

To all members of Planning & Highways Committee

Notice is hereby given and you are summoned to attend a meeting of the Planning and Highways Committee on Wednesday 13th September 2023, at the School Green Centre, RG2 9EH, commencing 19.30

You are invited to attend a presentation, by the Natural History Museum, regarding their proposed planning application for the construction of a new collections, digitisation, and research centre on the TVSP prior to the meeting at 19:00



Bruce Winton
7th September 2023

Members: Cllrs Boyer, Grimes, Hoyle, Jahromi, James, Lias, Masseron, Peer & Tatla

Agenda

1. Public Questions

- 1.1 To **RECEIVE** and **CONSIDER** public questions

2. Apologies and declaration of members' interests

- 2.1 To **RECEIVE** and **CONSIDER** approval of apologies for absence
- 2.2 To **RECEIVE** members' declarations of interest

3. Minutes of the previous meeting

- 3.1 To **RECEIVE** and **APPROVE** the minutes of 9th August 2023 as a correct record of the meeting and to authorise the Chairman to sign the same *
- 3.2 To **CONSIDER** matters arising from the minutes

4. Schedule of Deposited Plans

- 4.1 Planning applications are being reviewed weekly. Plans deposited following the most recent Thursday planning email which require urgent attention will be forwarded as received
- 4.2 To **RECEIVE** and **CONSIDER** planning application 231885
The Haulage Yard Land Adjacent to Bramble Cottage at 183 Hyde End Road
Hyde End Road Spencers Wood RG7 1BU
- 4.3 To **RECEIVE** and **CONSIDER** planning application 223287
University of Reading northern pitches (Cllr Clarke to attend)
- 4.4 To **RECEIVE** and **NOTE** Wokingham Borough Council's response to the refusal of planning application 231437 – Carney's Yard

5. Appeals

- 5.1 To **RECEIVE** and **CONSIDER** planning inspectorate appeals relating to Shinfield Parish* (<https://acp.planninginspectorate.gov.uk/CaseSearch.aspx>)

6. Enforcement Notices

- 6.1 To **RECEIVE** and **NOTE** the Closed Enforcements table* (for information only)
6.2 To **RECEIVE** and **NOTE** the Outstanding Enforcements table* (for information only)

7. Highways, Street Lighting and Footpath Matters

- 7.1 To **RECEIVE** and **CONSIDER** a verbal update on Highways, Street Lighting and Footpath Matters*
7.2 To **RECEIVE** and **CONSIDER** a verbal update from the Clerk on the assessment of streetlamps in the Parish

8. Correspondence

- 8.1 To **RECEIVE** and **NOTE** information relating to work planned for Fibre Optic Network Build in the Parish**
8.2 To **RECEIVE** and **CONSIDER** the Consultation on Wokingham Borough Council's draft Statement of Community Involvement*

9. Future Meetings

- 9.1 To **NOTE** the next meeting of the Planning & Highways Committee meeting is Wednesday, 11th October 2023

* indicates papers attached

** indicates papers to follow



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Minutes of a meeting of
Planning & Highways Committee
Held on Wednesday 9th August 2023
At School Green Centre commencing at 19.30

Present: Cllrs Boyer, Grimes, James, Lias, Masseron, Peer (Chair) & Tatla

Attending: S Herring (Deputy Clerk)

One member of the public

23/PC/81 Public Questions

81.1 There were no public questions

23/PC/82 Apologies and declarations of Members' Interest

82.1 Apologies for absence were received from Cllr Jahromi
 and B Winton (Clerk)

82.2 There were no declarations of members' interests.

23/PC/83 Minutes of the Previous Meeting

83.1 The minutes of the committee meeting of 12th July 2023 were approved
 and signed as such by Cllr Peer

Proposed: Cllr Lias
 Seconded: Cllr Tatla
 Approved: Unanimously

83.2 Actions and Matters Arising

23/PC/71.2 Clerk to send a copy of the Infrastructure Funding Statements and
 23/PC/58/2 Medium Term Financial Plans to members

This had been done

23/PC/71.2 Assessment of streetlamps to be carried forward to the next meeting
 23/PC/39.2

The Clerk was still working on this

ACTION – To be carried forwards to the next meeting

- 23/PC/71.2 Clerk to investigate the builder's rubble that had been deposited on the
23/PC/53.2 cycleway near the M4 to be carried forward to the next meeting

ACTION – To be carried forwards to the next meeting

- 23/PC/72.1 Clerk to respond to WBC regarding PA 231405
(Householder application for the proposed erection of a single storey
rear extension, raising of the roof to create first floor habitable
accommodation, plus the erection of a balcony)

This had been done

- 23/PC/72.2 Clerk to circulate draft opposition on the issues discussed regarding
PA231437 (Carney's Yard Church Lane Three Mile Cross RG7 1HB) to
members

This had been done

- 23/PC/72.2 Clerk to submit the objection on PA 231437 (Carney's Yard Church Lane
Three Mile Cross RG7 1HB) to WBC

This had been done. AWE had acknowledged the application and will
be submitting a comment.

- 23/PC/72.2 Clerk to write to AWE to ensure they are aware of the situation and
check they are employing contractors within all relevant legislation

This had been done but to date no response had been received.

- 23/PC/74.1 Clerk to ask WBC to explain the 'Other' comment that appears on the
list of the Closed Enforcement Notices

Still awaiting a response

ACTION – Deputy Clerk to add to agenda for next meeting

- 3/PC/75.1 Cllr Masseron to raise the issue of crossing the Arborfield Road at the
next Footpath & Cycleways meeting

Cllr Masseron reported that a meeting of the Footpath and Cycleways
had not taken place since the last meeting. It was suggested that the
University of Reading (UoR) be contacted to see if they had any plans
for a crossing at this point.

ACTION –

- Cllr Masseron to make an initial contact with Nigel Frankland
(UoR) to see if a crossing was planned
- Cllr Masseron to discuss with the Clerk and WBC

- 23/PC/75.1 Clerk to request that Nigel Frankland, UoR, create a gap in the fence at the Arborfield Road end of the path where the new footpath runs through to Millworth Lane or ask him to put up a sign at the Millworth Lane end to inform users that there was no exit at the end of the path

The Clerk had contacted Nigel Frankland, UoR and subsequently followed up, however, there was no further information available.

ACTION – Item to be carried forward to the next meeting

- 23/PC/77.1 Clerk to add to the agenda for Full Council the Spencers Wood Solar Farm Community Fund draft deed

This had been done, but not discussed due to time issues. This will be added to the agenda of the Full Council meeting on 23rd August.

ACTION – Deputy Clerk to add to the agenda

- 23/PC/78.1 Clerk to promote the NBN website to local residents and schools to encourage them to record any findings

This will be published in the next newsletter

- 23/PC/79.1 Clerk to request that the Highways Department, WBC, continues to assess the impact on residents on the opposite side of the road to the yellow lines and ensure that enforcement is in place.

ACTION – To be carried forwards to the next meeting

- 23/PC/79.1 Clerk to seek rates from WBC for enforcement if the parish decided to pay for its own enforcement

To be done.

ACTION – Clerk to investigate the cost of enforcement

- 23/PC/79.2 Clerk to write to WBC regarding the potential enhanced traffic levels after the opening of Beke Avenue that crossed an extensively used footpath and request a meeting with Cllr Grimes and the Clerk

This was on the agenda

- 23/PC/79.2 Clerk to share the slides from the WBC meeting with members, once received

ACTION – Clerk to report to the next meeting

- 23/PC/79.3 Clerk to contact WBC and request for offset gates to be installed at the point where the path connects Skylark Way and Parker Close

ACTION – Clerk to report to the next meeting

23/PC/84 Schedule of Deposited Plans

84.1 None had been received

23/PC/85 Appeals

85.1 The Deputy Clerk advised that there had been one change to the previous report.

23/PC/86 Enforcement Notices

86.1 Closed Enforcement Notices

Members noted the contents of the report

86.2 Live Enforcement Notices

Members noted the contents of the report

23/PC/87 Highways, Street Lighting and Footpath Matters

87.1 Footpath matters

Cllr Masseron had circulated a detailed report and highlighted the following:-

- Shinfield Volunteers and Ramblers had been busy cutting back foliage making the paths more accessible.
- Footpath 35 - WBC do a surface cut in the spring and a side cut in the autumn which is not enough to keep the paths accessible.
- Footpath 30 and 32A are now clear as the landowner had harvested the crops that were blocking the path. Shinfield Volunteers will chase in December and March to try and stop this recurring next year.
- Footpath 18 - Fence was removed with the permission of the owner.
- Footpath 11 - the invoice from the UoR had been issued and paid.
- Footpath 22a – accessibility was bad. Land owner should be informed that the stile doesn't meet the required standards and they should consider remedial work. WBC to be asked to check safety issues and put up direction signs as it is not clear which direction the footpath goes at the end of Sussex Lane. Land owner needs to be contacted and informed that they would be liable if there was an accident.

