



The Oakwood Centre, Headley Road, Woodley, Berkshire, RG5 4JZ  
www.woodley.gov.uk

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To: **Members of the Planning and Community Committee**  
Councillors B. Soane (Chairman); D. Bragg; J. Cheng; R. Horskins; L. Guttridge; C. Jewell; V. Lewis; J. Sartorel; P. Singh; J. Taylor

**NOTICE IS HEREBY GIVEN that a meeting of the Planning and Community Committee will be held at the Oakwood Centre at 7:45 pm on Tuesday 19 September 2023, at which your attendance is requested.**

**The Town Council reserves the right to record and broadcast this meeting. Anybody attending the meeting will, by virtue, consent to having their image and audio recorded for this purpose.**

Kevin Murray  
Deputy Town Clerk

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## **A G E N D A**

1. **APOLOGIES**
2. **DECLARATIONS OF INTEREST**  
To receive any declarations of interest from Members on agenda items.
3. **MINUTES OF THE PLANNING AND COMMUNITY COMMITTEE MEETING HELD ON 29 AUGUST 2023** Page 5  
To approve the minutes of the Planning and Community Committee meeting held on 29 August 2023 and for the Chairman to sign them as a true record.
4. **CURRENT PLANNING APPLICATIONS** Page 17  
To consider current planning applications and agree comments to be forwarded to the planning authority. **(Appendix 4)**
5. **PLANNING DECISIONS** Page 18  
To note information on decision notices received from the planning authority since the last meeting. **(Appendix 5)**

6. **TELECOMMUNICATIONS NOTIFICATION**

This type of application does not require consultation.

To note application 232081:

Location: Loddon Vale Practice, Headley Road East, Reading, RG5 4UX  
Proposal: Prior approval submission for the erection of a 20 metre high slimline monopole supporting 12no. antenna apertures and 2no. 600mm dishes along with 6no. equipment cabinets and associated development ancillary.

7. **TREE PRESERVATION ORDERS**

**Applications for works to trees**

This type of application does not require consultation.

To note application 232113:

Location: TPO 170/1980 AREA 1: 2 Mollison Close, Woodley, Wokingham, RG5 4XG.  
Proposal: T1, Oak – Fell to near ground level and treat stump.

To note application 232174:

Location: TPO 832/1996, G2, T17, T18: 9 Highcliffe Close, Woodley, Wokingham, RG5 4RE.  
Proposal: T1, Oak (T17 on TPO) – Section fell to just above ground level.  
T2, Oak (T18 on TPO) – Crown reduction of lower and mid canopy by 1- 1.25m of radial crown spread.  
T3, Horse Chestnut (Part of G2) - Crown reduction of lower and mid canopy by 1.5m of radial crown spread.

To note application 232104:

Location: SECTION 211 NOTIFICATION FOR WORKS IN A CONSERVATION AREA: 32 Church Road, Woodley, Wokingham, RG5 4QJ.  
Proposal: T1, Silver Birch – Crown reduction by approx. 1.5m to a height of 5m. T4, Apple - Crown reduction by approx. 1.5m to a height of 3m; remove crossing branches.

8. **GENERAL TRANSPORTATION MATTERS**

- a) To consider **Report No. PC 5/23** relating to cycling in Woodley. Page 21
- b) To consider any other general transportation matters, including cycling and walking, within the area that are raised by Members.

9. **STATEMENT OF COMMUNITY ENGAGEMENT CONSULTATION**

To consider Wokingham Borough Council's Statement of Community Engagement consultation (**Appendix 9a**), and whether to provide a response on the Council's behalf. Page 34

The draft Statement of Community Engagement is provided at **Appendix 9b**. Page 36  
The deadline for responses is 16 October 2023.

10. **COMMUNITY SPEEDWATCH**

To receive an update on the Town Council's Speedwatch Group activities.

11. **COMMUNITY ISSUES**

To discuss and consider any recent community issues noted by Members.

12. **HIGHWAYS ISSUES**

To discuss and consider any recent highway issues noted by Members.

13. **PUBLICATIONS/INFORMATION**

To note receipt of the following:

- Me2 Club – August 2023
- CCB eBulletin – September 2023

14. **FUTURE AGENDA ITEMS**

To consider suggestions for future agenda items.

15. **PUBLICITY/WEBSITE**

To consider suggestions for items to be publicised.

16. **ENFORCEMENT ISSUES**

a) To note the enforcement notifications listed in ***Appendix 16a.***

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b) To note the enforcement case closures listed in ***Appendix 16b.***

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**Minutes of a Meeting of the Planning and Community Committee held at the Oakwood Centre on Tuesday 29 August 2023 at 7:45 pm**

**Present:** *Councillors: B. Soane (Chairman); J. Cheng; R. Horskins; L. Guttridge; C. Jewell; J. Sartortel; P. Singh; J. Taylor;*

**Officers present:** *K. Murray, Deputy Town Clerk; M. Filmore, Committee Officer;*

**Also present:** *Cllr K. Baker  
2 members of the public*

52. **APOLOGIES**

Apologies for absence were received from Councillors Bragg and Lewis.

53. **DECLARATIONS OF INTEREST**

There were no declarations of interest made by Members.

54. **MINUTES OF THE PLANNING AND COMMUNITY COMMITTEE MEETING HELD ON 25 JULY 2023**

**RESOLVED:**

- ◆ That the minutes of the Planning and Community Committee meeting held on 25 July 2023 be approved and be signed by the Chairman as a true and accurate record.

55. **CURRENT PLANNING APPLICATIONS**

After deliberations regarding the final current planning application, a retrospective application for the development of an outbuilding, Members suggested the Council may wish to put out communications to educate members of the public regarding the need to get planning permission for outbuildings of a certain size / location, and to direct them to the relevant resources to be able to ascertain if planning permission is required or not. The Committee Officer advised that such communications had previously published with regards to this, but that the Council could re-issue this, and schedule to do so at least once a year.

**RESOLVED:**

- ◆ To forward comments to the planning authority as detailed in **Appendix A**.
- ◆ To publicise the need for residents to obtain planning permission for certain types of outbuilding, and to direct them to the relevant resources to get guidance on this.

56. **PLANNING DECISIONS**

**RESOLVED:**

- ◆ To note information on decision notices received from the planning authority since the last meeting, as given in the agenda.

57. **PLANNING APPEALS**

**RESOLVED:**

- ◆ To note the following appeal decision:

Application: 214173  
Location: Land adjacent to Sonning Golf Club, Sonning, Berks RG4 6DJ  
Proposal: Development of a specialist dementia residential care home (Use Class C2), creation of new pedestrian, cycle and vehicular access, landscaping, and other associated infrastructure works. (Woodley Town Council had objections to the proposal.)  
Details: Appeal against refusal of planning permission.  
Decision: The appeal was dismissed.

58. **TREE PRESERVATION ORDERS**  
**Applications for works to trees**

**RESOLVED:**

- ◆ To note the following applications for tree works:

Application: 231821  
Location: TPO 3/1951, WOODLAND 3: 54 Hazel Drive, Woodley, Wokingham, RG5 3SA.  
Proposal: T1, Acacia - Fell.

Application: 231845  
Location: TPO 141/1977, AREA 1: 72 Western Avenue, Woodley, Wokingham RG5 3BH.  
Proposal: G1, Oak and 2 x Ash - Prune back the lower canopy of the Ash from the pathway and driveway by 1m.  
T1, Oak – Crown lift to approx. 6m on property and garage side, providing approx. 1.5m clearance to the property and 2m to the garage, removing secondary growth only where possible.  
T2, Oak – Crown reduction of lower and mid-canopy growing towards property and 1 no. branch growing towards the garage by 1.5m to provide 1.5m clearance to property.

Application: 231908  
Location: TPO 3/1951, WOODLAND 3: 54 Hazel Drive, Woodley, Wokingham, RG5 3SA.  
Proposal: T1, Sweet Chestnut – Crown reduction by 1-2m back to suitable pruning points; remove deadwood.

