



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

To: **Members of the Planning and Community Committee**
Councillors B. Soane (Chairman); K. Baker; D. Bragg; 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 17 September 2024, 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
Town Clerk

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 27 AUGUST 2024** Page 5
To approve the minutes of the Planning and Community Committee meeting held on 27 August 2024 and for the Chairman to sign them as a true record.
4. **ACTIONS / FOLLOW UPS** Page 11
To review the actions / follow ups arising from previous meetings of the committee. ***(Appendix 4)***
5. **CURRENT PLANNING APPLICATIONS** Page 15
To consider current planning applications and agree comments to be forwarded to the planning authority. ***(Appendix 5)***
6. **PLANNING DECISIONS** Page 16
To note information on decision notices received from the planning authority since the last meeting. ***(Appendix 6)***

7. **PRIOR APPROVAL SUBMISSION**

This type of application only requires consultation with adjoining neighbours of the site.

To note application 242194

Location: 59 Crockhamwell Road, Wokingham, Woodley, RG5 3JP
Proposal: Prior approval submission for proposed change of use of the commercial premises on the first floor (Units 2 and 3) to 3 no. dwellings, with associated ground floor entrance.

8. **ADVERTISEMENT CONSENT APPLICATION**

This type of application requires consultation with adjoining neighbours of the site.

To note application 242148:

Location: Land outside 145 Crockhamwell Road, Woodley, RG5 3JP
Proposal: Application for advertisement consent for the proposed installation of 1 no. internally illuminated digital display within the communications kiosk.

9. **TREE PRESERVATION ORDERS**

Applications for works to trees

This type of application does not require consultation.

To note application 241951

Location: TPO 3/1951 AREA 1: 1 Douglas Bader Court, Howth Drive, Woodley, Wokingham, RG5 3AF.
Proposal: H1, Lawson Cypress - Reduce in height to approx. 4m by removing approx. 3.5m. Face trim both sides.
H2, Lawson Cypress - Reduce in height to approx. 4m by removing approx. 3.5m. Face trim both sides. G1, Mixed Species - Face trim to leave relatively rounded finish.

To note application 242036:

Location: TPO 3/1951, WOODLAND 3: 126 Nightingale Road, Woodley, Wokingham, RG5 3LZ.
Proposal: T1, Sweet Chestnut – Cut back to provide approx. 2m clearance from the roof of no. 124 Nightingale Road; crown reduction of northeast quadrant by 1-2m; remove major deadwood overhanging no. 124.

To note application 242139

Location: TPO 3/1951, WOODLAND 3: 3 Larch Drive, Woodley, Wokingham, RG5 3LW.
Proposal: T1, Sweet Chestnut – Remove deadwood back to live growth; reduce remaining side branches to 1-2m stumps.
T2, Sweet Chestnut - Reduce elongated limb on southwest side by approx. 2-3m; remove deadwood back to live growth. T3, Sweet Chestnut - Reduce remaining side branches to 1-2m stumps.

To note application 242202:

Location: TPO 141/1977, AREA 1: 20 Radcot Close, Woodley, Wokingham, RG5 3BG.
Proposal: T1, Oak – Crown reduction to eastern and southern quadrants by 1.5m.

To note application 242205:

Location: TPO 0141/1977 (T14): 22 Radcot Close, Woodley, Wokingham, RG5 3BG.

Proposal: T1 (Ash) - Reduce all round by 1.5m to the nearest suitable growth point, leaving a flowing canopy line.

To note application 242210:

Location: SECTION 211 NOTIFICATION FOR WORKS IN A CONSERVATION AREA: 17 Church Mews, Woodley, Wokingham, RG5 4RJ.

Proposal: T1 (Tree of Heaven) - Remove 2no suckers growing over path.
S1 (Strawberry Tree) - Reduce in height to approximately 2.3m. G1 (3no. dead trees) - Fell.

To note application 242270:

Location: TPO 3/1951, WOODLAND 3: 18 Hazel Drive, Woodley, Wokingham, RG5 3SA.

Proposal: T1, Silver Birch – Crown reduction by approx. 0.5m of the radial crown spread and up to approx. 1m of the height, leaving radial crown spread to North of 2.4m, East 2.5, South 2.5m, West 2.4m and height of 4m..

10. **PREMISES LICENCE**

To consider the following application for a variation of a premises licence, received by Wokingham Borough Council:

Business: ASRA Retail Ltd

Address: Unit 2, 86-88 Headley Road, Woodley, RG5 4JE

Details: Changing operating name from NISA Local to Morrisons Daily

The licence application is provided at **Appendix 10**.

Page 19

The deadline for comments is 19 September 2024.

11. **ANTI SOCIAL BEHAVIOUR REPORT**

To note the report, provided by Wokingham Borough Council's Anti-Social Behaviour (ASB) team, regarding statutory ASB incidents in Woodley during the last quarter, provided at **Appendix 11**. This report does not cover criminal ASB incidents, which are managed by the Police.

Page 26

12. **WOKINGHAM BOROUGH COUNCIL FLOOD RESPONSE PLAN**

To consider providing comments to Wokingham Borough Council regarding their draft updated Flood Response Plan, provided at **Appendix 12**, especially the section regarding known infrastructure at risk, to ensure the list is current and comprehensive.

Page 28

The deadline for comments was 3 September 2024 - Wokingham Borough Council have allowed an extension for comments from the Town Council until after this meeting.

13. **TRANSPORTATION & HIGHWAYS**

a) **Community Speedwatch**

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

b) **Highways Issues**

To highlight and discuss any highways issues noted by Members.

14. **COMMUNITY ISSUES**

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

15. **PUBLICATIONS/INFORMATION**

To note receipt of the following:

- Promise Inclusion newsletter – August 2024
- Me2 Club newsletter – August 2024
- Berkshire Association of Local Councils newsletter – September 2024

16. **FUTURE AGENDA ITEMS**

To consider suggestions for future agenda items.

17. **PUBLICITY/WEBSITE**

To consider suggestions for items to be publicised.

18. **ENFORCEMENT ISSUES**

a) To note the enforcement notifications listed in ***Appendix 18a.***

Page 83

b) To note the enforcement case closures listed in ***Appendix 18b.***

Page 84

Minutes of a Meeting of the Planning and Community Committee held at the Oakwood Centre on Tuesday 27 August 2024 at 7:45 pm

Present: *Councillors: D. Bragg (Chairman); K. Baker; C. Jewell;
J. Sartorel; P. Singh;*

Officers present: *M. Filmore, Deputy Town Clerk*

Also present: *Cllr R. Horskins (virtual attendance)
2 members of the public
1 member of the Press*

48. **APOLOGIES**

Apologies for absence were received from Councillors Guttridge, Horskins, Lewis, Soane and Taylor. Cllr Horskins indicated he would attend the meeting virtually.

49. **DECLARATIONS OF INTEREST**

Councillor K. Baker – Pecuniary interest: Agenda item 5 – Current Planning Applications: Councillor Baker advised he currently owns the property at 33 Reading Road, for which one application relates. Councillor Baker took no part in the discussion regarding this specific planning application and left the room when the specific application was considered.

50. **MINUTES OF THE PLANNING AND COMMUNITY COMMITTEE MEETING HELD ON 23 JULY 2024**

RESOLVED:

- ♦ That the minutes of the Planning and Community Committee meeting held on 23 July 2024 be approved and be signed by the Chairman as a true and accurate record.

51. **ACTIONS / FOLLOW UPS**

Members noted the information provided in the Actions and Follow ups document, provided in the agenda.

14 November 2023 – Minute 115

It was requested that a copy of the Woodley Design Statement be circulated, via email, to Members of the committee.

30 January 2024 – Minute 172

It was noted that the project to replace noticeboards is currently with the Amenities team who have yet to progress this whilst other projects have taken precedence. When this is ready to be progressed, the committee will be asked to consider the locations of the noticeboards.

27 February 2024 – Minute 188

Members discussed the benefit of retaining this action on the actions and follows up document; the action related to the Cycling & Walking task & finish working group raising the matter of parking around schools with Wokingham Borough Council's My Journey team. It was noted the group had yet to meet again as they were awaiting maps from Wokingham onto which active travel routes were due to be planned. It was suggested the matter should be added to the agenda when the group next meets with the My Journey team.

52. **CURRENT PLANNING APPLICATIONS**

RESOLVED:

- ◆ To forward comments to the planning authority as detailed in **Appendix A**.

53. **PLANNING DECISIONS**

Members requested that, in future, when decisions are contrary to the Town Council's recommendations, details of the Committee's original comments, along with any explanation from Wokingham Borough Council as to why the decision differed from these comments, be included in the agenda.

RESOLVED:

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

54. **VARIATION OF PREMISES LICENCE**

RESOLVED:

- ◆ To note the application for variation of premises licence under the Licensing Act 2003, received by Wokingham Borough Council, in relation to the Good Companions, 149 Loddon Bridge Road, Woodley, RG5 4AG.
- ◆ To submit no objections to the above application.

55. **TREE PRESERVATION ORDERS**

RESOLVED:

- ◆ To note the following applications for works to protected trees received by Wokingham Borough Council:

Application:	242113
Location:	TPO 3/1951 (W3): 8 Mulberry Close, Woodley, Wokingham, RG5 3LR.
Proposal:	T1, Pine - Fell

- ◆ To note Wokingham Borough Council has confirmed the following new Tree Preservation Order:

TPO 1955/2024 - Trees at 91 Reading Road, Woodley, Wokingham, Berks, RG5 3AE

56. **TRANSPORTATION & HIGHWAYS**

56.1 **Community Speedwatch**

Members noted the speedwatch camera had now been repaired and returned. Councillor Bragg advised that he and Councillor Taylor were planning on testing the camera in the next few weeks, after which they will be able to go live with the speedwatch group. Two locations have been identified for speedwatch activities; the corner of Oak Drive, at the junction with Colemansmoor Road, and on Church Road outside the church.

The Deputy Town Clerk advised that he would be able to create a webpage for Community Speedwatch information, and a form for residents and Councillors to request speedwatch activities at locations in Woodley, and this could be published and publicised once Councillor Bragg and Taylor have finished their testing.

56.2 **Highways Issues**

The Deputy Town Clerk advised Members of Wokingham Borough Council's proposals to implement a pedestrian crossing on Headley Road outside the Oakwood Centre. Members noted designs were still being considered, and details would be circulated when known.

57. **COMMUNITY ISSUES**

A concern was raised about flytipping adjacent to charity clothes banks; one example raised was the clothes bank in Headley Road car park. A query was raised about how agreement is gained to place clothes banks at particular locations. The Deputy Town Clerk advised the Council had been approached previously and believed it would be up to the landowner to agree to the placement of the clothes banks.

Members asked that the matter be raised with Wokingham Borough Council, specifically regarding those placed on Wokingham Borough Council owned land.

58. **PUBLICATIONS/INFORMATION**

RESOLVED:

- ♦ To note receipt of the following:
 - Promise Inclusion newsletter – July 2024
 - Me2 newsletter – July 2024

59. **FUTURE AGENDA ITEMS**

There were no future agenda items raised by Members.

60. **PUBLICITY/WEBSITE**

There were no additional publicity and website items raised by Members.

61. **ENFORCEMENT ISSUES**

RESOLVED:

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

The meeting closed at 8:53 pm

Woodley Town Council

Observations on the following Planning Applications made at the Planning & Community Committee meeting held on 27 August 2024

Application No. & Address	Proposal
241301 Tennis Courts, Silver Fox Crescent, Woodley, RG5 3JA	Full planning application for the proposed erection of 1 no. self- build detached dwelling.
Observations: No objections.	
241714 Shop Units 3 and 4, Loddon Vale Centre, Woodley, RG5 4UL	Full application for the proposed change of use of unit 3 (ground floor) to a restaurant in connection with unit 4.
Observations: No objections.	
241755 14 Glendevon Road, Woodley, RG5 4PJ	Householder application for proposed single storey rear extension, plus garage conversion to create habitable accommodation.
Observations: No objections.	
241834 14 Reading Road, Woodley, RG5 3DB	Householder application for proposed erection of a single storey rear extension following demolition of the existing conservatory.
Observations: No objections.	
241835 21 Austin Road, Woodley, RG5 4EJ	Householder application for proposed single storey front extension, single storey side extension and part single storey rear extension along with changes to fenestration.
Observations: The Planning & Community Committee considered this application and, whilst they noted the proposed development was quite large in scale, determined to submit no objections.	
241865 12 Shepherds Hill, Woodley, RG6 1BB	Full application for proposed three bedroom detached dwelling with associated parking and landscaping.
Observations: The Planning & Community Committee have considered this application and wish to object on the grounds that they believe the entry and exit from this proposed property onto the roundabout would be dangerous in view of the lack of driveway space, even considering the proposed turning circle.	

241880 6 Vickers Close, Woodley, RG5 4PA	Householder application for the proposed erection of single storey front extension, garage conversion to create habitable accommodation, plus changes to fenestration.
Observations: No objections.	
241926 Land at Headley Road East, Woodley, RG5 4SN	Application to remove condition 32 of planning consent 213106 (granted at appeal, ref: APP/X0360/W/22/3306963) for the proposed erection of 5 no. buildings for commercial development to provide flexible light industrial, general industrial, and storage and distribution uses, with ancillary offices, associated car parking, formation of new accesses, and landscape planting, following demolition of existing buildings. Condition 32 refers to the timing of deliveries at units 9 and 10 and the proposed removal of the condition is to lift this restriction.
Observations: The Planning & Community Committee have considered this application and wish to object to the proposal. They noted the condition was implemented by the Planning Inspectorate to protect neighbouring properties from noise overnight, and they see no valid reason to remove this condition.	
241959 6 Denmark Avenue, Woodley, RG5 4RS	Householder application for proposed changes to fenestration and chimney removal (part-retrospective).
Observations: This application was invalidated by Wokingham Borough Council and, therefore, was not considered by the Planning & Community Committee.	
241975 83 Malone Road, Woodley, RG5 3NL	Householder application for proposed erection of a single storey front extension to create porch, conversion of the existing detached double garage into habitable accommodation along with changes to fenestration plus dropped kerb.
Observations: The Planning & Community Committee have considered this application and wish to object to the proposal on the grounds that they believe the proposed new dropped kerb would be too close to the junction and could create highways safety issues.	
241976 33 Reading Road, Woodley, RG5 3DA	Householder application for proposed erection of a single storey rear extension, conversion of the existing attached garage into habitable accommodation along with changes to fenestration.
Observations: No objections.	
242049 Travis Perkins Site, Woodley Green, Woodley, RG5 4QP	Application to vary condition 2 of planning consent 233168 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. Condition 2 refers to the approved details and the variation is to reposition and amend the frontage of the building to accommodate manhole access.
Observations: No objections.	

242050 25 Tiger Close, Woodley, RG5 4UY	Householder application for the proposed single storey rear extension with a mixed roof of dual pitch and flat roof, with skylights. Including front porch alternations with a change of fenestration.
Observations: No objections.	

