



Wokingham Town Council

Town Hall, Market Place, Wokingham, Berkshire RG40 1AS

Tel: 0118 978 3185 www.wokingham-tc.gov.uk

Town Clerk: K. Hughes

This Council Meeting is open to the Public and Press
Please notify the Officer or Chairman if you wish to record the meeting

05th October 2023

Dear Councillor

You are hereby summoned to attend the meeting of the **Planning & Transportation Committee** to be held in the **Council Chamber, Town Hall, Wokingham** at **7.30pm** on **Wednesday 11th October 2023** for the purpose of considering and resolving upon the subjects and matters set out in the Agenda below.

Yours sincerely

K Hughes
Town Clerk

Contact Officer Miles Thorne, Technical Officer
Direct line: 0118 974 0885 Email: planning@wokingham-tc.gov.uk

AGENDA

1 APOLOGIES FOR ABSENCE

2 MEMBERS' INTERESTS

To receive any declaration of interests from Members on the business about to be transacted.

3 QUESTIONS FROM MEMBERS OF THE COUNCIL OR PUBLIC

The Chairman to answer questions raised by members of the Council or public.

This is an opportunity for the people of Wokingham to ask questions of, and make comments to, the Town Council. Members of the public are requested to restrict their questions and comments to three minutes. Questions which are not answered at this meeting will be answered in writing to the person asking the question. To ensure an informed response, please send your questions to the Town Clerk at least three working days prior to the meeting.

4 MINUTES OF PREVIOUS MEETINGS

To receive and confirm the Minutes of the proceedings at the meetings of this Committee held on 5th September 2023 (pages 16813 to 16818) copy attached as a true and correct record.

5 MONITORING REPORT

To receive and consider the Monitoring Report dated 27th September 2023

6 STATEMENT OF COMMUNITY INVOLVEMENT

To receive and consider the Wokingham Borough Council draft consultation document 'Statement of Community involvement', an opportunity for interested parties to comment on proposed planning Policy. Any comments are required by 15th October 2023.

7 COMMITTEE'S BUDGET

To receive and consider a report on the Committee's budget as of 31st August 2023 (copy attached).

8 PLANNING APPLICATIONS

To receive and consider current planning applications. Details of the applications are on the Town Council's web site and will be presented at the meeting. <https://www.wokingham-tc.gov.uk/planning-applications/>

9 PLANNING CONSULTATION

To review and consider the Wokingham Borough Council consultation on the A329 Reading Road (Wokingham town) cycle and pedestrian improvements. Any comments are required by 22nd October 2023.

10 INFORMATION ITEMS

To receive items for information or to be referred to a future meeting.

Planning & Transportation Committee: Imogen Shepherd-Dubey (Chair), Nagi Nagella (Vice Chair), Keith Malvern, Adrian Betteridge, Warren Dixon, Andy Croy, Basit Alvi, Tony Lack and

Copy to: Ms Sally Gurney

In order to comply with the Data Protection Act 1998, all persons attending this meeting are hereby notified that this meeting will be recorded. The purpose of recording proceedings is that it acts as an aide-memoir in assisting the clerk of the meeting in the compilation of minutes. The recordings are held in a secure location and deleted once it has been resolved that the minutes are a true and correct record.

In accordance with The Openness of Local Government Bodies regulations 2014, persons attending this meeting may make their own recordings of the proceedings subject to the Council's Policy on Filming, Recording & Reporting on Council and Committee Meetings (copy available on request).

5th September 2023

Minutes of the proceedings of the PLANNING & TRANSPORTATION COMMITTEE meeting held on this day in the Council Chamber, Town Hall, Wokingham from 19:30 to 21:30

PRESENT

Cllr I Shepherd-Dubey (Chair)

Councillors: Cllr T Lack, Cllr K Malvern, Cllr A Croy, Cllr W Dixon, Cllr B Alvi, Cllr A Betteridge, Cllr N Nagella & Cllr L Timlin.

IN ATTENDANCE

PT Officer.

APOLOGIES FOR ABSENCE (Agenda Item 1)

None

The new member of the Committee, Cllr Timlin was welcomed to the Committee, with short introduction by the members.

MEMBERS' INTERESTS (Agenda Item 2)

Cllr Croy stated a conflict of interest with Agenda Item 7 as this was his original proposal.

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

Cllr Lack asked whether the Committee is now up to full membership following Cllr Timlin joining. This was confirmed by the Chair.

PLANNING & TRANSPORTATION COMMITTEE MINUTES (Agenda Item 4)

**RESOLVED
30704**

It was proposed by Cllr Croy and seconded by Cllr Nagella, and it was that the minutes of the Planning & Transportation Committee meeting held on 6th July 2023 (pages 16779 to 16785) be received as a true and correct record and that they be confirmed and signed by the Chair.