Application: 231951  
Location: TPO 1204/2007, AREA 1: 16 Glendevon Road, Woodley, Wokingham, RG5 4PJ.  
Proposal: T1, Oak – Crown lift to a maximum height of 5m and selectively prune lateral branches overhanging no. 15 St Johns Close by a maximum of 1.5m and to a maximum height of 10m; remove 3 no. branches on the south side of the tree (see photographs); remove deadwood.

Application: 232022  
Location: TPO 1849/2022, WOODLAND 3: Land adjacent to 35 Constable Close, Woodley, Wokingham, RG5 4US.  
Proposal: T10, Field Maple – Fell.

59. **RAIL STATION TICKET OFFICE CONSULTATION (SWR/GWR)**

Members considered the consultation by South Western Railway and Great Western Railway regarding proposed changes to the operation of railway ticket offices, including ticket office closures.

Members considered a proposed response, drafted by Councillor Taylor, on behalf of the Town Council (**Appendix B**). The Chairman thanked Councillor Taylor for her efforts in considering the consultations and drafting a response. It was also noted that Cllr Guttridge had submitted some comments to the Committee Officer regarding disabled access issues (**Appendix C**).

Members requested that Cllr Guttridge's comments be added to Cllr Taylor's proposed response, and that this be submitted in response to the consultations on behalf of the Town Council. It was also requested that this response letter be circulated to all Members, and published on the Council's website.

**RESOLVED:**

- ◆ To provide a Town Council response to both the South Western Railway and Great Western Railway consultations, using the proposed response drafted by Cllr Taylor, with the inclusion of the disabled access issues provided by Cllr Guttridge.

60. **DEPARTMENT FOR TRANSPORT AND NATIONAL HIGHWAYS CONSULTATIONS**

**RESOLVED:**

- ◆ To note the circulation to Members of Wokingham Borough Council's Individual Executive Member Decision report and appendices, relating to the DfT's Transport and National Highways consultations, on 24 July 2023.
- ◆ To note that, as comments were required by 26 July 2023, Members views were sought prior to this meeting and the following comments were submitted to Wokingham Borough Council:
  - The Council shares WBC's concern regarding the M4 Smart Motorway, in terms of the proven danger of the loss of a hard shoulder on the M4 and other motorways;
  - The Council believes more attention should be paid to net zero environmental targets;
  - The Council is against road charging as a solution to reducing car use; this should be avoided in view of the pressure it would likely put on local roads - Woodley has (or is connected to) two access points to the M4 along the A329(M) and, as such, would suffer greatly from traffic finding alternative routes;
  - Verges and central reservations on motorways must be kept cut at all times; long grass on verges and central reservations provide a danger to motorists by reducing visibility.

61. **LOCAL GREEN SPACE NOMINATIONS**

Members considered the request from Wokingham Borough Council for any additional comments regarding two areas of land, for which the Town Council is the landowner, being proposed for inclusion as local green spaces in the local plan update; those being Woodford Park / the Memorial Ground, and Malone Park.

The Committee Officer advised members that, in relation to the map showing the extent of Woodford Park and the Memorial Ground nominated for inclusion as provided in the agenda, he had notified Wokingham Borough Council that a small area to the north of Coronation Hall had been omitted. Wokingham Borough Council had advised that this would be noted and taken into account.

Councillor Jewell advised Members that she had reviewed a map showing all areas in Woodley being proposed for inclusion as Local Green Spaces, not just those areas owned by the Town Council, and was concerned that a number of areas were not being proposed as local green spaces. Members noted the areas Councillor Jewell was concerned about were:

- Land between Lysander Close and Hartigan Place
- Wheble Park
- Loddon Mead
- Land at the junction of Arundel Road and Wingate Road

Members had no additional comments to submit to Wokingham Borough Council in relation to the proposals to designate Woodford Park / the Memorial Ground and Malone Park as local green spaces. It was agreed that the Council should write to Wokingham Borough Council to request that the other spaces, raised by Councillor Jewell, be nominated as local green spaces.

**RESOLVED:**

- ◆ To submit no comments to Wokingham Borough Council in relation to the proposal to designate Woodford Park / the Memorial Ground and Malone Park as local green spaces in the local plan update.
- ◆ To write to Wokingham Borough Council to request that the following areas are considered for nomination as local green spaces in the local plan update:
  - Land between Lysander Close and Hartigan Place
  - Wheble Park
  - Loddon Mead
  - Land at the junction of Arundel Road and Wingate Road

*[C.O. Note: Following the meeting it was confirmed that the Town Council originally submitted suggestions of areas for local green space designation in April 2020, and the areas raised by Councillor Jewell at this meeting were not included in the original list]*

62. **TRAFFIC REGULATION ORDER UPDATE**

Members noted the section of Colemansmoor Road, to the north of Rivermead Road, along which Wokingham Borough Council is proposing the introduction of double yellow lines in the next Traffic Regulation Order update. Members felt the proposals could've gone further, with the double yellow lines running all the way to the junction with Loddon Bridge Road.

**RESOLVED:**

- ◆ To respond to Wokingham Borough Council to state that, whilst the support the introduction of double yellow lines on this stretch of Colemansmoor Road, the Committee felt these should extend to the junction with Loddon Bridge Road.

63. **TWYFORD NEIGHBOURHOOD PLAN**

**RESOLVED:**

- ◆ To note that Wokingham Borough Council formally adopted the Twyford Neighbourhood Plan on 20 July 2023.

64. **COMMUNITY SPEEDWATCH**

Councillor Taylor advised Members that she had now taken part in the Bulmershe & Whitegates Community Speedwatch group and better understood how the scheme worked. She advised that the next step for the Woodley group would be to identify locations for Speedwatch activities, and to get these authorised by the Thames Valley Police. Once this has happened, volunteers could be recruited.



Members noted there were still issues with the Council's Speedwatch equipment and that, following efforts from the Committee Officer and Councillor Bragg, it was still not possible to download the data and images required. It was suggested that, if this cannot be resolved, the Council may wish to pay for an IT specialist to help fix the issue.

65. **COMMUNITY ISSUES**

There were no community issues raised by Members.

66. **HIGHWAYS ISSUES**

Councillor Horskins raised a concern about the use of eScooters in the area. The Committee Officer advised that the Thames Valley Police had attended a Planning & Community Committee meeting in 2022 to discuss this matter and had advised that, whilst the riding of eScooters on public land was illegal, there was currently little enforcement they could do as eScooters did not official fall into a category of motorised or pedal powered vehicle. They stated that their powers would be limited until the matter had been legislated against.

It was suggested that the Council might put out some communications regarding this issue in order to educate people. The Committee Officer advised that this did happen last year, but that further communications could be issued.

Members recommended writing to the local MPs to raise the concern, and to ask that legislation be considered for introduction as soon as possible to help resolve the matter.

**RESOLVED:**

- ◆ To write to Theresa May MP and Matt Rodda MP to raise concerns over the use of eScooters in the area and request that legislation be introduced as soon as possible to aid police in enforcing the matter.

*[C.O. Note: Sergeant Simon Botham and PCSO Claire Towse attended the P&C Committee meeting held on 12 July 2022]*

67. **PUBLICATIONS/INFORMATION**

**RESOLVED:**

- ◆ To note receipt of the following:
  - Me2 Club Newsletter – July 2023
  - Connecting Communities in Berkshire Newsletter – August 2023
  - The Wokingham Volunteer Centre E-Newsletter – Summer 2023

68. **FUTURE AGENDA ITEMS**

There were no future agenda items raised by Members.

69. **PUBLICITY/WEBSITE**

There were no further publicity and website items raised by Members, other than those already raised under previous items.

70. **ENFORCEMENT ISSUES**

**RESOLVED:**

- ◆ To note the information on enforcement issues received from the planning authority, as given in the agenda.