ACTIONS & FOLLOW UPS FROM PREVIOUS MEETINGS

Meeting Date:		17 October 2023	
Minute	Action	Progress Update	Last Updated
94.2	Speedwatch page / form to nominate sites to be published when Speedwatch group 'go live'.	Web page and form drafted - Awaiting 'go live' of group to be published on website.	02/09/24
94.3	Councillor Soane to raise issue of parents of children at Rivermead Primary School parking on double yellow lines in Addington Gardens at Wokingham Borough Council meeting.	(mtg - 19 June) Chairman confirmed he is still chasing up WBC Councillor Shahid Younis to raise the issue with WBC Highways and would provide a response once available. (mtg – 23 July) Recommended Chairman consider trying a different tack to raise this matter.	23/07/24

Meeting Date:		14 November 2023	
Minute	Action	Progress Update	Last Updated
115	When WBC's Local Plan is implemented, consider whether to update / evaluate the benefit of the Woodley Design Statement.	Awaiting approval of Local Plan – scheduled adoption date (if approved) is December 2025.	19/08/24

Meeting Date:		30 January 2024	
Minute	Action	Progress Update	Last Updated
165	Invite Town Council representatives on outside bodies to meetings where grants are discussed, should their applicable body apply for a grant.	Not due to take place until grants next considered – January 2025	22/02/24

Meeting Date: 30 January 2024			
Minute	Action	Progress Update	Last Updated
172	Members to consider potential locations for new Town Council noticeboards.	Project is with the Amenities team – due to be undertaken later in 2024 – A decision on locations will be presented to future P&C Committee for consideration.	11/09/24

Meeting Date: 27 February 2024			
Minute	Action	Progress Update	Last Updated
188	Cycling & Walking working group to discuss school parking with WBC's My Journey team.	Working group awaiting maps from MyJourney before arranging next meeting - the matter of parking at schools will be added to the agenda for the next meeting at which MyJourney are due to attend.	11/09/24

Meeting Date: 26 March 2024			
Minute	Action	Progress Update	Last Updated
208	Include Speedwatch update in next issue of the Herald.	COMPLETE Details included in Herald; due to be circulated mid-October.	11/09/24

Meeting Date: 21 May 2024			
Minute	Action	Progress Update	Last Updated
7	Include advice on planning in next issue of Herald – to include engaging with Borough Councillors where there are concerns.	COMPLETE Details included in Herald; due to be circulated mid-October.	11/09/24

Meeting Date: 21 May 2024			
Minute	Action	Progress Update	Last Updated
10	Include information on ASB in next issue of Herald	COMPLETE Details included in Herald; due to be circulated mid-October.	11/09/24
11.1	Write to WBC to seek information on the criteria / rationale behind selecting EV charging space locations.	10 June - Information circulated to Members with guidance from WBC on rationale / criteria for selecting EV charge point locations. Specific information on the rationale behind selecting the location on Wheble Drive is being sought by the Town Clerk.	13/06/24
11.3	Cllr Guttridge to provide Deputy Town Clerk with experience of issues with disabled parking bays in Headley Road Car Park – DTC to then write to WBC to advise them of these.	(25 July) WBC have confirmed disabled bays meet national standard, but ramp to pavement does not; with a new footway/ramp across the grass verge required. They are looking to do this ASAP, depending on the impact of utilities where the verge is.	25/07/24

Meeting Date: 23 July 2024			
Minute	Action	Progress Update	Last Updated
41	Town Centre Manager to be contacted to see if footfall data is available from town centre businesses / traders to calculate impact of introduction of evening / Sunday parking charges.	Footfall from traders not available. WBC have purchased footfall data as part of developing a new Town Centre Strategy for Wokingham, Woodley & Twyford – WBC Officer presented draft strategy at S&R on 10 Sep 24. Currently liaising with WBC to see if any of this data can be shared.	11/09/2024

Meeting Date:		27 August 2024	
Minute	Action	Progress Update	Last Updated
51	Circulate Woodley Design Statement to committee members.	COMPLETE Sent 28 August 2024	11/09/2024
57	Raise issue of fly tipping by clothes banks with Wokingham Borough Council.	COMPLETE Issue raised with relevant WBC teams – they were already aware, and had reported the flytipping, which was due to be cleared within SLA. Update included in ASB report in this agenda.	11/09/2024

Once reported as complete, actions / follow ups will be removed from future reports.

Woodley Town Council

PLANNING APPLICATIONS

Application No. & Address	Proposal
242072 3 Loddon Gardens, Woodley, RG5 4TX	Householder application for the proposed rear single storey extension.
242124 32 Wilmington Close, Woodley, RG5 4LR	Householder application for the proposed single storey rear and two storey side extension to create a garage and habitable accommodation, along with changes to fenestrations.
242147 Land outside 145 Crockhamwell Road, Woodley, RG5 3JP	Full application for the proposed installation of 1 no. new communications kiosk.
242167 62 Walmer Road, Woodley, RG5 4PN	Householder application for the proposed single storey side extension which includes erecting an open canopy above the new entrance door and changes to fenestration.
242168 10 Marathon Close, Woodley, RG5 4UN	Householder application for proposed two storey rear extension, single storey front extension alongside changes to existing fenestration.
242184 61 Wyndham Crescent, Woodley, RG5 3AY	Householder application for the proposed single storey rear extension following demolition of the existing conservatory.
242201 47 Enstone Road, Woodley, RG5 4QU	Householder application for the proposed erection of a single-story front and side extension. Change of front porch roof from flat to hipped and changes to side fenestration.
242266 195 Loddon Bridge Road, Woodley, RG5 4BP	Householder application for proposed single storey rear extension along with changes to fenestration.
242298 65 Woodwaye, Woodley, RG5 3HB	Householder application for the proposed demolition of car port and garage and erection of single storey side and rear extension, with rooflights.

Woodley Town Council

PLANNING DECISIONS

WITHDRAWN – NO DETERMINATION MADE BY WOKINGHAM BOROUGH COUNCIL

Ref. / Address	Details
NONE	

REFUSED – CONTRARY TO TOWN COUNCIL RECOMMENDATION

Ref. / Address	Details
241632 86 - 88 Headley Road, Woodley, RG5 4JE	<u>Proposal</u> Full application for the proposed change of use of unit 4 to Doggy Day Care (Sui Generis) plus alterations to an existing canopy roof.
	<u>Council comments</u> No objections
	<u>Reason for refusal</u> By virtue of the excessive intensification of activity proposed, the site's very close proximity to adjacent residential properties, and the unpredictable and intermittent nature of the anticipated noise impact, the proposal fails to demonstrate how it would protect existing noise sensitive receptors from adverse noise impact to the detriment of the amenity of neighbouring residential occupiers, contrary to Core Strategy policy CP3 and MDD Local Plan policy CC06.
241638 Garage Block Next To 45, Ravensbourne Drive, Woodley	<u>Proposal</u> Full application for proposed erection of a 2no bedroom dwelling following demolition of the existing garage block.
	<u>Council comments</u> No objections
	<u>Reason for refusal</u> 1. By reason of the design, scale and siting of the proposed dwelling, the proposal would result in a convoluted and cramped form of development which would have a detrimental impact on the character of the area contrary to Section 12 of the NPPF, policies CP1 and CP3 of the Core Strategy and the guidance contained within the Borough Design Guide SPD and the National Design Guide. 2. By reason of its inappropriate siting, and the site's relationship with Nos. 45-51 Ravensbourne Drive adjacent, the proposal would provide an inadequate level of internal and external amenity for future occupiers due to the poor outlook, lack of privacy and lack of private external amenity space contrary to policies CP1 and CP3 of the Core Strategy and the guidance contained within the Borough Design Guide SPD. 3. The proposal has failed to demonstrate that the development would not result in a loss of off-road parking provision and any subsequent adverse impact on highway safety contrary to policy CP6 of the Core Strategy and policy CC07 of the Managing Development Delivery Local Plan.

REFUSED – ENDORSING TOWN COUNCIL RECOMMENDATION

Ref. / Address	Details
NONE	

APPROVED – CONTRARY TO TOWN COUNCIL RECOMMENDATION

Ref. / Address	Details
241865 12 Shepherds Hill, Woodley, RG6 1BB	Full application for proposed three bedroom detached dwelling with associated parking and landscaping following the demolition of the existing detached garage.
	<u>Council Comments</u> The Planning & Community Committee have considered this application and wish to object on the grounds that they believe the entry and exit from this proposed property onto the roundabout would be dangerous in view of the lack of driveway space, even considering the proposed turning circle.
	<u>WBC Response</u> The existing rear access/dropped kerb will be utilised which is acceptable. Visibility splays of 2.4m x 70m have been demonstrated to the left of the carriageway. Despite it does not covering the required visibility splays of the 40mph speed limits of London Road, it does not worsen the existing visibilities of vehicles/pedestrians and instead represents a betterment on the existing situation, particularly facilitated by the turntable which will allow vehicles to exit the site in forward gear which is not possible with the current access. Subject to compliance with the splays, there are no objections on Highway Safety grounds. Additionally, due to the constrained nature of the site, a construction method statement will be conditioned.

APPROVED – ENDORSING TOWN COUNCIL RECOMMENDATION

Ref. / Address	Details
240327 1 Crediton Close, Woodley, RG5 4DQ	Householder application for proposed part single storey, part two storey side extension and part single storey, part two storey rear extension with fenestration changes.
241390 303 Loddon Bridge Road, Woodley, RG5 4BE	Full application for proposed installation of new extractor flue to the rear.
241722 47 Hazel Drive, Woodley, RG5 3SA	Householder application for the proposed erection of a single storey rear extension plus modification of existing single storey roof and addition of 1 no. lantern rooflight, changes to fenestration and part demolition of the existing detached garage
241739 65 Lunds Farm Road, Woodley, RG5 4PZ	Householder application for the proposed single storey front extension.

APPROVED – ENDORSING TOWN COUNCIL RECOMMENDATION cont...

241755 14 Glendevon Road, Woodley, RG5 4PJ	Householder application for proposed single storey rear extension, plus garage conversion to create habitable accommodation.
241976 33 Reading Road, Woodley, RG5 3DA	Householder application for proposed erection of a single storey rear extension, conversion of the existing attached garage into habitable accommodation along with changes to fenestration.



WOKINGHAM
BOROUGH COUNCIL

Application for a minor variation to a premises licence or club premises certificate under the Licensing Act 2003

PLEASE READ THE FOLLOWING INSTRUCTIONS FIRST

Before completing this form please read the Guidance Notes at the end of the form, especially Note 1.

If you are completing this form by hand please write legibly in block capitals. In all cases ensure that your answers are inside the boxes and in black ink. Use additional sheets if necessary.

Once completed please send your application to the relevant licensing authority. You may wish to keep a copy of the completed form for your records.

ASRA Retail LTD

(Insert name(s) of applicant)

being the premises licence holder(s)/club holding a club premises certificate, apply to vary a premises licence under section 41A/club premises certificate under section 86A of the Licensing Act 2003 for the premises described in Part 1 below.

Part 1 – Premises details

Postal address of premises (or, if none, ordnance survey map reference, or description) Unit 2. 86-88 Headley Rd	
Post town Woodley	Postcode RG5 4JE

Telephone number at premises (if any)

Premises licence number/club premises certificate number

PR 0533

Brief description of premises (Please see Guidance Note 2)

Convenience Store

Part 2 – Applicant Details

I am/we are the premises licence holder/club premises certificate holder. (Please delete as appropriate)

Contact phone number in working hours (if any)

Applicant Postal address IF DIFFERENT FROM PREMISES ADDRESS

Post town

Postcode

Please provide email address if you would prefer us to contact you by email (optional)

Part 3 – Proposed variation(s)

Please tick

Do you want the proposed variation to have effect as soon as possible? ☒ Yes ☐ No

DDMMYYYY

If not, from what date do you want the variation to take effect?

Do you want the proposed variation to have effect in relation to the introduction of the late night levy? (Please see Guidance Note 3) ☐ Yes ☒ No

Please describe the proposed variation(s) in detail in the box below and explain why you consider that they could not have an adverse effect on the promotion of any of the licensing objectives (See Guidance Note 1). This should include whether new or increased levels of licensable activities will be taking place indoors or outdoors (indoors may include a tent):

Details of proposed variation(s) (Please see Guidance Note 4)

Nature of the Business is same, will
same trading hours, Staffing Arrangements etc
Store will be just trading as under
A Morrisons Banner Instead of
Nisa Local. ~~Previously~~ Previously the Building
was one unit and it has been split
into 4 units, Unit 2 will be trading
as Morrisons Daily

Details of proposed variation(s) (Continued)

Part 4 – Operating Schedule

Please tick those parts of the Operating Schedule which would be subject to change if this application to vary were successful.

Provision of regulated entertainment (please read guidance note 5)

Please tick all that apply

- | | |
|---|--------------------------|
| a. plays | ☐ |
| b. films | ☐ |
| c. indoor sporting events | ☐ |
| d. boxing or wrestling entertainment | ☐ |
| e. live music | ☐ |
| f. recorded music | ☐ |
| g. performances of dance | ☐ |
| h. anything of a similar description to that falling within (e), (f) or (g) | ☐ |

Provision of late night refreshment

☐

Supply of alcohol

☐

(Note that this can only relate to reducing licensed hours, or moving them without any overall increase between 7am and 11pm)

Please tick to indicate you have enclosed the following:

I have enclosed the premises licence/club premises certificate ☐

I have enclosed the relevant part of the premises licence/
club premises certificate ☐

I have included a copy of the plan
(this is necessary if the proposed variation will affect the layout) ☐

If you have not ticked one of the previous three boxes, please explain why in the box below.

Reasons why you have not enclosed the premises licence/club premises certificate or relevant parts.

~~Due to~~ Due to Building works, Didnt
~~Requested~~ Requested A printed copy.

Any further information to support your application. (See Guidance Note 6)

CHECKLIST:

Please tick to indicate agreement

- I have made or enclose payment of the fee.
☒
- I have not made or enclosed payment of the fee because this application has been made in relation to the introduction of the late night levy.
☐
- I have enclosed the plan, if appropriate, of the premises in scale [1mm to 100mm], unless otherwise agreed with the licensing authority. ☒
- I have enclosed the premises licence/club premises certificate or relevant part of it or provided an explanation.
☐
- I understand that if I do not comply with the above requirements my application will be rejected.
☒

I understand that I must now advertise my application for a continuous period beginning on the first working day after the day on which the application was given to the relevant licensing authority and ending at the expiry of the ninth consecutive working day after that day.

IT IS AN OFFENCE, UNDER SECTION 158 OF THE LICENSING ACT 2003, TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION. THOSE WHO MAKE A FALSE STATEMENT MAY BE LIABLE ON SUMMARY CONVICTION TO A FINE OF ANY AMOUNT.

Part 5 – Signatures and Contact Details
(See Guidance Note 7)

Premises Licence: Signature of applicant (the current premises licence holder) or applicant's solicitor or other duly authorised agent (see Guidance Note 8). If signing on behalf of the applicant, please state your name and in what capacity you are authorised to sign:

Signature	[Redacted]
Date	2/9/24
Capacity	Director

Where the premises licence is jointly held, signature of 2nd applicant (the current premises licence holder) or 2nd applicant's solicitor or other authorised agent (See Guidance Note 9). If signing on behalf of the applicant, please state in what capacity.

Signature	
Date	
Capacity	

Where the premises are a club

I (insert full name) make this application on behalf of the club and have authority to bind the club.

Signature	
Date	
Capacity	

Contact name (where not previously given) and address for correspondence associated with this application. (See Guidance Note 10)	
Post town	Postcode
Telephone number (if any)	If you would prefer us to correspond with you by email your email address (optional)

Notes for Guidance

1. General Note: The minor variations process can only be used for variations that could have no adverse impact on the promotion of any of the four licensing objectives. (These are: the prevention of crime and disorder; public safety; the prevention of public nuisance; and the protection of children from harm.)

