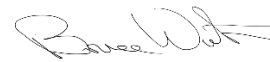


To all members of Planning & Highways Committee

Notice is hereby given and you are summoned to attend a meeting of the Planning and Highways Committee on Thursday 9th March 2023, at the School Green Centre, RG2 9EH, commencing **19.00**



Bruce Winton
3rd March 2023

Members: Cllrs. N. Boyer, P. Emmet, A. Grimes, P. Jahromi, L. James, M Jones, D. Lias,
N Masseron, D. Peer (Chair), R Tatla

Agenda

1. Update on Spencers Wood Solar Farm from James Jenkinson, Greentech
2. Public Questions
 - 2.1 To **RECEIVE** and **CONSIDER** public questions
3. Apologies and declaration of members' interests
 - 3.1 To **RECEIVE** and **CONSIDER** approval of apologies for absence
 - 3.2 To **RECEIVE** members' declarations of interest
4. Minutes of the previous meeting
 - 4.1 To **RECEIVE** and **APPROVE** the minutes of 9th February 2023 as a correct record of the meeting and to authorize the Chairman to sign the same *
 - 4.2 To **CONSIDER** matters arising from the minutes
5. Schedule of Deposited Plans
 - 5.1 Planning applications are being reviewed weekly. Plans deposited following the most recent Thursday planning email which require urgent attention will be forwarded as received:

To **RECEIVE** and **CONSIDER** Planning Application 230122*

6. Appeals

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

7. Enforcement Notices

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

8. Highways, Street Lighting and Footpath Matters

- 8.1 To **RECEIVE** and **CONSIDER** a verbal update on Highways, Street Lighting and Footpath Matter
- 8.2 To **RECEIVE** and **CONSIDER** an update from the Clerk on reducing the hours of operation of council street lighting**

9. Follow up from DEPZ presentation at meeting on 9th February

- 9.1 To **RECEIVE** and **CONSIDER** the update from Harry Williamson, WBC following his presentation to the meeting on 9th February*

10. Road Traffic

- 10.1 To **RECEIVE** and **CONSIDER** the draft response on Traffic consultation**

11. Correspondence

- 11.1 To **RECEIVE** and **CONSIDER** information on the Community Trigger and antisocial behaviour*
- 11.2 To **RECEIVE** and **CONSIDER** information from Wokingham borough Council regarding the validation of planning applications*
- 11.3 To **RECEIVE** and **NOTE** a request from Wokingham Borough Council to promote the consultation on their Local Travel Plan*

12. Future Meetings

- 12.1 The next Planning & Highways Committee meeting will be
Thursday 13th April 2023

*** indicates papers attached**

**** indicates papers to follow**

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

Present: P Emmment, A Grimes, P Jahromi, L James, D Lias, D Peer (Chair)

Attending: Bruce Winton (Clerk), Sally Herring (Deputy Clerk)
Cllrs I Clark and I Montgomery
Harry Williamson and Zoran Matic, Emergency Planning Department at
Wokingham Borough Council

23/PC/11

Wokingham Borough Council Emergency Planning arrangements

11.1 Harry Williamson, Emergency Planning Manager for Wokingham Borough Council and his colleague Zoran Matic gave a short presentation on WBC's arrangements for an incident within the Burghfield DEPZ. The main items were:

- Explanation of the areas covered in the UPA and the Detailed Emergency Planning Zone (DEPZ)
- The main hazard at the AWE sites comes from serious fire or an explosion given the radioactive material stored on site
- REPP19 – these regulations that govern emergency planning for nuclear sites are reviewed 3 yearly including the zones
- Building in the UPA is a concern and WBC oppose any development
- Within the DEPZ, WBC look at each development individually and consider how many properties, people etc. would be involved
- Emergency Planning Department works with the Planning Department to ascertain any justification for a planning application to be approved
- If Emergency Planning (West Berkshire led) were to decide that the REPP19 regulations could not be applied fully then this would in theory lead to the cessation of activity at the site
- The emergency planning is multi-agency e.g. Met Office, Fire Service, Ambulance, Police all working together
- If an incident happened the roads would be closed

- 11.2 Mr Williamson also answered some further questions on general emergency planning arrangements:

Concern was expressed regarding secondary school children that are bussed out of the DPEZ and UPA areas. Reassurance was given that schools would have an emergency plan and children would not be allowed into the areas of concern. School busses would not be able to access the sealed off area as the roads would be closed.

The DEPZ was split into segments. The Met Office would monitor the wind speed and direction to ascertain the risk in each segment, some areas may therefore have stronger restrictions than others. Each is assessed individually for the risk element.

Cllrs expressed concern that if a planning application was approved within the DEPZ it could open up more planning applications for additional housing in the parish.

Members expressed concern that part of the presentation relative to planning - New Build Housing in the EPZ - was confusing to them, as what was now being advised by the WBC Emergency Planning Officers was contrary to that which the Parish Council had been told by WBC Planning Dept. generally, ie blanket refusal of all new housing in the DEPZ. The Clerk was asked to arrange a meeting as soon as possible with Lyndsay Ferris, WBC Exec. Member for Planning, to determine WBC's exact present stance on this matter following the Appeal decision of Kingfisher Drive, Three Mile Cross.

