front plus changes to fenestration at 3 Maiden Lane Centre.

252862 Householder application for the proposed erection of a single storey rear extension following demolition of the existing single storey lean-to structure, plus changes to fenestration and creation of a new rear patio at 2 Delamere Road.

252863 Full application for the proposed change of use of the building to residential institution (Use Class C2) at 1 Palmerstone Road.

Councillors raised no objection to this application but expressed concerns about the problems with existing on street parking in the vicinity.

252944 Householder application for the proposed single storey rear and side extension, including a garage conversion and front block paving at 17 Squirrels Way.

*Councillors Iyengunmwena, C Smith and M Smith left the meeting.
Two members of the public left the meeting.*

116.2.2 Conditional Approval Recommendations

252631 Householder application for the proposed single storey front and rear extension, and proposed first floor front, side and rear extensions. Including a garage conversion at 58 Hilltop Road

Councillors recommended that no objection be raised to this application subject to WBC imposing the following condition that all first-floor windows in the flank walls, facing the side boundaries shall be obscured glazing, to protect the privacy and amenity of the neighbouring properties, as supported by policy CP3.

252774 Householder application for the proposed erection of a single-storey outbuilding with associated fenestration at 44 Shepherds House Lane.

Councillors recommended that no objection be raised to this application subject to WBC imposing the following condition that the outbuilding hereby approved shall only be used incidental to the host dwelling, and shall not be let as a separate unit of accommodation, without prior approval by WBC, to ensure adequate parking is provided and to protect the amenity of neighbouring properties, pursuant to Policies CP3 and CC07. 2: Windows to the northwest and southeast elevations shall be obscured glazing to protect the amenity of the neighbouring gardens, pursuant to Policy CP3.

Councillors Iyengunmwena, C Smith and M Smith entered the meeting.

252668 Householder application for the proposed installation of a dropped kerb and new access to the front of the property following part demolition of existing garden wall at 27 Pitts Lane.

This application was discussed in Minute Item 116.2.1. Councillors recommended that no objection be raised to this application subject to WBC imposing the following condition that submission to, and approval by, WBC of a scheme demonstrating the retention of landscaping to the frontage, such scheme to be implemented within 12 months of completion of the parking area, as supported by Policies CP3 and CC03 and as defined in Section R14 of the Borough Design Guide.

252669 Householder application for the proposed erection of a single storey rear and a single storey rear/side extensions, garage conversion to create habitable accommodation along with changes to fenestration and insertion of the roof lights at 6 Loxwood.

Councillors recommended that no objection be raised to this application subject to WBC imposing the following condition that the ground floor element of the extension, with the separate access, shall not be used as a separate unit of accommodation for fee paying occupants without prior approval of WBC, to ensure adequate parking is provided at all times, and to protect the amenity of neighbouring properties, as defined by Policies CP3 and CC07.

252822 Householder application for the proposed erection of single-storey rear extension, two-storey side and front extension with rear roof terrace and privacy screen at 27 Sutcliffe Avenue.

Councillors recommended that no objection be raised to this application subject to WBC imposing the following condition that the windows to the dormers facing the boundaries with No.25 and 29, shall be obscured glazing, with no part of the glazed area below a cill height of 1.7m, to protect the privacy and amenity of neighbouring properties, pursuant to Policy CP3.

252825 Householder application for the proposed conversion of existing storage building to habitable accommodation plus insertion of 1no. roof light at 11 Felixstowe Close.

Councillors recommended that no objection be raised to this application subject to WBC imposing the following condition that as these proposals have a separate entrance, no part of the extension as hereby approved shall be use as a separate unit of accommodation for fee paying occupants, unless otherwise approved by WBC in writing, to ensure that adequate car parking is provided at all times, to protect the amenity of neighbouring properties, pursuant to Policies CC07 and CP3.

116.2.3 Applications Requiring a Committee Decision

The following application was brought forward on the agenda.

252738 Full application for the proposed change of use of the property to a children's residential care home (Use Class C2) plus erection of a single storey side extension to the existing rear outbuilding and installation of fencing at 5 Elm Lane.

Councillors recommended that objection be raised to this application and that WBC refuses the application as the applicant has failed to demonstrate there is adequate parking for the up to 14 staff on site, as identified in the Planning Statement, contrary to Policy CC07, and any overflow parking would be to the detriment of the character of the area and amenity of neighbouring properties, and to highway safety contrary to Policies CP3 and CC07.

Councillors Iyengunmwena, C Smith and M Smith left the meeting.

Councillor Hare left the meeting.

Two members of the public left the meeting.

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

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

Councillors recommended that objection be raised to this application and that WBC refuses the application for the following reasons: 1: The drawings as submitted do not reflect the dwelling as extended, as they do not include the second floor/attic floor plan approved under 232818.

2: The application is unclear as to which approval the variation is sought as the description does not refer to either of the approvals, 241471 and 232818, rather to a combination of the two for which a specific approval does not exist. Although the submitted drawings show the combination of the two approvals, other than the loft plan, the application description makes no reference to this. There has been no opportunity to consider the overall impact of the combined approvals by way of a combined application, to the detriment of the amenity of local residents in not being able to assess the proposals against any harm that may be caused under Policy CP3.

If WBC are minded to approve this application, then the relevant conditions from approvals 232818 And 241471 should be applied.

Councillor Hare entered the meeting.