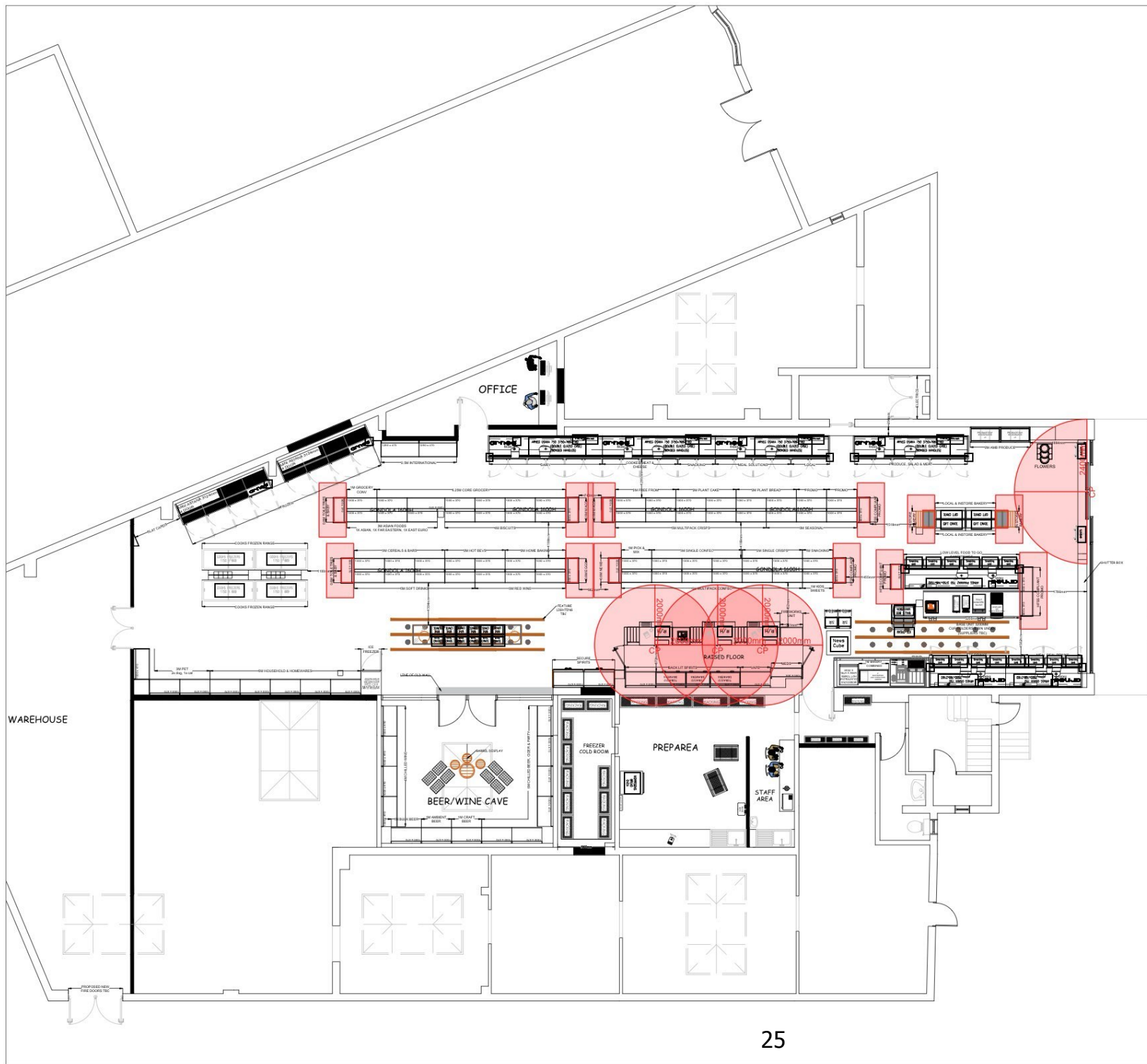
It cannot be used to:

- extend the period for which the licence has effect;
- vary substantially the premises to which it relates;
- specify, in a premises licence, an individual as the designated premises supervisor;
- add the sale by retail or supply of alcohol as an activity authorised by a licence or certificate;
- authorise the sale by retail or supply of alcohol at any time between 11pm and 7am;
- authorise an increase in the amount of time on any day during which alcohol may be sold by retail or supplied;
- include the alternative licence condition referred to in section 41D(3) of the Licensing Act 2003 in a premises licence.

2. Description of premises: For example the type of premises, its general situation and layout and any other information which could be relevant to the licensing objectives. This should include any activities in or associated with the use of the premises which may give rise to concern in respect of children regardless of whether you intend children to have access to the premises, for example (but not exclusively) nudity or semi-nudity, films for restricted age groups, the presence of gaming machines etc.

3. You do not have to pay a fee if the only purpose of the variation for which you are applying is to avoid becoming liable to the late night levy.

4. Give full details of all the proposed variation(s). Failure to provide sufficient information may lead to the refusal of your application. Details should include a description of the proposed variation(s) in terms as precise as possible. If you are not precise, the licensing authority may decide that the changes you propose would be potentially broader in scope than you intend and reject your application as not being a 'minor' variation. You should also include a statement about why you consider the variations proposed could not have an impact on the licensing objectives listed in section 4(2) of the Act. You should cover each of the objectives that could possibly apply to your proposal (or if more than one, to each proposal) and say why you think there could be no adverse impact on that objective. Your application will be assisted by including as much information as you can about this. **(However, there is a box at the end of the form for 'further information', and this should be used for any relevant background information not directly related to the variation.)** Relevant information includes:



REV	DATE	DETAILS	APP
SK2C			JN

Wholesale Partner: Asra Retail Ltd



Wm MORRISON SUPERMARKETS LTD
Property & Development Division
Hilmore House, Gain Lane,
Bradford, BD3 7DL
Tel: 0845 611 6000

ASRA RETAIL WOODLEY

STORE No. xxxx / SK3 SqFt 3000

PROJECT Morrisons Daily 2024

STATUS PROPOSED SCALE 1:125@A3

Woodley Statutory ASB – September 2024 Report

This report highlights good news and problem areas. Problem areas are those with more than 5 incidents reported to WBC ASB Team.

Subject	Problem Areas	Work Done	Comment
Court Cases	Strawberry Local, Howth Road	Breach of S.34 (Business Waste Management) Several reports of dirty & waste accumulation at this shop	Business owner has improved on waste management. Waste has been cleared. We are still working with him to put lasting solutions. Investigations continues
Graffiti	<i>We do not remove graffiti from private property - where possible, we will inform the private landowner of the graffiti and encourage them to arrange for its removal.</i>		
	No issues of concern		
Fly Tipping	<i>CCTV requests are received. We prioritise repeat locations throughout the Wokingham Borough. We do not confirm or deny the presence of CCTV in the location. We put signs but we do not remove them when CCTV has left the location.</i>		
	Drovers Way	Fly Tipping in service road	CCTV installation has resulted in no-fly tipping in the last 4 months
	Car Park At Kingfisher Drive, Woodley	Current Problem area at the bottle bank location	CCTV caught two offenders, and they were issued with Fixed Penalty Notices
	Headley Road – Library Bottle Banks	Fly Tipping behind shops.	This is now a problem area, and we continue to monitor it with the view of putting CCTV
	Headley Road – Library Parade	Private Carpark	Property owner was contacted, and waste was cleaned. Waste Services was asked to consider a second bin for residents above the shops.
Noise	<i>In noise cases, officers need to witness the noise being complained of from the complainant's premises before formal actions can be instigated. A nuisance diary form must be complete over three weeks and then return to WBC. This will assist officers with their investigations.</i>		
	Headley Road East Gemini Road Viscount Way	Noise, Dust, Vibrations from construction Site a	ASB Team has been to the site and spoke to Site Manager. Water is now being sprayed to old concrete to stop dust, vibration measurements are lower than permitted by law. Planning Enforcement Department involved

	Knowle Road, Woodley	Constant Loud Music	Abatement notice served on noise neighbour who plays constant loud music. Music has stopped and the culprit (lodger) was served notice to leave.
	Peel Close, Woodley	Loud Music and Shouting	Culprit is a young lady with no legal capacity. ASB is working with Social Services and Health carers for long term solution.
	The Waterside", Fairwater Drive, Woodley	Loud Music	Summertime reports of live events at locations. Pub Manager issued his mobile number for residents to call him if there is noise so that he can reduce the volume.
	Forest Road, Woodley	Dog Barking	Several Reports from one complainant in Forest Road, Investigations done and no evidence – possible neighbour dispute
Abandoned Vehicles	<i>When the vehicle owner has been identified that vehicle ceases to be abandoned. WBC has no power over vehicle with no Tax or MOT. These should be reported to DVLA</i>		
	No issues of concern		
Other ASB			
	Silver Fox Crescent, Woodley	Rats' infestation on several houses. Source identified	ASB investigated. Source of problem is a male with health needs. Social Services contacted to engage his health care company and Solicitors to clean his garden and shed



WOKINGHAM BOROUGH COUNCIL

FLOOD RESPONSE PLAN

Version 4

Environment Agency Flood Warnings

 FLOOD ALERT	A flood alert means that flooding is possible so you should prepare now. Flooding of low-lying land and roads is expected.
 FLOOD WARNING	A flood warning means that property flooding is expected, so you should act now.
 SEVERE FLOOD WARNING	A severe flood warning means that flooding could cause danger to life and significant disruption to communities. You must act now.

Floodline Telephone: 0345 988 1188

Floodline Textphone: 0345 602 6340

Contents

1.0 DOCUMENT CONTROL AND APPROVALS	3
2.0 INTRODUCTION	5
3.0 ACTIVATION OF THE FLOOD PLAN	7
4.0 HISTORICAL FLOOD DATA	12
5.0 ROLES & RESPONSIBILITIES	17
6.0 FLOOD RISK AREAS WITHIN WOKINGHAM	23
7.0 WOKINGHAM BOROUGH COUNCIL SANDBAG POLICY	28
8.0 ADVICE TO THE PUBLIC	29
9.0 RESCUE OF RESIDENTS FROM FLOODED PROPERTIES	31
10.0 RECOVERY CONSIDERATIONS	32
11.0 CONTACT LIST	33
12.0 USEFUL LINKS	34
APPENDIX A – DUTY OFFICERS CHECKLISTS	35
APPENDIX B – FLOOD ALERT AND FLOOD WARNING AREAS	37
APPENDIX C – DRONE FOOTAGE	41
APPENDIX D – TRAFFIC MANAGEMENT PLAN FOR LODDON BRIDGE ROUNDABOUT	42
APPENDIX E – ENVIRONMENT AGENCY ADVICE LEAFLET	44
APPENDIX F- FLOODING HOTSPOTS	46
APPENDIX G: COMMUNICATION MESSAGES	54

1.0 Document control and approvals

Record of Amendments

This plan will be formally reviewed every 3 years by the Emergency Planning team, but amendments can be made outside of this period. For example, in the event of lessons identified from incidents or exercises, organisational change or a change in legislation.

Flood Plan Version Number	Date	Amendment
Version 1 Draft	05/02/16	Sent to Highways for consultation. Checklists & hotspots updated
Version 1 Draft	22/02/16	Flood maps added
Version 1 Final	29/02/16	Issued following consultation
Version 2	21/3/18	Updated to remove staff no longer at WBC, add new contacts and minor updates
Version 2.1	4/19	Update to include new contracts and
Version 3	9/7/21	Full review and significant update to Swallowfield/Blackwater/Loddon section of the plan
Version 4		Full review and update

Distribution List

This plan will be distributed to all Assistant Directors and Directors. It is stored in the Emergency Planning team's SharePoint and backed up on ResilienceDirect. It will also be sent directly to the following teams, once published.

Department
WBC Highways
WBC Drainage
WBC Housing Team
Countryside Services
Trees & Landscape
Environmental Health
VolkerHighways
Communications
Public Health

This document can be shared publicly if request. Please contact the Emergency Planning team if you have any questions about this document
community.resilience@wokingham.gov.uk

OFFICIAL

Approvals

As a tactical-operational plan, it is reviewed and approved by the Assistant Director for Environment and Safety. It is will also be submitted to the Community and Corporate Oversight and Scrutiny Committee for comment. Consultation also takes place with relevant internal services, as well as Assistant Directors, and the Emergency Response Team Duty Officers.

Name	Position	Date

Exercised

This table shows when and how this plan has been exercised and tested.

Exercise	Description	Date
Blue Nimbus	A multi-agency exercise to test the Multi-agency Flood Plan. WBC's Major Incident Plan was also tested in this exercise – lessons were identified and logged for action.	October 2023

2.0 Introduction

This plan is required due to the high risk of flooding within Wokingham borough. The Thames Valley Local Resilience Forum - Community Risk Assessment identified fluvial flooding as very high risk and surface water flooding as high risk.

Aim

To provide the Council with a robust and effective plan to be used in preparation and response to a significant flood event within the borough.

Objectives

- To set out the triggers for how this plan is activated
- To detail the roles and responsibilities for the Council, as well as those of other relevant agencies
- To outline the Council's key actions in a flooding incident
- To highlight known flooding hotspots in the borough
- To identify infrastructure at known flood risk in the borough

This plan also provides information that the community, residents and businesses would find beneficial in order to prepare themselves (Appendix E and F)

This plan does not consider flooding from reservoirs. This is covered in the Council's Off-Site Reservoir Plan.

This plan does not consider 'business as usual' surface water flooding that is responded to by the Council's Flooding and Drainage team.

Types of flooding

Below are definitions for the types of flooding that can occur in the borough. However, it should be noted that flooding can occur from multiple sources simultaneously and/or sources can have a consequential impact upon another.

1. Fluvial (river)

Fluvial flooding occurs when waterways such as rivers, streams or brooks overflow their banks into surrounding areas. This risk is most likely to occur following periods of intense rainfall and will become more frequent as a result of climate change. Impacts are widespread and may include damage to the local environment, properties and essential services, with disproportionate effects on vulnerable groups.

2. Surface water (pluvial)

Surface water flooding occurs when rainfall overwhelms the capacity of drainage systems and surface water sewers, resulting in water flowing over the land instead of through drainage systems. This type of flooding can occur in a wide variety of locations, including towns or cities located far from the sea or rivers. It is also particularly difficult to forecast with accuracy and can happen at very short notice, with periods of short but intense rainfall likely to increase in the future due to the warming climate.

3. Foul sewer flooding

Foul sewer flooding is where sewage or foul water leaks from the sewerage system (through pipes, drains or manholes) or floods up through toilets, sinks or showers inside a building. It often occurs during fluvial and pluvial events due to the combined sewer systems – where surface water and foul sewers overflow into each – and discharge from road drains, or river outflows.

4. Groundwater

Groundwater flooding is when water under the ground (the water table) rises to the surface. Underground rooms, such as cellars and basements, are particularly at risk. Groundwater flooding is more likely where there is chalk under the ground (the bedrock).

However, groundwater is of less concern in Wokingham, compared to other parts of Berkshire.

Supporting plans:

This plan forms only one part of the Council's response to an emergency, so it must be read and used in response in conjunction with other plans and procedures. This is particularly true for the Council's Emergency Response Framework (ERF) and Adverse Weather Plan (AWP), and the Thames Valley Local Resilience Forum's Emergency Response Arrangements (ERA) and Multi-Agency Flood Plan (MAFP), which will likely be activated alongside this plan.