The meeting closed at 9:36 pm

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DRAFT

Woodley Town Council

**Observations on the following Planning Applications made at the Planning & Community Committee meeting held on 29 August 2023**

<b>Application No. &amp; Address</b>	<b>Proposal</b>
<b>231625</b> 12 Mannock Way, Woodley, RG5 4XW	Householder application for the proposed conversion of existing loft to create habitable accommodation to include 1no. dormer plus changes to fenestration.
<b>Observations:</b> The Planning & Community Committee have considered this application and wish to object to the proposal to create additional habitable accommodation due to lack of on-site / off street parking available at the property; the plans indicate only one available parking space.	
<b>231655</b> 22 Lindberg Way, Woodley, RG5 4XE	Householder application for the proposed erection of a single storey rear extension plus first floor side extension.
<b>Observations:</b> The Planning & Community Committee have considered this application and have no objections, but request that the neighbour's comments are taken into account.	
<b>231713</b> Sandford Farm, Mohawk Way, Woodley, RG5 4TE	Full application for the proposed erection of a 2 storey dwelling with single storey entrance link walkway. Single storey detached office and a second single storey detached unit for bin/bicycle storage garden store.
<b>Observations:</b> The Planning & Community Committee have considered this application and had concerns regarding access. This stretch of Perimeter Road is not currently used by motor vehicles; there are no driveways, with the road currently used by walkers and cyclists. The development would lead to conflict between vehicles and pedestrians / cyclists who currently use this route without the need to be aware of vehicles. Were the plans to be approved, appropriate signage would need to be installed to ensure those using the path were aware that vehicles could be using the road.	
<b>231769</b> 56 Butts Hill Road, Woodley, RG5 4NH	Householder application for the proposed dropped curb.
<b>Observations:</b> No objections.	
<b>231786</b> 25 Cypress Road, Woodley, RG5 4BD	Householder application for the proposed erection of a single storey rear extension following demolition of the existing conservatory.
<b>Observations:</b> No objections.	
<b>231798</b> 14 Wingate Road, Woodley, RG5 4JU	Householder application for the proposed erection of a two storey front and side extension and a single storey rear extension following demolition of the existing garage and shed, plus the addition of a front canopy roof.
<b>Observations:</b> No objections.	

<p><b>231828</b> 24 Rothwell Gardens, Woodley, RG5 4TJ</p>	<p>Householder application for the proposed erection of a single storey front extension with a canopy roof and a first floor side and two storey rear extension with 1 no. Juliet balcony following demolition of the existing rear conservatory, plus conversion of the garage to habitable accommodation and changes to fenestration.</p>
<p><b>Observations:</b> The Planning &amp; Community Committee have considered this application and wish to object to the proposals on two grounds. First, as mentioned in a neighbour's comment, the plans appear to reflect that the distance between the property and 7 Tippings Lane will be reduced to below the minimum 22m distance specific in the Borough's Design Guide. Secondly, the Committee believe the proposal to include a Juliet balcony would cause overlooking and would be unneighbourly.</p>	
<p><b>231846</b> 44 Coppice Road, Woodley, RG5 3RA</p>	<p>Full application for the proposed subdivision of the site and erection of a two storey side extension to form 1 no. terraced dwelling with associated parking.</p>
<p><b>Observations:</b> The Planning &amp; Community Committee have considered this application and wish to object to the proposal on two grounds. First, the Committee believed that the proposals would lead to a terracing effect; no other properties in this area are terraced, and this proposal would be out of keeping with the street scene. Secondly, they believe provision of parking to the rear of the property was not suitable and contrary to Core Strategy Policy CP2, with regards to the requirement for new developments to address the requirements of an ageing population. The Committee noted a recent decision report relating to the introduction of parking to the front of 44 Coppice Road (ref 214009), which gave substantial weight in the determination to the fact that the existing parking to the rear of 44 Coppice Drive was located on an incline and 30m from the front entrance. This is the parking which is now being proposed for the new development, whose front entrance will not significantly closer than that of the current property at 44 Coppice Drive.</p>	
<p><b>231860</b> 8 Phillips Close, Woodley, RG5 4XD</p>	<p>Householder application for the proposed conversion of the garage to habitable accommodation and alterations to the rear fenestration.</p>
<p><b>Observations:</b> No objections</p>	
<p><b>231870</b> 23 Telford Crescent, Woodley, RG5 4QT</p>	<p>Householder application for the proposed extension of the existing front dormer.</p>
<p><b>Observations:</b> No objections.</p>	
<p><b>231871</b> Former Travis Perkins Site, Woodley Green, Woodley, RG5 4QP</p>	<p>Full application for the proposed erection of a building to form a residential care home (Use Class C2) with access, parking, landscaping and associated works, following demolition of all existing buildings on the site.</p>
<p><b>Observations:</b> The Planning and Community Committee have considered this application and fully support the proposed use of the site for the building of a residential care home.</p>	
<p><b>231909</b> 16 Fawcett Crescent, Woodley, RG5 3HU</p>	<p>Householder application for the proposed erection of single storey side and rear extension, with fenestration to match existing, following the demolition of existing rear extension and existing outbuilding.</p>
<p><b>Observations:</b> No objections.</p>	

<b>231927</b> 21 Bodmin Road, Woodley, RG5 3RZ	Householder application for the proposed erection of single storey rear extension, plus 2no. roof lights and formation of ground floor side window, following the demolition of existing conservatory.
<b>Observations:</b> No objections.	
<b>231953</b> 7 Delamere Road, Earley, RG6 1AP	Householder application for the proposed erection of part two storey side part single storey rear extension, including fenestration to match existing, and alteration of hipped roof to form gable.
<b>Observations:</b> No comments.	
<b>231961</b> 12 Martinet Road, Woodley, RG5 4TQ	Householder application for the proposed conversion of garage to form habitable space, plus alteration to fenestration to match existing.
<b>Observations:</b> No objections.	
<b>232023</b> 83 Bruce Road, Woodley, RG5 3DY	Householder application for the proposed single-storey, detached outbuilding in rear garden (Retrospective).
<b>Observations:</b> The Planning & Community Committee have considered this proposal and wish to object on the grounds that the outbuilding is too close to the boundary with neighbouring properties, and is too high, meaning it is overbearing and unneighbourly.	

**Woodley Town Council** welcomes the opportunity to contribute to the rail operators' consultation on proposals to close most station ticket offices.

The Council supports promotion of rail transport as a key part of the UK's climate change policy and as an enabler of economic and social well-being. As our residents contribute to the public subsidy of railways, we are also keen to ensure that the service provides value for money for people locally and is on a sound financial footing.

With these points in mind, we note that the operators' objectives in proposing the closure of ticket offices are to provide better service to customers and to ensure that the railway is 'more financially sustainable'. These objectives are admirable – but it is currently unclear exactly how they will be achieved and indeed whether they are mutually compatible. We are also concerned about the effects of the changes on our national and local obligations in respect of equality of access for all and ensuring staff and customer safety.

Therefore, can you please give us reassurance on the following points:

### ***Better service to customers***

We note that several local councils and disability rights groups have flagged concerns regarding access to ticketing and the danger of marginalising some rail users. We will not reiterate all these issues but refer you to the response provided by our primary local authority 'Wokingham Borough Council'. However, we would like to raise the following specific points:

We welcome the initiative to provide hands-on help for users to learn how to use Ticket Vending Machines (TVMs). However, GWR reports that around 25% of tickets sold at two of our local stations (Reading and Twyford) are bought from the Ticket Offices. Is there any evidence that the only barrier to replacing these transactions with a TVM is lack of user training?

Three of our local stations (Reading, Winnersh Triangle and Reading) will have significantly reduced staffing times under the new proposals i.e. a smaller window for those who need to talk to someone about their requirements. There is a danger of creating a self-fulfilling prophecy here e.g. we don't need to staff Earley station on a Saturday as hardly anybody needing ticketing assistance uses it then - which means that subsequently *nobody* needing ticketing assistance can use the station on that day.

What measures are being taken to improve the 'usability' of ticketing software for apps, online portals and TVMs?