ACTION: PT OFFICER

MONITORING REPORT (Agenda Item 5)

The Monitoring Report dated 30th August 2023 was received and considered.

SECURE BICYCLE STORAGE IN WOKINGHAM TOWN

The Planning officer updated the Committee on the progress of the project since the last P&T meeting.

CHAIRMANS INITIALS _____

Planning & Transportation Committee 06/07/2023

16813



A further service has been added to those hiring a locker. Spokesafe have partnered with BikeHero and they offer a bike repair service while your bike is in the locker. WTC will add Social Media content for this.

The sedum roofs for the lockers were originally going to be installed by WTC Bloom volunteers but this cannot be guaranteed by the end of the year. As the Sedum roofs were a prerequisite for the grant the PT Officer is seeking quotes for this work.

Cllr Lack suggested that a funding request could be made if the budget we have for the Sedum roofs are short of the cost required. The PT Officer will investigate the options.

The PT Officer gave an update on usage and the figures for July 2023 were the highest so far at 31 rentals. Cllr Dixon asked if we could have a breakdown on how many users this was for the 31 rentals. The PT Officer will supply these figures for the next meeting.

The Chair asked for an update on SpokeSafe introducing a release of locker for hire once a user finishes with the Locker and whether there is any progress on shorter hire times than a daily hire. The PT Officer will follow up with SpokeSafe.

BUS SHELTERS

The Planning officer updated the Committee on Bus Shelters since the last P&T meeting.

A new Bus Shelter (replacing existing) has appeared on Wellington Road near the Carnival Hub. WTC have not been informed of this installation so do not know the background. As this shelter is maintained by WTC the PT Officer is investigating who was involved with the install.

APPLICATION FOR NEW PREMISES LICENCE (Agenda Item 6)

To receive and consider a licence for Wokingham Local Food and Wine. Any comments are required by 11th September.

The Committee have concerns about alcohol being sold to underage people, and mitigations which might have been put in place after this.

WELCOME TO WOKINGHAM AND SPEED WATCH SIGNAGE (Agenda item 7)

To receive and consider a budget proposal (2024-2025) to have signs installed at six entry points to Wokingham. This would include 'Welcome to Wokingham' sign and 'Speed Watch Area' sign at each of the 6 entry points.

CHAIRMANS INITIALS _____



It was pointed out that on 1/ Entrance to Toutley Road that it should be 'Old Forest Road' and not 'Old Forest Lane'.

The Committee thought that this was a worthwhile plan, however Cllr Malvern had issues with this particularly regarding the proposed sign positions and boundaries on 1/ Entrance to Toutley Road.

**RESOLVED
30705**

The Committee voted to support this proposal and it was That this be proposed to the Finance Committee and placed on the next Finance and Personnel Agenda for funding.

The PT Officer will follow up with Cllr Malvern regarding his concerns.

ACTION: P&T OFFICER

COMMITTEE'S BUDGET (Agenda Item 7)

A report on the Committee's budget as of 31st July 2023 were received and noted.

The PT Officer was asked if income from the Secure Lockers would be shown on the report. The PT officer expects this to be shown on the next report (August).

Cllr Dixon raised a point that he forgot to ask earlier in Questions from the Council.

The question was would there be value in having a local plan specific to Wokingham Town Centre developments, in particular resident developments in previously commercial areas. The Chair stated that as the Town Centre area is within the Heritage area that gives a specific development framework and regulation.

PLANNING APPLICATIONS (Agenda Item 8)

**RESOLVED
30706**

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

231669 2a Barrett Crescent RG40 1UP

Full application for the proposed erection of 2 no. detached four bedroom dwellings with associated parking and access, following demolition of the existing dwelling, closure of the existing access and creation of 2 no. dropped kerbs.

The Committee think that the proposal is out of keeping for this area. The proposed development does not allow enough space for parking and a garden. The inadequate space for parking could force more cars parking on the road. The proposed development is too large for the location.

The Committee object on the following

TB06 Development of Private Residential gardens

CHAIRMANS INITIALS _____



CP3 General Principles for development

- a) Mass
- f) sense of place
- g) open space

231966 74 Eastheath Avenue RG41 2PJ

Full application for the proposed subdivision of the site and erection of 1 no. three bedroom detached dwelling with associated parking following demolition of the existing garage and utility room, plus formation a new dropped kerb, parking and access for the existing dwelling.

The Committee think that the proposal is out of keeping for this area.

