APPLICATION NO:

O/2001/3228

LOCATION:

The Forest Comprehensive School
Robinhood Lane, Winnersh Wokingham.

APPLICANT:

Wokingham District Council Property Services
C/O Property Services Dept (Mark Redman)

PROPOSAL:

Outline application for the proposed erection of a public library building.

EARLIEST DATE FOR DECISION: **19/02/2001**

APPLICATION WILL HAVE EXPIRED ON:
23/03/2001

CASE OFFICER: **Emy Circuit**

APPROVED

(EXC)

WOKINGHAM DISTRICT COUNCIL

TOWN AND COUNTRY PLANNING ACTS

Notification of Approval of Permission

Wokingham District Council Property Services
C/O Property Services Dept (Mark Redman)
Shute End
Wokingham
Berkshire
RG40 1WH

Application Number: O/2001/3228

Parish:	**WINNERSH**
Location:	**The Forest Comprehensive School, Robinhood Lane, Winnersh, Wokingham.**
Proposal:	**Outline application for the proposed erection of a public library building.**

The Wokingham District Council in pursuance of their powers under the above Acts and Regulations hereby **Approve Permission** for carrying out the above development in accordance with the application and the accompanying plans submitted to the Council subject to compliance with the following conditions, the reasons for which are specified hereunder.

Condition

1. a) Approval of the details of the siting, design (including floorspace, height, massing, internal planning and refuse storage and disposal facilities) and external appearance of the building(s), the means of access thereto and the landscaping treatment of the site)(hereinafter called "the reserved matters") shall be obtained from the Local Planning Authority in writing before any development is commenced.

b) Application for approval of the reserved matters referred to in a) above shall be made to the Local Planning Authority before the expiration of three years from the date of this permission.

c) The development hereby permitted shall be begun either before the expiration of five years from the date of this permission or before the expiration of two years from the date of approval of the last of the reserved matters to be approved whichever is the later.

Condition
2. Before any part of the development hereby permitted is commenced, a modified parking layout, including spaces for an additional 20 vehicles, on or near the application site, shall be submitted to the Local Planning Authority and approved in writing. The approved layout shall be constructed as approved, prior to opening of the building to the public, and shall be maintained thereafter.

Condition
3. Before the building operations hereby permitted are commenced, samples and details of the proposed external materials shall be submitted to and approved in writing by the Local Planning Authority and no external materials shall be used other than those approved.

Condition
4. Provision shall be made for services, including cable TV pre-ducting, to be placed underground. Notwithstanding the provisions of the Town and Country Planning (General Permitted Development Order 1995 (or any Order revoking and re-enacting that Order with or without modification) no overhead wire cables or other form of overhead servicing shall be placed over or used in the development of the application site or subsequently.

Condition
5. Prior to the commencement of development, details of the slab levels of the proposed buildings shall be submitted to and approved in writing by the Local Planning Authority. The constructed development shall not vary from the approved levels.

Condition
6. No development shall take place until there has been submitted to and approved in writing by the Local Planning Authority a scheme of landscaping, which shall include indications of all existing trees and hedgerows on the land, and details of any to be retained, together with measures for their protection in the course of development; the approved landscaping scheme (with the exception of planting, seeding and turfing) shall be implemented prior to the occupation of any of the building(s) hereby approved and retained.

Condition
7. All planting, seeding or turfing comprised in the approved details of landscaping shall be carried out in the first planting and seeding seasons following the occupation of the buildings or the completion of the development, whichever is the sooner; and any trees or plants which within a period of 5 years from the completion of the landscaping die, are removed or become seriously damaged or diseased shall be replaced in the next planting season with others of similar size and species.

Condition
8. All plant, machinery and equipment (including fans, ducting and external openings) to be used by reason of the granting of this permission shall be so installed, maintained and operated so as to prevent the transmission of noise and vibration beyond the boundary of any residential premises within the vicinity of the site.

Condition
9. Works related to the construction of the development hereby granted, including works of demolition or preparation prior to building operations, shall not take place other than between the hours of 8 am and 7 pm Monday to Friday and 8 am to 1.30 pm Saturdays and at no time on Sundays or Bank or National Holidays.

Reason
1. a) No such details have been submitted.

b) & c) In pursuance of Section 92(2) of the Town and Country Planning Act 1990.

Reason
2. To ensure a satisfactory form of development and to avoid adverse impact on the public highway in the interests of highway safety.

Reason
3. To ensure that the external appearance of the building is satisfactory.

Reason
4. To safeguard visual amenities.

Reason
5. In order to ensure a satisfactory form of development relative to surrounding buildings and landscape.

Reason
6. In the interests of visual amenity.

Reason
7. In the interests of visual amenity.

Reason
8. To safeguard the residential amenities of the adjacent dwellings.

Reason
9. To protect the occupiers of neighbouring properties from noise and disturbance outside the permitted hours during the construction period.