ACTION: Clerk to arrange a meeting with Lyndsay Ferris to determine WBC's present stance on building within the DPEZ

08:19 Harry Williamson, Zoran Matic (WBC), Cllrs I Clarke and I Montgomery left the meeting

23/PC/12

Public Questions

- 12.1 No public questions had been received

23/PC/13

Apologies and declarations of Members' Interest

- 13.1 Apologies had been received from Cllrs Boyer, Masseron & Tatla
- 13.2 There were no declarations of members' interests.

23/PC/14

Minutes of the Previous Meeting

- 14.1 The minutes of the committee meeting of 12th January 2023 were approved as a correct record and signed as such by Cllr Peer.

Proposed: Cllr P Jahromi
Seconded: Cllr A Grimes
Approved: Unanimously

14.2 **Actions and Matters Arising**

- 22/PC/
106.5 Clerk to chase the University of Reading regarding the condition of Footpath 17 in relation to the narrowing of the entrance at the bottom part of the field and the barbwire fences on either side

The University of Reading (UoR) had laid scalplings in the affected area and this work was now complete. They had also confirmed that an order had been placed for the trees for Church Lane.

- 22/PC/
102.1 Clerk to have one last attempt with John Russell regarding the travel plan for Crosfields School

The Clerk has been in touch with John Russell and as yet no further information has been forthcoming from Wokingham Borough Council. As agreed at the last meeting it was felt that this matter should now be closed.

- 22/PC/
117.1 Clerk to arrange a meeting with Nigel Frankland to discuss the proposal from AWE regarding the relocation of the primary school to outside the DEPZ

The Clerk has written to Nigel Frankland to see if there have been any discussions with the University of Reading (UoR) on this matter. Mr Frankland has responded to say that he had "not heard anything about it being relocated to High Copse. There is provision for the extension of Alder Grove school on land owned by the UoR and currently let to Shinfield Parish Council on a short lease"

- 22/PC/
118.2 Clerk to arrange Harry Williamson from WBC Emergency Planning to attend next Planning & Highways meeting

This had been done

22/PC/
119.3 Clerk to provide additional information to Helen Maynard, WBC
regarding Carney's Yard Church Lane

This had been done. PA 223745 had supposedly been submitted to regularise this. However, the Clerk requested an update from the officer managing the case and has been advised that progress had "been a little slow and is still invalid. We have requested a tree report and are waiting for their specialist to undertake this work. Once we have received this information the application should be validated. I am not sure how long this will take"

22/PC/
120.1 Clerk to write to Taylor Wimpey regarding Health & Safety concerns in
respect of Footpath 20

Following the Clerk's initial email on 9th January, Jo Murphy from Taylor Wimpey advised that she was not aware of any safety issues and she would make a site visit and report back to the Clerk. The Clerk chased for an update on 1st February and received the response that "there is a section of the footway which is at the same grade as the private drive. Whilst there I did not see any parked cars or evidence of cars parking". We have reported our concern to them

23/PC/6.1 Clerk to write to WBC regarding how enforcement notices are deemed
to be closed

This was on the agenda

23/PC/7.2 Clerk to ask WBC for information on CIL and S106 funds received by
them in respect of developments within the parish

The Clerk had submitted a formal request for this information and had been advised that:

"WBC's current system for monitoring CIL and S106 was implemented in 2015 when we introduced CIL therefore any S106 that was fully spent prior to this date may not be captured on the current system and much more difficult and time consuming to track back especially as our finance system also changed the year prior to this."

WBC have provided the Clerk with the Infrastructure Funding Statement for 2021/22 which shows that two of the five largest CIL contributions that year came from projects in Shinfield (Land South of Cutbush Lane £3.4m and Parklands on Basingstoke Rd £1.4m) these two alone contributed 46.4% of WBC's total CIL income for the year (£10.4m).

In the same year CIL expenditure by WBC was £8.1m. Three roads South Wokingham Bypass, Winnersh Relief Road and North Wokingham Distributor Road had a total spend of £6.5m and Matthewsgreen School £1.5m. Leisure spend was £3,300.

WBC had now provided two pages listing S106 and CIL but only listed by Application number. As this report had only recently been received the Clerk had not gone through in details to match up with specific developments.

ACTION - Clerk to enquire from WBC detailed locations and values where monies have been spent

23/PC/7.3a Clerk to circulate streetlamp plan to committee members

This was done and is on the agenda

23/PC/7.3b Streetlamps to be on agenda for next meeting

This was on the agenda

23/PC/7.3c Clerk to ask Martin Heath if it was possible for WBC to take on the streetlamps on Hyde End Road

The Clerk had written to Martin Heath on 18th January. Although Mr Heath was no longer working for WBC, he had responded to ensure that the enquiry had been referred to the correct officers within WBC. Mr Heath advised that "there is a sum to pay for the adoption and future maintenance of streetlighting which they will advise". The Clerk would hope to see if there was a swap arrangement possible. The Clerk was asked to clarify if SPC would be liable for updating the lighting on Hyde End Road to a modern standard.