The proposed car parking space is not adequate for manoeuvring cars.

The Committee object on the following.

CP3 General Principles for development

- a) Mass

CP6 - Managing Travel Demand

- d) appropriate vehicular parking

231351 171 Evendons Lane RG41 4EH

Additional Documents Outline application with all matters reserved except for access, for the proposed erection of a 64 bed care home (Use Class C2) with site access, parking, hard and soft landscaping and other associated works following demolition of existing commercial buildings.

The previous objections remain.

There is concern that the minibus service will use Section 106 funding.

231990 Ye Olde Leathern Bottel 221 Barkham Road RG41 4BY

Full application for the proposed creation of a site access to serve the existing Public House and the Equestrian centre along with clearance of the former access.

The Committee could not see why this change to access was necessary.

There were 2 significant oak trees felled, there needs to be planting of new trees to offset this.

The change to entrance position has an impact on road safety.

Disabled parking spaces are being removed.

CHAIRMANS INITIALS _____



The reduction in parking spaces could impact with parking on road.

The Committee have the following objections.

CP2 - Inclusive communities

c) People with special needs

CP6 - Managing Travel Demand

d) appropriate vehicular parking

f) Enhance road safety

231631 Hutts Farm Cottage Blagrove Lane Wokingham RG41 4AX

Full application for the proposed erection of a first floor extension to facilitate conversion of the existing annex building to an independent dwelling, with associated external alterations including addition of a chimney and flue, a front canopy roof and changes to fenestration, plus provision of replacement parking for Hutts Farm Cottage.

This is a concern as it is development in a countryside area.

If this is approved, please can the enhancement recommendations, section 7 of the Ecological Assessment be followed.

232083 40 Reading Road Wokingham RG41 1EH

Application for Listed Building consent for the proposed erection of a single storey extension following demolition of the existing single storey extension.

The Committee fully support this proposal.

Cllr Dixon asked if we could review and comment on an application that wasn't on the list. The Chair and PT Officer explained that this wouldn't be possible as it was not notified to the public prior to the meeting. The application will be added to the list of applications for the October P&T Meeting.

ACTION: P&T OFFICER

INFORMATION ITEMS (AGENDA ITEM 9)

Cllr Lack informed the Committee that he was speaking with a Network Rail employee and the plan is to remove the temporary bridge at Tan House on December 25th.

Cllr Lack asked the Committee whether there was anything happening with the block of flats development near Carnival Hub. The Chair stated that it is understood that the company developing this have halted due to financial issues.

CHAIRMANS INITIALS _____



CHAIRMANS SIGNATURE _____

CHAIRMANS INITIALS _____



WOKINGHAM TOWN COUNCIL

Monitoring Report: Planning & Transportation

Date: 27th September 2023

Date Action Agreed	Item for Action (to include any resolution number)	Person Actioning	Proposed Completion Date	Progress
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WOKINGHAM TOWN COUNCIL

Monitoring Report: Planning & Transportation

Date: 27th September 2023

29 Sep 2021	SECURE BICYCLE STORAGE IN WOKINGHAM TOWN	PT Officer	January 2023	<ul style="list-style-type: none"> March 2022 – Meetings have been held between Councillors, Spokesafe and My Journey Wokingham. Town Clerk & Technical Officer's Report to be received and discussed at Agenda Item 6. April 2022 – The Committee resolved to support the proposal funded by the MyJourney grant for 8 Secure Cycle Lockers within the Town Centre. The money from the grant will be available in October 2022. The location for the shelter has yet to be finalised but is hoped to be in one of the Town Centre car Parks. The cost of hire has also to be finalised. I have been in contact with Julie Pillai and WBC are considering the 2 car park spaces to be allocated at Denmark Street, Car Park. <p>September 2022</p> <ul style="list-style-type: none"> The spaces have been agreed with WBC and are the current motorcycle spaces and 1 car space by the Raglan Public House. The current motorcycle spaces will be relocated to the next parking area along from existing location. I have been in contact with our Social Media Officer and they will prepare a campaign. I have met with Max from Spokesafe at the location and he has confirmed that
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WOKINGHAM TOWN COUNCIL