For example, ensuring that: software is consistent across operators; there is a facility to compare different fare options (including split-ticketing) before purchasing a ticket; all types of ticket are supported; cash, voucher/warrants and card payments can be made; TVMs accessible from wheelchairs; text-to-speech, ability to change text size and high contrast displays available for the visually impaired.

We also urge that a representative panel of customers be established to effect User Acceptance Testing.

We ask that train staff be given discretion to take account of difficulties in getting a ticket at unstaffed stations when dealing with penalties for possible fare evasion or breaking restrictions on ticket use.

### ***Financial Sustainability***

We assume that the source of 'financial sustainability' arising from closure of ticket offices will be a reduction in staff costs and/or the sale of more tickets. Is this correct? Leaving aside the customer service consideration for the moment, what does your modelling predict in respect of loss of custom (journeys and revenue) owing to the removal of ticket offices?

### ***Safety***

Given the proposed increase in the time many stations will be unstaffed, what additional provision will be in place to support customers needing to re-plan journeys owing to service disruptions?

Similarly, what emergency facilities will be provided for vulnerable people regarding personal safety at unstaffed stations? SWT refer to video-call facilities being made available at Cat 3 stations – will this be available across the network whenever trains are running?

We ask that safety procedures be put in place to protect both lone workers at smaller stations and ticket inspectors on trains.

***Monitoring and Measuring Success***

How will the effects of the change be monitored and measured? Is there an intention to run staff and customer satisfaction surveys? How will any 'lost' customers be identified? How will financial benefits be calculated?

We note appreciatively that GWR has published transaction data, including number of tickets sold at ticket offices, online and via TVMs for journeys from each station. We request that each operator publish this info before the closures are effected and at regular intervals thereafter in order to identify any trends in rail usage following the change.

***Governance***

With the closure of all / most ticket offices, does this mean that Schedule 17 of the Secretary of State's 'Transport Ticketing & Settlement Agreement' is defunct i.e. there will no longer be any statutory regulation of station staffing? If so, how will customers' (and tax payers') interests be represented independently?

Also, SWT has made a number of 'pledges' in their consultation paper, including:

- All colleagues will be treated fairly and their new roles will be more varied and engaging
- Customers will never have to travel out of their way to buy tickets
- Those with accessibility needs\* will always be supported.

How will performance against these pledges be measured and shared with the public. What is the consequence of failing to meet them?

\* Note that SoS 'Transport & Ticketing Settlement Agreement' includes access to ticketing as well as physical access. Section 5.7 refers

Thank you again for the chance to comment on the proposed changes. We hope our constructive observations will be helpful to you and look forward to hearing the outcome of the consultation.

DRAFT

# Re: Rail Ticket Office Closures consultation

From: Linda Guttridge  
To: Matthew Filmore  
Date: 08/08/2023 7:12 PM

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Dear all,

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Can I declare some interest and disgust in British Rails proposal For those of you that don't know I'll give a brief idea of just how difficult it already is to go via British rail from our local stations. Something my friend and I attempt several times a year but due to lack of staff has now become a frightening experience for two women travelling together one in a wheelchair

At Twyford, The guard goes off duty at 7pm The ramps to get wheelchairs off the train are locked up and as we discovered if you are later than that so are the lifts If you've rebooked your journey a week in advance the train would have been diverted to platform one for you if you've gone through disabled assistance on the network but you have to give a weeks notice. I mean come on can we really have disabled people out at all times of the night (sorry joke). If they can't divert the train you're then sent up the line to reading and put on the next train back that stops at Twyford this can add up to an hour to your journey time at that time of night and the driver has to agree to get you off, they don't all so you could spend the rest of the evening going between maidenhead and reading.

In Wokingham it's unmanned anyway after 8pm but at least you're coming in on the flat and can walk around provided the gate hasn't been locked and you've managed to get your wheelchair off the train and blind people travelling alone might have difficulty finding it if they don't know the station

The ticket office staff at both these stations have always helped when the guard went off with just getting you off and helping you on your way either via your own car or taxi which all made for a good end to a night ou

I hope no of you mind me telling you thisbut that's not what I call equalities in travel

Linda Guttridge



**PLANNING APPLICATIONS**

<b>Application No. &amp; Address</b>	<b>Proposal</b>
<b>231646</b> 20 Pitts Lane, Earley, RG6 1BT	ADJOINING PARISH CONSULTATION Full planning application for the proposed erection of a single storey front extension and raising and modification of the roof of the existing Gospel Hall to form a first floor, plus changes to fenestration, addition of a front canopy roof and creation of first floor access via rear external stairs, with associated changes to car parking and landscaping and erection of gates.
<b>232033</b> The White Cottage, Western Avenue, Woodley, RG5 3BN	Full application for the proposed erection of single storey side extensions, insertion of dormer and demolition of chimney to existing dwelling, plus erection of 1no. two-bedroom dwelling, following demolition of existing garage.
<b>232089</b> 27 Anthian Close, Woodley, RG5 4XA	Householder application for the proposed erection of a single storey rear extension following conversion of existing garage to create habitable accommodation plus changes to fenestration.
<b>232172</b> 6 Woodlands Avenue, Woodley, RG5 3HJ	Householder application for the proposed erection of a first floor side extension, including the insertion of front and side dormers.
<b>232231</b> 124 Kingfisher Drive, Woodley, RG5 3LQ	Householder application for the proposed erection of a single storey rear extension, and changes to fenestration.

Woodley Town Council

**PLANNING DECISIONS**

**WITHDRAWN – NO DETERMINATION MADE BY WOKINGHAM BOROUGH COUNCIL**

Reference / Address	Proposal
NONE	

**REFUSED – CONTRARY TO TOWN COUNCIL RECOMMENDATION**

Reference / Address	Proposal
NONE	

**REFUSED – ENDORSING TOWN COUNCIL RECOMMENDATION**

Reference / Address	Proposal
NONE	

**APPROVED – CONTRARY TO TOWN COUNCIL RECOMMENDATION**

Reference / Address	Proposal
<b>231625</b> 12 Mannock Way, Woodley, RG5 4XW	Householder application for the proposed conversion of existing loft to create habitable accommodation to include 1no. dormer plus changes to fenestration.

**APPROVED – ENDORSING TOWN COUNCIL RECOMMENDATION**

Reference / Address	Proposal
<b>230297</b> 83A Loddon Bridge Road, Woodley, RG5 4AR	S73A application to vary conditions 2 and 3 of planning consent 211290 for the proposed erection of a single detached dwelling. Condition 2 relates to the approved details and condition 3 relates to external materials and the variation is to allow the enlargement of the ground floor footprint at the rear plus the insertion of 2 no. rooflights in the front elevation and a change to the colour of the roof tiles. (Retrospective)
<b>230861</b> Tennis Courts, Land off Silver Fox Crescent, Woodley	Full planning application for the proposed erection of 1 no. self-build four bedroom detached dwelling with detached garage and parking.
<b>230874</b> Tennis Courts, Land off Silver Fox Crescent, Woodley	Full planning application for the proposed erection of 1 no. self-build four bedroom detached dwelling with detached garage and parking.
<b>230875</b> Tennis Courts, Land off Silver Fox Crescent, Woodley	Full planning application for the proposed erection of 1 no. self-build four bedroom detached dwelling with detached garage and parking.
<b>231596</b> 41 Duncan Road, Woodley, RG5 4HS	Householder application for the proposed erection of a single storey rear extension with two roof lights and open porch to front elevation.

**APPROVED – ENDORSING TOWN COUNCIL RECOMMENDATION cont...**

<b>231621</b> 79 Beechwood Avenue, Woodley, Wokingham, RG5 3DF	Householder application for the proposed erection of a single storey front extension to form porch, erection of a front pergola, garage conversion to create habitable accommodation, single storey rear extension plus the first floor side extension. Thank you for your observations on the above pla
<b>231786</b> 25 Cypress Road, Woodley, RG5 4BD	Householder application for the proposed erection of a single storey rear extension following demolition of the existing conservatory.
<b>231798</b> 14 Wingate Road, Woodley, RG5 4JU	Householder application for the proposed erection of a two storey front and side extension and a single storey rear extension following demolition of the existing garage and shed, plus the addition of a front canopy roof.
<b>231860</b> 8 Phillips Close, Woodley, RG5 4XD	Householder application for the proposed conversion of the garage to habitable accommodation and alterations to the rear fenestration.
<b>231870</b> 23 Telford Crescent, Woodley, RG5 4QT	Householder application for the proposed extension of the existing front dormer.