- Ramblers have been appraised for the work they have done on Hollow Lane – Leyland Gardens

ACTION –

- Clerk to meet with Cllr Masseron and Shinfield Volunteers representative to discuss a way forward for footpath 22a with WBC and the land owner
- Clerk to request WBC install direction signage on footpath 22a

87.2 Presentation by the Council's volunteer liaison

The Council's Volunteer liaison representative gave a presentation, that had been previously circulated, regarding the following:-

- Walks leaflets – of the six original leaflets sponsored by Shinfield Parish Council (SPC), one had been updated and checked by a walker from the Ramblers. The text and artwork was ready to be printed. Leaflets 1 and 2 were held up due to building work.
- QR codes to be added to the leaflets.
- Large map displayed on boards around the Parish is now out of date due to the number of new developments, however, all the UoR footpaths are not yet completed and need to be added to the map. This should be ready by January / February 2024. SPC need to decide if this should be updated and reprinted.
- Volunteers have recruited three new members.
- Paths have required more attention due to unpredictable growth that potentially leads to path deterioration.
- Ramblers do a lot of the work and problem management reacting to circumstances once they arise.
- Reporting of any footpath issues and work completed should be published in the SPC Newsletter. SPC act as an intermediary only.

Members felt that the wording 'SANG' needed to be changed to either 'park' or 'meadow' or similar wording relevant to the area. UoR have been discussing changing the boards and this should be discussed with SPC and WBC.

ACTION –

- Deputy Clerk to liaise with the Volunteer liaison representation regarding printing of the leaflets
- Deputy Clerk to arrange for QR codes to be created so they can be added to the leaflets
- SPC Volunteer liaison representative to bring an updated 'parish' map to the committee once completed
- SPC to maintain a register of issues relating to footpaths

87.3 Ramblers proposal for footpath 18

The Council's Volunteer liaison representative set out a proposal from the Ramblers to complete Footpath 18. This would require the resurfacing of the last 100m. SPC Volunteers were prepared to project manage this and had obtain good rates from local contractors who were keen to help. Help would be needed with heavy lifting, laying weed control membrane, lay road plannings to 100mm depth. The Ramblers were willing to contribute to the costs. The estimated cost would be £1314 (including VAT) with the Ramblers contributing £250.

Members agreed that this project could be funded from the committee's budget and other future projects of this nature would be considered if a formal proposal was submitted. All contractors must have the relevant up to date insurances and submit invoices to SPC.

Proposed: Cllr Lias

Seconded: Cllr Tatla

Approved : Unanimously

23/PC/88

Correspondence

88.1 Finchampstead Parish Neighbourhood Plan

Members noted the Finchampstead Parish Neighbourhood Plan

88.2 Consultations on the submitted neighbourhood plans for Cold Ash and Hermitage (Regulation 16)

Members noted the neighbourhood plans for Cold Ash and Hermitage.

88.3 Facebook positing regarding Hall Farm

Members noted the posting but were unable to make any comments until the planning application had been submitted.

88.4 Moving Traffic Offences application

Members noted the WBC news release regarding 'moving traffic offences application approved by the Department for Transport'

ACTION – To bring this application to the attention of the Traffic Working Party when discussing the bus gate

88.5 Berkshire Local nature Recovery Strategy (LNRS)

Members noted the information regarding the LNRS

88.6 Natural History Museum – Thames Valley Science Park (TVSP)

The Natural History Museum are preparing a planning application for the construction of a new collection, digitisation and research centre on the TVSP. Public consultation will be held on Thursday 14th September from 3-8pm at the Gateway Building, TVSP.

The Natural History Museum would like to offer a private presentation of the proposals from their architects prior to the Planning and Highways Committee meeting on 13th September giving SPC the opportunity to review the proposals before the public exhibition the following day.

ACTION – Deputy Clerk to accept the invitation and invite them the meeting at 19:00 on 13th September

23/PC/89

Date of the next meeting

- 89.1 The date of the next meeting will be on Wednesday, 13th September 2023

The meeting ended at 20:58

List of Actions

23/PC/83.2 23/PC/71.2	Assessment of streetlamps to be carried forward to the next meeting	Clerk
23/PC/83.2 23/PC/71.2	Clerk to investigate the builder's rubble that had been deposited on the cycleway near the M4 to be carried forward to the next meeting	Clerk
23/PC/83.2 23/PC/74.1	Clerk to ask WBC to explain the 'Other' comment that appears on the list of Closed Enforcement Notices	Deputy Clerk
23/PC/83.2 23/PC/75.1	Cllr Masseron to make an initial contact with Nigel Frankland (UoR) to see if a crossing was planned on the Arborfield Road	Cllr Masseron
23/PC/83.2 23/PC/75.1	Cllr Masseron to discuss a potential crossing on the Arborfield Road with the Clerk and WBC	Cllr Masseron & Clerk
23/PC/83.2 23/PC/75.1	Clerk to follow up with Nigel Frankland, UoR regarding creating a gap in the fence at the Arborfield Road end of the new footpath that runs to Millworth Lane or to display a sign at the Millworth Lane end to inform users that there was no exit at the end of the path	Clerk
23/PC/83.2 23/PC/77.1	Deputy Clerk to add to the agenda of the Full Council meeting on 23 rd August the Spencers Wood Solar Farm Community Fund draft deed	Deputy Clerk
23/PC/83.2 23/PC/79.1	Clerk to request that the Highways Department, WBC, continues to assess the impact on residents on the opposite side of the road to the yellow lines and ensure that enforcement is in place	Clerk
23/PC/83.2 23/PPC/79.1	Clerk to investigate the cost of enforcement with WBC (as in the item above)	Clerk
23/PC/83.2 23/PC/79.2	Clerk to share slides from the WBC meeting with members once received	Clerk
23/PC/83.2 23/PC/79.3	Clerk to contact WBC and request for offset gates to be installed at the point where the path connects Skylark Way and Parker Close	Clerk
23/PC/87.1	Clerk to meet with Cllr Masseron and the Shinfield Volunteers Liaison Representative to discuss a way forward for footpath 22a with WBC and the land owner	Clerk
23/PC/87.1	Clerk to request WBC install direction signage on footpath 22a	Clerk
23/PC/87.2	Deputy Clerk to liaise with the Volunteer liaison representative regarding the printing of the walk leaflets	Deputy Clerk

23/PC/87.2	Deputy Clerk to arrange for QR codes to be created so they can be added to the leaflets	Deputy Clerk
23/PC/87.2	SPC Volunteer liaison representative to bring an updated 'parish' map to the committee once this had been completed	SPC Volunteer liaison representative
23/PC/87.2	SPC to maintain a register of issues relating to footpaths	Clerk
23/PC/88.4	Moving Traffic Offences application approved by the Department for Transport to be brought to the attention of the Traffic Working Party when discussing the bus gate	Clerk
23/PC/88.6	Deputy Clerk to accept the invitation on behalf of the Committee and invite the Natural History Museum – Thames Valley Science Park to the meeting of the committee on 13 th September	Deputy Clerk