ACTION – Clerk to follow up the issue of transferring ownership of these lights and establish if SPC would be liable for any upgrades required to the lights

23/PC/8.1 Clerk to feedback on meeting with Abdul Karim, WBC to Traffic Working Party on 24th January

That had been done but further information was still awaited from Mr Karim.

ACTION – Clerk to chase Mr Karim for the additional information

23/PC/9.1 Review of the West Berkshire Council Local Plan to be on next agenda

This is on the agenda

23/PC/9.2 Clerk to draft letter from Cllr Peer to BCllr Ferris regarding article in Wokingham Today

The Clerk has drafted a letter to BCllr Ferris but this had not yet been sent

ACTION – Clerk to send letter to BCllr Ferris

23/PC/9.4 Members asked to consider possible options for Gypsy and Travellers Sites for discussion at next meeting

This is on the agenda

23/PC/9.6 Clerk to respond to consultation on diversion of Footpath 3

This had been done

23/PC/9.7 Clerk to add National Planning Policy Consultation to the agenda for February meeting

This was on the agenda

23/PC/9.8 Clerk to draft a response on the justification for the removal of the bus gate

Following the attendance of Paul Fishwick at the consultations on Saturday 28th January, it was considered best to leave this until the Traffic Working Party discussions to follow up

23/PC/10.1 Clerk to remove Project Schedule as an agenda item

This item would no longer appear on the agenda

23/PC/15

Schedule of Deposited Plans

15.1

None Received

WBC are specifically checking on our responses on two planning applications

222906 – Shinfield Studios Outdoor Filming Backlot

It was agreed that there was no comment on this application

223333 – seven units adjacent to Lidl's

It was noted that three objections have been lodged to this planning application. Members were concerned about the loss of trees, and it was suggested we request substitute planting.

ACTION – Clerk to submit a request for substitute planting of trees

23/PC/16

Appeals

16.1

Planning Inspectorate Appeals

It was **NOTED** that there were two planning inspectorate appeals in RG2 and three in RG7 currently "in progress" in the parish.

16.2

Planning appeal in respect of land west of Kingfisher Grove

Members discussed the outcome of this appeal at length. The primary concern was that it would be seen as a precedent for allowing more development within the area covered by the DEPZ.

Members also felt that the site was a poor one in terms of road access and the walking distances to shops and buses.

It was unclear whether Wokingham Borough Council would ask for a Judicial Review of the appeal.

It was noted that there were still a large number of pre-start conditions set out in the appeal decision which would have to be met before any work began.

ACTION – Clerk to write to WBC Planning Department, Emergency Planning Department, AWE and West Berkshire Council to ascertain their response to the appeal decision

- 16.3 It was noted that the recently received planning application 230122; the plot referred to is in Hyde End Road – opposite Croft Road junction, and behind an existing layby, a property that lay within the DEPZ. This may be seen as the first test case following the appeal decision.

As the details were not available on the planning portal, the Clerk was asked to ensure that the deadline for commenting on the application was extended to allow Planning & Highways to discuss further at their next meeting.

ACTION – Clerk to request that the application remains open until after the next Planning and Highways Committee meeting

23/PC/17

Enforcement Update

- 17.1 Closed Enforcement Notices
Members noted the contents of the report.
- 17.2 Live Enforcement Notices
Members noted the contents of the report.
- 17.3 WBC Enforcement Policy.
Members noted the policy.

23/PC/18

Highways, Street Lighting and Footpath Matters

- 18.1 **Verbal Update on Highways, Street Lighting and Footpath Matters**

Cllr Grimes provided an update on a meeting he had had with the Clerk and Andrew Glencross and Andrew Fletcher from Wokingham Borough Council on footpaths.

WBC were looking for financial contributions from SPC but without producing an overall plan of what their intentions for footpaths in the parish were. There were differing priorities for WBC and SPC; SPC wished

to see more local improvements such as road crossings to improve options for walking and cycling within the parish.

It was agreed that WBC would develop an overall plan which SPC could consider.

ACTION – Clerk to keep on the agenda

18.2 **Street Lighting**

The Clerk provided a summary of responses from Members regarding which lights they felt should be turned off between 00:30 and 05:30. It was generally considered that they should all be turned off as this period of time was extremely quiet.

Proposed: L James

Seconded: P Emmet

Approved: Five voted for the proposal with one abstention

ACTION – Clerk to write to WBC to request that the streetlights owed by SPC be switched off between the hours of 00:30 and 05:30

23/PC/19

National Planning Policy Consultation

19.1

Members considered the national planning policy consultation document that closes on 2 March 2023. The proposals would give significant weight to an area's Neighbourhood Plan and members were concerned that this would result in a reduction to ongoing local democracy.

The Clerk was asked to submit the Council's views to the consultation process accordingly.