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Woodley Town Council

**HISTORY OF THE CYCLING IN WOODLEY SUB COMMITTEE**

**REPORT OF THE COMMITTEE OFFICER**

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**Purpose of Report**

To ask Members to consider how they wish to consider and promote cycling matters in the area moving forward, and whether to formally adopt a Cycling Strategy for Woodley.

**Background**

The Cycling in Woodley sub committee (previously working group) was set up by the Planning & Community Committee on 13 August 2019 (Minute 60). The terms of reference for the sub committee are included at **Appendix A**.

At the Planning & Community Committee meeting held on 20 June 2023 (Minute 26), Members resolved to disband the Cycling in Woodley Sub Committee following a proposal from Councillor Horskins, the most recent Chairman of the sub committee. Councillor Horskins advised Members that, following a request at the last meeting of the sub committee for individuals to consider and report back to him on particular items, no one had reported back to him. It was also noted that the last two meetings of the committee had been cancelled due to lack of items to consider and unavailability of officers.

Following the disbanding of the sub committee, Members of the Planning & Community committee requested that the matter of cycling be brought directly back under the Planning and Community Committee, to be considered in a regular, quarterly agenda item, which more generally covers transportation matters in the area.

At the Planning & Community Committee meeting held on 25 July 2023 (Minute 49) Members agreed it would be beneficial to review the previous activities of the Cycling in Woodley sub committee to understand what had previously happened and why. It was requested this be collated and brought to the Committee meeting in September.

The Sub Committee met on the following occasions, and a summary of the matters which were discussed at these meetings is included at **Appendix B**:

- 23 October 2019
- 5 December 2019
- 4 March 2020
- 9 July 2020
- 2 August 2021
- 29 June 2022

Members noted that a previous cycling strategy document existed, although it was believed this strategy had never been adopted. An original action plan / strategy document was produced by Councillor Jewell and presented to the sub committee in December 2019 (**Appendix C**). Updates on the action plan / strategy were provided in July 2020 (**Appendix D**) and August 2022 (**Appendix E**).

At the Planning & Community Committee meeting held on 20 June 2023 (Minute 26), Members discussed whether a specific cycling strategy was needed in the area and consensus was that it was not.

**Recommendations:**

- ◆ **That Members note the information contained in the report.**
- ◆ **That Members consider how they wish to consider cycling matters relating to Woodley in future, and whether they wish to formally adopt a Cycling Strategy for Woodley.**

## **CYCLING IN WOODLEY SUB COMMITTEE**

<b>VERSION</b>	<b>DATE</b>	<b>AMENDED?</b>	<b>COMMENTS</b>
1.0	25.08.20	No	Original Version
1.1	20.01.22	Yes	Renamed from 'Working Party' to 'Sub Committee'
1.2	16.05.23	Yes	FC approved the reduction of places from 6 to 4

- 1. TYPE OF COMMITTEE =>** Sub Committee
- 2. PARENT COMMITTEE =>** Planning and Community Committee
- 3. 6 MONTH MEETING RULE VALID (see 6.1.k)**
  - a. YES
- 4. SIZE =>** 4 Councillors; No more than 3 interested parties (such as a highways engineer, a cycling expert and cyclists) appointed to the working party. Others may attend by invitation to give expert advice.
- 5. DUTIES AND POWERS**
  - 5.1. OVERALL PURPOSE**
    - a. To develop a Woodley Town Council Cycling Strategy in order to identify, prioritise and optimise actions to:
      - i. Improve Woodley's cycling environment; and
      - ii. Provide better facilities for cyclists in Woodley
    - b. To work with local authorities / cycling groups / experts to achieve the aims of the Cycling Strategy.
  - 5.2. MEETINGS**
    - a. Meetings of the working party should take place at least quarterly.
  - 5.3. TERMS OF OPERATION**
    - a. To review the Vision 2020 document published by the Woodley Community Partnership in 2009, with regard to cycling provision.
    - b. To define the aims and objectives of a Woodley Town Council Cycling Strategy.
    - c. To publish and publicise the strategy.
    - d. To discuss how the objectives of the Cycling Strategy may be met.
    - e. To produce a roadmap of the Sub Committee's planned future.

## MEETINGS OF THE CYCLING IN WOODLEY SUB COMMITTEE

<b>DATE OF MEETING</b>	23 October 2019
<b>ITEMS / MATTERS DISCUSSED &amp; RESOLUTIONS</b>	
<p><u>Cycling Strategy</u> Members raised issues / ideas re: cycling in Woodley; collated on chart under headings denoting responsibility - ie WTC, WBC, Community or Police - and type of issue - ie infrastructure, education or legislation.</p> <p>Chairman would analyse for next meeting, with ideas sorted into short / medium / long term goals, to develop into a strategy. Following points raised:</p> <ul style="list-style-type: none"> <li>• need for adequate provision of bike racks in Woodley</li> <li>• need for ongoing education for children regarding cycling</li> <li>• need to encourage cycling, and also the use of e-bikes</li> <li>• need to encourage cyclists to use cycle paths, where they are provided</li> <li>• problem of shared cycle paths for cyclists and pedestrians, which can be dangerous for the deaf, blind and infirm, and for young children.</li> <li>• need for safer routes for cyclists – not necessarily on cycle paths</li> <li>• problem of cyclists in the pedestrianised town centre</li> <li>• desirability of encouraging cycling to train stations</li> <li>• need for a cycle route from Woodley to Winnersh Triangle</li> <li>• need to make residents aware of cycle theft hotspots and to encourage safety measures to prevent theft</li> <li>• possibility of having a residents' cycle survey</li> </ul> <p>Setting up a focus group of local cyclists was suggested to generate further ideas.</p>	

<b>DATE OF MEETING</b>	5 December 2019
<b>ITEMS / MATTERS DISCUSSED &amp; RESOLUTIONS</b>	
<p><u>Cycling Strategy</u> Draft Action Plan / Strategy presented, listing proposed actions to improve, facilitate, encourage cycling. Each action discussed; identifying which could be undertaken in the short / medium / long term; actions that could be undertaken in the short term ranked as "1<sup>st</sup> priority".</p> <p>Noted Facebook page set up providing single point to report lost, stolen or found cycles.</p> <p>Noted neither WBC nor TVP responded to invite to attend a meeting.</p> <p>Chairman to compile list of people who might join a focus group for next meeting; Members to suggest names.</p>	



<b>DATE OF MEETING</b>	4 March 2020
<b>ITEMS / MATTERS DISCUSSED &amp; RESOLUTIONS</b>	
<p><u>Cycling Strategy</u>  WBC attended – advised currently developing new Local Transport Plan (LTP4), which Town Council’s concerns / suggestions could help shape. Matters raised / discussed with WBC:</p> <ol style="list-style-type: none"> <li>1. Local cycling / walking infrastructure - With funds made available by DfT, WBC appointed consultants to assess local walking / cycling flows; identified possible cycle routes / networks for development only in Wokingham town - WBC would consult soon. Hoped networks would be extended to other areas in future.</li> <li>2. Development of cycle route from Sandford Farm Estate to Twyford - Members pointed out need for more direct / safer route for cycling from Woodley to Twyford Station.</li> <li>3. Cycle rack provision – Survey of cycle rack locations highlighted many shopping areas had no cycle parking. WBC to see whether Section 106 money available for provision of cycle racks. Agreed that deficiency in WTC-owned facilities should be addressed asap.</li> <li>4. Signage - WBC confirmed no specific budget for signage, but need for signs could be highlighted in LTP4.</li> <li>5. Map of cycle routes - Map available online, but not very detailed / printed version a very small scale. WBC to find out if possible for better map to be made available.</li> <li>6. Shared cycle paths - Requested delineation (line or signage) on shared cycle / pedestrian paths. WBC advised delineating can encourage cyclists to go faster.  Noted pedestrians knocked down on shared path on Woodlands Avenue - WBC had promised to install bollards at end of path but not done - WBC to look into this.</li> <li>7. Cycling in the town centre - Regular complaints from residents about cyclists in town centre; WBC to investigate measures in other town centres to help.</li> <li>8. Climate emergency and need to encourage cycling - WBC Climate Emergency team looking at establishing targets; My Journey team encourages cycling.</li> </ol> <p>Members noted no responses received from local residents with regard to setting up a focus group.</p>	