Planning Inspectorate Appeals for RG2 & RG7 within Shinfield Parish as at :-

4th September 2023

Item 5.1

Case Reference	Site Address	Post Code	Case Type	Linked	PA	Status	Decision Date	Comments
APP/X0360/W/23/3320252	25 Newlands Close, Shinfield	RG2 9LG	Planning (W)		230315	2		SPC felt the original application for a new fence was too tall.
APP/X0360/C/23/3314060	Uplands, Basingstoke Road READING	RG7 1AP	Enforcement Notice	L2	222052	2		
APP/X0360/W/22/3309384	Uplands Basingstoke Road READING	RG7 1AP	Planning (W)	L2	222052	2		
APP/X0360/W/22/3296611	1 Westlands Avenue READING	RG2 8EB	Planning (W)		220104	3	10/08/2022	WBC refused PA. Developers Appeal to PI was dismissed
APP/X0360/W/21/3274461	12 Coningham Road READING	RG2 8QP	Planning (W)		202984	3	01/09/2021	WBC refused PA. Developers Appeal to PI was dismissed
APP/X0360/W/19/3228974	12 Cutbush Lane West READING	RG2 9AH	Planning (W)		190152	3	07/09/2021	WBC refused PA. Developers Appeal to PI was dismissed
APP/X0360/W/22/3303625	14 Coningham Road READING	RG2 8QP	Planning (W)		221225	3	02/02/2023	WBC refused PA. Developers Appeal to PI was dismissed
APP/X0360/D/17/3171035	15 Deardon Way READING Berkshire	RG2 9HE	Householder (HAS)		163279	3	23/05/2017	WBC refused PA. Developers Appeal to PI was dismissed
APP/X0360/D/18/3192970	2 Kendal Avenue READING	RG2 9AR	Householder (HAS)		173001	3	16/02/2018	WBC refused PA. Developers Appeal to PI was dismissed
APP/X0360/D/20/3247817	8 Pattinson Road READING	RG2 8QJ	Householder (HAS)		193231	3	02/07/2020	WBC refused PA. Developers Appeal to PI was dismissed
APP/X0360/W/17/3173465	Culverwood, Shinfield Road READING	RG2 9BE	Planning (W)		162495	3	05/09/2017	WBC refused PA. Developers Appeal to PI was dismissed
APP/X0360/W/17/3172028	Land adjacent to Grange Lodge Shinfield	RG2 9AL	Planning (W)		163561	3	19/07/2017	WBC refused PA. Developers Appeal to PI was dismissed
APP/X0360/W/22/3297923	Land Adjacent to lane End House Shinfield	RG2 9BB	Planning (W)		213681	3	20/12/2022	WBC refused PA. Developers Appeal to PI was dismissed
APP/X0360/W/21/3269790	Land at Croft Road Spencers Wood Shinfield	RG2 9EY	Planning (W)		203108	3	25/06/2021	WBC refused PA. Developers Appeal to PI was dismissed
APP/X0360/D/19/3222049	Leyland Gardens Reading Berkshire	RG2 9AN	Householder (HAS)		181780	3	01/08/2019	WBC refused PA. Developers Appeal to PI was dismissed
APP/X0360/W/21/3275086	Willow Tree House Brookers Hill READING	RG2 9BX	Planning (W)		203560	3	18/02/2022	WBC refused PA. Developers Appeal to PI was dismissed
APP/X0360/D/22/3303676	Istana, Lambs Lane READING	RG7 1JB	Householder (HAS)		201752	3	02/02/2023	WBC refused PA. Developers Appeal to PI was dismissed
APP/X0360/W/22/3298797	2 Grovelands Road READING	RG7 1DP	Planning (W)		214165	3	07/11/2022	WBC refused PA. Developers Appeal to PI was dismissed
APP/X0360/W/22/3290427	Land rear of 182 Hyde End Road Spencers Wood	RG7 1DG	Planning (W)		212507	3	23/02/2023	WBC refused PA. Developers Appeal to PI was dismissed
APP/X0360/W/21/3271017	David Hearn Motor Engineers Reading	RG7 1BA	Planning (W)		201557	3	03/09/2021	WBC refused PA. Developers Appeal to PI was dismissed
APP/X0360/W/21/32769974	30 Grazeley Road Reading	RG7 1BJ	Planning (W)		201629	3	31/08/2021	WBC refused PA. Developers Appeal to PI was dismissed
APP/X0360/W/20/3258638	Land at Carney's Yard, opposite Pulleyn Transport Yard READING	RG7 1HB	Planning (W)		200596	3	11/01/2021	WBC refused PA. Developers Appeal to PI was dismissed
APP/X0360/W/19/3240232	Land rear of Diana Close Spencers Wood Berkshire	RG7 1HP	Planning (W)		171004	3	01/02/2021	WBC refused PA. Developers Appeal to PI was dismissed
APP/X0360/W/19/3230479	Land adjacent to Eventide Three Mile Cross	RG7 1HD	Planning (W)		183198	3	07/10/2019	WBC refused PA. Developers Appeal to PI was dismissed

Case Reference	Site Address	Post Code	Case Type	Linked	PA	Status	Decision Date	Comments
APP/X0360/D/19/3221827	Derydene, Basingstoke Road READING	RG7 1AL	Householder (HAS)		181100	3	25/04/2019	WBC refused PA. Developers Appeal to PI was dismissed
APP/X0360/W/18/3211871	182 Hyde End Road READING	RG7 1DG	Planning (W)		181676	3	07/03/2019	WBC refused PA. Developers Appeal to PI was dismissed
APP/X0360/W/18/3204770	Shinfield Court, Church Lane Wokingham Berkshire	RG7 1HB	Planning (W)		171916	3	13/11/2018	WBC refused PA. Developers Appeal to PI was dismissed
APP/X0360/W/18/3199728	Land at Lambs Lane and Beech Hill Road Spencers Wood Berkshire	RG7 1JB	Planning (W)		172495	3	08/01/2019	WBC refused PA. Developers Appeal to PI was dismissed
APP/X0360/W/17/3186553	Mallards, Basingstoke Road READING	RG7 1AD	Planning (W)	L1		3	12/12/2018	WBC refused PA. Developers Appeal to PI was dismissed
APP/X0360/W/17/3183231	Etudielittawjus, Sussex Lane READING	RG7 1BY	Planning (W)		163635	3	05/03/2018	WBC refused PA. Developers Appeal to PI was dismissed
APP/X0360/W/17/3174092	Floyers Barn Wokingham	RG7 1DL	Planning (W)		162924	3	18/10/2017	WBC refused PA. Developers Appeal to PI was dismissed
APP/X0360/W/17/3172361	R/O 27-29 The Square Spencers Wood	RG7 1BS	Planning (W)		163287	3	19/07/2017	WBC refused PA. Developers Appeal to PI was dismissed
APP/X0360/W/17/3169533	Lambs Farm Business Park READING	RG7 1PQ	Planning (W)		162594	3	28/06/2017	WBC refused PA. Developers Appeal to PI was dismissed
APP/X0360/W/16/3161433	219a Hyde End Road SPENCERS WOOD	RG7 1BU	Planning (W)		160982	3	25/05/2017	WBC refused PA. Developers Appeal to PI was dismissed
APP/X0360/X/16/3152152	24 Fawn Drive READING	RG7 1WL	Lawful Development Certificate		160876	3	22/02/2017	WBC refused PA. Developers Appeal to PI was dismissed
APP/X0360/C/17/3186555	Mallards, Basingstoke Road READING	RG7 1AD	Enforcement Notice	L1	NA	3	12/12/2018	WBC issued enforcement notice. Developer appealed. Enforcement notice upheld
APP/X0360/W/22/3298882	Woodside & Wayside House Reading	RG2 9BE	Planning (W)		211578	3	07/02/2023	WBC refused PA. Developers Appeal to PI was dismissed
APP/X0360/W/22/3311543	Parkside House Lambs Lane READING	RG7 1JE	Planning (W)		222478	4	23/05/2023	WBC refused PA. Developers Appeal was upheld. Change of use of land to residential and erection of detached building to house domestic garaging and ancillary storage with first floor games room
APP/X0360/C/16/3153133	Paddocks Reading Berks	RG7 1NG	Enforcement Notice		161915	4	02/07/2018	WBC issued enforcement against change of use with planning permission. Appeal was allowed and enforcement notice quashed. Planning permission granted for 3 years
APP/X0360/W/19/3235895	Land south of Reading Road and Arborfield Road Shinfield Berkshire	RG2 9EA	Planning (W)		181631	4	06/01/2020	WBC refused PA. Developers Appeal was upheld. SANG was built
APP/X0360/W/19/3238203	Land to the south of Cutbush Lane Shinfield Berkshire	RG2 9AG	Planning (W)		181499	4	10/03/2020	WBC refused PA. Developers Appeal was upheld. 249 dwellings south of Cutbush Lane
APP/X0360/W/22/3303884	Parrot Farm Shingfield Wokingham	RG2 9EA	Planning (W)		213156	4	28/03/2023	WBC refused PA. Developers Appeal was upheld. Change of use permitted
APP/X0360/W/22/3304042	Land west of Kingfisher Grove Reading Berkshire	RG7 1LZ	Planning (W)		201002	4	31/01/2023	WBC refused PA. Developers Appeal was upheld. 49 homes at Kingfisher Grove
APP/X0360/W/19/3223579	Berkshire Caravans READING	RG7 1HB	Planning (W)		182831	4	18/06/2019	WBC refused PA. Developers Appeal was upheld. Change of use to caravan storage and sale was permitted
APP/X0360/D/18/3211332	Parkside House, Lambs Lane READING	RG7 1JE	Householder (HAS)		182015	4	30/01/2019	WBC refused PA. Developers Appeal was upheld. 2 storey side extension permitted
APP/X0360/W/18/3204133	Land at Parklands Spencers Wood Wokingham	RG7 1AS	Planning (W)		171737	4	28/02/2019	WBC refused PA. Developers Appeal was upheld. 55 dwellings at Parklands