Other plans that might be required:

- Wokingham Borough Council Plans
 - Emergency Operation Centre plan
 - Rest Centre plan
 - 4x4 plan
 - Services' Business Continuity Plans
- Thames Valley Local Resilience Forum (TVLRF) Plans
 - Humanitarian Assistance Handbooks
 - Voluntary Sector Capability Matrix
 - Communications Plan
 - Recovery Plan
 - 4x4 Protocol

3.0 Activation of the Flood Plan

This plan can be activated by Flood Warnings, the Flood Guidance Statement, or the notification of significant flooding in borough. More detailed information can be found within WBC's Adverse Weather Plan.

- Advance warning of fluvial flooding is provided by the Environment Agency, who issue Flood Alerts and Warnings to Wokingham Borough Council via SMS or Email. The full list of alerts and warnings and those who receive these are listed in in Appendix B.
- Advance warning of severe weather is provided by the Met Office with notifications to Wokingham Borough Council by SMS or Email. As detailed in the AWP - services and individuals are expected to sign up to weather warnings themselves.
- Forecast level of flood risk for the coming 5 days from surface water, river, groundwater and coastal flooding is provided by the Flood Forecasting Centre's Flood Guidance Statement. The Emergency Planning and Flood Risk & Drainage teams receive these.

Environment Agency's Flood Warning Service

The Environment Agency will issue a message via its Flood Warnings Service in line with one of the following codes – when triggers are forecasted or have been met.

 FLOOD ALERT	 FLOOD WARNING	 SEVERE FLOOD WARNING
Flooding is possible. Be Prepared	Flooding is expected. Immediate action required.	Severe Flooding. Danger to Life.
The aim is for customers to receive a Flood Alert 2 hours prior to levels exceeding Flood Alert thresholds and during waking hours.	The aim is for customers to receive a Flood Warning (FW) at least 2 hours prior to the onset of flooding.	Issued when flooding poses a significant risk to life or significant disruption to communities.
Flood Alert areas are generally based on a catchment or sub catchment;	FW Areas tend to be smaller and are generally based on communities.	Severe Flood Warning (SFW) Areas are the same as the FW Areas
Impacts include flooding of fields, recreation land, car parks, minor roads and farmland.	Impacts include flooding of homes and businesses, rail infrastructure, roads with major impacts, caravan parks / campsites and tourist areas	Impacts include deep and fast flowing water, debris in water, risk of building collapses, isolated communities, critical infrastructure disabled, large number of evacuees, military support.

OFFICIAL

Upon receiving one of these alerts, the following response should be undertaken:

Response Level	Trigger	Actions for WBC consideration																															
No warnings in force / minimal impacts	No flood alerts or warnings issued. No rain or thunderstorm warnings issued. Flood Guidance Statement - Green	- No specific response, normal awareness of possible flood risk. - If the Flood Guidance Statement (FGS) is green, there could still be issues so always use judgement as to response required. - Maintain internal and local flood plans.																															
Minor Impacts	<u>If one or more of the below are met:</u> <table><tr><td rowspan="5">Likelihood</td><td>High</td><td></td><td>✓</td><td></td><td></td></tr><tr><td>Medium</td><td></td><td>✓</td><td></td><td></td></tr><tr><td>Low</td><td></td><td></td><td></td><td></td></tr><tr><td>Very Low</td><td></td><td></td><td></td><td></td></tr><tr><td>FGS</td><td>Minimal</td><td>Minor</td><td>Significant</td><td>Severe</td></tr><tr><td>NSWWS*</td><td>Very Low</td><td>Low</td><td>Medium</td><td>High</td></tr></table> Potential Impacts * National Severe Weather Warning Service (NSWWS) Rain & Thunderstorm Only Widespread Flood Alerts  FLOOD ALERT Flooding is possible. Be prepared	Likelihood	High		✓			Medium		✓			Low					Very Low					FGS	Minimal	Minor	Significant	Severe	NSWWS*	Very Low	Low	Medium	High	Consider calling a TVLRF Partnership Activation Teleconference if WBC needs multi-agency advice or support. - Warn and inform the public as appropriate. - Check flood response plan to see how to respond - Assess the local context/assess impact to any locally specific events/festivals/projects. - Monitor the weather. - Informal discussions with key services and duty officers. - Speak to the Environment Agency Flood Warning Duty Officer for the latest forecast information - Dial into any scheduled TVLRF Partnership Activated Teleconference - Report any flooding in your area to the Environment Agency
Likelihood	High			✓																													
	Medium			✓																													
	Low																																
	Very Low																																
	FGS	Minimal	Minor	Significant	Severe																												
NSWWS*	Very Low	Low	Medium	High																													
Significant Impacts	<u>If one or more of the below are met:</u>																																

Response Level	Trigger				Actions for WBC consideration
Likelihood	High			✓	
	Medium			✓	
	Low			✓	
	Very Low			✓	
	FGS	Minimal	Minor	Significant	Severe
	NSWWS*	Very Low	Low	Medium	High
Potential Impacts					
*Rain or Thunderstorm only					
					
FLOOD WARNING Flooding is expected. Immediate action required.					
					• Activate flood response plan for actions required at this stage • Use TVLRF Multi-Agency Flood Plan • Report any fluvial flooding to the Environment Agency • Assess the local context/assess impact to any locally specific events/festivals/projects. • Monitor the weather and agency partner updates. • Consider an internal Adverse Weather Meeting depending on context. • Silver Officer to brief CLT and Exec on the Council's preparedness. • Review actions as stated in the Adverse Weather Plan • Update social media and other local stakeholders, such as relevant Councillors and Town & Parish councils. • Set up EOC if required • Consider activating the TVLRF ERAs if PAT, TCG or SCG required if WBC requires multi-agency coordination, support or advice • If a multi-agency PAT is stood up, ensure that relevant staff attend. • If a multi-agency TCG is stood up, ensure that relevant staff attend. • If a multi-agency SCG is stood up, ensure that relevant staff attend • Declaration of a major incident • Assess staffing resources and the need rostering, mutual and/or military aid.

Response Level	Trigger	Actions for WBC consideration																																	
Severe Impacts	If one or more of the below are met: <table><tr><td rowspan="4">Likelihood</td><td>High</td><td></td><td></td><td></td><td>✓</td></tr><tr><td>Medium</td><td></td><td></td><td></td><td>✓</td></tr><tr><td>Low</td><td></td><td></td><td></td><td>✓</td></tr><tr><td>Very Low</td><td></td><td></td><td></td><td>✓</td></tr><tr><td>FGS</td><td>Minimal</td><td>Minor</td><td>Significant</td><td colspan="2">Severe</td></tr><tr><td>NSWWS*</td><td>Very Low</td><td>Low</td><td>Medium</td><td colspan="2">High</td></tr></table> Potential Impacts *Rain & Thunderstorm Only  SEVERE FLOOD WARNING Severe Flooding. Danger to Life.	Likelihood	High				✓	Medium				✓	Low				✓	Very Low				✓	FGS	Minimal	Minor	Significant	Severe		NSWWS*	Very Low	Low	Medium	High		- Continue with actions above – at an escalated and larger scale - Open and manage rest/reception/humanitarian centres - Advise the public to put their safety first and be ready to evacuate should the authorities decide its needed - Support in evacuation - Support in development of clear messages for local communities and the public
	Likelihood		High				✓																												
			Medium				✓																												
			Low				✓																												
Very Low					✓																														
FGS	Minimal	Minor	Significant	Severe																															
NSWWS*	Very Low	Low	Medium	High																															
Transition to Recovery	- Flood Warnings and Alerts downgraded. - FGS downgraded.	- Local authority lead recovery – follow ERF and TVLRF Recovery Plan - Attend Multi-Agency debrief. - Maintain standby arrangements.																																	

3.1 Command and Control

Command and control of a flood incident will be expected to follow the agreed procedures set out in the Council's Emergency Response Framework – and for multi-agency – what is within the TVLRF's Emergency Response Arrangements.

Where a rising tide incident does not yet meet the triggers, as set out in 3.0, it is important for services to come together to risk assess, horizon scan and share situational awareness to ensure preparedness and efficient activation of actions and the plan. A Microsoft Teams chat has been established between Emergency Planning, Flooding & Drainage, Highways and VolkerHighways to be able to do this.

3.2 Reports of property flooding

Reports of property flooding can come into the Council in multiple ways, so it is important the approach to collecting data is consistent to support in incident decision making and post-incident reporting (e.g. to the Environment Agency, Government, Section 19s and claiming grants).

- Customer Services
- VolkerHighways contact centre
- Out of hours call centre
- WBC website – Report Flooding tool
- WBC and contractor staff on site
- Town and Parish Councils
- WBC Staff and Councillors
- Environment Agency
- Thames Water

The Environment Agency are developing a standardised process for the Thames Valley, which will be added to this plan when it is finalised. However, as a minimum the following information should be collected for property flooding:

- Time flooding started
- Date of flooding
- Whether flooding has been 'confirmed' by a WBC staff, contractor or a partner agency
- Extent and depth if known
- Source of flooding if known
- Internal* or external property flooding
- Address

**The Environment Agency define internal property flooding as: Ground floor flooding, or higher, in residential or commercial buildings that are either occupied or in a suitable condition for occupation. This doesn't include domestic garages, sheds and buildings used solely for storage. These buildings have not been designated either for human habitation or as a workplace.*

4.0 Historical Flood Data

Wokingham has a long history of flooding from river and surface water sources. There are areas that frequently flood. Below is a table with historic data collated from both the EA and WBC records.

Data in this section can also be found here- [Wokingham Borough Council Level 1 Strategic Flood Risk Assessment May 2023](#)

Flood Date	Flood Source	Flood Cause	Affected Areas	Data Source
Mar-47	Other	Channel Capacity Exceedance	Widespread flooding across the Borough, particularly along the River Loddon and its tributaries, the River Thames, and the River Blackwater east of Eversley.	EA
Mar-47	Other	Local drainage/surface water	The flood impacted the west of the Borough. No additional information was provided regarding the receptors affected during this flood	WBC
Sep-68	Main river	Channel capacity exceedance	Areas of flooding along the River Loddon at Twyford and around the railway line crossing, and along the length of the River Blackwater through the Borough.	EA
Jun-71	Main river	Channel capacity exceedance	Affects a small area on the western boundary of the Borough along Foudry Brook.	EA
Nov-74	Main river	Channel capacity exceedance	Widespread flooding along the River Thames and the River Loddon and its tributaries. Also, some flooding along the River Blackwater at Swallowfield.	EA
Aug-77	Main river	Channel capacity exceedance	Flooding along the River Thames along the northwest boundary of the Borough.	EA

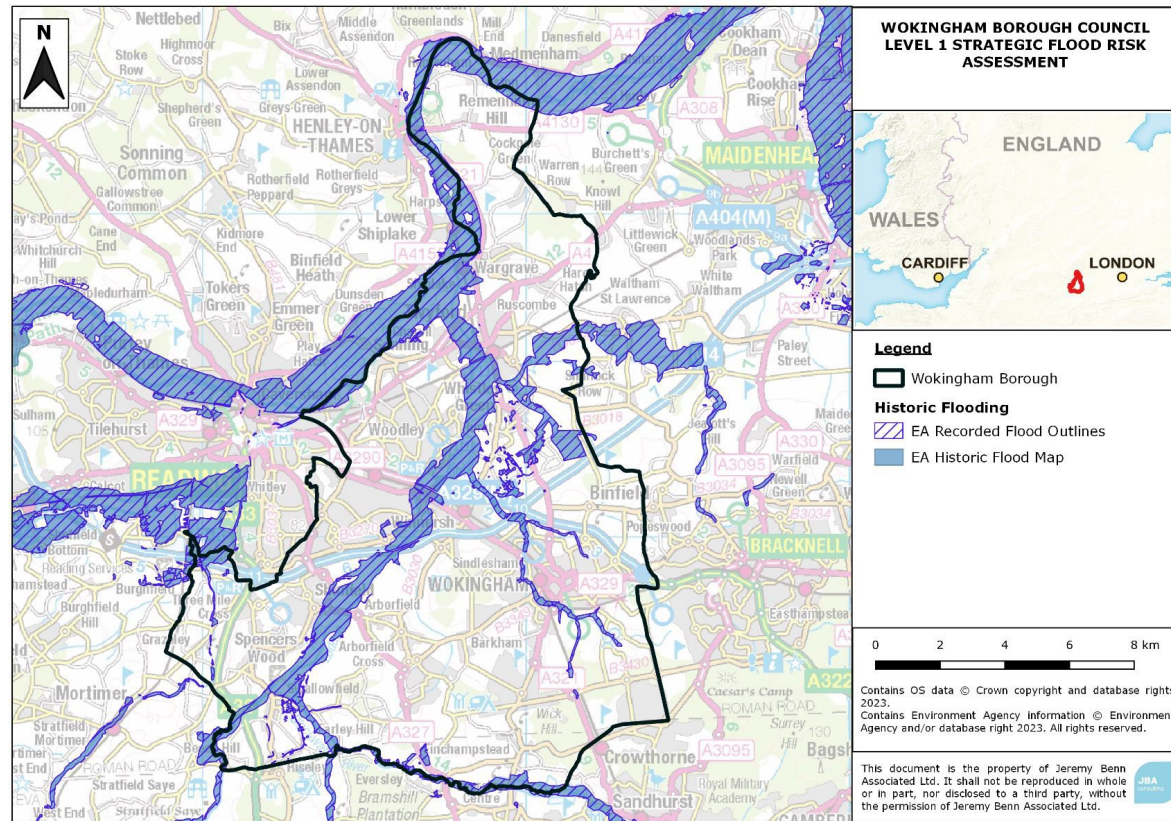
Dec-81	Main river	Channel capacity exceedance	Flooding along the River Loddon and its tributaries between Twyford in the north and the M4 in the south.	EA
Feb-90	Main river Other	Channel capacity exceedance	Widespread flooding along the River Loddon and the River Blackwater and also the River Thames along the northern boundary of the Borough.	EA
Feb-90	Other	Local drainage/surface water	The flood impacted the north of the Borough. No additional information was provided regarding the receptors affected during this flood	WBC
Feb-91	Main river	Channel capacity exceedance	Flood along the River Loddon and its tributaries south of the railway line through Twyford.	EA
Sep-92	Main river	Channel capacity exceedance	Flooding along Twyford Brook in the west of the Borough and south of the confluence of the River Loddon and the River Thames.	EA
Oct-93	Main river	Channel capacity exceedance	A small area of flooding along Twyford Brook in the west of the Borough and around the confluence of the River Loddon and the River Thames.	EA
Dec-00	Main river Other	Channel capacity exceedance	Widespread flooding along the River Thames and along the River Loddon by Twyford.	EA
Dec-00	Other	Channel capacity exceedance Surface water	Approximately 13 highways were flooded across the Borough. At least 10 properties were flooded externally, and a further 4 properties were flooded internally, with many centred around the urban centre of Wokingham.	WBC

Jan-03	Main river Other	Channel capacity exceedance	Widespread flooding along the River Thames and along the River Loddon north of Dinton Pastures Country Park. Also, a small area of flooding in the west of the area along Foudry Brook.	EA
December 2003/January 2003	Other	Local drainage/surface water/Sewer	This flood event mostly impacted areas immediately adjacent to the Foudry Brook and River Loddon. No information provided regarding the receptors affected during this flood.	WBC
Jul-07	Main river Other	Channel capacity exceedance	Widespread flooding throughout the Borough along the River Thames, the River Loddon and its tributaries.	EA
Jul-07	Other	Local drainage/surface water	At least 58 highways and 120 properties flooded externally across the entire Borough, for example residents' gardens, driveways, and garages. At least 80 properties were flooded internally, including a local school.	WBC
2008	Surface water	Surface water	At least 15 highways and 30 properties were flooded externally including many gardens. Over 25 properties were also flooded internally. Most reported incidences were clustered around Wokingham, Winnersh, and Three Mile Cross	WBC
Winter 2013-2014	Main river Other	Channel capacity exceedance	Widespread flooding along the River Thames and along the River Loddon by Twyford.	EA

OFFICIAL

Jan-13	Other	Local drainage/surface water	Over 30 highways and 50 properties were flooded externally, mostly across the west of the Borough. At least 35 of these properties were flooded internally.	WBC
2015	Surface water	Surface water	4 highways were flooded in Wokingham and Arborfield. At least 6 properties flooded in the area; however, it is unclear whether this is internal or external.	WBC
Mar-23	Surface water	Surface water/Drainage	Internal flooding is known to have occurred to at least 6 properties within the Borough as a result of the flood event on 31 March 2023; this includes three properties in the parish of Hurst, one property in the centre of Wokingham; and one property in Earley, east Reading.	WBC
Winter 2023-24	Main river	Channel capacity exceedance	Widespread flooding across the Thames Valley following Storm Henk. Worst affected locations within the borough were along the Thames, such as Wargrave, including Loddon Drive, and Sonning. Internal flooding approximately 5-10 properties. To be updated following the Section 19.	WBC

This map shows historical flood events across Wokingham Borough



5.0 Roles & Responsibilities

Due to the varied nature of floods, their specific location, and their magnitude it is impossible to list below all of the roles and responsibilities for each individual agency, as these may increase with the magnitude of the flood. The roles and responsibilities of key agencies below, is therefore not intended to be an exhaustive list, and will not contain all of the required actions/duties. It is intended to be a broad-brush overview of the key responsibilities. Further responsibilities can be found in the TVLRF's Multi-Agency Flood Plan.