Monitoring Report: Planning & Transportation

Date: 27th September 2023

				<p>the location is viable to hold the 8 lockers.</p> <ul style="list-style-type: none"> We are planning on October 21st October for install. <p>October 2022</p> <ul style="list-style-type: none"> October 31st update - The supplier unfortunately could not install on date they supplied. We are awaiting a new install date. I have been working with the Marketing Officer and Cllr Dennis on the promotion and Social Media for the launch. I have tested the App and it is planned that after the install there will be a short testing period before it goes live. Once the Cycle Lockers are installed there will be a sedum blanket installed. Date to be supplied. 4 secure lockers were installed and officially opened at Denmark Street Car Park on the 17th November. <p>December 2022</p> <ul style="list-style-type: none"> It has been decided, based on feedback, to split the location of the Lockers so the other 4 will be deployed at another location in the Town. We are working with WBC to secure a location within Elms Field or Carnival Hub. <p>January 2023</p> <ul style="list-style-type: none"> Following feedback from the last P&T Meeting We have visited and handed
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WOKINGHAM TOWN COUNCIL

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Date: 27th September 2023

				<p>leaflets to businesses local to the Secure Lockers, to raise awareness and give some information on how they work. We had some good feedback and it seems that better weather will improve take up.</p> <ul style="list-style-type: none">• There is now a sign A3 size on the side facing Denmark Street so that it is clear that these are Secure Bike Lockers. We are investigating another sign on the side from exiting the Car Park.• WBC have been looking at locations for the other 4 lockers at Carnival Hub.• Full reports on usage will be supplied by SpokeSafe quarterly. We requested an ad hoc report and the numbers used since opening until 30th January was as follows. <p>February 2023</p> <ul style="list-style-type: none">• The hard standing has been installed for the other 4 Lockers by WBC. They are located at the front of the Library next to the existing bike racks.• Install has been arranged for Thursday 9th March. <p>March 2023</p> <ul style="list-style-type: none">• The Install has taken place and the 4 Lockers are now installed at Carnival Hub.
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WOKINGHAM TOWN COUNCIL

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				<ul style="list-style-type: none"> • SpokeSafe have completed their iPhone App and are hoping to have the Android App finished in April. • Once the Apps are complete, they will update signage on both sets of Lockers. • We will produce leaflets and promotions for both sites in April <p>May 2023</p> <ul style="list-style-type: none"> • SpokeSafe have completed their Android App. • Signage updated on Lockers. • Promotional leaflets created and will be distributed at WTC events and to local businesses. <p>June 2023</p> <p>There were several questions raised after the last P&T Meeting.</p> <p>When are maintenance payments taken? This will be quarterly; end of June should be the first. - Management Fee Per Locker Per Month - £15 - Stakeholder Revenue Share - 50%</p> <p>Is there a plan for shorter booking slots As there have not been capacity issues this has not caused a problem, however there are plans to introduce a 'release' system when someone has finished with the locker for the day. I have sent a full version of SpokeSafe reply to the Committee members in the update document.</p>
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WOKINGHAM TOWN COUNCIL

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Date: 27th September 2023

				<p>Further promotion & Marketing of the Lockers</p> <p>I have reached out to MyJourney & PFPLeisure (Carnival Hub). I am as today awaiting a response from MyJourney. I have made contact with the Marketing Executive at PFPLeisure and they will be happy to help promote the Secure Lockers.</p> <p>Cllr Betteridge promoted the lockers at a recent cycling event and we promote them at our events and have leaflets in our info centre.</p> <p>August 2023</p> <p>Worked with Julie Piali on an article for Reading Cycle Campaign Newsletter (published August). This outlined the installation of the Lockers in Wokingham.</p> <p>SpokeSafe have announced a new service for people using their Lockers. Here is their email. Just want to let you know we've partnered with BikeHero (based just outside of Weybridge) who will be offering repair pick-up & drop-off from the lockers.</p> <p>The idea is that if someone has an issue with their bike, they can drop it off at a Spokesafe locker, BikeHero will pick up and repair, and then either drop off back to the locker or to the users home directly.</p>
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WOKINGHAM TOWN COUNCIL

Monitoring Report: Planning & Transportation

Date: 27th September 2023

				<p>We've trialled this with other partners at our larger Hub locations in London with really lovely feedback - people really like the convenience, and it's also helpful if they can't be home for when the bike is delivered.</p> <p>This is still at an early stage & is quite manual / will run off email. If it continues to work we'll be adding it to the list of features to build in-app.</p> <p>No action needed from your end (unless the council would like to help promote it via the social channels!) but wanted to keep you in the loop.</p> <p>September 2023</p> <ul style="list-style-type: none"> • I have been looking at various options for the sedum roof for the shelters. We have asked for quotes from contractors and are also investigating having the frame created and installing the sedum blanket ourselves. I will have an update at the meeting. • I have chased SpokeSafe on the progress of the 'release' system for the Lockers. • I have contacted our Social Media representative regarding promoting the 'Bike Hero' service. • We will be running a new Social Media campaign to boost the use of the Lockers.
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WOKINGHAM TOWN COUNCIL