Proposed: Cllr A Grimes

Seconded: Cllr P Emmet

Approved: Unanimously

ACTION – Clerk to respond to the consultation

23/PC/20

Road Traffic

20.1 Traffic Working Party

Cllr James advised that the consultation on Saturday had been successful. As a result of responses received to date (Consultation closes on 17th February) it was likely that we would not pursue the shortening of the slip road from the A33 to Three Mile Cross and to add more focus on pedestrian crossings. It was reported that there had been some negative comments on social media, but it was felt that it was important to capture all views on the subject to ensure that the best set proposals for achieving traffic calming and a reduction in vehicle movements goes forward to WBC.

ACTION – Cllrs A Grimes and L James to put together a paper for the next meeting

20.2 The Clerk advised that there had been 34 completed surveys on the day and 14 online to date (again the consultation period runs until 17th February). The Clerk presented a summary of the results as they currently stood and he would circulate the results of both sets of consultation questionnaires once all the data had been received and incorporated.

ACTION – Clerk to circulate the responses to members at the end of the consultation period

23/PC/21

Correspondence

21.1 Possible Locations for Gypsy and Travellers Sites

After consideration and discussion the Members agreed that there were no locations they wished to see put forward for consideration.

ACTION – Clerk to respond accordingly

21.2 West Berkshire Council Local Plan Review

The Committee strongly objected to any plans to build in the DEPZ or UPA and felt that small groups of houses would disconnect communities. Developments should take into consideration the need for supporting infrastructure to be in place for residents.

ACTION – Clerk to write to West Berkshire Council accordingly

21.3 The Clerk advised that a request from a company called Maxim-PR for a Mr James Jekinson from Greentech to provide an update on the proposed Spencers Wood solar farm at the next P&H meeting on 9th March

ACTION – Clerk to invite Maxim-PR to address the committee at a pre-meeting at 19:00 on the 9th March

21.4 Request to divert Footpath 11 & 12 during the Lidl building

Councillors had no objections but requested that the traffic on Beke Avenue be controlled, the bus gate to be put in place and a proper path to be laid. Priority should be given to 'foot' traffic

ACTION – Clerk to respond accordingly

21.5 Planning Appeals for 14 Coningham Road (PA 221225) and Istana, Lambs Lane (221090) have both been dismissed. This was NOTED by the Committee.

The meeting ended at 21:53

The next meeting is Thursday 9th March 2023

List of Actions

23/PC/11.2	Clerk to arrange a meeting with Lyndsay Ferris to determine WBC's present stance on building within the DPEZ	Clerk
23/PC/14.2	23/PC/7.2 Clerk to enquire from WBC detailed locations and values where monies have been spent	Clerk
	23/PC/7.3c Clerk to follow up the issue of transferring ownership of street lights and establish if SPC would be liable for any upgrades required to the lights	Clerk
	23/PC/8.1 Clerk to chase Mr Karim, WBC for additional information requested	Clerk
	23/PC/9.2 Clerk to send a letter to BCllr Ferris regarding an article in Wokingham Today	Clerk
23/PC/15.1	Clerk to submit a request for substitute planting of trees on the seven units to be built adjacent to Lidl	Clerk
23/PC/16.2	Clerk to write to WBC Planning Department, Emergency Planning Department, AWE and West Berkshire Council to ascertain their response to the appeal decision in respect of land west of Kingfisher Grove	Clerk
23/PC/16.3	Clerk to request that the application 230122 remains open until after the next Planning and Highways Committee Meeting	Clerk
23/PC/18.1	Clerk to keep on the agenda 'Verbal Update on Highways, Street Lighting and Footpath Matters'	Clerk
23/PC/18/2	Clerk to write to WBC to request that the streetlights owned by SPC be switched off between the hours of 00:30 and 05:30	Clerk
23/PC/19.1	Clerk to respond to the National Planning Policy Consultation	Clerk
23/PC/20.1	Cllrs A Grimes and L James to put together a paper for the next meeting	Cllrs Grimes & James
23/PC/20.2	Clerk to circulate the responses of the consultation to members at the end of the consultation period	Clerk
23/PC/21.1	Clerk to respond accordingly to consideration for Gypsy and Travellers sites	Clerk

23/PC/21.2	Clerk to write to West Berkshire Council regarding the Local Plan Review	Clerk
23/PC/21.3	Clerk to invite Maxim-PR to address the committee at a pre-meeting at 19:00 on the 9 th March	Clerk
23/PC/21.4	Clerk to respond to a request to divert Footpath 11 & 12 during the Lidl build	Clerk

DRAFT

Planning Application PA 230122

Members are asked to use the WBC planning portal and review the details for the above planning application.

This will be the first planning application for a new development within the DEPZ since the Kingfisher Grove appeal decision.

Reference	Address	Case Detail	Closed Date	Closure Reason
RFS/2022/087839	Willow Tree House, Brookers Hill, Shinfield, Reading	Storage of double decker buses without pp	22 February 2023	No breach
RFS/2023/087890	Old Hall Works, Arborfield Road, Shinfield, Berkshire, RG2 9PY	BofC regarding working / operating hours	2 February 2023	No breach
RFS/2023/087924	Foxglade, Brookers Hill, Shinfield, Wokingham, RG2 9BX	creation of second driveway w/o permission	24 February 2023	No breach
RFS/2023/087934	211 Hyde End Road, Spencers Wood, Wokingham, RG7 1BU	building work without PP	28 February 2023	Application submitted
RFS/2023/087988	2 Silchester Place, Three Mile Cross, Wokingham, RG7 1GX	Works to 2 Oak trees	24 February 2023	No breach

Wokingham Borough Council – Previous month's closed Enforcement Cases for Shinfield Parish - March 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.