<b>DATE OF MEETING</b>	9 July 2020
<b>ITEMS / MATTERS DISCUSSED &amp; RESOLUTIONS</b>	
<p><u>Reading Borough Council: Draft Local Cycling And Walking Infrastructure Plan (LCWIP) Consultation</u>  Agreed a response to RBC’s Draft LCWIP consultation, supporting improvement to cycling / walking routes between Woodley &amp; Reading.</p> <p><u>Cycling Strategy</u>  Chairman provided progress report.</p> <p>Recommended to P&amp;C Committee to:</p> <ul style="list-style-type: none"> <li>◆ Submit proposal to WBC that off-road cycling provision along Waingels Road be considered urgently.</li> <li>◆ Asks WBC what measures it will take to make use of the new Statutory Instrument <i>[Statutory Instrument No. 536: Traffic Orders Procedure (Coronavirus) (amendment)</i></li> </ul>	

(England) regulations 2020] to set up safer cycling / walking routes (temporary or otherwise).

- ◆ Contact WBC stating that the Cycling in Woodley Working Party would welcome a discussion with WBC Members / Officers RE: provision of better/new signage to identify safe routes and linkages for cyclists.

Agreed to contact WBC to request information on cycle training undertaken by WBC and how monitored.

Agreed to contact Earley TC re: National Cycle Route R3 and the Reading LCWIP consultation, to ask if they are considering as routes from Woodley to Reading would travel through.

Recommended that the Town Council contact WBC to ask a number of questions regarding the new Local Transport Plan (LTP4).

Agreed there was a need to encourage cycling to reduce the number of short car journeys undertaken and the resulting pollution.

WBC had advised that WBC hoped to start work on LCWIP covering Woodley and areas north of M4 later in the year, and would involve local stakeholders.

Suggested that the map showing cycling routes would be more useful if it showed more minor roads.

<b>DATE OF MEETING</b>	2 August 2021
------------------------	---------------

<b>ITEMS / MATTERS DISCUSSED &amp; RESOLUTIONS</b>
--

<u>Wokingham Borough Council: Local Cycling and Walking Infrastructure Plan Consultation</u>
--

Noted consultation. WBC invited comments, specifically whether routes included appeared appropriate / whether any routes had been missed / whether the priority ranking was appropriate.
--

Noted a desire to improve cycling link between Loddon Park / the Airfield and Waingels College, although route from Beggars Hill Road along Waingels Road deemed dangerous. Walking route along south of Lands End Lake included in walking infrastructure map; agreed to highlight and recommend its inclusion in cycling route plans.
---

Agreed to recommend improved cycling / walking route along greenway between Whistley Mill Lane, along the river Loddon, down to Sandford Lane junction; good for people travelling north due to issues with crossing the river / quality of path.
---

Requested consultation response highlights support of comments made by members of the public, and for the improvement of the highway surface on existing roads.
---

Recommended response be put to P&C Committee on 10 August for approval.
---

**DATE OF MEETING** | 29 June 2022

**ITEMS / MATTERS DISCUSSED & RESOLUTIONS**

Woodley to Twyford Station Cycle Route

WBC presented proposed cycle / pedestrian route from Woodley to Twyford Station; looking at different sources of funding - Government's Levelling Up fund / Active Travel Fund. Strategic case good; project potentially delivered by 2025, however economic case more challenging. Potential cost circa £3m; funding bid deadline 6 July 2022. Letters of support received from Theresa May MP and National Rail. WTC to write letter of support.

Members noted need to link with wider cycling routes into Woodley and schemes; eg proposed Active Travel Route into Reading.

Noted Waingels Road not considered safe for cycling due to speed of motor vehicles; potential safe route along Beggars Hill Road from north of Airfield estate.

Cycling Strategy

Noted cycle route signage lacking; agreed signage should include distance / time. Lack of suitable bike racks noted; although 4 new installed at Loddon Vale shopping centre.

Cycling in the town centre discussed – WBC rep agreed to report back to the WBC Asset Management Team regarding poor condition of painted signage.

Noted draft strategy previously provided for consideration. Suggested this should be basis of strategy development going forwards, with next meeting focussing on this.

**DATE OF MEETING** | 31 August 2022

**ITEMS / MATTERS DISCUSSED & RESOLUTIONS**

Cycling Strategy

Draft strategy presented and updates provided.

Noted an audit of cycling provision across Woodley (cycle parking/racks); lack of cycle parking near new play area being looked into.

Agreed street signage indicating safer cycle routes, including approximate times to reach destinations, should be considered.

Suggested a map of Woodley, showing cycle routes, could work well in conjunction with way-finding signage; noted a WBC map containing cycling routes exists but does not contain some local routes.

Noted WBC confirmed bid in relation to the Twyford/Charvil cycle route had been submitted; petition in support had 902 signatures.

Resolutions:

- ◆ Deputy Town Clerk to obtain costings for provision of way-finding signage.
- ◆ Councillor Jewell contact My Journey to discuss potential for provision of E-bikes and other initiatives, utilising the cycling hub at Woodford Park Leisure Centre.
- ◆ Councillor Heap continue to develop map and audit of cycling and walking infrastructure in Woodley.

**Cycling in Woodley Working Party – Draft Action Plan/Strategy**

*A strategy to communicate, collaborate and educate our local community to improve, facilitate and encourage cycling in Woodley*

<b>Action</b>	<b>Partners/Stakeholders</b>	<b>Short/medium/long term</b>	<b>Ranking</b>
Conduct an audit of cycle parking provision.	Businesses + WBC	Short	1st
Identify and provide signs for 'safe' cycle routes using existing infrastructure.	WBC	Short	1st
Establish better signage and road/pavement markings for cyclists.	WBC, RBC	Short/medium	1st
Develop a Local Walking and Cycling Infrastructure Plan for Woodley (and Earley?).	WBC, ETC	Medium/long	
Consider the setting up of a cycle hire scheme (including e-bikes) in conjunction with WBC's Bike Hut.	WBC + cycle suppliers	Medium	
Set up a cycling focus group to 'test' ideas for changes/improvements.		Short	1st
Liaise with other Councils/organisations to establish partnerships that will help to reduce gaps in provision beyond Woodley's boundaries – inter-urban routes.	WBC, ETC, RBC, Charvil PC Sustrans	Short/medium/ongoing	1st
Consider ways of increasing education for all ages to reduce accidents, improve cycling proficiency and to avoid conflicts between pedestrians and cyclists.	WBC, Police, Sustrans	Medium/long/ongoing	
Establish a central depository for data on cycle thefts and accidents.	Police	Medium	

**Agenda Item 5 Progress of Cycling strategy**

<b>Strategy</b>	<b>Update/Action</b>
Conduct an audit of cycle parking provision	Update list of cycle parking provision with ownership and proposed action
Identify and provide signs for 'safe' cycle routes using existing infrastructure	See report below
Establish better signage and road/pavement markings for cyclists	See report below
Develop a Local Walking and Cycling Infrastructure Plan for Woodley (and Earley?)	Ongoing – addressed under Item 4
Consider the setting up of a cycle hire scheme (including e-bikes) in conjunction with WBC's Bike Hut	No progress
Liaise with other Councils/organisations to establish partnerships that will help to reduce gaps in provision beyond Woodley's boundaries – inter-urban routes	<ul style="list-style-type: none"> <li>• Ongoing – addressed under Item 4</li> <li>• CAJ has had contact with the Reading Cycle Campaign and was to attend a meeting and then Covid 19 struck. <i>Consider inviting a representative to a WG meeting?</i></li> </ul>
Consider ways of increasing education for all ages to reduce accidents, improve cycling proficiency and to avoid conflicts between pedestrians and motorists	Ongoing

**Cycle routes/cycleways**

**Waingel's Road**

The so-called cycle route from Waingel's Copse College along Waingel's Road is very narrow (it really is just a footpath) and has 4 trees and two telegraph poles interrupting it, leaving even less space.