Case Reference	Site Address	Post Code	Case Type	Linked	PA	Status	Decision Date	Comments
APP/X0360/W/18/3203707	Hartley Court Farm, Hartley Court Road READING	RG7 1NH	Planning (W)		162923	4	01/07/2019	WBC refused PA. Developers Appeal was upheld. Change of use agricultural building to office & storage permitted
APP/X0360/W/16/3159579	Mallards, Basingstoke Road READING	RG7 1AD	Planning (W)		161522	4	09/02/2017	WBC refused PA. Developers Appeal was upheld. Extended post office and retail with flat above permitted
APP/X0360/W/15/3097721	Land at Stanbury House Spencers Wood	RG7 1AJ	Planning (W)		O/2014/2101	4	18/09/2018	WBC Failed to give notice in time. Developers Appeal to Pl was allowed. 57 homes at Stanbury House
APP/X0360/W/21/3282034	12 Coningham Road READING	RG2 8QP	Planning (W)		NA	5	NA	Appeal was withdrawn
APP/X0360/W/19/3235522	22 Cutbush Lane West READING	RG2 9AH	Planning (W)		NA	5	NA	Appeal was withdrawn
APP/X0360/W/21/3267866	Land at and to the Rear of Willow Tree House READING Berkshire	RG2 9BX	Planning (W)		NA	5	NA	Appeal was withdrawn
APP/X0360/W/17/3191447	Land at the Manor Shinfield Berks	RG2 9BX	Planning (W)		NA	5	NA	Appeal was withdrawn
APP/X0360/W/18/3215339	Land at Lambs and Beech Hill Road Spencers Wood Berkshire	RG7 1JE	Planning (W)		NA	5	NA	Appeal was withdrawn
APP/X0360/W/18/3206531	Land at Lambs Farm, Back Lane SWALLOWFIELD	RG7 1PQ	Planning (W)		NA	5	NA	Appeal was withdrawn
APP/X0360/W/15/3129177	SHINFIELD LODGE THREE MILE CROSS	RG7 1HB	Planning (W)		NA	5	NA	Appeal was withdrawn

KEY
1 = New case not previously report
2 = Case in progress
3 = Complete - WBC original decision upheld
4 = Complete - WBC original decision overturned
5 = Complete - Appeal withdrawn
Lx = Linked cases
xxxx = Indicates changed since previous report

ITEM 61

Reference	Address	Case Detail	Closed Date	Closure Reason
RFS/2023/088141	36 Sela Drive, Shinfield, Wokingham, RG2 9YJ	conversion of garage to new dwelling	4 August 2023	Voluntary compliance
RFS/2023/088173	MereOak Park (Office), MereOak Lane, Grazeley, Reading, RG7 1NR	Ancillary offices being rented out.	3 August 2023	Voluntary compliance
RFS/2023/088227	Friars Oak, Shinfield Road, Shinfield, Reading, RG2 9BE	Fence adjacent to highway over 1m tall	3 August 2023	Application submitted
RFS/2023/088270	12 Star Rise, Spencers Wood, Wokingham, RG7 1YS	Unauthorised car sales business operating from premises	24 August 2023	No breach
RFS/2023/088452	32 Seymour Avenue, Shinfield, Wokingham, RG2 9DT	6ft fence erected at front of house	4 August 2023	No breach
RFS/2023/088009/03	Crossgates, Basingstoke Road, Three Mile Cross, Wokingham, RG7 1AS	PCN Served	1 August 2023	Other
RFS/2023/088548	Carneys Yard, Church lane, Three Mile Cross, RG71HB	Use of the land by OCU	17 August 2023	No breach
RFS/2023/088649	The Grove, Basingstoke Road, Spencers Wood, Wokingham, RG7 1AL	Historical Notice served 26.09.1997	29 August 2023	Historic Record

Wokingham Borough Council – Previous month’s closed Enforcement Cases for Shinfield Parish - September 23

For further information about a case, please contact planning.enforcement@wokingham.gov.uk, quoting the reference number

Reference	Address	Case Detail	Closed Date	Closure Reason
RFS/2023/088664	Gravelly Bridge Farm, Grazeley Green Road, Grazeley, Wokingham, RG7 1LG	Historical Notice served 19.05.2000	30 August 2023	Historic Record

Wokingham Borough Council – Previous month’s closed Enforcement Cases for Shinfield Parish - September 23

For further information about a case, please contact planning.enforcement@wokingham.gov.uk, quoting the reference number

Confidential: Information that needs to be handled with care to avoid loss, damage or inappropriate access. Information which incorrectly disseminated could cause some distress to a limited number of individuals.

ITEM 6.2

Reference	Address	Case Detail	Case Status
RFS/2022/087690	Land adjacent to, 181 Hyde End Road, Shinfield, Reading, RG2 9EU	u/a works to TPO tree	Legal and/or Court
RFS/2022/087811	Land West Of, Beech Hill Road, Spencers Wood, Reading, RG7 1HL	possible breach of landscape condition and s106 agreement	Investigation ongoing
RFS/2023/087929	2 Monarch Drive, Shinfield, Wokingham, RG2 9EW	Removal of roadside hedge new entrance and exit being created	Investigation ongoing
RFS/2023/087932	44 Falcon Avenue, Shinfield, Wokingham, RG2 8EL	Breach of condition re window	Awaiting compliance
RFS/2023/088009	Crossgates, Basingstoke Road, Three Mile Cross, Wokingham, RG7 1AS	Garden shed / annexe being used as living area & extension built no PP	Awaiting information
RFS/2023/088228	Land Adjacent To Grange Lodge, Cutbush Lane, Shinfield, RG2 9AL	Breach of 202868 conditions - Drainage, Landscaping, Approved Details	Awaiting compliance
RFS/2023/088312	Marlborough House, Basingstoke Road, Spencers Wood, RG7 1AE	BofC re landscaping	Investigation ongoing
RFS/2023/088327	253 Shinfield Road, Shinfield, Wokingham, RG2 8HF	loft conversion big roof extension right along all the roof	Awaiting application
RFS/2023/088345	7 Priors Gardens, Spencers Wood, Wokingham, RG7 1WS	Erection of fence more than 2m high without PP	New case

Wokingham Borough Council – Live Enforcement Cases for Shinfield Parish - September 23

For further information about a case, please contact planning.enforcement@wokingham.gov.uk quoting the reference number

Reference	Address	Case Detail	Case Status
RFS/2023/088348	Land Next To Lea Fields House, Great Lea, Three Mile Cross, RG7	U/A ground clearance without PP	Investigation ongoing
RFS/2023/088365	5 Jardine Meadows (Land adjacent), Spencers Wood, Wokingham, RG7 1YP	BofC12 of 181834	Investigation ongoing
RFS/2023/088430	253 Shinfield Road, Shinfield, Wokingham, RG2 8HF	Erection of outbuilding in the rear garden without PP with extension t	Awaiting application
RFS/2023/088431	253 Shinfield Road, Shinfield, Wokingham, RG2 8HF	Use of outbuilding in the rear garden approved as CLE/2009/2983 being	Awaiting information
RFS/2023/088445	9 Priors Gardens, Spencers Wood, Reading, RG7 1WS	u/a business operating from garden	Investigation ongoing
RFS/2023/088446	9 Priors Gardens, Spencers Wood, Reading, RG7 1WS	u/a signage/advert	Investigation ongoing
RFS/2023/088447	9 Priors Gardens, Spencers Wood, Reading, RG7 1WS	change of use of amenity land	Investigation ongoing
RFS/2023/088492	Land Rear Of Stanbury House, Basingstoke Road, Spencers Wood, RG7 1AJ	Mounds of earth being dumped on land raising floor level without PP	New case
RFS/2023/088527	Gravelly Bridge Farm, Gravelly Green Road, Grazeley, Reading, RG7 1LG	Works extended beyond boundary line	New case

Wokingham Borough Council – Live Enforcement Cases for Shinfield Parish - September 23

For further information about a case, please contact planning.enforcement@wokingham.gov.uk quoting the reference number