Reference	Address	Case Detail	Case Status
RFS/2022/087069	Foxglade, Brookers Hill, Shinfield, Wokingham, RG2 9BX	Change of the use of the land for the stationing of a caravan for hu	Awaiting compliance
RFS/2022/087596	Pulleyn Transport Ltd, Church Lane, Three Mile Cross, Wokingham, RG7 1HB	U/A operating works taking place extended site	Investigation ongoing
RFS/2022/087690	Land adjacent to, 181 Hyde End Road, Shinfield, Reading, RG2 9EU	u/a works to TPO tree	Awaiting information
RFS/2022/087720	Willow Tree House, Brookers Hill, Shinfield, Wokingham, RG2 9BX	U/A works taking place without permission	Investigation ongoing
RFS/2022/087811	Land West Of, Beech Hill Road, Spencers Wood, Reading, RG7 1HL	possible breach of landscape condition and s106 agreement	Awaiting information
RFS/2023/087849	Land West Of Hollow Lane, South Of Church Lane, Hyde End Road, Shinfield, Reading, RG2 9EP	Temp 5yr pp for signage and flags has expired 170008	Investigation ongoing
RFS/2023/087929	2 Monarch Drive, Shinfield, Wokingham, RG2 9EW	Removal of roadside hedge new entrance and exit being created	New case
RFS/2023/087932	44 Falcon Avenue, Shinfield, Wokingham, RG2 8EL	Breach of condition re window	Awaiting information
RFS/2023/087940	The Istana, Lambs Lane, Spencers Wood, Wokingham, RG7 1JB	Appeal Decision dismissed PP refused	Awaiting compliance

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

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

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Reference	Address	Case Detail	Case Status
RFS/2023/087944	28 Grazeley Road, Three Mile Cross, Wokingham, RG7 1BJ	Outbuilding in rear garden being used as habitable accommodation	Site visit pending
RFS/2023/087970	36 Sela Drive, Shinfield, Wokingham, RG2 9YJ	garage converted to living accommodation	Awaiting information
RFS/2023/087987	Hearn & Bailey Garage, Basingstoke Road, Three Mile Cross, RG7 1BA	Dust and rubble from building site	Awaiting information
RFS/2023/087993	Office And Yard Rear Of, 182 Hyde End Road, Spencers Wood, Wokingham, RG7 1DG	External storage	Site visit pending

Wokingham Borough Council – Live Enforcement Cases for Shinfield Parish - March 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.

Follow up from Harry Williamson, Emergency Planning Manager for Wokingham Borough Council

The following has been received from Harry Williamson

“To summarise our position – we aren’t changing how we respond to planning applications with the DEPZ, despite the Kingfisher Grove appeal decision. I think where the confusion came is the difference in language we use compared to the planning department. We assess every application within the DEPZ individually before deciding how to respond. It’s highly likely that we will object, as we believe any development will have an impact on our ability to operate the AWE Off-Site Emergency Plan. Our planning team see the end result – which is us objecting, so I can understand why they have communicated in the past that there is essentially a blanket ban on any new development. But of course, this isn’t legislated so I am always reluctant to use these same terms.

We are still of working with AWE, West Berkshire District Council and the Office of Nuclear Regulation at speed to understand our options in contesting the decision, and I hope we will have some information to share with you on this in the coming weeks.”

Community Trigger

Cllr Peer has been in touch with the Police and Crime Commissioner for Thames Valley (Matthew Barber) and has had clarification of an item that came up when the PCC had a meeting with SPC in 2021.

The following is an extract from an email from the PCC:

“I think this could have related to one of two issues.

It could have been Community Speed Watch where volunteers support the police by monitoring traffic speeds for education not enforcement. Under this model motorists caught breaking the limit will receive a letter. If they receive three letters this will be escalated and they should receive a visit from a police officer. Again this is just advisory but hopefully adds to the message. Very few reach that threshold.

It may have related to the Community Trigger which is legislation that has been in place for some time. This relates to reports of anti-social behaviour. This is primarily reported to the Council rather than the police, but both agencies should work together. If three incidents (not crimes) are reported on the same issue within 6 months, this can be used to trigger a review. There is some information on the Wokingham Borough website about the process:

<https://www.wokingham.gov.uk/community-and-safety/community-safety/community-trigger/>”

Attached is the information on WBC’s website referred to above.

Community Trigger: antisocial behaviour help

The community trigger is a process which allows victims and communities to ask the Community Safety Partnership to review their responses to reports of anti-social behaviour.

The trigger is designed to make sure we work together to try and resolve reports about anti-social behaviour. We will do this by talking about the problem, sharing information and using our resources to try and reach an agreeable outcome.