Monitoring Report: Planning & Transportation

Date: 27th September 2023

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WOKINGHAM TOWN COUNCIL

Monitoring Report: Planning & Transportation

Date: 27th September 2023

20 June 2022	Bus Shelters maintenance	PT Officer, Cllr Malvern	Sep 2023	<ul style="list-style-type: none"> To complete a survey of condition and any repairs\maintenance required on the Bus Shelters in the control of Wokingham Town Council. To keep this list updated. Cllr Malvern has started this process by visiting and recording status at each of the shelters. The PT Officer will create a document to record this information and keep document updated. Cllr Malvern has completed his survey. He noticed that some shelters had WTC posters from old events. The PT Officer will arrange for these to be removed. There were several shelters that may need minor repairs. The PT Officer will follow up on these. <p>September 2022</p> <ul style="list-style-type: none"> The Bus shelters that require maintenance have been surveyed and a quote was received and accepted from GWShelterSolutions. There is remaining budget to cover the cost of repairs. Work will commence in November <p>December 2022</p> <ul style="list-style-type: none"> The repair works have been completed. PT Officer is currently investigating a quarterly survey on the condition of shelters.
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WOKINGHAM TOWN COUNCIL

Monitoring Report: Planning & Transportation

Date: 27th September 2023

				<div>January 2023<ul style="list-style-type: none">The PT Officer has created a survey form to keep a record of condition and note of any repairs required to any of the Shelters that we maintain. This can be used on a mobile device for Grounds Staff to keep record on a quarterly basis.There was graffiti successfully removed from Bus Shelter at Jubilee Avenue.March 2023<ul style="list-style-type: none">Cllr Malvern asked whether a contact notice could be added to the Bus Shelters WTC do the maintenance on. This is currently being investigated.May 2023<ul style="list-style-type: none">There has been further Graffiti to the Bus Shelter at Jubilee Avenue.June 2023<ul style="list-style-type: none">There was a question regarding the usage of the shelters and whether they are on active bus routes. The pages on our website have been updated with the routes.Although it was pointed out that the routes are not that frequent, they are live. Incidentally WBC have just replaced (or about to) a shelter in disrepair opposite our shelter (14) outside the Dog & Duck which has an infrequent service.</div>
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WOKINGHAM TOWN COUNCIL

Monitoring Report: Planning & Transportation

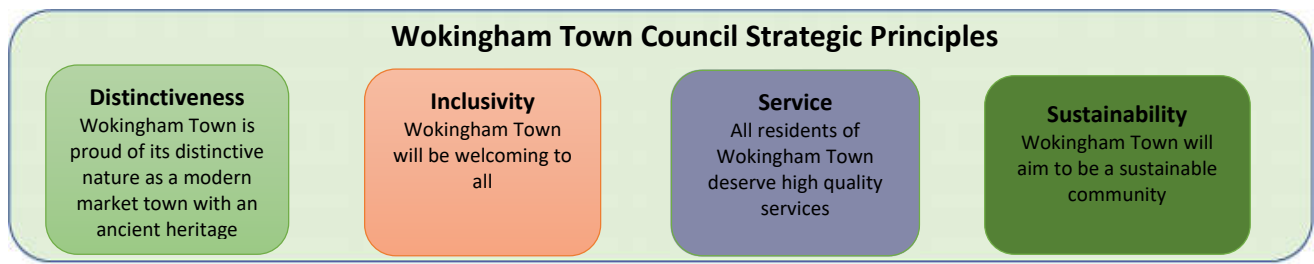
Date: 27th September 2023

				<ul style="list-style-type: none"> Having looked at the types of shelter that we have and discussions with the Town Clerk it is not seen as viable to have the Adshel type boards that may have been seen in more busy routes and Towns. The shelters we have do not have the structural capability and as seen from the frequency of the routes the draw for any advertising. There was a suggestion that Earley Council have advertising on their shelters. I contacted them but they do not have advertising on their shelters. The advertising that might be able to be placed on the current shelters would be limited to promotion of Wokingham Town Council events and projects. <p>September 2023</p> <ul style="list-style-type: none"> The new Bus shelter that appeared on Wellington Road was installed by WBC as they thought they owned it. We will continue the cleaning and maintenance of this shelter. The Contact numbers for WTC are being installed onto the bus shelters by internal Staff.