Multi-Agency

Environment Agency

Pre-Event	• Maintain and operate a range of flood defence assets, such as flood barriers, gates, pumping stations, sluices, and trash screens. • Monitor water levels and flows, assess risk, and advise the emergency services and local authorities. • Pre-planning for deployment of temporary defences. • Work with communities to help people understand their flood risk and what they can do to protect themselves and their property from flooding.
Response	• Issue Flood Alerts, Flood Warnings and Severe Flood Warnings. • Consider mobilisation / deployment of Environment Agency temporary defences to predefined locations, consult with partners and request assistance where required. • Monitor groundwater conditions and fluvial catchments – water levels and flows – assess risk and advise our professional partners. • Operate and maintain own flood defence assets including relevant flood storage reservoirs. • Work with communities including provision of staff on the ground to give advice to the public and collect data. • Operations staff to carry out flood runs and maintain our flood defences where safe to do so.
Recovery	• Work with communities. • Provide staff on the ground to give advice to the public and collect data. • Remove temporary defences. • Review thresholds for Flood Alerts and Warnings. • Repair any damaged defences as resources allow. • Provide advice and support on hazardous waste disposal. • Write a post event report, contribute to LLFA Section 19 reports. • Compile flooded property data.

Local Authority

Pre-Event	• Work with Community Groups specifically flood wardens. • Reviewing flood risk in the area. • Preventing flooding directly or indirectly by working with others or using enforcement if necessary to reduce the risk of flooding. • Promote flood resilience of properties. • Develop and maintain relevant site-specific flood plans for identified high risk locations. • Advise on development proposal. • Work with Community Groups
Response	• Statutory duty for reporting and investigating internal property flooding. • Operate and maintain own flood defence assets. • Clear blocked watercourses as appropriate under Land Drainage Act powers. • Co-ordinate community scale incidents. • Support partners if evacuation required, including providing humanitarian assistance to evacuees.
Recovery	• Lead agency for recovery (detailed within Internal section below)

Fire & Rescue Services (FRS)

Response	• Provide assistance with pumping where possible, with access to national assets such as High Volume Pumps (HVP) and water rescue teams, boats, Search and Rescue voluntary agencies, Enhanced Logistical Support. • Provide rescue operations where possible.
-----------------	---

Thames Valley Police

Response	• Set up evacuation and resource cells as required. • Ensure effective security and reassurance in evacuated and affected areas.
-----------------	---

Water Companies

Pre-Event	• Work with Environment Agency and Local Authorities to assess flood risk to infrastructure. • Contribute to development of surface water management plans and work with LLFAs to help manage Surface Water Flooding.
Response	• Take appropriate action to protect own infrastructure from flooding. • Emergency over pumping from sewerage systems. • Clearing blockages in public sewers and outfall grills.

	• May take action to protect property from flooding by water from the public water mains or discharges from the public sewer systems.
--	---

Electricity Network Operator Companies

Response	• Switch off supplies to prevent catastrophic failures and withdraw staff from the area when: ○ Substations are flooded to a depth where water ingress into critical areas is imminent or occurring. ○ Reports are received that flood water has reached electricity meters or termination equipment in customer's premises. ○ Reports are received that flood water has inundated street furniture such as traffic lights, streetlights, traffic bollards. ○ Where there is an immediate risk to the safety of the public, Electricity Network Operators' staff, or catastrophic failure of Electricity Network Operators' plant and equipment, supplies may be disconnected without warning. The decision to turn off supplies would be made in conjunction with any Tactical or Strategic teams convened if time permits. • Electricity Network Operators have sand, sandbags, flood bags and temporary flood barriers and trained personnel to install this equipment. Due to limited resources, Operators will prioritise sites most at risk using the Environment Agency information available.
Recovery	• Electricity Network Operators will check, repair, or replace their termination equipment in all flood-affected properties. • When checking the termination equipment, basic checks will be performed on the customer's installation at the service termination to ensure it is safe to reconnect the supply. If it is unsafe to reconnect, they will disconnect the supply by removing its supply fuse and affixing warning notices. The customer will be given a form detailing why the supply has been refused connection, and the actions they should take to get the supply reconnected. • Customers are responsible for arranging for the testing, repair and re-commissioning of their electrical wiring and equipment. • The customers' electricity supplier is responsible for checking and changing the meter, but the supplier may ask Electricity Network Operators to do this work for them.

Gas Companies

Response	• Deploy flood protection measures to priority sites that are identified as being at risk. • Isolate supplies where there is an immediate risk to the safety of the public or catastrophic failure of plant and equipment.
-----------------	---

OFFICIAL

	• Provide health and safety advice to those working or living in areas flooded or at risk of flooding.
--	--

National Highways

Response	• Responsible for managing road drainage from the motorway and trunk road network. • Monitor motorway conditions through local patrols and from CCTV within the control room.
-----------------	---

Flood Action / Community Groups / Parish and Town Councils

Pre-Event	• Work with partner organisations to prepare their own community emergency plan. • Acquire PPE / clothing/ appropriate equipment. • Provide partner organisations with informed local information.
Response	• Enact community emergency plan. • Provide information and support to Cat 1 and 2 responders and community.
Recovery	• It is recommended to stay clear of all flood-affected areas until advised by local authorities or emergency services that it is safe to enter. • People are advised to ensure their home is safe before entering. • Individuals are responsible for arranging the testing, repair and re-commissioning of their electrical wiring and equipment. • The owner of any deceased animals is responsible for removing / disposing of the carcass. • Communities are encouraged to stay informed even after an event. To have good understanding where and how to get support and assistance with their recovery. To attend a recover centre if established and get in touch with local authorities with any questions or concerns

Internal

All Council services may be impacted by flooding, but they should follow their roles and responsibilities as listed in WBC's Emergency Response Framework. The below services have flood-specific actions that they are required to do:

Highways Contractor

Pre-Event	• Keep sandbag stock at agreed level stated in the sandbag policy. • Ensure signed up to weather and flood warnings. • Be prepared to respond to incidents 24/7.
------------------	--

OFFICIAL

Response	• Close public roads that have been flooded. • Fill empty sandbags. • Deploy sandbags to properties that meet the criteria in the sandbag policy. • Attend the scene with emergency services. • Deploy pumps where necessary. • Clear blocked drains using jetter. • Contractor staff are empowered to make decisions "on the ground" in the event of a safety critical issue. • Manage own internal customer call centre so they can manage customer calls directly, this is both in and out of hours. • Feed information into any internal command and control set up.
Recovery	• Clearing of debris from the road network. • Clear blocked drains using jetter. • Officers will monitor roads that have been closed to assess whether they can be re-opened. • Refill sandbag stock that has been used during the event.

Highways

Pre-Event	• There can be use of the Variable Messaging Signs (VMS) to warn & inform the public should the event be foreseeable. • Review traffic management plans. • Overall responsibility of the traffic network.
Response	• They can use the VMS to notify the public of any major road closures or known delays due to the impact of flooding. • Update One.Network to provide accurate road closure information during working hours. • Route diversions. • Provide updates using WBC Traffic Alerts social media accounts. • CCTV is used across certain areas of the Borough along major highways networks. The CCTV can be used to remotely monitor traffic.
Recovery	• Communicate the opening of roads via social media. • Inspect potential structural damage across the highway network.

Flooding & Drainage

Pre-Event	• General maintenance of the drainage system.
Response	• Flood data capture. • Subject matter expert on required response and actions. • Deployment of staff to assess and confirm flooding reports. • Working with Flood Wardens/Flood Groups.
Recovery	• Completion of Section 19 reports. • Investigation of internal and external property flooding.

Emergency Planning

Pre-Event	• Creation and maintenance of relevant emergency plans. • Create and run internal exercises to test staff and plans. • Participate in multi-agency exercising. • Overall management of the Business Continuity Programme to reduce business disruption. • Contribute to the TVLRF Multi-Agency Flood Plan.
Response	• Use the Emergency Operations Centre to take calls regarding flooding in the event where the Highways Contractor, and/or Customer Services cannot cope. • Establish the appropriate command and control structure as stated in the Adverse Weather Plan and Emergency Response Framework. • Deploy duty officers to sites of concern. • Ensure correct representation at multi-agency structures, for example PATs, TCG and/or SCG. • Facilitate the co-ordination of internal resources. • Supporting Comms with warning and informing.
Recovery	• Support in the coordination of Recovery, so that all services discharge their recovery duties following the event. • Ensure correct representation at any TVLRF Recovery cell • Conduct an internal debrief with everyone involved in the response. • Share any lessons identified. • Update processes, procedures or plans following the debrief.

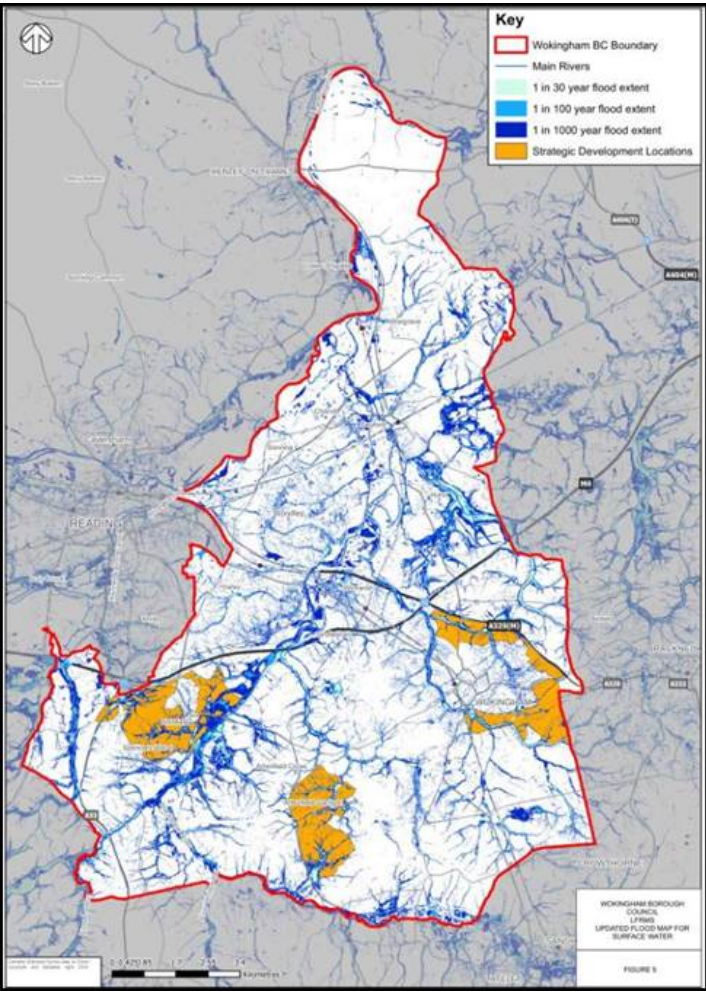
Communications team

Pre-Event	• Develop pre-agreed comms messaging. • Share winter preparedness/flood campaign communications from other partner agencies.
Response	• Work with Emergency Planning to deliver warning & informing messaging. • Work with the TVLRF Multi-Agency Comms group if stood up. • Relay information to Emergency Planning that may be coming into the organisation through alternative routes.
Recovery	• Provide agreed information for the public.

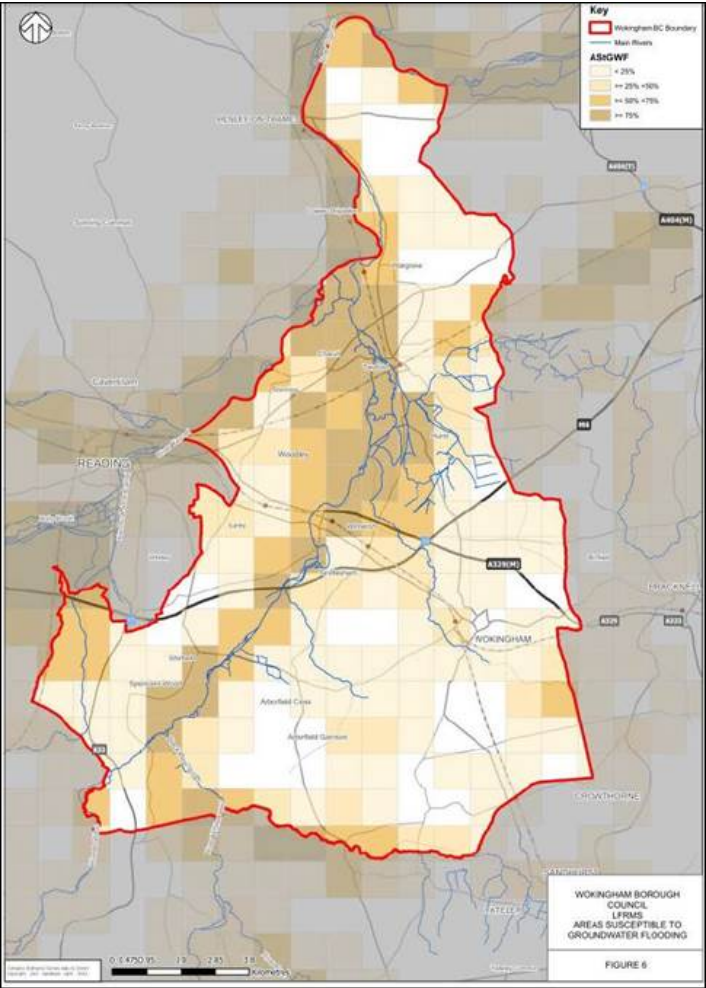
6.0 Flood Risk Areas within Wokingham

6.1 – 6.4 Maps detailing Environment Agency surface water flood risk, ground water susceptibility, and Fluvial Flood Zones.