Wokingham Borough Council's own Cycling Infrastructure Style Guide states:

"Desired minimum effective width of an unsegregated cycleway is 3.0m. The absolute minimum effective width is 2.0m."

"Where sign posts or lamp columns are present, they should be located outside the effective width zone."

**Proposal to WBC:**

*In view of the increased cycling during the Covid-19 Pandemic and the desire to encourage that trend to continue, the off-road cycling provision along Waingel's Road should be considered by WBC urgently. The road is not only used by schoolchildren but also other leisure cyclists accessing Charvil Country Park and beyond. Traffic along that road often travels very fast and so any widening of the cycle provision could provide traffic calming measures.*

### New cycle routes/provision

Due to the Pandemic a new Statutory Instrument (SI) came into force on 23rd May: Traffic Orders Procedure (Coronavirus) (amendment) (England) regulations 2020 (Statutory Instrument No. 536).

“The SI relates to traffic orders, which are required to make and enforce changes to a road’s use or its design. Traffic orders can be permanent, temporary or experimental. The SI introduces an emergency procedure for temporary orders and amends the publicity requirements for other types of orders.

The amendments included in the SI are intended to speed up the time it takes for traffic authorities to make the traffic orders that are needed to put in place measures to deal with the effects of coronavirus, including the need to encourage social distancing and promote active travel, for example, walking and cycling.”

### Proposal to WBC:

*What measures will Wokingham Borough Council take to make use of the new SI to set up safer cycling and walking routes (temporary or otherwise)?*

### Signage

With the increased use of cycling and other forms of exercise over the lockdown period, signage, for both cyclists and pedestrians) would help to encourage a continuation of that increase. The following are suggested types of signs and locations:

1. Each sign should have:
  - Destination(s) and mileage
  - A cyclist symbol and a pedestrian symbol where applicable



2. Signage is needed to provide linked-up cycleways/routes – National Cycle Route 4 has an offshoot through Woodley. National Cycle Route 5 goes north of Reading and National Cycle Route 23 goes to Basingstoke, both could be accessible from Woodley with appropriate signage

3. Signage in the Woodlands Avenue area (using Section 106 money from Parklands development?):
  - Junction of Church Road and Woodlands Avenue
    - To Earley
    - To Reading

- To Woodley
  - Junction of Church Road and Anderson Avenue:
    - To Reading via canal towpath
    - To National Cycle Network Route 4
  - Junction of Woodlands Avenue and Fairwater Drive:
    - To Woodley Town Centre
    - To National Cycle Network Route 4
    - To Earley station
    - To Lower Earley
  - Junction of Woodlands Avenue and Howth Drive:
    - To Woodley Town Centre
    - To Oakwood Centre, Library
    - To Twyford Station
  - Junction of Woodlands Avenue and Crockhamwell Road:
    - To Lower Earley
    - To Oakwood Centre, Library
    - To National Cycle Network Route 4
4. Map with cycle routes into Woodley depending on cycling ability (see the one for Wokingham <https://www.myjourneywokingham.com/route-maps/>). We need to add details on cycling to Woodley on this site!
5. An “Explore Woodley” suggested route – already one for Wokingham.
6. General advice for shared cycle paths should be signed if possible.
- Be courteous and patient with other path users who are moving more slowly than you and slow down as needed when space is limited or if you cannot see clearly ahead.
  - Please be aware, especially of more vulnerable users such as older people, people with small children, people in wheelchairs, or the hearing or visually impaired.

**Proposal to WBC:**

*This Working group would welcome a discussion with WBC members and officers about the provision of better/new signage to identify safe routes and linkages for cyclists in and around Woodley.*

### Cycling in Woodley Working Party – Draft Action Plan/Strategy

*A strategy to communicate, collaborate and educate our local community to improve, facilitate and encourage cycling in Woodley*

<b>Action</b>	<b>Partners/Stakeholders</b>	<b>Short/medium/long term</b>	<b>Ranking</b>
Conduct an audit of cycle parking provision.	Businesses + WBC	Short	1st
<i>Cllr Heap has done this and will develop it to include public seating and safer cycle routes.</i>			
Identify and provide signs for 'safe' cycle routes using existing infrastructure.	WBC	Short	1st
<i>Deputy Town Clerk to obtain costs for appropriate signage</i>			
Establish better signage and road/pavement markings for cyclists.	WBC, RBC	Short/medium	1st
<i>Deputy Town Clerk to obtain costs for appropriate signage. Potential locations to be considered when route map is complete.</i>			
Develop a Local Walking and Cycling Infrastructure Plan for Woodley (and Earley?).	WBC, ETC	Medium/long	
Consider the setting up of a cycle hire scheme (including e-bikes) in conjunction with WBC's Bike Hut.	WBC + cycle suppliers	Medium	
<i>Councillor Jewell to contact WBC/My Journey</i>			
Set up a cycling focus group to 'test' ideas for changes/improvements.		Short	1st
<i>Too early to progress at present</i>			



Liaise with other Councils/organisations to establish partnerships that will help to reduce gaps in provision beyond Woodley's boundaries – inter-urban routes.	WBC, ETC, RBC, Charvil PC Sustrans	Short/medium/ongoing	1st
<i>To be discussed</i>			
Consider ways of increasing education for all ages to reduce accidents, improve cycling proficiency and to avoid conflicts between pedestrians and cyclists.	WBC, Police, Sustrans	Medium/long/ongoing	
<i>To be discussed</i>			
Establish a central depository for data on cycle thefts and accidents.	Police	Medium	
<i>To be discussed</i>			

# NEWS RELEASE



**WOKINGHAM  
BOROUGH COUNCIL**

Date: 4 September  
Issued by: James Burton

Issue No: 147/23  
Version: 0.1

## SHAPING HOW WE INVOLVE YOU IN PLANNING ISSUES

Everyone who lives or works in Wokingham Borough can help to ensure they have a say in all aspects of how its land is used.

The council is now seeking feedback on its draft Statement of Community Involvement, which sets out how it will involve people in a range of planning matters and decisions for many years to come.

This includes any updates to its Local Plan, a long-term strategy document that guides the borough's future development - including how sites for new housing and accompanying infrastructure should be allocated.

The consultation closes at 5pm on Monday, 16 October, and anyone wishing to find out more or share their views should visit <https://engage.wokingham.gov.uk>.

### A key part of the bigger planning picture

The draft Statement of Community Involvement sets out when and how people can help the council to prepare strategic planning documents and policies, including the Local Plan, as well as how they can give feedback on individual planning applications.

It also covers how the council will support communities in producing their own neighbourhood plans, how it will tell people about new applications and invite their comments, how people will be able to report breaches of planning policy and more.

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

This gives more time for anyone who might be affected to read the full details and respond.

The statement will play a key role when the council revises its Local Plan, which currently covers the 2006 - 2026 period but must look further ahead to meet local housing need and Government requirements. Further announcements are expected in due course.

### **Have your say at the earliest stage**

Cllr Lindsay Ferris, executive member for planning and local plan, said: "It's easy to say nothing until you see a planning application that might affect you, but you can get involved at a much earlier stage in the planning process and we strongly encourage everyone to take an interest.