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 a member of the public left the meeting.
Councillors Iyengunmwena, C Smith and M Smith entered the meeting.*

252672 Householder application for the proposed erection of a new brick boundary wall with a solid timber pedestrian gate and a solid timber electric sliding vehicle gate, following the removal of the existing white picket fence at Sindlesham Mill House, Mill Lane.

Councillors recommended that objection be raised to this application and that WBC refuses the application as the proposed 1.8m high wall would increase the visual enclosure of Mill Lane, to the detriment of the character of the area and impact the view of the listed building, contrary to Policy CP3, and to Policy TB24, in that the proposal would fail to conserve or enhance the setting of a designated heritage asset.

252673 Application for Listed Building consent for the proposed erection of a new brick boundary wall with a solid timber pedestrian gate and a solid timber electric sliding vehicle gate, following the removal of the existing white picket fence at Sindlesham Mill House, Mill Lane.

Councillors recommended that objection be raised to this application and that WBC refuses the application as the proposed 1.8m high wall would increase the visual enclosure of Mill Lane, to the detriment of the character of the area and impact the view of the listed building, contrary to Policy CP3, and to Policy TB24, in that the proposal would fail to conserve or enhance the setting of a designated heritage asset.

252911 Application for works to protected tree/s TPO 162/1979, AREA 1 T1, Ash (ID 015518)
– Section fell to leave a 1m monolith at land at rear of 11 Chive Road.

Councillors recommended that objection be raised to this application and that WBC refuses the Application. The submitted brief report on a site visit on 25 June 2025 appears to suggest that the condition of the tree is "good", there is "insignificant risk" and that "no action is required", thereby not supporting the proposed works. To fell this tree without an apparent justification would be contrary to Policy CC03, in failing to retain and protect existing trees.

116.2.4 Tree Works Applications

- 252809 Application for works to protected tree/s TPO 860/1997, T1 and T2 T1, Oak - Remove up to approx. 2-3m back to appropriate pruning points from only the significantly extended areas of the crown (as indicated in annotated photos); remove major deadwood. T2, Oak – Crown reduction by approx. 1.5-2m back to appropriate pruning points; remove up to approx. 2-3m from the significantly extended southern limb (as indicated in the annotated photos); remove major deadwood at 2 Somerton Gardens.

Councillors raised concerns about the lack of an Arboricultural Report in support of these works, especially given the history of this location.

116.3 Permitted Development Rights

The following Permitted Development were noted: -

- 252661 Prior approval submission for demolition of 4 no. two storey car park buildings at Hutton Building, 100 Thames Valley Park Drive.
- 252685 Application for advertisement consent for 3 no. internally illuminated freestanding display sign at University of Reading, Whiteknights House, Shinfield Road.
- 252853 Application for the prior approval of the erection of a single storey rear extension, which would extend beyond the rear wall of the original house by 8.00m, for which the maximum height would be 3.00m and the height of the eaves 3.00m at 87 Redhatch Drive.

116.4 Planning Applications Withdrawn

There were no Planning Applications withdrawn.

116.5 Adjoining Parish Consultations/Local Authority Consultations

The following Local Authority Consultation was noted: -

- 252895 Consultation from adjoining Local Authority: - Consultation from Reading Borough Council for the following proposal: A community-led Conservation Area Appraisal for the Eldon Square Conservation Area.

Councillor Jordan left the meeting.

Bill Luck left the meeting.

117. PLANNING APPEALS

Councillors noted that no Planning Appeal notifications had been received.

Councillor Jordan entered the meeting.

118. WOKINGHAM BOROUGH COUNCIL'S PLANNING ENFORCEMENT INFORMATION

Members noted that WBC is still experiencing some issues with its reporting system but has provide information on live cases for December 2025.

119. TREE PRESERVATION ORDERS

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

120. STREET NAMING & NUMBERING

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

121. LICENSING

Councillors noted that no Licensing applications had been received.

122. LODDON GARDEN VILLAGE

Councillors noted that an Extraordinary Meeting of the Planning & Transport Committee will be held on 16th December 2025 in relation to the following planning applications:-

252498 - Hall Farm, Church Lane, Arborfield, Reading, RG2 9HX

252769 - Land North of Mole Road & Church Lane, Newlands Farm, RG2 9JD

Councillor C Smith left the meeting.

123. BOUNDARY SIGNS

Members received a verbal update from the Deputy Town Clerk on her communication with Wokingham Borough Council. The Deputy Town Clerk has requested a quote for the making/erection of boundary signs and is waiting for a response.

Councillor C Smith entered the meeting.

124. HIGHWAYS & TRANSPORT

124.1 Councillor Neal reported that no response has been received from Wokingham Borough Council to ETC's letter about works to Earley footbridge.

124.2 Councillor C Smith reported that she will be following up on the installation of double yellow lines in Redhatch Drive with the junction of Elm Lane.

125. TOWN COUNCIL QUESTIONS AT WBC MEETINGS

Councillor Neal requested that a question be raised at WBC's Executive Meeting on 15th January 2025 in relation to the lack of response to ETC's letter regarding Earley footbridge.

It was **RESOLVED** that Councillor Neal will draft the question and send it to the Town Clerk for submission to WBC.

126. 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 October 2025.
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127. PRESS RELEASES/WEBSITE/SOCIAL MEDIA

No press releases were requested.

128. 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

129. CONFIDENTIAL MINUTES OF PREVIOUS MEETING

The Confidential Minutes of the meeting held on 4th November 2025 were agreed as a true record and it was **RESOLVED** they be signed by the Chair. (Minute 110)

130. TERMINATION OF MEETING

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

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Chair, Planning Committee