Reference	Address	Case Detail	Case Status
RFS/2023/088547	Gravelly Bridge Farm, Grazeley Green Road, Grazeley, Wokingham, RG7 1LG	Manor Mix Concrete site w/o pp	Investigation ongoing
RFS/2023/088551	Parrot Farm, Arborfield Road, Shinfield, Wokingham, RG2 9EA	access track and hardstanding	Awaiting information
RFS/2023/088553	33 St Barnabas Road, Shinfield, Wokingham, RG2 8EE	break down business being operated w/o pp	Investigation ongoing
RFS/2023/088554	20 Martyn Crescent, Shinfield, Wokingham, RG2 9WF	Large structure in rear garden close to fence possibly not PD	Investigation ongoing
RFS/2023/088597	Carneys Yard, Church lane, Three Mile Cross, RG71HB	Refusal of retrospective application 231437	Investigation ongoing
RFS/2023/088598	Carneys Yard, Church lane, Three Mile Cross, RG71HB	Storage of builders material in north (rear) field & west (side) field	Investigation ongoing
RFS/2023/088612	Jardine Meadows, Croft Road, Shinfield, RG7 1YP	Felling of trees with Tree Preservation Orders	New case
RFS/2023/088638	2 Jardine Meadows, Spencers Wood, Wokingham, RG7 1YP	Ecology enhancements and landscaping not to approved plan	Awaiting compliance
RFS/2023/088639	3 Jardine Meadows, Spencers Wood, Wokingham, RG7 1YP	Ecology enhancements and landscaping not to approved plan	Awaiting compliance

Wokingham Borough Council – Live Enforcement Cases for Shinfield Parish - September 23

For further information about a case, please contact planning.enforcement@wokingham.gov.uk quoting the reference number

Reference	Address	Case Detail	Case Status
RFS/2023/088640	4 Jardine Meadows, Spencers Wood, Wokingham, RG7 1YP	Ecology enhancements and landscaping not to approved plan	Awaiting compliance
RFS/2023/088668	8 Etudielttawjus, Sussex Lane, Spencers Wood, Reading, RG7 1BY	Front wall not in accordance with approved plans	New case

Wokingham Borough Council – Live Enforcement Cases for Shinfield Parish - September 23

For further information about a case, please contact planning.enforcement@wokingham.gov.uk quoting the reference number

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Footpath Report
Shinfield Parish Council – P & H committee 13/09/2023

FP20 – Update

Basingstoke Rd end – This upgrade will not be happening prior to the wider pedestrian improvement as hoped. The wider scheme has now been designed and is going out for tender with hopes for completion before April 2024.

Signs – Phase 2 of the directional signs along this footpath have been completed.

FP4 (Cutbush Lane East to Hall Farm) – New Cycleway

Work on the new cycleway contracted by Shinfield Studios as part of their agreement with UoR has started. The new cycle way adjacent to FP4 will include a link to FP3. Ian and I met with and spoke to the site manager who agreed to save the kissing gate at FP3 and move it wherever it was needed, possibly to the top of FP4. While they are aiming to keep FP4 open during the works, a 2 week closure is anticipated to finish it off.



FP7 – Update

The Heras fencing has been removed from most of this path, but the path still needs to be surfaced. The Ramblers removed all the foliage that was blocking the path. NB; It is important that the correct line of this path is used in order to preserve it.

Unfortunately the developer did not understand the last bit of this path that joins Arborfield Rd (A327) at Parrott Farm was supposed to come out directly opposite the path on Langley Mead.

No reply had been received from UoR regarding any plans for a crossing at this point.



FP16 - Update

The sign and notice board have now been moved, great job and massive improvement done in time for the new school year.



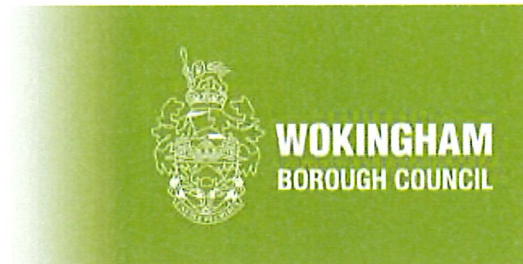
FP 28 - The Ramblers were also busy on FP28 removing overgrown foliage – huge improvement!



FP17 – update

Now the unnecessary fence on FP17 has been removed the Ramblers have cleared the residual overgrowth, and spoken with the contractors who have agreed to include this last bit of Deardon Field in their regular mowing.





Planning Policy

Welcome to your planning policy update



Consultation on our draft Statement of Community Involvement

We want to provide everyone with the opportunity to be involved in all aspects and stages of the planning process in Wokingham Borough. We're now asking for your views on a document that will help us achieve that.

Our [draft Statement of Community Involvement](#) sets out how you can have a say in a wide range of planning matters.

This draft statement is broadly similar to our [existing Statement of Community Involvement](#), continuing our commitment to engagement. In addition to bringing references up to date, the statement proposes to extend our existing consultation arrangements for major applications - extending this from the 21 day period set out in planning regulations, to 28 days.

Find out more about what is involved and take a look at the document on our [consultation website](#).

Send us your feedback:

- by email to policyandplans@wokingham.gov.uk
- by post to Growth and Delivery Team, Wokingham Borough Council, Civic Offices, Shute End, Wokingham, RG40 1WR

Please ensure you include your full name with your response, as anonymous comments cannot be accepted and will not be considered.

The consultation is open from Monday 4 September to 5pm on Monday 16 October 2023.

To stay up to date with consultations and planning policy news please [sign up to our newsletter](#).

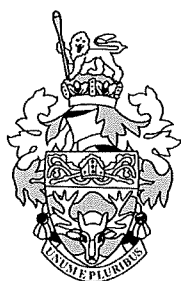
Helpful contacts...

- [Planning policy page](#)
 - [Local Plan Update page](#)
 - [Planning policy team](#)
-

Stay Connected with Wokingham Borough Council

Statement of Community Involvement

Consultation draft – August 2023



WOKINGHAM
BOROUGH COUNCIL

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1. [Introduction](#)

[What is a Statement of Community Involvement?](#)

- 1.1 The Statement of Community Involvement (SCI) is a document that sets out how we ensure effective community involvement at all stages in the land use planning process. It sets out how anyone who lives, works, visits or carries out business in the borough can be involved in the preparation of planning policy documents and in the consideration of planning applications.
- 1.2 The SCI explains when, how, and for what reasons you will be able to be involved. This includes how you can be involved in local plans, neighbourhood development plans, supplementary planning guidance, planning applications, and planning enforcement.

[Why is the Statement of Community Involvement relevant?](#)

- 1.3 We recognise that land use planning can affect everyone's daily lives, as the decisions we make shape the place we live and work in, visit or pass through. As a result, we want to involve communities at all stages of the planning process.
- 1.4 There are many benefits of involving communities in planning matters, these include:
 - A greater focus on local needs and priorities.
 - Decisions being informed by local knowledge.
 - Increased community understanding of how planning policies are developed and how they are linked to other council documents.
 - Increased community understanding of how decisions on planning applications are made.
 - Creates a sense of ownership of key planning policy documents.
 - Removes barriers (physical, language or social) and gives communities access to information and opportunities to voice their needs and opinions.
 - Creates accountability by generating a wider interest in monitoring outcomes.
- 1.5 We want everyone to feel empowered to get involved with the planning process should they wish.
- 1.6 We aim to make consultation and involvement in the planning process transparent, accessible, collaborative, inclusive and consistent. We will do this through the methods set out in this SCI.
- 1.7 In the sections that follow, we set out what the law says we must do and a range of other options that we will most likely choose to do to enhance our engagement. For these other options which go beyond the lawful requirements, we use the word 'may' do. We may well do a lot, or all, of these optional 'mays' but there will be occasions when it will not be practicable or appropriate to do all of them.

2. [Principles of Community Involvement](#)

- 2.1 The land use planning process is more effective when the people that might be affected by change are an integral part of the engagement process. Greater involvement can help shape planning solutions that maximise the positive outcomes and minimise any negatives.
- 2.2 We will not pretend that planning decisions are free of difficult choices. Decisions need to be made within legal requirements, have regard to national planning policy and guidance, and consider technical evidence. In most cases, the planning judgement and decision will balance both positive and negative effects. There will also be differences of opinion. However, through positive engagement we hope interested parties become engaged in our work so that the quality of decisions is improved by taking account of local knowledge and opinion, and that the outcomes are understood.