"Our Statement of Community Involvement will help to ensure, among other things, that you have a say in important and fundamental questions like how development should be managed and the sites that are allocated to support this chosen approach.

"There'll be more opportunities to give feedback as we move our Local Plan forward, but the Statement of Community Involvement will agree the framework for how we work with you. We want to make sure we get this right and ensure that any future decisions are truly reflective of your views."

All comments will be carefully considered before a final draft Statement of Community Involvement is prepared for the council's decision-making executive to consider towards the end of the year.

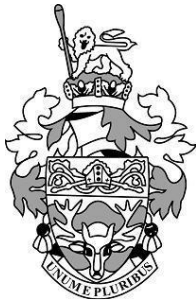
- ENDS -

#### **Further information:**

1. **More from Cllr Lindsay Ferris, executive member for planning and local plan, at [lindsay.ferris@wokingham.gov.uk](mailto:lindsay.ferris@wokingham.gov.uk)**

# Statement of Community Involvement

Consultation draft – August 2023



**WOKINGHAM**  
**BOROUGH COUNCIL**

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## 1. [Introduction](#)

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

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

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

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

## 2. Principles of Community Involvement

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

### Our principles for involving communities

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



### Engagement by landowners and developers

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

### Digital and online technology

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

### Equalities

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

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

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

#### [Documents we produce](#)

##### a) Statement of Community Involvement (SCI)

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

##### b) Local Development Scheme

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

3.4 The LDS explains:

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

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

##### c) Local Plans

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

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

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

##### d) Sustainability Appraisal

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

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

#### e) Supplementary Planning Documents

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

#### f) Non-statutory guidance

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

#### g) Community Infrastructure Levy

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

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

4.1 In this section we give more detail about how we will engage in the preparation of local plans.

4.2 Local plans are prepared in accordance with a regulatory process. The process includes consultation with the community and stakeholders. Following its preparation, a local plan is subject to examination by an independent Planning Inspector.

4.3 The process of preparing a local plan involves five broad stages:

1. Plan preparation.
2. Proposed Submission Plan publication and submission for examination.
3. Plan examination.
4. Publication of recommendations – Inspector’s report stage.
5. Plan adoption.

4.4 Once a local plan is adopted, it becomes part of the development plan alongside other local plans and made neighbourhood development plans. Together these are the starting point for deciding planning applications.

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

4.4 We are required by law to engage on the preparation of a local plan. This includes engaging with a range of specific consultees some of which are listed below.

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

### [Plan preparation](#)

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

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

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

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

#### [Proposed Submission Plan publication and submission for examination](#)

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

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

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

### Plan examination stage

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

### Publication of recommendations – Inspector’s report stage

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

### Plan adoption stage

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

4.20 We may:

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

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

5.1 In this section we give more detail about how we will engage in the preparation of Supplementary Planning Documents (SPD).

5.2 There are three types of SPD that might be prepared:

1. Site or area specific guidance (e.g. development briefs).
2. Design guidance.
3. Topic based policy guidance (e.g. affordable housing).

5.3 The process of preparing SPDs is simpler than that of local plans because they are not subject to examination. The process involves three broad stages:

1. Early engagement and preparation of a draft SPD.
2. Consultation on the draft SPD.
3. Adoption.

5.4 As with local plans, the law governs how SPDs are prepared, including minimum requirements for engagement.

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

5.5 We will:

- Identify specific groups and individuals who are likely to have an interest in what the SPD will say.
- Undertake a targeted engagement process with those groups and individuals to explore issues and options.
- Produce a draft statement of consultation setting out who we have engaged with in preparing the draft SPD, the issues raised and how we have addressed those issues.

5.6 We may:

- Invite views from the public through surveys or by notifications on our website inviting comments or through social media channels.

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

5.7 We will:

- Publish the draft SPD for consultation on our website for a minimum of four weeks (excluding bank holidays), together with the required supporting documentation and make paper copies available to view at the council offices.
- Issue a press release and e-newsletter telling people about the consultation.

5.8 We may:

- Make paper copies of the draft consultation SPD and supporting documentation available at main libraries, as appropriate.
- Produce further publicity such as posters, leaflets or postcards.
- Hold exhibitions, workshops or forums, face-to-face or online.
- Use social media to inform people that the consultation is taking place.



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

#### SPD adoption

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

#### Non-statutory guidance

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

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

6.1 Neighbourhood development plans (also known as neighbourhood plans) gives communities the ability to further shape their local area by setting out planning policies to help guide decisions on planning applications. Neighbourhood plans must be in general conformity with the strategic policies within local plans and cannot promote less development.

6.2 Once a neighbourhood development plan is 'made' (adopted), it becomes part of the development plan alongside local plans and other made neighbourhood development plans, which together are the starting point for deciding planning applications.

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

6.3 There are formal stages required by law when developing a neighbourhood development plan, these stages are:

1. Designating the neighbourhood area.
2. First draft of the neighbourhood plan (Pre-Submission version).
3. Final draft of the neighbourhood plan (Submission version).
4. Examination.
5. Referendum.
6. Making (adoption).

6.4 More information on how to prepare a neighbourhood development plan can be found in the [Locality neighbourhood Plan toolkit and guidance](#).

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

6.5 We are required by law to offer help and advice to groups producing neighbourhood development plans. This includes:

- Advice on what is involved in making a neighbourhood development plan and potential scope, and share learning and best practice.
- Advice to support policy development, including the sharing of data and technical reports, creating maps (excluding printing costs), and attending appropriate meetings.
- Advice on methods of public consultation and engagement.
- Advice on how to publicise the proposed plan to the community, how to consult and publicise.
- Make venues available for public engagement (costs apply).
- Advice on the availability of grant funding for neighbourhood planning groups.

6.6 This is in addition to our commitments during the individual plan stages.

### [Designating the neighbourhood area](#)

6.7 We will:

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

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

#### [Initial draft\(s\) of the neighbourhood development plan \(Pre-submission version\)](#)

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

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

#### [Final draft of the neighbourhood development plan \(Publication version\)](#)

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

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

#### [Examination](#)

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

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

6.14 We may:

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

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

### Referendum

6.16 We will:

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

### Making (adoption)

6.17 We will:

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

6.18 We may:

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

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

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

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

#### a) What we must consider

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

b) How long we have to decide

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

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

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

Before the application is submitted

- 7.12 A person proposing to make an application for development is required by law<sup>1</sup> 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			✓	✓	

<sup>1</sup> Localism Act 2011, Regulation 122.

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

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

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

7.15 We will:

- Encourage applicants to consult the community where relevant.

7.16 We may:

- Liaise with town and parish councils, where relevant.

#### [Once the application is submitted](#)

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

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

7.19 We will:

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

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

7.20 We may:

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

### During the determination process

7.21 We will:

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

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

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

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

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

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

### After we have made a decision

7.27 We will:

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



### If the planning decision has been appealed

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

## 8. [Dealing with unauthorised development](#)

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

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

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

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

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

## **ENFORCEMENT NOTIFICATIONS - 19 SEPTEMBER 2023**

**7 Mannock Way, Woodley, Wokingham, RG5 4XW**

Driveway not in accordance with approved plans (CofU)

**29a Western Avenue, Woodley, Wokingham, RG5 3BJ**

Large extension involving disturbance of asbestos roof.

**ENFORCEMENT CLOSURES - 19 SEPTEMBER 2023**

**44 Coppice Road, Woodley, Wokingham, RG5 3RA**

Land grab of amenity land

Application submitted

**25 Western Avenue, Woodley, Wokingham, RG5 3BJ**

Historical Notice served

Historic Record

**334 Kingfisher Drive, Woodley, Wokingham, RG5 3LH**

Historical Notice served 03.04.1989

Historic Record

**52 Clivedale Road, Woodley, Wokingham, RG5 3RD**

Historical Notice served 06.02.1992

Historic Record

**Land at Sandford Lane, Mohawk Way, Woodley, Reading, RG5 4TE**

Historical Notice served 10.06.1996

Historic Record