The trigger helps to make sure that no one affected by anti-social behaviour feels unheard. It will also make sure that we do everything we can to solve the problem.

Using the Community Trigger

The community trigger can be used:

- When 3 reports have been made to either the council, police or registered housing provider about the same issue in the last 6 months and no action has been taken
- When 5 individuals have separately reported about the same issue in the last 6 months and no action has been taken

The community trigger cannot be used to report general acts of crime, including hate crime, and does not replace the complaints procedures of individual organisations. The process is outlined in the document below:

- [The Antisocial Behaviour Case Review Community Trigger Process \(PDF document\)](#)

Fill in the community trigger form

Use the relevant application form below.

If 3 reports have been made to either the council, police or registered housing provider about the same issue in the last 6 months and no action has been taken use:

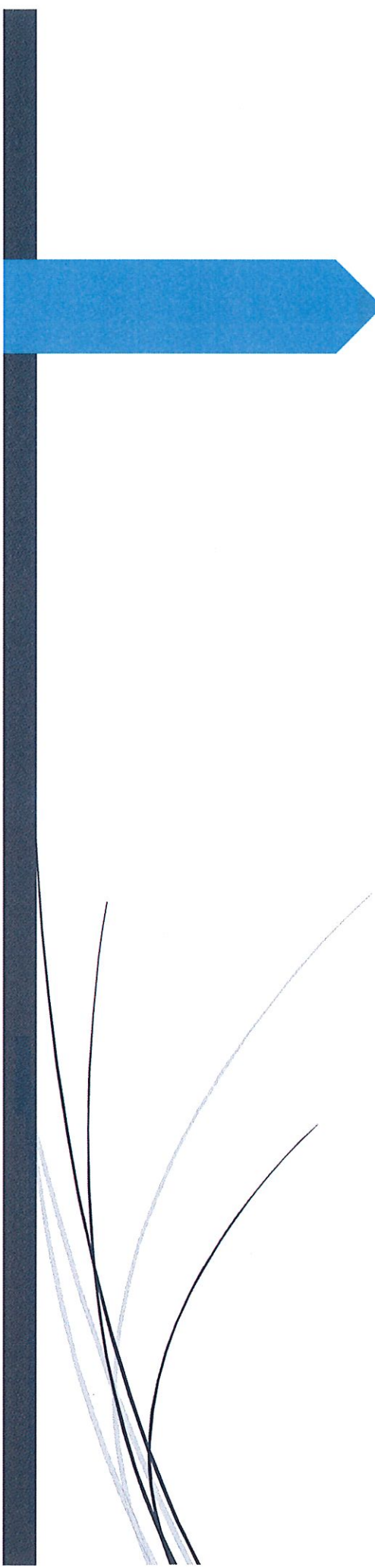
- [Request a Community Trigger form A \(PDF document\)](#)

If 5 individuals have separately reported about the same issue in the last 6 months and no action has been taken use community trigger form B:

- [Request a Community Trigger form B \(PDF document\)](#)

Validation of Planning Applications

In response to a question about what constitutes a valid planning application, WBC referred the Clerk to the following document "Local Validation List". The full text can be found on WBC's website (<https://www.wokingham.gov.uk/search/?q=local%20validation%20list>) but to save paper the only the first few pages have been included as they cover the principles and the validation list for the most typical scenarios.



Local Validation List

Wokingham Borough Council – June
2021

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Introduction

This document was re-adopted by the Council by an Individual Executive Member Decision on 2nd June 2021.

Following a recent review since adopting this document in 2019, a minor change was made to include the national guidance published in the "Guidance Tree Preservation Orders and trees in Conservation Areas" which specifies the form and detail required to submit a valid tree works application. This is national guidance applied by all local planning authorities in England & Wales and is already being used by the Council to validate tree works applications. Given that the changes were minor and only amalgamated guidance already available it was not considered a full consultation was necessary.

Process for validating applications

This document is the local validation list for Wokingham Borough Council in relation to planning applications. It should be used to determine what information should be submitted with an application in order to ensure it will be processed and determined correctly. The list is in accordance with The Town and Country Planning Act 1990 and The Town and Country Planning (Development Management Procedure) (England) Order 2015 (DMPO).

Once an application is submitted, it will be checked against this list to determine if it is valid or not. If, as an applicant you consider the requirement for a document to be too onerous, you must follow the steps set out in section 12 of the DMPO. Otherwise, the Council will determine if the application is valid, and send an acknowledgement letter confirming this, or if it is invalid, send an invalid letter detailing the reasons why.

If you are unsure what needs to be submitted the Council offers a paid for pre-application advice service and we can tell you what will be needed – <http://www.wokingham.gov.uk/planning/planning-permission/pre-application-advice/>.

The list references the type of development which may trigger a requirement for a document. Development types are defined as:

Major development: Any application for more than 10 houses, more than a 1000m² of new floor space or where the site is greater than a hectare in size is classified as a major.

Minor development: Any application for 1 – 9 houses or up to 999m² of new floor space is classified as a minor.