[Our principles for involving communities](#)

- 2.3 As a minimum, we will comply with any legislation that is currently in force or comes into force in the future. This includes any national legislation in an emergency, such as the coronavirus pandemic.
- 2.4 We will tailor our approach where needed for specific issues, audiences and the scale of proposals, so that it is fit for purpose for the subject being consulted on, making it easier for people to take part. For example, where proposals have a local or limited impact, then we will seek to more closely involve those most affected. When we are planning for a large area, or considering choices which might affect much of the borough, then we will engage widely.
- 2.5 Our main principles of involving the various communities in the planning process are set out below:
- Encouraging our communities to contribute by providing opportunities to put their ideas forward where there is scope to influence our decisions.
 - We will be transparent and clear about the planning process, what is being proposed and the scope to influence.
 - We will use a variety of methods to make it easier for people to take part in the planning process, with the method used being appropriate to the subject being consulted upon.
 - We will design engagement exercises to be accessible.
 - We will encourage better inclusion of everyone affected by a planning matter, making the effort to include “disengaged” groups such as young people, ethnic minorities, disabled people, and the travelling community.
 - We will make information available that is appropriate and understandable, raise awareness of planning matters and ensure people are kept up to date. All data stored and published will be compliant with our data protection policy.
 - We will analyse carefully and, where appropriate, provide clear feedback for participants after an engagement exercise. This may include changes we have made as a result of comments.
 - We will protect residents by redacting sensitive information before it is made public, such as personal addresses, phone numbers, email addresses, and dates of birth.
 - We will encourage appropriate representations (comments), by only accepting comments that are relevant to the subject being consulted on. No profanities, or statements considered derogatory or offensive to persons sharing a protected characteristic (such as disability, race, religion and others) will be accepted. If your representation is rejected for such reasons, you will be notified of the reason for this once it has been processed.

Engagement by landowners and developers

- 2.6 We look for our commitment to engagement to be matched by landowners and developers who are considering bringing forward proposals.
- 2.7 Landowners and developers should engage early so that the views of residents and other stakeholders can be taken into account when deciding whether to proceed with a proposal, and if that is the decision, in the detail of the proposal itself. The purpose of the engagement should be made clear and highlight that this is prior to any planning application being submitted to the council.

Digital and online technology

- 2.8 Greater use of digital-technology is likely to continue to play an important role in the planning process in the future. Online events can allow us to provide information easier and in a way which can be less intimidating, as people do not have to travel or make their voice heard in a crowd. It can also lead to greater engagement from young people who typically don't get involved with planning matters.
- 2.9 We recognise there are potential disadvantages with relying entirely on digital-technology. These include excluding those who do not have access to it, and that it relies on people visiting websites and clicking links, which they will do only if they already have an interest.

Equalities

- 2.10 As required by law, the SCI has been drafted to have regard to the need to eliminate unlawful discrimination, harassment and victimisation and to advance equality of opportunity and foster good relations between different groups.

3. [Planning for the future of Wokingham Borough](#)

3.1 In this section we give more detail about the main types of policy plans and documents we produce.

[Documents we produce](#)

a) Statement of Community Involvement (SCI)

3.2 The preparation of a SCI is itself subject to consultation. Consultation requirements set out in an SCI will need to be followed when preparing policy documents and when consulting in planning applications.

b) Local Development Scheme

3.3 The Local Development Scheme (LDS) sets out our work programme for preparing the local plans we aim to prepare over the next three years or so. Local plans form part of the 'development plan' for the borough which is the starting point for determining planning applications.

3.4 The LDS explains:

- What local plans we will work on.
- What will be in the plans and where they will apply.
- How long it will take us to prepare the plans.
- What kind of plans they are.

3.5 An LDS does not include details of other plans and policy documents such as neighbourhood development plans, supplementary planning documents and other guidance documents, or the Community Infrastructure Levy charging schedule.

c) Local Plans

3.6 Local plans describe the places where development is intended, and where it needs to be carefully controlled. Policies within local plans should set out how development is to be managed over a minimum period of 15 years from adoption.

3.7 Local plans must include both 'strategic policies' to address the development and land use priorities, and non-strategic policies which will include things like sustainable design and construction. Local plans will allocate land to help deliver strategic requirements, including land for housing and employment.

3.8 Local plans are a key consideration when determining planning applications with decisions expected to be in accordance with local plans, and made neighbourhood development plans, unless other material planning considerations indicate otherwise. Other material planning considerations are matters that should be considered in making a planning decision.

d) Sustainability Appraisal

3.9 A sustainability appraisal is a process through which the effects of a local plan on economic, social and environmental objectives are considered. A sustainability appraisal also incorporates a further

assessment process known as 'Strategic Environmental Assessment' which focuses on environmental impacts. Sustainability appraisals are iterative, with the appraisal updated alongside each consultation stage of a local plan.

e) Supplementary Planning Documents

- 3.10 Supplementary Planning Documents (SPDs) set out more detailed guidance to further explain the policies and proposals in local plans. SPDs cannot change policies contained within local plans but can give detail on how those policies are implemented. SPDs are a material consideration when assessing a planning application.

f) Non-statutory guidance

- 3.11 The council may prepare other development briefs and guidance which are not formal SPDs, and we may also carry out consultation on these documents. Like SPDs, non-statutory guidance cannot change policies contained within local plans but can give detail on how those policies are implemented. Such documents and policies are also a material consideration when assessing a planning application.

g) Community Infrastructure Levy

- 3.12 The Community Infrastructure Levy (CIL) is a charge per square metre which can be levied by local authorities on new development to help deliver the infrastructure needed to support growth. CIL only applies in areas where a local authority has consulted on, and adopted, a charging schedule which sets out its levy rates. We adopted the current CIL charging schedule in 2015. These rates continue to apply, adjusted for inflation.

4. [Engagement process for local plans](#)

- 4.1 In this section we give more detail about how we will engage in the preparation of local plans.
- 4.2 Local plans are prepared in accordance with a regulatory process. The process includes consultation with the community and stakeholders. Following its preparation, a local plan is subject to examination by an independent Planning Inspector.
- 4.3 The process of preparing a local plan involves five broad stages:
1. Plan preparation.
 2. Proposed Submission Plan publication and submission for examination.
 3. Plan examination.
 4. Publication of recommendations – Inspector’s report stage.
 5. Plan adoption.
- 4.4 Once a local plan is adopted, it becomes part of the development plan alongside other local plans and made neighbourhood development plans. Together these are the starting point for deciding planning applications.

[How we will involve people in the preparation of local plans](#)

- 4.4 We are required by law to engage on the preparation of a local plan. This includes engaging with a range of specific consultees some of which are listed below.
- National statutory bodies and agencies (e.g., Environment Agency, National Highways, Natural England, Historic England, etc.).
 - Other local authorities (as appropriate).
 - Parish and town councils.
 - Service providers of all kinds, including the emergency services, utility companies and health providers.
 - National organisations such as The National Trust.
 - Local organisations and societies such as civic amenity groups.
 - Businesses and economic groups including the Local Enterprise Partnerships.
 - Environmental stakeholders, e.g., wildlife trusts.
 - Groups who are less likely to be heard (disengaged groups), and groups with a specific role in equalities.
 - Individuals (who have asked to be notified).
 - House builders / agents / landowners / housing associations.
 - Schools and youth groups.

[Plan preparation](#)

- 4.5 The plan preparation stage typically includes evidence gathering on key issues, the development of options and a sequence of engagement exercises. Engagement may include both informal methods as well as formal methods such as consulting on a draft local plan.

- 4.6 We will:
- Write to consultees to say we intend to produce a local plan and invite them to say what issues they think the plan should cover.
 - Advertise our intention to produce a local plan, including a notification on our website, so that the public and organisations may register their interest.
 - Consult on draft policies. We may do this in stages, for example, consulting on strategic policies and potential site allocations separately from non-strategic development management policies.
 - Hold engagement events to support consultations in person and/or online.
 - Engage with town and parish councils and other stakeholders, for example, through meetings, workshops and forums.
 - Issue information through press releases, e-newsletters, and social media.

- 4.7 We may:
- Prepare summaries of technical reports.
 - Create online surveys.
 - Produce further publicity such as posters, leaflets or postcards.

- 4.8 After consultations we will consider the representations received and set out the main issues raised in a report of the consultation.

Proposed Submission Plan publication and submission for examination

- 4.9 At this stage, we will publish the Proposed Submission Plan and invite representations on its legal compliance and soundness as defined in the National Planning Policy Framework. We will pass all representations to the Planning Inspectorate who will arrange for their consideration by an Inspector through an examination process.

- 4.10 We will:
- Publish notification on our website of the Proposed Submission Plan (the version that we consider ready for examination) is being consulted on and invite comments for a minimum of six weeks (excluding bank holidays).
 - Get in touch directly with consultees to let them know of the publication of the Proposed Submission Plan.
 - Clearly set out how people and organisations can make valid representations (comments).
 - Prepare a consultation statement which sets out how we have taken account of comments received during the plan preparation stage in preparing the Proposed Submission Plan.
 - Make all statutory publication documents available, including the consultation statement either electronically and/or in paper form, for inspection at the council office.
 - Issue a press release to inform people that the consultation is taking place.
 - Use our e-newsletters and social media to inform people that the consultation is taking place.