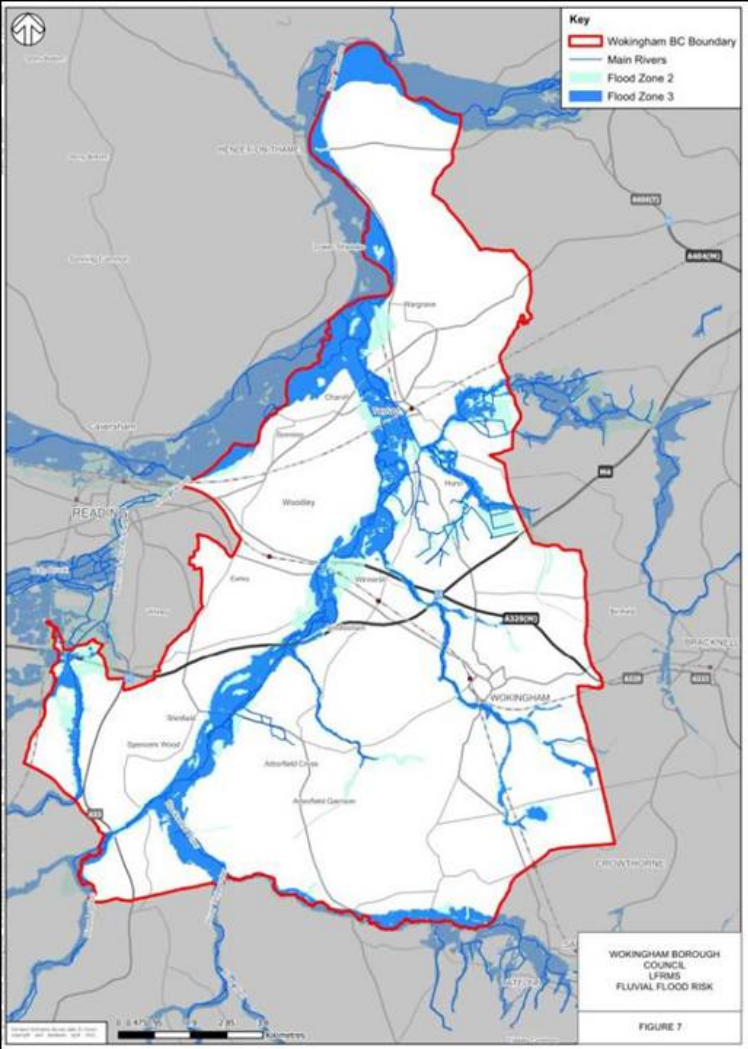
6.1 Flood Map for Surface Water



6.2 Areas Susceptible to Groundwater flooding



6.3 Fluvial Flood Risk map



Awaiting scaled-down maps with legend

6.5 Infrastructure at risk from fluvial within the Borough

River Thames

1. Sonning Eye – substation (SSEN)
2. Informal homeless encampment – Thames Valley Park
3. Wargrave Road - A321
4. White Hill – A4130
5. Thamesfield retirement village, Henley
6. B478 – access over Sonning bridge

River Loddon

1. Loddon Bridge Roundabout/Reading Road
2. Parrot Farmhouse – care home (mixed sources of flooding)
3. Swallowfield Parish Hall (Swallowfield Pre-School)
4. Swallowfield Medical Practice
5. Old Bath Road – A3032
6. New Bath Road – A4
7. Twyford Road – A321
8. Wargrave train station
9. Sheepslands – Thames Water Sewage Treatment Works

Commented [HW1]: Asked SPC for confirmation

Commented [HW2]: To be confirmed by TW and NR

Emm Brook

1. Emmbrook School
2. Toutley Depot

Pingewood, Burghfield – SSEN substation

Whilst not within the borough, this site is at risk from the combination of the River Kennet and groundwater. If the site is inundated, there is a risk to loss of power to 40,000 homes and businesses across Reading, West Berkshire and the west of Wokingham borough (e.g. Shinfield, Lower Earley).

Critical National Infrastructure

No Critical National Infrastructure (CNI) sites are identified in this plan. This information would be provided to Wokingham Borough Council via Strategic and Tactical level Multi-agency meetings as required.

The Council should endeavour to support the multi-agency work to protect infrastructure in line with the Sandbag policy – protecting vital facilities within the community.

OFFICIAL

6.6 Schools in Flood areas

Schools are expected to have their own arrangements in place to respond to incidents that may impact their property and/or staff & pupils. Local authority run schools have access to the "Rainbow Plan."

The Rainbow Plan is an all-encompassing emergency plan template and guidance which allows schools to pre-determine decisions based on risk and incident impacts. Schools are asked to report any problems or closures through the schools.alert mailbox. This inbox is monitored by both Emergency Planning, the Schools team and Customer Services.

6.7 Out of Borough Placements

WBC regularly places people within its care outside of the borough. It is important to identify these people who may themselves have been placed in an area that has been affected by flooding. WBC Social Care and Education teams should be contacted to identify such placements and seek re-assurance of their safety.

7.0 Wokingham Borough Council Sandbag Policy

The Council's Sandbag policy is the Council's website [Flooding and drainage \(wokingham.gov.uk\)](http://wokingham.gov.uk)

The Council's agreed approach is to deployed sandbags using the following prioritisation criteria:

- a. maintaining access for the emergency services,
- b. protecting vital facilities and assets within the community,
- c. protecting the most vulnerable,
- d. protection of WBC business property, where deemed appropriate,
- e. protection of residential property.

All businesses and residents are encouraged to be self-resilient and buy sandbags from a local Builders Merchants in advance of needing them.

7.1 Sandbag Storage Location

WBC will maintain a stock of sandbags sufficient to meet the demands of the flood levels established in 2003. These sandbags are stored at Toutley Depot, Old Forest Road, Wokingham. The depot holds at all times at least 1000 filled sandbags and 3000 empty sandbags with sand available on site if they need filling.

7.2 Sandbag Deliveries

Where sandbags are provided, they become the responsibility of the person or agency receiving them. Our contractors VolkerHighways deliver the sandbags. We will accept no liability for positioning them or any subsequent repositioning, nor will we be responsible for collecting and disposing of used sandbags after the flooding.

8.0 Advice to the public

Residents who live in or adjacent to a floodplain (as defined on the Environment Agency's flood map, which can be found gov.uk), they should follow the advice given by the Environment Agency in order to prepare for flooding (Appendix E).

If you live outside the flood plain but have experienced flooding problems, it is again recommended that you follow the Environment Agency's advice as appropriate.

The table below shows the key advice to the public from the EA based on the corresponding alert/warning:

 FLOOD ALERT	 FLOOD WARNING	 SEVERE FLOOD WARNING
Flooding is possible. Be Prepared	Flooding is expected. Immediate action required.	Severe Flooding. Danger to Life.
• Be prepared to act on your flood plan • Prepare a flood kit of essential items • Avoid walking, cycling or driving through flood water • Farmers to consider moving livestock and equipment away from areas at risk of flooding • Call Floodline for up-to-date flooding updates • Monitor local water levels on the Environment Agency website	• Protect yourself, your family and help others • Move family, pets and valuables to a safe place • Turn off gas, electricity and water supplies if safe to do so • Put flood protection equipment in place • If your caught in a flash flood, get to higher ground • Call Floodline for up-to-date information	• Stay in a safe place with a means of escape • Be ready should you need to evacuate from your home • Cooperate with emergency services • Call 999 if you're in immediate danger • Call Floodline for up-to-date information

8.1 Wokingham Flood Information

You can obtain further information and advice about your area by contacting the Council's main Customer Service team and ask for the Flooding and Drainage team:

Telephone – 0118 974 6000 for general information and advice (9am to 5pm Monday to Friday).

The Council will pass on details to the Environment Agency (main rivers) or Thames Water (public sewers) as appropriate.

OFFICIAL

Flood warnings issued by the Environment Agency will be broadcast on local TV, radio during weather and traffic reports, as well as in local online newspapers.

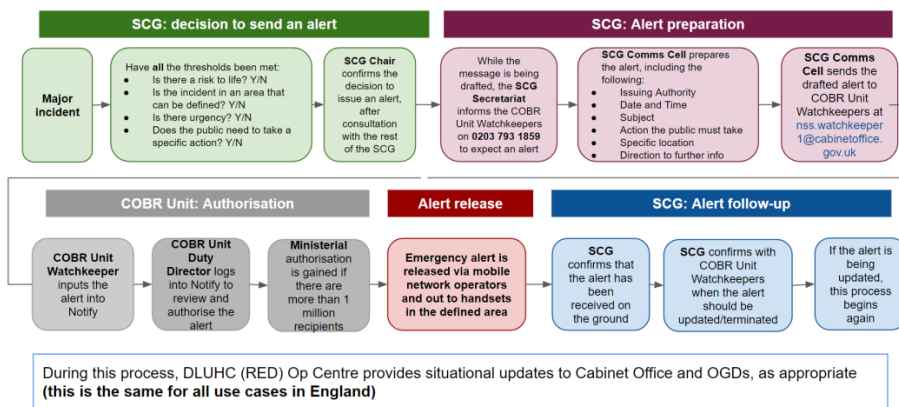
Wokingham Borough Council will provide warning and informing in line with what is detailed within the Emergency Response Framework, and in support of other partner agencies.

8.2 Emergency Alerts

Emergency Alerts

Following the Cabinet Office's successful testing of the Emergency Alert in the spring of 2023, the emergency alerts can be used to notify anyone with a mobile phone in the impacted area.

Emergency alerts can only be issued through an SCG – more information is available in the TVLRF Multi-Agency Flood Plan. Below is a visual representation of the activation.



8.3 Advice to staff

Staff who are likely to come into close proximity to floodwater, as part of their induction and regular training – should be familiar with the following policy: [Working in and around floodwater - policy and guidance.pdf \(sharepoint.com\)](#)

This document additionally contains information that is useful for all staff, so it has key messages that could be shared internally in the event of a prolonged incident.

OFFICIAL

9.0 Rescue of Residents from flooded properties

As per section 3 of this plan, The Royal Berkshire Fire and Rescue Service is responsible for the rescue of residents from flooded properties. However as also described under section 3, Wokingham Borough Council is responsible for activation of voluntary agencies that may be able to assist in flooding events.

Any agency who may be entering a flooded area, MUST ONLY do so following prior consultation with the Royal Berkshire Fire & Rescue Service, as the flood area is classed as the "inner cordon", within which the fire service has overall H&S responsibility.

Due to the size of the flooded area and the fact that it shifts/moves over time, it is not possible to cordon the area or provide a specific rendezvous point and hence prior consultation with the fire service about activity within the flooded area MUST occur.

In the event of a flooding incident being more widespread than Emergency Services can manage, the voluntary sector can be utilised to assist in rescue operations. Full detail of the capability of volunteer groups can be found on ResilienceDirect.

[Volunteer capability matrix](#)

10.0 Recovery considerations

Recovering from a flood can be as much of a problem as the flood itself. It can often take over 6 months to fully repair a property that has been badly damaged by a flood. The TVLRF Recovery Plan should be referred to for recovery.

10.1 Immediate Clear up

In the immediate aftermath of a flood, the council's street cleansing team will need to assist with the clean-up of the affected areas. H&S considerations should be a priority at this stage as floodwater can contain raw sewage as well as other pollutants such as oils and household chemicals, and therefore a full risk assessment should be carried out by the street cleansing team prior to attempting any clean up works. Following a flood, households will start to dump damaged furniture and belongings outside their properties. Consideration will need to be taken to if these belongings can be cleared away. Consultation with the homeowner is required as the property may be subject to an insurance claim and the insurance company/loss adjuster may wish to see evidence of the damage.

10.2 Highways clean up

Under the Traffic Management Act, the Local Authority has a duty to facilitate the expedient movement of traffic. Clean up of affected roads would be required to remove the silt and dirt that is left behind. The Council's Highways team would activate their existing contractors (VolkerHighways) to assist with clean up and this would be co-ordinated with our Street Cleansing team who can also assist in this process.

If drains and gulleys were reported as blocked during the flooding, then immediate priority should be given to clearance of those drains/gulleys.

Inspection of highway structures and assets within affected areas should be undertaken as soon as practicable, to identify any damage.

11.0 Contact List

Organisation	Person	Contact Number
Wokingham Borough Council	General Mon-Fri 9am-5pm	0118 974 6000
	Out of hours (including bank holidays)	0800 212111
	Emergency Planning Team- Harry Williamson Zoran Matic	Tel – 07801 664556 Tel: 07717690205
	Emergency Operations Centre (When staffed)	Tel – 01189 08 8298 Email- emergency@wokingham.gov.uk
	WBC Flood Risk Manager – Ray Drabble	Tel: 01182379150
	VolkerHighways– Sandbags and road closures (not a public number)	08456 017 087
Thames Valley Police	Emergency	999
	Non-emergency	101
Royal Berkshire Fire & Rescue Service	24Hrs	0118 945 2888
Environment Agency	Day	0800 80 70 60
	Out of Hours	0800 80 70 60
	Floodline	0345 988 1188
	To report flooding from RIVERS, blockages in sewers and pollution.	0800 80 70 60
Royal Berkshire Hospital	-	0118 987 5111
Thames Water	-	08459 200 800
Scottish and Southern Electricity Distribution	-	105
Southern Gas Networks	Emergency Escapes	0800 111 999
	Incident Control Room	01689 881 300 0870 241 8716
Network Rail	Signal Box Wokingham	Day – 0118 959 9906 Out of Hours – 0118 959 9906
	Western region Swindon Control	24Hrs – 01793 533 592 24Hrs – 01793 533 524
British Transport Police	(24Hrs) Non Urgent	0207 380 1400
	Urgent	0207 320 0999

OFFICIAL

12.0 Useful Links

WBC Emergency Planning Web Page

<http://www.wokingham.gov.uk/community-and-safety/emergencies/>

Environment Agency website

<http://www.environment-agency.gov.uk/subjects/flood/?lang=>

Staff guidance – Working in and around floodwater

[Working in and around floodwater - policy and guidance.pdf \(sharepoint.com\)](#)

[WBC Level 1 SFRA 2023: Appendix E - Summary of flood risk across Wokingham Borough](#)

Appendix A – Duty Officers checklists

Duty officer checklist for EOC flooding incident

Task	Sub Task	Time and date when complete
Ensure all staff sign in and out at end of shift, and are suitably trained to work in or around floodwater	Consider security of EOC	
Send EOC Open message at start of day	Message template and distribution list can be found in the EOC Plan	
Ensure rota is in place for coming days		
Check online river levels gauges on EA website		
Check Flood map and identify any vulnerable sites (Care Homes, Schools etc)	Check with Emergency Planning Officer to see if any utility Companies have vulnerable sites in the flood zone. This information should be discussed at Multiagency SILVER (TCG)	
Update various officers/CLT as required		
Develop an update for the call centre & Forestcare out of hours		
Send EOC Closed message at end of day	Message template and distribution list can be found in the EOC Plan	
If the incident is likely to be protracted, establish some tactical intentions	1) To use all available resources to protect the public OR not protect the public (our sandbag policy establishes a starting point for this) 2) To provide a strong visible presence OR to remain hands off (Officers on ground,	