Other development: Any application for householder permission, a change of use, an advertisement consent, a listed building consent, certificates of lawfulness or notifications like telecommunications is classified as an other.

Using this document

As seen in the example table below, each application type is set out with useful information and the national and local validation requirements. Many of the local requirements are

dependent on either the scale of development or the planning constraints relevant to the site. You can check these using our [constraints checker](#).

Typical description:	This is the basis for what each application type should read. Remember you need to cover all the development proposed but try to be succinct as possible.
Fee:	Where standard the fee will be stated but a number of applications are dependent on different factors. You will need to check the planning fees for this.
Potential to be CIL liable:	Is the application type potentially CIL liable and therefore will you need a CIL additional information form? (Note this applies even if the development is not CIL liable).
National validation requirements:	What are the national validation requirements for the application type?
Local validation requirements:	What are the local validation requirements for the application type and when are the documents required?
Potential further documents:	What other documents may be useful for the determination of the application but would not cause it to be invalid?

Submitting an application

Please submit applications via the Planning Portal – www.planningportal.co.uk as all electronic submissions can be processed quicker resulting in fewer delays. When submitting, take note of the following:

- No individual file size greater than 10 Mb
- No .zip or .exe files are submitted
- All documents are in single layer PDF format with the correct orientation
- Plans should be drawn to scale and this should be indicated either in writing or through the use of a scale bar (scale bars make it easier to assess a plan and therefore improve the efficiency of the validation process)
- 'Do Not Scale' or signatures should **not** be included on plans
- Many people access plans online and therefore documents should be of a suitable quality to cater for different platforms/web browsers

For **major** schemes, or **discharge of conditions** relating to major schemes, please submit **one** paper copy of the application. This enables us to share the information more easily with internal consultees which will help improve determination times.

You must submit a CIL additional information form for all application types indicated – even if the development is not CIL liable.

Submitting a paper application

The cost and time of processing paper applications significantly rises for the Council compared to one submitted via the Planning Portal. If you must submit through different means, for

instance application types that cannot be submitted via the Planning Portal, we only require one copy of the documentation. Please provide it electronically wherever possible.

Document Descriptions

Many of the plans and documents that are submitted have to be completed to a certain standard. General details of what is required follows the list of application types for your information. However, further advice should be sought from a relevant consultant if required. Any surveys that need to be submitted should be completed by an appropriately qualified person and within the last 12 months.

Planning applications are of significant interest across the Borough. To assist in those viewing the applications, we have suggested a naming protocol for plans below. Whilst there may be some variations to this, using the names will help make plans more accessible and therefore reduce time in processing applications.

- Location Plan [plan number] Rev A
- Site Plan [plan number] Rev A
- Existing Elevations [plan number] Rev A
- Proposed Elevations [plan number] Rev A
- Existing Floor Plan [plan number] Rev A
- Proposed Floor Plan [plan number] Rev A
- Existing Roof Plan [plan number] Rev A
- Proposed Roof Plan [plan number] Rev A
- Existing Site Section Plan [plan number] Rev A
- Proposed Site Section Plan [plan number] Rev A
- Landscape Plan [plan number] Rev A

Validation by Application Type

Householder

Typical description:	Householder application for proposed [development]	
Fee:	£206	
Potential to be CIL liable:	Yes	
National validation requirements:	- Completed application form - Combined ownership certificates and agricultural land declaration - Plan – Location - Correct fee	
Local validation requirements:	Document	Required when
	Arboricultural Assessment	Development would have an impact on trees within or adjacent to the site
	Bat Survey	Site is within suitable bat roosting area and development includes works to roof or demolition
	CIL Additional Information Form	All applications
	Daylight/Sunlight Assessment	Development would impact daylight/sunlight levels of adjoining properties
	Great Crested Newt Survey	Site is within 10 metres of Great Crested Newt consultation zone
	Great Crested Newt Avoidance Method Statement	Site is within 10 – 100 metres of Great Crested Newt consultation zone
	Heritage Statement	Site is within a designated heritage asset or includes designated heritage assets of any scale
	Land Contamination Assessment	Site is known or suspected to be contaminated
	Plans – Existing and Proposed Elevation	All applications
	Plans – Existing and Proposed Floor	All applications
	Plans – Parking Provision (this can be shown separately on the site plan if necessary)	Development would result in the loss of existing parking provision or an increase in the number of habitable rooms in a property
	Plan – Site	All applications
	Volume Calculations	Site is within the Green Belt.