- 4.11 We may:
- Make paper copies of the Proposed Submission Plan available at main libraries.
 - Produce further publicity such as posters, leaflets or postcards.
 - Publish a press notice in a local newspaper.
 - Undertake briefings with town and parish councils and other stakeholders either online or in person.

Plan examination stage

- 4.12 The examination stage is run by the appointed Inspector, supported by an independent Programme Officer. The Inspector will consider all representations and evidence, then identifies areas they wish to investigate further. They will set specific questions and a programme to do this, typically involving hearing sessions.
- 4.13 We will:
- Get in touch directly with all those who made representations at the Proposed Submission Plan publication stage to give details of the date, time and place of the hearings, and the name of the person appointed to hold the examination.
 - At least six weeks before the first hearing, give details on our website and at the council office of the date, time and place of the hearings and the name of the person appointed to hold the examination.
 - Make examination documents available on our website.
- 4.14 We may:
- Use press release and our e-newsletter to inform people.
 - Use digital platforms to allow online viewing of hearing sessions.

Publication of recommendations – Inspector’s report stage

- 4.15 Based on their examination, the appointed Inspector will form a view on whether the local plan is legally compliant and is sound. Where necessary to make the local plan sound, the Inspector will recommend amendments to proposed policies and supporting text. This will be recorded through a formal report.
- 4.16 We will:
- Make the Inspector’s report available for inspection at the council office and on our website.
 - Notify all those who requested to be informed of the Inspector’s report.
 - Issue a press release and e-newsletter to inform people.
- 4.17 We may:
- Make paper copies of the Inspector’s report available at main libraries.
 - Use social media to inform people.

Plan adoption stage

- 4.18 Adoption is when the council confirms that the local plan has statutory status and full weight can be given to it in the determination of planning applications and appeals.
- 4.19 We will:
- Make available the local plan, adoption statement, the sustainability appraisal and habitat regulation assessment reports at the council office and on our website.
 - Send a copy of the adoption statement directly to those who asked to be notified.
 - Issue a press release and e-newsletter to inform people.

- 4.20 We may:
- Make paper copies of the local plan available at main libraries.
 - Use social media to inform people.

5. [Engagement process for supplementary planning documents](#)

- 5.1 In this section we give more detail about how we will engage in the preparation of Supplementary Planning Documents (SPD).
- 5.2 There are three types of SPD that might be prepared:
1. Site or area specific guidance (e.g. development briefs).
 2. Design guidance.
 3. Topic based policy guidance (e.g. affordable housing).
- 5.3 The process of preparing SPDs is simpler than that of local plans because they are not subject to examination. The process involves three broad stages:
1. Early engagement and preparation of a draft SPD.
 2. Consultation on the draft SPD.
 3. Adoption.
- 5.4 As with local plans, the law governs how SPDs are prepared, including minimum requirements for engagement.

[Early engagement and preparation of a draft SPD](#)

- 5.5 We will:
- Identify specific groups and individuals who are likely to have an interest in what the SPD will say.
 - Undertake a targeted engagement process with those groups and individuals to explore issues and options.
 - Produce a draft statement of consultation setting out who we have engaged with in preparing the draft SPD, the issues raised and how we have addressed those issues.
- 5.6 We may:
- Invite views from the public through surveys or by notifications on our website inviting comments or through social media channels.

[Consultation on the draft of the SPD](#)

- 5.7 We will:
- Publish the draft SPD for consultation on our website for a minimum of four weeks (excluding bank holidays), together with the required supporting documentation and make paper copies available to view at the council offices.
 - Issue a press release and e-newsletter telling people about the consultation.
- 5.8 We may:
- Make paper copies of the draft consultation SPD and supporting documentation available at main libraries, as appropriate.
 - Produce further publicity such as posters, leaflets or postcards.
 - Hold exhibitions, workshops or forums, face-to-face or online.
 - Use social media to inform people that the consultation is taking place.

- 5.9 After the consultation we will:
- Consider the representations received.
 - Update the statement of consultation document, setting out the main issues raised and how we have addressed those.
 - Amend the SPD, where we consider that it is appropriate to do so, to reflect the point raised in the representation.

SPD adoption

- 5.10 We will:
- Publish the adopted SPD, the amended consultation statement and adoption statement by making them available to view at the council offices, and on our website.
 - Send a copy of the adoption statement directly to those who asked to be notified.
- 5.11 We may:
- Make paper copies of the adopted document available at other council offices and appropriate libraries.
 - Issue a press release and e-newsletter to inform people.
 - Use social media to inform people.

Non-statutory guidance

- 5.12 Engagement relating to the preparation of non-statutory guidance will follow that set out for SPDs as set out above, where appropriate.

6. [Engagement process for neighbourhood development plans](#)

- 6.1 Neighbourhood development plans (also known as neighbourhood plans) gives communities the ability to further shape their local area by setting out planning policies to help guide decisions on planning applications. Neighbourhood plans must be in general conformity with the strategic policies within local plans and cannot promote less development.
- 6.2 Once a neighbourhood development plan is 'made' (adopted), it becomes part of the development plan alongside local plans and other made neighbourhood development plans, which together are the starting point for deciding planning applications.

[If you want to make a neighbourhood development plan](#)

- 6.3 There are formal stages required by law when developing a neighbourhood development plan, these stages are:
1. Designating the neighbourhood area.
 2. First draft of the neighbourhood plan (Pre-Submission version).
 3. Final draft of the neighbourhood plan (Submission version).
 4. Examination.
 5. Referendum.
 6. Making (adoption).
- 6.4 More information on how to prepare a neighbourhood development plan can be found in the [Locality neighbourhood Plan toolkit and guidance](#).

[Our legal duties to groups making a neighbourhood development plan](#)

- 6.5 We are required by law to offer help and advice to groups producing neighbourhood development plans. This includes:
- Advice on what is involved in making a neighbourhood development plan and potential scope, and share learning and best practice.
 - Advice to support policy development, including the sharing of data and technical reports, creating maps (excluding printing costs), and attending appropriate meetings.
 - Advice on methods of public consultation and engagement.
 - Advice on how to publicise the proposed plan to the community, how to consult and publicise.
 - Make venues available for public engagement (costs apply).
 - Advice on the availability of grant funding for neighbourhood planning groups.
- 6.6 This is in addition to our commitments during the individual plan stages.

[Designating the neighbourhood area](#)

- 6.7 We will:
- Where an application for area designation differs from the parish or town council boundary, consult on the application for neighbourhood area designation for a minimum of 6 weeks (excluding bank holidays) publicise the application on our website.
 - Provide a paper copy of the application at the council's office for inspection.

- 6.8 We may:
- Issue a press release and e-newsletter to inform people that the consultation is taking place.
 - Use social media to inform people that the consultation is taking place.
 - Provide a paper copy of the application at main library nearest to the proposed neighbourhood area.
 - In discussion with the neighbourhood body, amend the boundary of the neighbourhood area if it is inappropriate (for example, if it includes parts of other parishes that have not consented to their inclusion).

Initial draft(s) of the neighbourhood development plan (Pre-submission version)

- 6.9 We will:
- Support the preparation of a Strategic Environmental Assessment (SEA) and Habitat Regulations Assessment screening reports of the emerging neighbourhood development plan.
 - Assist the parish or town council with undertaking a SEA and Habitat Regulations Reports where found necessary.
 - Advise on the consultation process and who to consult.
 - Comment on the draft neighbourhood development plan.

- 6.10 We may:
- Publicise the consultation on our website.
 - Issue a press release and e-newsletter to inform people that the consultation is taking place.
 - Provide a paper copy of the Pre-Submission Plan at the council office for inspection.

Final draft of the neighbourhood development plan (Publication version)

- 6.11 We will:
- Consult on the Publication version (the Submission Plan) for a minimum of 6 weeks (excluding bank holidays).
 - Publish the plan on our website.
 - Provide a hard copy of the plan and supporting documents at the council office for inspection.
 - Collate all responses and prepare them for submission to the examiner.

- 6.12 We may:
- Issue a press release and e-newsletter to inform people that the consultation is taking place.
 - Use social media to inform people that the consultation is taking place.
 - Summarise the comments received for the examiner.

Examination

- 6.13 We will:
- Liaise with the neighbourhood planning group to appoint an examiner.
 - Publish details of the examination on our website.
 - Pass any representations made at the Publication stage to the examiner.
 - Manage and fund the process of the examination.