OFFICIAL

	labour intensive, door knocking, level monitoring, information gathering sharing information with the public OR Hands off, rely on community champions/flood wardens/emergency wardens. Receive information and act accordingly)	
Signed:		Date:

Duty Officers Checklist for attending flooded site

Task	Sub Task	Time and date when complete
Make visits to flood risk areas or in response to new information.	Visit areas as requested by the Emergency Planning/Silver/EOC	
	Make sure that you have the relevant PPE and follow the flooding risk assessment	
	Do not enter flood water as stated in the risk assessment.	
	Take photos of each flooding hotspot area and email/pass back to the EOC	
	Report back to the EOC	
	Make a note of any flooding in 3 categories - o Flooding in Garden/Road - o Flooding in outbuilding/garages - o Internal property flooding	
	Liaise with any interested residents and make notes of any requests for sandbags etc. Do not promise any sandbags or other services/equipment unless agreed with the Incident Controller	
	Door knock if requested by the Incident Controller	
	Liaise with local groups identified and/or Parish and Town Councils	
		Report any health and safety concerns to EOC, BWO and to line manager
Signed:		Date:

Appendix B – Flood Alert and Flood Warning Areas

Flood Alert/Warning Name	Description	River Name
Flood Alert - River Thames for Henley, Remenham, Medmenham and its tributaries	River Thames for Henley, Remenham and Medmenham; including Middle and Lower Assendon on the Assendon Stream, and Skirmett and Hambleden on the Hambledon Brook	River Thames, Assendon Stream, Hambledon Brook
Flood Alert - River Thames from Mapledurham to Sonning	River Thames from Mapledurham to Sonning, including Mapledurham, Reading, Caversham, Playhatch and Sonning	River Thames
Flood alert - Emm Brook and Queen's Brook	Emm Brook and Queen's Brook including Wokingham and parts of Crowthorne and Finchampstead	Emm Brook
Flood alert - Lower River Loddon	Lower River Loddon including Swallowfield, Arborfield, Shinfield, Barkham, Lower Earley, Sindlesham, Winnersh, Woodley, Hurst and Waltham-St-Lawrence	River Loddon, Lower River Loddon
Flood alert - Lower River Loddon at the River Thames confluence at Twyford	Lower River Loddon at the River Thames confluence including Twyford, Charvil and Wargrave	River Loddon, Lower River Loddon, River Thames
Flood alert - River Enborne and Foudry Brook	River Enborne from Gore End down to Aldermaston including the Ecchinswell Brook and the Kingsclere Brook; also, the Foudry Brook and its tributaries from Scotsman's Green to Green Park including Stratfield Mortimer and Tadley on the Bishopswood Stream.	River Enborne and Foudry Brook
Flood warning - River Thames for Henley, Remenham, and Medmenham	River Thames from Henley down to Medmenham including Remenham and Mill End	River Thames
Flood warning - River Thames for Shiplake, Lower Shiplake and Wargrave	River Thames from Shiplake to Bolney Court near Henley including Lower Shiplake and Wargrave	River Thames

OFFICIAL

Flood warning - River Thames in the Playhatch, Sonning and Sonning Eye area	River Thames in the Playhatch, Sonning and Sonning Eye area	River Thames
Flood warning - Properties closest to the River Thames from Scours Lane, Reading to Caversham Lakes	River Thames from Scours Lane, Reading to Caversham Lakes, including the Chazey Court Farm, Caversham Bridge, Fry's Island, Reading Bridge areas and parts of Queen's Road and Mill Green areas of Lower Caversham.	River Thames
Flood warning - River Loddon at Arborfield and Shinfield	River Loddon at Arborfield and Shinfield, Berkshire	River Loddon
Flood warning - River Loddon at Lower Earley and Sindlesham	River Loddon at Lower Earley and Sindlesham including Earley, Berkshire	River Loddon
Flood warning - River Loddon and River Blackwater at Swallowfield	River Loddon and River Blackwater at Swallowfield including Swallowfield Park, Berkshire	River Loddon, River Blackwater
Flood warning - River Loddon at Twyford, Charvil and Wargrave	River Loddon at Twyford, Charvil and Wargrave including Loddon Drive, Berkshire	River Loddon
Flood warning - River Loddon at Winnersh and Woodley	River Loddon at Winnersh and Woodley including Whistley Green, Berkshire	River Loddon
Flood warning - Emm Brook at Wokingham	Emm Brook at Wokingham including Hurst, Berkshire	Emm Brook
Flood warning - Foudry Brook from Stratfield Mortimer to Green Park	Foudry Brook from Stratfield Mortimer to Green Park.	Foudry Brook

There are some flood alerts and warnings that on the edge of the borough's boundaries that the Council needs to be aware of, but less likely to need to support in the response to:

Flood Alert/Warning Name	Description	River Name
Flood alert - River Kennet from Thatcham down to Reading	River Kennet from Thatcham down to Reading including Burghfield, Colthrop, Woolhampton,	River Kennet

OFFICIAL

	Aldermaston, Theale, Calcot and Southcote.	
Flood alert - Upper River Loddon	Upper River Loddon including Basingstoke, Old Basing, Sherfield-on-Loddon, Chineham and Meadow Park.	River Loddon
Flood alert - River Whitewater and River Hart	River Whitewater including North Warnborough, Hook and Riseley and the River Hart including Crondall, Crookham Village, Hartley Wintney, Riseley and Fleet	River Whitewater
Flood alert - River Blackwater and The Cove Brook	River Blackwater including Badshot Lea, Aldershot, Farnborough, Camberley, Sandhurst, Eversley, Bramshill and Swallowfield, and the Cove Brook at Farnborough and Cove.	River Blackwater
Flood warning - Properties closest to the River Kennet at the Burghfield, Southcote, Coley and Holybrook areas	Properties closest to the River Kennet between Shenfield Mill, Theale and Reading town centre including, Burghfield Lock, Burghfield Bridge, Bear Wharf and Kings Road areas and those closest to the Holy Brook in Calcot, Southcote and Coley areas.	River Kennet
Flood warning - River Kennet from Theale down to Reading flood	River Kennet from Theale to Reading including, Theale village, Commercial Estate and Business Parks. Sheffield Bottom, Hawksbury Drive and Tadcroft Walk areas of Calcot, Burghfield Mill and Bridge areas and from the A4 to the confluence of the Thames	River Kennet

Name	Method
Harry Williamson	Text and Email
Bronze Duty Officer	Text
Zoran Matic	Text and Email
Community Resilience inbox	Email

OFFICIAL

Emergency inbox	Email
ForestCare (out of hours)	Email
Ray Drabble	Text and Email
Flooding inbox	Email
Housing Needs inbox	Email

OFFICIAL

Appendix C – Drone Footage

It is to be noted that the EA, Thames Valley Police and Berkshire Lowland Search and Rescue all have drone deployment capabilities and should be used in the first instance. Failing that alternative operators can be used.

Reading Drones are a local business who can provide images and video of flooding events.

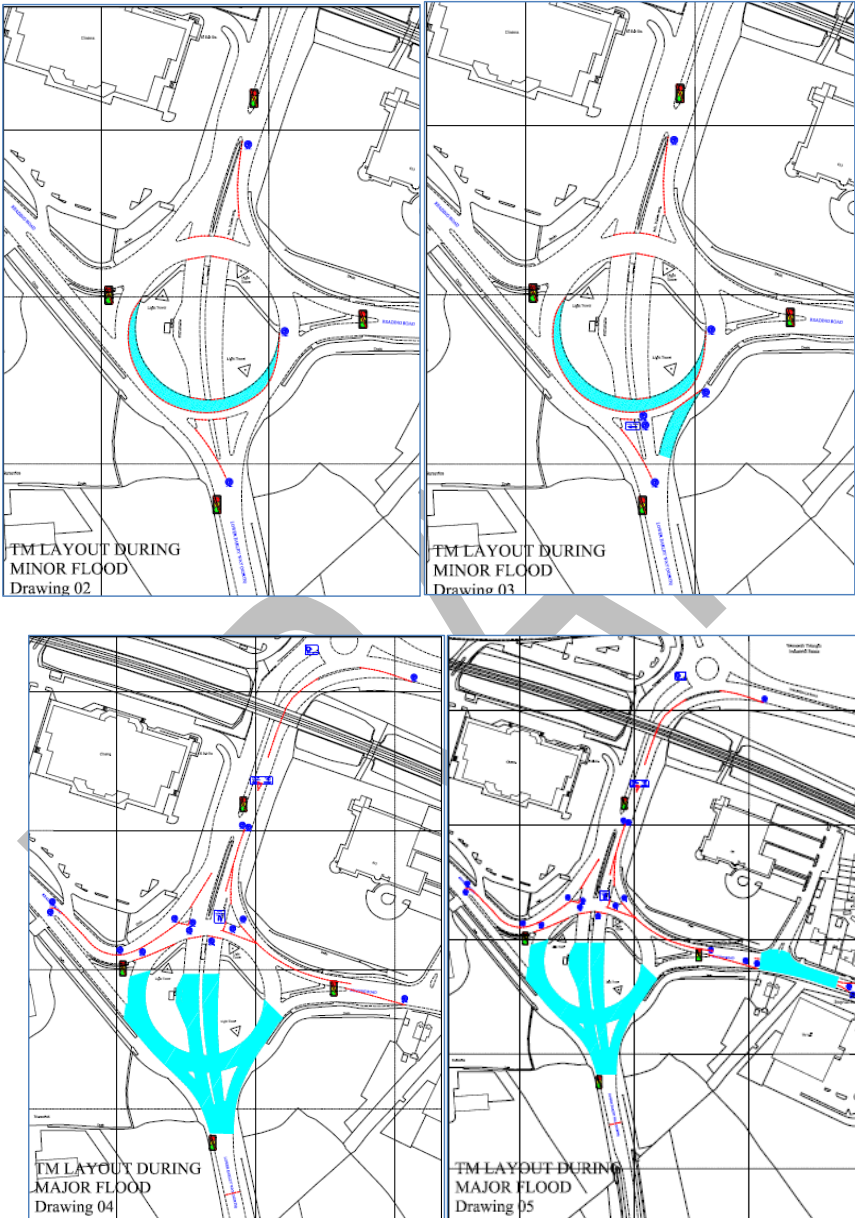
Contact details- Brett Johnson

TEL: 07801881403

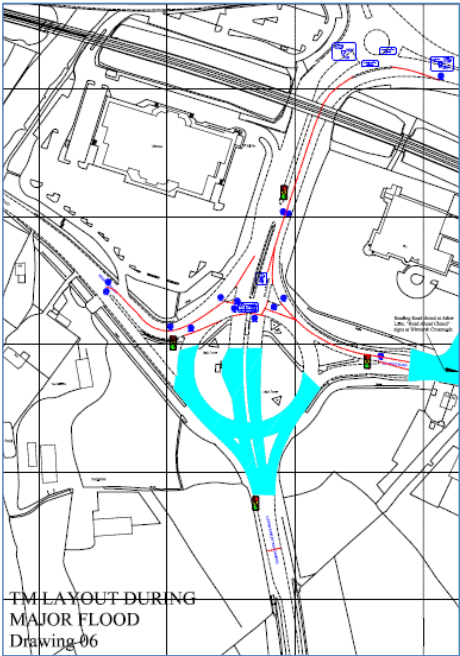
EMAIL: CONTACT@READINGDRONES.CO.UK

Website: [Reading Drones | Aerial Videography & Photography | Reading](#)

Appendix D – Traffic Management Plan for Loddon Bridge Roundabout



OFFICIAL



Appendix E – Environment Agency Advice Leaflet



How can you prepare for flooding?

- Find out if you live or work in an area at risk of flooding.
- Sign up for our FREE Floodline Warnings Direct service.
- Download and complete a personal flood plan from our website.
- Buy and install flood products in advance. Visit www.bluepages.org.uk for an independent directory of flood products. Look for the Kitemark to check that a product meets industry standards

Where to find out more:

- **Call us** – Floodline 0845 988 1188
- **Visit our website** – www.environment-agency.gov.uk/flood
- **Email us** – enquiries@environment-agency.gov.uk

Your flood warning service

The Environment Agency provides a flood warning service throughout England and Wales in areas at risk of flooding from rivers or the sea. Using the latest available technology, our staff monitor rainfall, river levels and sea conditions 24 hours a day and use this information to forecast the possibility of flooding. If flooding is forecast, we issue warnings using three different warning types.

How are warnings issued?

- **Direct to you** – receive warnings by phone, text, email or fax. Find out if you can sign up for our FREE Floodline Warnings Direct service by calling Floodline or visiting our website.
- **On our website** – view up-to-date flood warning information, monitor the river or sea levels in your area and check out the latest flood risk forecast for your county by visiting our website www.environment-agency.gov.uk/flood
- **By calling Floodline on 0845 988 1188** – listen to recorded information on the latest warnings and predictions or speak to an operator for more general information 24 hours a day. Our operators can also provide a quickdial number which gives you faster access to information for your area.
- **Through the media** – you may see or hear our warnings on television and in radio broadcasts. You can also view the latest warnings on BBC Ceefax page 419 and Digital Ceefax page 405.
- **Flood Wardens** – in some areas Flood Wardens are there to alert and support their local community when a flood warning is issued. Call Floodline to find out if this service is available where you live.
- **Sirens/loudhailers** – in some areas we use loudhailer or siren systems to warn people that a flood warning has been issued. Call Floodline to find out if this type of service operates where you live.



OFFICIAL

Know your flood warning service

Our new warning service has three types of warnings - Flood Alert, Flood Warning and Severe Flood Warning - that will help you prepare for flooding and take necessary actions.

Online flood risk forecast	 FLOOD ALERT	 FLOOD WARNING	 SEVERE FLOOD WARNING	Warning no longer in force
What it means Be aware. Keep an eye on the weather situation.	What it means Flooding is possible. Be prepared.	What it means Flooding is expected. Immediate action required.	What it means Severe flooding. Danger to life.	What it means No further flooding is currently expected in your area.
When it's used Forecasts of flooding on our website are updated at least once a day.	When it's used Two hours to two days in advance of flooding.	When it's used Half an hour to one day in advance of flooding.	When it's used When flooding poses a significant threat to life.	When it's used When river or sea conditions begin to return to normal.
What to do • Check weather conditions. • Check for updated flood forecasts on our website.	What to do • Be prepared to act on your flood plan. • Prepare a flood kit of essential items. • Monitor local water levels and the flood forecast on our website.	What to do • Move family, pets and valuables to a safe place. • Turn off gas, electricity and water supplies if safe to do so. • Put flood protection equipment in place.	What to do • Stay in a safe place with a means of escape. • Be ready should you need to evacuate from your home. • Co-operate with the emergency services. • Call 999 if you are in immediate danger.	What to do • Be careful. Flood water may still be around for several days. • If you've been flooded, ring your insurance company as soon as possible.

Appendix F- Flooding Hotspots

Please note that the list below of hotspot areas is not a comprehensive list of all areas that have flooded in the past and it will be updated with areas that are prone to flooding in the future.

River Loddon

A327 (between Shinfield and Arborfield)

- The source of flooding is high water levels on the River Loddon floodplain which results in overtopping of the upstream side of the A327 during heavy rainfall. Floodwater then collects along two low sections of the road. The critical overtopping location is opposite the Magpie and Parrot public house.
- There is history of flooding of the Magpie and Parrot public house and number 20 Arborfield Road. Property Level Protection (PLP) has been installed to the property previously.
- Once the Council becomes aware of the road being inundated with floodwaters, the road is closed and monitored.
- Parrot Farmhouse care home experienced a mix of sewer and surface flooding in November 2023.