	Site is within designated countryside and development is for two storeys in scale or new outbuilding
Potential further documents:	Confirmation of proposed materials Site levels Plans - Existing and Proposed Roof (maybe useful if the proposal results in a complex roof form)

Full Planning Approval

Typical description:	Full application for [development]	
Fee:	Dependent on development being applied for (determined on external floor space not internal)	
Potential to be CIL liable:	Yes	
National validation requirements:	- Completed application form - Combined ownership certificates and agricultural land declaration - Plan – Location - Correct fee - Design and Access Statement for development which is: - o 'major development' (excluding material change of use) - o When the site is in a Conservation Area and development is for one or more dwelling houses or the floor space created is greater than 100m² (excluding material change of use) - Fire Statement for development which: - o Proposes a new or makes an alteration to a 'relevant building' as defined in the 'DMPO' part 3.	
Local validation requirements:	Document	Required when
	Affordable Housing Statement	Development is for a net increase of 5 dwellings or more or site area is greater than 0.16 hectares and residential dwellings are proposed
	Air quality Assessment	Site is within or adjacent to an air quality management area
	Arboricultural Assessment	Development would have an impact on trees within or adjacent to the site
	Atomic Weapons Establishment (AWE) Impact Assessment	Development within consultation zones of the AWE in Burghfield
	Badger Survey	Site is within badger sett consultation zone (NB: this data is not publicly available and therefore we will inform you at the point of validation if this survey is required)
	Bat survey	Site is within suitable bat roosting area and development includes works to roof or demolition or is on a greenfield site.
	Biodiversity Report (may incorporate different ecological aspects e.g. bat survey)	Development is 'major development' or if 'minor development' where it would potentially impact protected species

CIL Additional Information Form	All applications
Daylight/Sunlight assessment	Development would impact daylight/sunlight levels of adjoining properties
Delivery Management Plan	Employment/retail uses with new or alterations to delivery procedures
Economic Viability Appraisal	Provision of planning obligations including affordable housing would potentially make a scheme unviable
Economic Statement	Development falling within use class B1, B2 or B8 which exceeds 1000m ² gross external floor area or would result in the loss of employment land/opportunity
Electric Vehicle Charging Strategy	Development is 'major development'
Floor space calculation (gross external)	Development resulting in increase/decrease in floor space of residential, commercial or industrial uses (for assistance in determining size and scale of proposal)
Foul Drainage Assessment	Development is 'major development'
Heritage Assessment	Site is within a designated heritage asset or includes designated heritage assets of any scale (e.g. any building or park)
Internal Floor Space calculation (gross internal)	Development for new residential dwellings or conversion of existing floor space to residential (for assistance in determining compliance with nationally adopted internal space standards)
Infrastructure Delivery Plan	Site is within Strategic Development Location
Landscape and Visual Impact Assessment	Development would have an impact on the landscape
Land contamination Assessment	Site is known or suspected to be contaminated or green field site (for assistance in determining if historical use of site causes any contamination concerns)
Lighting Assessment	Development proposing external lighting
Noise Impact Assessment	Development would be considered a noise sensitive development or

	may lead to noise disturbance of adjoining occupiers
Photographs	Development for any demolition or impacting upon a Conservation Area or listed building
Plans – Existing and Proposed Elevations	All applications (except where a change of use is the only form of development)
Plans – Existing and Proposed Floor Plans	All applications
Plans – Existing and Proposed Site Section	Development is 'major development'
Plans – Existing and Proposed Roof	Development includes new buildings
Plans – Existing and Proposed Site levels	Development is 'major development'
Plans – Existing and Proposed Parking Provision	Development for residential, commercial, industrial uses
Plans – Existing and Proposed Shop Front Provision	Development includes new or alterations to shop fronts
Plan – Site	All applications
Planning Statement	All applications
Public Rights of Way Impact Assessment	Site includes or is adjacent to a public right of way
Retail Impact Assessment	Development is for retail use and site is outside town/village centres or change of use of site within town/village centres
Stage 1 Road Safety Audit	Development is 'major development' and existing highway must be altered to accommodate proposal
Site Specific Flood Risk Assessment	Site is within flood zone 2 or 3 or site area is greater than 1 hectare in size
Statement of Community Involvement	Development is 'major development'
Structural Survey	Development includes substantial demolition
Sustainability Assessment (or Energy Statement)	Development is 'major development'
Surface Water Drainage Strategy	Development is 'major development' or 'minor development'
Transport Assessment	Development would have an impact on the strategic highway network

	Travel Plan	Development is 'major development' or would impact the strategic highway network
	Volume Calculations	Site is within the Green Belt. Site is within designated countryside and development includes replacement or new buildings or an extension two storeys in scale
Potential further documents:	Indicative street scene Transport models Site Waste Management Plan	

Transport Plan Consultation

The following has been received from Wokingham Borough Council and is being included on our website for information as requested:

“The consultation for the Local travel plan is live [Project • A new Local Transport Plan for Wokingham Borough](#)

We would appreciate it if you could put the link out on your websites, newsletters, social media we have had a good response from local councils, but we really need the views of residents, of people that use the transport network for work, school, and leisure. There is a good turn out from our retired community members but very low numbers from young people and working age people.

Suggested to text to include with link:

We're updating our Local Transport Plan, an official document guiding how we make all kinds of improvements to footways, cycle lanes, roads and other transport networks as we face the challenges of the decades to come.

This will offer more ways of getting around and more chances to leave the car at home, especially for shorter journeys, helping us to reduce air pollution and traffic congestion, tackle the climate emergency and help you to live healthily.

Kind regards

Alli

Alison Flawith

Active Travel Officer

My Journey team

07774 292108

alison.flawith@wokingham.gov.uk”