- Act as a key contact for the examiner.
- Answer any questions raised by the examiner.
- Publicise the examiner's report on our website.

6.14 We may:

- Notify consultees.
- Provide the examiner with a summary of the main issues raised in the representations.

6.15 There may be instances where we disagree with the appointed examiner's findings. If this is the case, clear reasons would need to be given for rejecting the examiner's recommendations, and we would discuss any modifications with the neighbourhood planning body. Additional consultation would also need to take place.

Referendum

6.16 We will:

- Arrange and fund the referendum.
- Publish information about the neighbourhood development plan.
- Give notice that a referendum is taking place.
- Publish the results of the referendum.

Making (adoption)

6.17 We will:

- 'Make' (i.e. adopt) the plan, subject to the outcome of the referendum.
- Publish the decision to 'make' a neighbourhood development plan on our website.
- Notify all individual and organisations who asked to be notified.

6.18 We may:

- Issue a press release and e-newsletter to inform people that the neighbourhood development plan has been made (adopted).

7. [Engagement process for planning applications](#)

- 7.1 We are responsible for determining planning applications. This includes applications such as those for:
- Changes to your home.
 - New houses and businesses.
 - Changing a building from one use to another.
 - New schools, roads, pathways and infrastructure.
 - New sites for minerals and waste developments.
- 7.2 We are not responsible for Nationally Significant Infrastructure Projects (NSIPs), such as changes to the motorway.
- 7.3 Not all types of development require applications to the council, being permitted automatically under national legislation. This includes some types of house extensions and changes in the use of land or buildings. These are generally referred to as 'permitted development'.
- 7.4 In addition, some types of development only require our approval on limited aspects of a proposal, such as design and external appearance, transport impacts and flooding information. These are generally referred to as 'prior approval' development.

[How we make decisions on planning applications](#)

a) What we must consider

- 7.5 Decisions on planning applications must be made in line with the development plan (adopted local plans and made neighbourhood plans), unless there are 'material considerations' that indicate otherwise.
- 7.6 A material consideration is a matter that should be taken into account when deciding a planning application. Material considerations can include, but are not limited to:
- Overlooking / loss of privacy.
 - Loss of light or overshadowing.
 - Parking.
 - Highway safety.
 - Traffic.
 - Noise.
 - Layout and density of building.
 - Design, appearance and materials.
 - Access arrangements.
 - Effects on listed buildings or conservation areas.
 - Effect on trees and hedgerows.
 - Government policies, e.g. those set out in the National Planning Policy Framework.
 - Previous planning decisions.
 - Human rights (including best interests of children).
- 7.7 Anything relevant to making the decision can be a material planning consideration, however in general it relates to matters in the public interest rather than private matters (e.g. the value of an adjoining property or the loss of a view are not material planning considerations).

b) How long we have to decide

- 7.8 The time periods for determination are set out in law. The time limit is usually:
- 8 weeks for most planning applications.
 - 13 weeks for 'major' (larger) developments.
 - 16 weeks for applications that need an Environmental Impact Assessment.
- 7.9 If more time is needed to determine an application, an 'extension of time' can be privately agreed between our case officer appointed to determine the application and the applicant.
- 7.10 If we fail to determine the application in time, the applicant can appeal to the Secretary of State against 'non-determination'.

c) How and when we will involve you in the planning application process

- 7.11 To assist people considering developing land or buildings, we offer a paid for discretionary planning advice service, to help people understand whether a proposal is likely to be acceptable, and what information they need to provide should they proceed to submit an application. We encourage site promoters to be open about their proposals and to engage with the local community.

Before the application is submitted

- 7.12 A person proposing to make an application for development is required by law¹ to bring it to the attention of those who live or occupy premises in the vicinity of the site. In addition, we encourage positive engagement with local people to help prepare and refine their proposal. For household extensions this may simply mean speaking to neighbours. For larger proposals, engagement should involve the wider area.
- 7.13 We encourage anyone proposing development to actively engage the community when preparing their proposals as set out in Table 1 below. The suggested method vary depending on the scale and type of proposal, with larger proposals expected to use method that would engage with more people.

Table 1: Indicative methods of engagement for proposed planning applications by applicants

Method of engagement	Householder applications	Minor applications	Major applications	Large scale major applications	Other applications
Letters, emails and postcards	✓	✓	✓	✓	✓
One to one meetings*	✓				
Website			✓	✓	

¹ Localism Act 2011, Regulation 122.

Advert in local press				✓	
Public meetings / forums			✓	✓	
Public exhibitions			✓	✓	
Social media			✓	✓	
Workshops				✓	
Leaflets			✓	✓	

*People considering the extension of their home are encouraged to meet with their neighbours to discuss their ideas.

7.14 In all instances, the comments and concerns raised through engagement should be considered, and if necessary, changes made to the proposed development before an application is submitted. Information on how engagement has been undertaken, the issues raised and how these have been responded to should be submitted as part of the application.

7.15 We will:

- Encourage applicants to consult the community where relevant.

7.16 We may:

- Liaise with town and parish councils, where relevant.

Once the application is submitted

7.17 Details of all submitted planning applications can be viewed on our website by entering the site, address, the reference number or by via an interactive map.

7.18 The law requires that we consult for a 21 day period (unless a longer period applies) before a decision can be made. Whilst we feel this appropriately balances the need to consult with the time period for determining applications set nationally for many types of application, for major applications we will consult for an extended 28 day period. Major applications are those proposing 10 or more dwellings, or 1,000 square metres of non-residential floorspace.

7.19 We will:

- Make planning applications and the supporting documentation available to view on our website.
- Consult upon applications as set out in law (excluding bank holidays), or in the case of major applications extend this to a 28 day period (excluding bank holidays).
- Notify town or parish councils of relevant planning applications in their area, inviting comments.
- Where required by law, we will either:
 - display a planning notice on or near the application site; or

- post letters to neighbours adjoining the application site.
- Where a site notice is not required by law, we will send a notice to the applicant and ask them to place this on display voluntarily.

7.20 We may:

- Publish a press notice.
- Consult with other organisations such as the Environment Agency, Natural England etc. where applicable.
- Publicise a weekly list of planning applications via public channels.

During the determination process

7.21 We will:

- Publish relevant documents on our website, including comments received in response to the application.
- Consider the issues raised response to the application.
- If the application is considered at Planning Committee, provide applicants, town and parish council representatives, and those who have commented on a planning application, an opportunity to register to speak at Planning Committee.

7.22 Due to the volume of representations received it is simply not possible to acknowledge or enter correspondence regarding all the representations submitted. You can however be assured that all relevant matters raised are fully considered.

7.23 Representations from local people are very important in highlighting material planning considerations. Then ultimately applications are determined in accordance with current legislation, development plan policy and all the material considerations identified.

7.24 The consideration of each application is led by a case officer. Their role will be to assess the application against development plan policy and other material considerations. They will read all representations and summarise the key points raised when preparing their report which will consider and explain whether the application should be permitted or refused.

7.25 Some applications will be determined by the Planning Committee, rather than officers. The Planning Committee is made up of elected councillors. For these applications, the case officer provides their report for the Planning Committee who decide whether the application is permitted or refused.

7.26 Where an application is to be considered by the Planning Committee, anybody that has submitted a representation will be notified of proceedings. Planning Committee meetings are open to the public.

After we have made a decision

7.27 We will:

- Publish the decision notice and officer report on our website.
- Inform the agent (or in the absence of an agent the applicant) of the decision, usually by email.
- Publish any relevant appeal documents on our website.

If the planning decision has been appealed

- 7.28 If the applicant does not agree with our decision, they have the right to appeal to the Planning Inspectorate. In these we will write to everyone who has been consulted or has submitted representations on the planning application, letting them know about the appeal. Further representations are sent at this stage directly to the Planning Inspectorate for consideration.

8. [Dealing with unauthorised development](#)

- 8.1 Sometimes, development goes ahead without planning permission or without meeting all the specified planning conditions. This is known as 'unauthorised development'. When this happens, our planning enforcement team will investigate and, where appropriate, expedient and in the public interest, take formal enforcement action. Planning Enforcement action is discretionary.

[How we make decisions on unauthorised development](#)

- 8.2 We will undertake our enforcement duties as set out in our Local Planning Enforcement Plan.
- 8.3 You can view more information on the planning enforcement process and the types of actions available with unauthorised development on GOV.UK's website.

[How and when we will involve you in enforcement matters](#)

- 8.4 If you suspect a breach of planning control, you can report concerns via our website.
- 8.5 An overview of the service and what you can expect from this process is set out in our Local Planning Enforcement Plan.