Mill Lane, Earley

- The source of flooding is similar to the A327 in that flooding of the Mill Lane occurs from the upstream side of the road. Mill Lane is completely submerged even for the 1 in 5 year event and flooding begins on the left side of the main river crossing of the Loddon in the vicinity of the M4.
- The water in this area doesn't tend to flood properties.
- The Moat House hotel along Mill Lane has been built on stilts to prevent internal property flooding. In the 2013/2014 and 2023/24 winter floods, the whole area around the Moat House was flooded including the road, the car park and green area next to the hotel.
- The pub (the Poachers) around the back of the Hotel – has been known to flood internally (e.g. November 2023).



Figure 1. An image of water along Mill Lane almost reaching the Moat House Hotel.

OFFICIAL

Loddon Bridge Roundabout/Reading Road

- The mechanism of flooding of the Loddon Bridge Roundabout can be either a land drainage issue or the River Loddon bursting its banks. Overland flows also cause part of Reading Road to flood, as it joins the roundabout.
- When the roundabout floods the council has a Traffic Management Plan (TMP) which is put in place to divert traffic. The equipment used to implement the TMP is stored in a hut close to the roundabout, which can be easily accessed when required. The TMP can be found in Appendix D.
- This last flooded in 2023/2024 following Storm Henk.



Figure 2: Loddon Bridge roundabout

Whistley Mill Lane, Hurst

- The source of flooding in the Whistley Mill Lane area is the high waters of the River Loddon and the Old River following heavy rain. The river usually comes out of the bank at the ford, rising along the road towards Lands End Stables. Following extreme rainfall events Lands End Equestrian Centre becomes inaccessible by car.
- Over the winter of 2013/2014 the depth of water along Whistley Mill Lane was approximately 1.3 metres and the water level remained high for approximately 3.5 months.
- There are two flood warning signs with the word 'FLOOD' to warn road users and these are solar powered and can be activated by either an approaching vehicle or raised water level in the river via a water level monitoring unit which are currently located approximately 100m from the ford on the either side.
- The road has had signage telling motorists the road is closed for many years.



Figure 3. The flooding extent along Whistley Mill Lane during the 2013/2014 winter floods (WBC, 2014).

Loddon Drive, Wargrave

- The flooding along Loddon Drive results from the River Thames, the River Loddon, and the St Patricks Stream coming out of bank due to increased levels in watercourses in the area following heavy rain.
- This network of watercourses means that an area of Loddon Drive is an isolated island in-between these three watercourses and this island is classified as flood plain.
- A number of the houses along Loddon Drive have been designed with the living accommodation raised up from ground level, either through an arch or stilt design which allows the water during a flood to flow underneath.
- In the past, WBC has provided sandbags to residents of Loddon Drive when water is approaching residents' houses. In the 2013/2014 flood event seven properties along Loddon Drive were reported to have suffered internal property flooding and the road was flooded to a depth of around 1.5metres. During this flood event WBC evacuated people from Loddon Drive by using a boat to rescue people from their properties.
- Prolonged flooding of this area again occurred in 2023/24; however no formal evacuation took place. Four vulnerable residents were evacuated by RBFRS and SCAS. Community engagement alongside RBFRS and EA has since started to engage with the residents how they can be better prepared.
- Please be aware that Loddon Drive is a private street and is not maintained by the Council.

River Thames

Wargrave Road, Remenham

- Wargrave Road floods just south of Henley on Thames - where Wargrave Road meets White Hill.
- The mechanism of flooding can be either due to overtopping of the River Thames, which would first flood properties before flooding the A321, backing up of water from the River Thames through culverts into a ditch that runs along the eastern side of the road, or overland flows from White Hill.

OFFICIAL

- Once the Council becomes aware of the road being inundated with floodwaters, the road is closed.
- This was closed in 2024 following Storm Henk.



Figure 4. Flooding on A321 Wargrave Road.

Willow Lane, Wargrave



Figure 5 Flooding on Willow Lane.

- The source of the flooding is from the River Thames when it bursts its banks.
- Once the Council becomes aware of the flooding, the road is closed, and flood signs are put out.
- Some properties along this road have flooded internally in the past.

OFFICIAL

Emm Brook and River Loddon

Sandford Lane, Hurst

- The source of flooding in Sandford Lane is both the Emm Brook and the River Loddon. Following heavy rain, the road is closed as the area between the bridges on the road becomes impassable.
- Usually, the Emm Brook bursts its banks on the side by Sandford Lake. This then causes water to flow over low lying areas of the road to Lavell's Lake. A similar mechanism of flooding takes place on the other side of Sandford Lane whereby the River Loddon bursts its banks causing overland flow towards Lavell's Lake.
- This occurs regularly during winter.



Figure 6. Flooding of Sandford Lane in 2009.

Emm Brook

Landen Court/Finchampstead Road/Molly Millars Lane

- The source of flooding of both Landen Court and Finchampstead Road is the Emm brook bursting its banks. Floodwaters overtop on the side of the river closest to the Tesco Wokingham superstore causing the roundabout to become inundated with flood waters as can be seen in figure 7.
- Floodwaters also surround the area of Landen Court and in the past have flooded properties here internally.
- Flooding in Molly Millars Lane is caused by surface water trying to reach the River. Properties and the industrial units close to the Emm Brook are susceptible to flooding.



Figure 7. Flooding of the roundabout by Tesco Wokingham Superstore.

Sylvester Close, Winnersh

- The source of flooding to Sylvester Close originates from the Emm Brook. Following heavy rainfall events, the river bursts its banks and water works its way up the driveways of properties along this road.
- Internal property flooding has occurred in previous years and in 2007 the height of the water within homes was approximately knee height in depth (600-650mm).
- Residents estimated that the flood waters receded within 12 hours. Properties in Sylvester Close were fitted with Property Level Protection (PLP).

Emmbrook Road, Wokingham

- The mechanism of flooding along Emmbrook Road, particularly where the road passes under the railway is caused by surface water.
- Water usually flows from the road under the railway into a Thames Water Surface Water Sewer, then along an open ditch running parallel to the railway, and then finally into the Emm Brook.
- During heavy rain the ditch is often unable to cope with the capacity of rainfall and therefore causes flooding to the road.
- If there is extreme flooding in the area the Council closes the road.
- Please note that flooding also occurred in 2007 on the Emmbrook Road in the area around the school.
- The school will close when the roads are not safe for parents and students to use.
- Due to the Thames Water network, sewerage has been known to be deposited on the playing field (e.g. 2023/24).

Old Forest Road, Wokingham

- The source of flooding along Old Forest Road is the Emm Brook bursting its banks. Following heavy rainfall, the river is unable to cope with the increase in water and therefore floodwaters overtop the bank and inundate the road with water.

OFFICIAL

- Extensive drainage works (Balancing ponds etc) have been undertaken on and around the confluence of the Ashridge Stream with the Emm Brook at this location to alleviate property and road flooding as part of the NWDR.
- Once the Council becomes aware of the road being inundated with floodwaters, the road is closed.

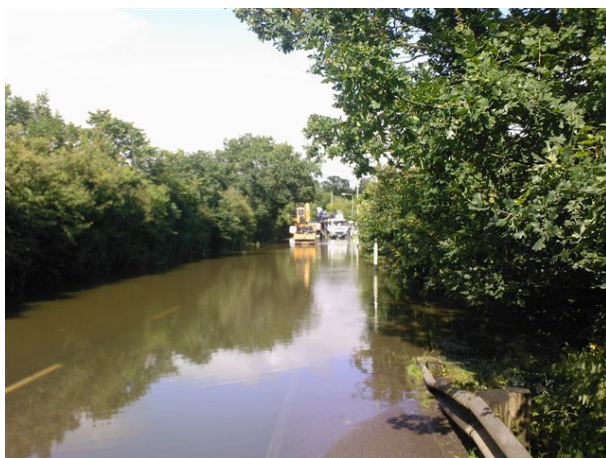


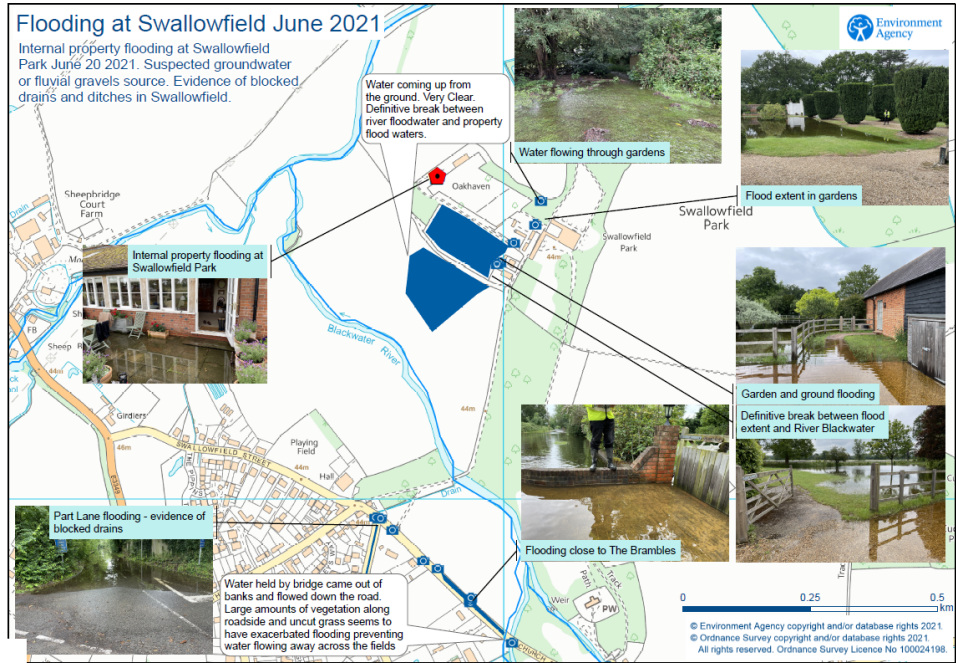
Figure 8. Flooding along Old Forest Road in July 2007.

River Blackwater & Loddon @ Swallowfield

Swallowfield

- The cause of flooding in Swallowfield is complex and usually involves a combination of river flooding from the River Blackwater, Loddon, surface water and groundwater flooding.
- Swallowfield has an active Flood Resilience Group (FRG) that has produced an Emergency Response Plan for all major incidents, including flooding. During the winter months the FRG ensure that the drainage system is well maintained so that the system can run efficiently. The FRG also has an Emergency Response Plan which will be implemented if a flood warning is announced by the EA for the River Blackwater.
- They also have flood wardens for the parish who can check on vulnerable people during a flood event and can record the flood duration and extent and report back to the Council.
- Swallowfield Park and Church Road are 2 of the key hotspot areas to monitor in Swallowfield.

OFFICIAL



OFFICIAL

Appendix G: Communication messages

There are a number of resources online that can be used to produce messaging:

- There is a Flooding Communications toolkit from the UKHSA (below)
- UKHSA's webpage on [flooding](#).
- Answers to [frequently asked health questions about flooding](#).
- Read [UKHSA's advice](#) on the mental health impacts of flooding.



Flooding -
Communications Tool

Below is an example of the types of comms messages that can be used:

If your property was directly impacted by flooding, there is advice on gov.uk on [What to do after a flood - GOV.UK \(www.gov.uk\)](#).

Here are some top tips on how to protect your property and keep yourself safe during adverse weather.

Flood warnings and weather alerts

Sign up to [flood alerts and warnings](#) and [Met Office weather warnings](#)

Local flood warden or group

There may be a local flood warden or a flood group in your area who supports communities at risk of flooding. Check with your town or parish council. Contact details for town and parish councils are on our website: [Parish councils contact details](#)

Community flood plan

Did you know you can work with your neighbours to create a community flood plan? For more information, visit our website: [Advice for community groups \(wokingham.gov.uk\)](#)

Preparing your household

Emergency grab bag: Do you have an emergency grab bag, with essential items such as medications, a torch, a first aid kit, a wind-up or battery radio, and any important documents such as your home insurance?

Emergency plan: Does your household have an emergency plan? The Thames Valley Local Resilience Forum has some great advice in its [Are You Ready booklet](#) on various types of emergencies. Gov.uk also has a personal flood plan which is a helpful template to get you started: [Personal flood plan - GOV.UK \(www.gov.uk\)](#)

Household emergency plans should consider:

- o Escape routes out of your home
- o Where you might stay if you needed to evacuate your home
- o Emergency contact details
- o How to turn off your gas, water and electricity

Page 54

OFFICIAL

o What you would do with your pets if something happened

Property level protection: There are steps you can take to reduce the risk and impact flooding can have on your property by installing Property Level Protection measures. The National Flood Forum is a great source of information on this [Protecting your property – National Flood Forum](#)

Priority service register: Did you know that if you meet certain criteria like being of state pension age, having a disability, recovering from an injury, having young children or being pregnant, you can sign up to the [Priority Service Registers](#) for utility companies to get additional support. Learn more about the criteria by visiting our website: [Priority services \(wokingham.gov.uk\)](#)

ENFORCEMENT CLOSURES - 17th September 2024

Below are outcomes / resolutions in relation to planning enforcement issues / breaches of planning permission which have been reported by members of the public to Wokingham Borough Council.

ADDRESS	POTENTIAL BREACH REPORTED	INVESTIGATION OUTCOME / RESOLUTION
105 Woodlands Avenue, Woodley RG5 3HQ	Driveway not permeable	Voluntary compliance
6 Denmark Avenue, Woodley RG5 4RS	The upper windows of the rear elevation do not comply	Application submitted
Entrance to Ashenbury Park, Denmark Avenue, Woodley RG5 3NJ	Advertisement banner without consent	Voluntary compliance
74 Malone Road, Woodley RG5 3NJ	U/A works as planning permission expired	No breach
42 Fairwater Drive, Woodley RG5 3JB	Dormer attic conversion	No breach
10 Manners Road, Woodle, RG5 3EA	Rubble/soil being dumped on highway from extension build	Voluntary compliance
58 Austin Road, Woodley RG5 3LZ	Use of outbuilding as dwelling	No breach
22 Lindberg Way, Woodley RG5 4XE	Extension has not been built in accordance with the approved plans	Application submitted
124 Nightingale Road, Woodley RG5 3LZ	Fencing over permitted height	No breach

ENFORCEMENT NOTIFICATIONS - 17th September 2024

Below are the details of potential planning enforcement issues / breaches of planning permission which have been reported by members of the public to Wokingham Borough Council and are awaiting investigation / resolution.

ADDRESS	POTENTIAL BREACH REPORTED
1 Bodmin Road, Woodley RG5 3RZ	Fence erected adjacent to highway - obstruction of visibility
29 Wallace Close, Woodley RG5 3HW	Land boundary - unauthorised claim on council land
Shepherds House Inn, London Road RG6 1BD	Car repair shop in pub car park
30 Lunds Farm Road, Woodley RG5 4PY	Porch not in accordance with approved plans
61 Telford Crescent, Woodley RG5 4QT	An extension has been built whereby the party wall is on my property
123 Loddon Bridge Road, Woodley RG5 4AG	Heras fencing removed and foundations being laid for wall - no planning permission
7 Mannock Way, Woodley RG5 4XW	Fence on driveway causing less parking – using amenity land for parking