WOKINGHAM TOWN COUNCIL

Monitoring Report: Planning & Transportation

Date: 27th September 2023



WTC strategy:

To encourage the life and vibrancy of Wokingham Town for its existing and future residents and businesses

What we will do:

- Strive to make our town a pleasant place to live in and move around
- Maintain and improve our town centre and recreational facilities
- Facilitate and enable the best use of our resources
- Ensure Wokingham Town Council is a great place to serve & work in
- Encourage the delivery of arts and culture throughout our town
- Maintain our traditions and making them accessible to all

P&T Strategy	Objectives	Metric
Strive to make our town a pleasant place to live in and move around	<p><i>We will proactively lobby for and respond to Planning and Transportation issues that significantly affect the ambience and/or congestion of Town Council Wards.</i></p> <p><i>We will develop relationships other external bodies where there is mutual gain in the Committee's co-operation to achieve our vision</i></p>	<p><i>% Applications where our comment is taken on board</i></p> <p><i>Number of representations made at WBC Planning Meetings</i></p> <p><i>Number of external planning briefings attended</i></p>

WOKINGHAM TOWN COUNCIL

Monitoring Report: Planning & Transportation

Date: 27th September 2023

Maintain and improve our town centre and recreational facilities	<i>We will participate fully in all aspects of the Town Centre regeneration</i>	<i>Response rate to regeneration consultations and applications (target 100%)</i>
Facilitate and enable the best use of our resources	<i>We will ensure that Councillors have the necessary skills to fulfil their roles on Planning and Transportation issues and Committee participation</i>	<i>% Councillors trained</i>
Ensure climate change implications are considered when reviewing development applications	<i>Committee focused on considering and supporting climate friendly initiatives.</i> <i>Committee trained to best understand climate change impact on development.</i> <i>Feedback on applications includes appropriate comments/material considerations.</i> <i>Responses to planning applications demonstrates commitment to improving development and aligning with climate emergency targets.</i>	<i>All applications discussed will have Climate Change implications included..</i>

Wokingham Borough Council – Statement of Community Involvement

<https://engage.wokingham.gov.uk/en-GB/projects/shaping-local-development-our-statement-of-community-involvement>

What does the draft statement cover?

This draft statement will guide how we engage the community in preparing documents including local plans, which address a range of issues including the long-term management of development.

It sets out in full how we will prepare these before adoption, including how we'll keep people informed and seek their comments.

The statement also covers how we will support communities in producing neighbourhood plans, how we'll ensure people know about planning applications and can comment, how people will be able to report planning breaches and more.

How does it compare to the current statement?

This draft is similar in principle to our existing Statement of Community Involvement, but also proposes extending the consultation period for major planning applications from the 21-day statutory minimum to 28 days.

We will continue to take responses into account until an application is decided, but we believe it would be helpful to give an extra week during which we cannot make a decision.

This will give residents and others who might be affected more time read the full details and provide their responses.

How to share your views with us

This consultation launched on Monday, 4 September and all comments must be received by 5pm on Monday, 16 October.

Email: policyandplans@wokingham.gov.uk

Post: Growth and Delivery Team, Wokingham Borough Council, Civic Offices, Shute End, Wokingham, RG40 1WR

You must include your full name so that we can verify your response is genuine – anonymous responses will not be counted.

We would also appreciate it if you would include your full postal address.

All feedback will be carefully considered before a final draft Statement of Community Involvement is prepared for our decision-making executive to consider nearer the end of the year.

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.

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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

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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.

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- 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.

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- 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.

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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.

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- 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.

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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.

06/09/2023

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Wokingham Town Council

Detailed Income & Expenditure by Budget Heading 31/08/2023

Month No: 5

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
<u>401 Highways and Planning</u>						
1106 Grant Funding (External)	4,800	5,200	2,640	(2,560)		
1163 Cycle locker income	0	0	300	300		
Highways and Planning :- Income	4,800	5,200	2,940	(2,260)		
4111 Bus Shelter Repairs	1,977	71	2,700	2,629	625	2,004
4529 Cycle lockers	4,800	720	2,640	1,920		1,920
Highways and Planning :- Indirect Expenditure	6,777	791	5,340	4,549	625	3,924
Net Income over Expenditure	(1,977)	4,409	(2,400)	(6,809)		
Grand Totals:- Income	4,800	5,200	2,940	(2,260)		
Expenditure	6,777	791	5,340	4,549	625	3,924
Net Income over Expenditure	(1,977)	4,409	(2,400)	(6,809)		
Movement to/(from) Gen Reserve	(1,977)	4,409				

PLANNING CONSULTATION

To review and consider the Wokingham Borough Council consultation on the A329 Reading Road (Wokingham town) cycle and pedestrian improvements. Any comments are required by 22nd October 2023.

The consultation for the first section, from Sadler's Lane to Emmbrook Road has just gone live. The plans are available from Wokingham Borough Council –

[weblink](#)

The plans will also be available at the meeting for viewing. Wokingham Town Council can make comments and the form is included below.

A329 Reading Road active travel proposals

We want to improve the cycling and walking connection along the A329 Reading Road, between Wokingham town centre and outlying neighbourhoods to the west near Winnersh. This is your chance to tell us what you think.

Thanks for taking time out to help us with this. Once the consultation finishes, we'll take all your comments into account while finalising the designs. We'll consult on the next phases of the route as soon as we can.

Construction could start next year but this would depend on your views and external funding being available. None is confirmed yet, but we're working to identify opportunities.

Sources could include further grants from Active Travel England or the contributions that housing developers are required to make when they build new homes in the area.

1. What is your postcode? We will use this to understand how close you live to the proposed scheme.

2. Are you responding as

- ☐ A Wokingham borough resident
- ☐ An elected borough councillor
- ☐ A town or parish councillor
- ☐ Representing an organisation
- ☐ Completing the survey for someone else
- ☐ Other (please specify):

3. If you are representing an organisation or individual or are a councillor, please tell us more, such as the name of the organisation or council

Tell us about your cycling habits

4. How often do you currently cycle?

- | | |
|--|--|
| <input type="checkbox"/> Every day | <input type="checkbox"/> One day a month |
| <input type="checkbox"/> A few days a week | <input type="checkbox"/> Less than one day a month |
| <input type="checkbox"/> One day a week | <input type="checkbox"/> Never |
| <input type="checkbox"/> One day a fortnight | |

What would encourage you to cycle more?

5. If you don't cycle regularly or at all, what are the main reasons?

- | | |
|--|---|
| <input type="checkbox"/> I don't feel safe on the roads | <input type="checkbox"/> My journeys are further than I wish to cycle |
| <input type="checkbox"/> I don't feel confident enough | <input type="checkbox"/> Health issues |
| <input type="checkbox"/> I don't have a bike | <input type="checkbox"/> I don't enjoy cycling |
| <input type="checkbox"/> There aren't enough secure places to lock my bike | <input type="checkbox"/> Other (please specify): |
| <input type="checkbox"/> The weather puts me off | <div style="border: 1px solid black; height: 20px; width: 100%;"></div> |

Tell us why you cycle

6. What are the main reasons you cycle? Please select all that apply.

- ☐ Environmental reasons (such as reducing pollution)
- ☐ Quicker to travel than using public transport, driving or walking
- ☐ For leisure
- ☐ To keep fit or for exercise
- ☐ For mental health
- ☐ To take advantage of my employer's cycle to work scheme
- ☐ To save money (compared to car or public transport)
- ☐ To explore areas it would otherwise be hard to get to
- ☐ I enjoy cycling as a group activity
- ☐ Other (please specify):

About the A329 Reading Road proposal

7. What is the main way you are connected to the proposals of A329 Reading Road?

- ☐ I live along here
☐ I work along here
☐ I study along here
☐ I live nearby
☐ I own a business along here
☐ I'm here for leisure
☐ I commute through here
☐ I am a parent or carer of a child at school along here
☐ I visit friends or family along here
☐ I represent a local group or organisation
☐ Other (please specify):

8. How often do you travel along this section of the A329 Reading Road?

- ☐ I use it daily
☐ I use it two to three times a week
☐ I use it once a week
☐ I use it every so often
☐ I have travelled through here in the past, but I don't visit it often
☐ I have never visited this section of the A329 Reading Road

9. Which types of transport modes have you used to travel along this section of the A329 Reading Road in the last few months? Please select all that apply.

- | | |
|---|---|
| <input type="checkbox"/> Walk | <input type="checkbox"/> Delivery vehicle |
| <input type="checkbox"/> Cycle | <input type="checkbox"/> Motorbike |
| <input type="checkbox"/> Bus | <input type="checkbox"/> Wheelchair or other mobility aid |
| <input type="checkbox"/> Car | <input type="checkbox"/> Other (please specify): |
| <input type="checkbox"/> Taxi or private hire vehicle | <input type="text"/> |

10. To what extent do you agree with the proposal to provide an improved route for people cycling and walking in this location? This would include improvements suitable for wheelchairs, buggies and mobility scooters.

☐ Agree

☐ Neutral

☐ Disagree

☐ Don't know

11. To what extent do you agree or disagree with the following elements of the proposed scheme? Please refer to the scheme drawings on the project webpage for details.

	Agree	Neutral	Disagree	Don't know
Introducing one-way segregated cycle tracks on each side of the A329 Reading Road between Sadler's Lane and Emmbrook Road (2m wide in general and 1.8m at constraints)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reducing the speed limit along the A329 Reading Road from 40mph to 30mph to improve safety	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Improving side road junctions on both sides, including raised crossings to give cyclists priority and make it easier for pedestrians to cross	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Changing the bus stop layouts so the cycle track is routed around the back of the bus stops to minimise any conflicts between people walking, wheeling and cycling; and motor traffic	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Removing the traffic islands along the A329 Reading Road between Sadler's Lane and Aspen Place and introducing signalised pedestrian and cycle crossings (toucan crossings)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

12. Thinking of the suggested upgrades to the A329 Reading Road between Sadler's Lane and Emmbrook Road, to what extent do you agree with the following?

	Agree	Neutral	Disagree	Don't know
They will improve safety for people cycling and walking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
They will encourage me to cycle or walk more	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
They will encourage others to cycle or walk more	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

13. Is there anything else you would like to tell us about the proposals or are there any other features that would encourage you to cycle or walk more along this section of the A329 Reading Road?

14. How did you find out about this consultation? Select all that apply.

- ☐ Email from Wokingham Borough Council
- ☐ Email newsletter from Wokingham Borough Council
- ☐ From my town or parish council
- ☐ Wokingham Borough Council social media
- ☐ Other social media
- ☐ Print newspaper
- ☐ Radio
- ☐ Online local media
- ☐ Letter delivered to my home
- ☐ Wokingham Borough Council website
- ☐ From a friend, neighbour or relative
- ☐ From a local business
- ☐ Other (please specify):

15. Are you happy for us to contact you about your answers?

- ☐ Yes
- ☐ No

Email address and / or telephone number:

About you (optional)

The following questions are to ensure we take the views and needs of differing people into consideration and to understand your responses to the previous questions a little better. It is a legal requirement for us to ask these questions, but you are not obliged to answer any you do not wish to. The data is used for this survey only and cannot be used to identify you.

17. What town or parish do you live in?

18. What sex/gender do you identify as?

- ☐ Female
- ☐ Male
- ☐ Transgender
- ☐ Prefer not to say
- ☐ Other (please specify):

19. How old are you?

- ☐ 17 or younger
- ☐ 18-20
- ☐ 21-29
- ☐ 30-39
- ☐ 40-49
- ☐ 50-59
- ☐ 60 or older

20. What race or ethnicity best describes you?

- | | |
|---|--|
| <input type="checkbox"/> Arabic | <input type="checkbox"/> White: British |
| <input type="checkbox"/> Asian/British Asian: Bangladeshi | <input type="checkbox"/> White: Other |
| <input type="checkbox"/> Asian/British Asian: Chinese | <input type="checkbox"/> Mixed race |
| <input type="checkbox"/> Asian/British Asian: Indian | <input type="checkbox"/> Gypsy/Traveller |
| <input type="checkbox"/> Asian/British Asian: Pakistani | <input type="checkbox"/> Prefer not to say |
| <input type="checkbox"/> Black/British Black: African | <input type="checkbox"/> Other (please specify):
<input type="text"/> |
| <input type="checkbox"/> Black/British Black: Caribbean | |

21. What do you consider your religion to be?

- | | |
|---------------------------------------|---|
| <input type="checkbox"/> Buddhism | <input type="checkbox"/> Sikhism |
| <input type="checkbox"/> Christianity | <input type="checkbox"/> No religion |
| <input type="checkbox"/> Hinduism | <input type="checkbox"/> Prefer not to say |
| <input type="checkbox"/> Islam | <input type="checkbox"/> Other (please specify): |
| <input type="checkbox"/> Judaism | <div style="border: 1px solid black; height: 20px; width: 100%;"></div> |

22. Which of the following terms best describes your sexual orientation?

- | | |
|-----------------------------------|---|
| <input type="checkbox"/> Asexual | <input type="checkbox"/> Heterosexual/Straight |
| <input type="checkbox"/> Bisexual | <input type="checkbox"/> Prefer not to say |
| <input type="checkbox"/> Gay | <input type="checkbox"/> Other (please specify): |
| <input type="checkbox"/> Lesbian | <div style="border: 1px solid black; height: 20px; width: 100%;"></div> |

23. Have you undertaken any form of sex/gender reassignment?

- ☐ Yes
 ☐ No
 ☐ Prefer not to say

24. Are you currently pregnant or have you given birth within the last year?

- ☐ Yes
☐ No
☐ Not applicable
☐ Prefer not to say

25. Do you have a disability, long-term illness or health condition?

- ☐ Yes
 ☐ No
 ☐ Prefer not to say

26. Would it be helpful if you could indicate the nature of your disability? If so, please do.