Informative
1. You are advised, in compliance with The Town and Country Planning (General Development Procedure) (England) (Amendment) Order 2000, that the following policies and/or proposals in the development plan are relevant to this decision:

Berkshire Structure Plan Policy LD3.
Loddon Area Local Plan Policies LTV1, LBE1, LBE2, PW9 and PW11.
Deposit Draft Wokingham District Local Plan Policies WOS1, WOS2, WOS3, WBE1, WIC2, WIC9 and WIC11.

John Mitchell

John Mitchell
Development Control Manager
Date: 28/02/2001

Notice checked by: _____

If this notice grants permission to proceed with the proposal the applicant is reminded that it relates to planning permission only and does not constitute approval under any other legislation including Building Regulations.

Applicationo	Name & Address
O/2001/3228	Mr R Jomaron & Mrs O Bettam 27 Robin Hood Lane Winners RG41 5ND
O/2001/3228	G S Bulpitt 3 Church Close Winnersh RG41 5NA

App APPROVED
Letter sent 09/03/01

Emy Circuit
From: Chris Hamilton
Sent: 18 December 2002 12:26
To: Keith Rogers; Emy Circuit
Cc: Dave Halley
Subject: RE: Winnersh Library - Outstanding Condition 10

Thanks all. I think my only remaining nervousness is over what documentation I need to file and with whom before the Christmas break. I'll be working on or in Winnersh for much of the holiday, but I'm aware that most of you are probably taking a well-deserved break so I need to tidy up any loose ends this week.

Best regards

Chris

Chris Hamilton
Head of Libraries and Lifelong Learning
Wokingham District Council
Shute End, Wokingham, Berks RG40 1WN

Office Tel: 0118 974 6261 Office Fax: 0118 974 6259
Mobile Tel: 07801 664382 Mobile Fax: 07901 430985

-----Original Message-----
From: Keith Rogers
Sent: Wednesday, December 18, 2002 12:10 PM
To: Emy Circuit
Cc: Chris Hamilton; Dave Halley
Subject: Winnersh Library - Outstanding Condition 10

Emy
I am not familiar with the history of this site but it seems to me having read the files you left on my desk that there are/ have been parking problems in the past.

I can only surmise that condition 10 attempts to deal with this issue as a new facility without additional parking could only serve to exacerbate matters.

Tom Callaghan's memo to you dated 8 November 2001 clearly states that the requisite car park management plan should cover both the school and the library (please send Chris a copy if you haven't already done so). However corporately I believe the main issue here is to ensure that having opened a new library facility, there is some parking available for those users who choose to travel by car. To this end we will need to be satisfied that appropriate measures will be in place to ensure that 5 spaces are reserved for Library users and not for the parking of vehicles belonging to staff (school or library), parents, or even rail commuters. I have copied Dave Halley the Council's Car Park Manager into this e-mail as he may be able to give Chris some independent advice.

I think this will address the immediate short term issue (the stop gap as referred to by Chris). In the longer term (6 months ok by me) a strategy with more permanent solutions (with the flexibility for review and modification) needs to be agreed and implemented.

Keith.

Keith Rogers
Team Leader - Highway Development Control
0118 974 6323

Emy Circuit
From: Chris Hamilton
Sent: 17 December 2002 17:44
To: Emy Circuit
Subject: RE: Winnersh Library - outstanding condtion

Emy:

My efforts to contact you haven't been wildly successful as you seem to have been very tied up.

This is an area of work that Jane Ashmore would have had nicely under control as her part of the project, but she is on extended sick leave and can't be contracted on work-related issues.

Clearly I need to get this sorted quickly and I'd welcome your suggestions. I've looked in vain for anything that might form a template for our document, and that process has just thrown up a lot of questions and thoughts, including:

1. Are we aiming at a car park management plan for the whole site (unlikely as it was never required before) or just the new parking associated with the library?
2. What kind of management are we required to do - giving staff and users advice or policing the parking in some way?
3. Given that the school is open to parents, visitors and others at all times anyway, and barriers are neither practical nor affordable, how could we implement any active management?
4. The nearest parallel that I can think of is Maiden Erlegh; as far as I'm aware, there is no car park management policy there.
5. Public opening hours and therefore public parking are weighted to the period outside the school day; can we simplify matters by concentrating just on the potential overlap?
6. At one extreme, one could get bogged down in trying to extend the Council's emergent staff parking policy to the school site, but I'm not clear whether that it legitimate or consistent with other plans.

In essence, I think the most practical solution is to have a minimalist plan in place as a stop-gap and to replace that with something permanent when we have had, say, 3 or 6 months to identify and resolve any problems. That would also give the Council time to put a bit more shape to its own parking policy, which could have a significant bearing on our site.

As ever, I would welcome your advice and guidance.

Best regards

Chris

Chris Hamilton
Head of Libraries and Lifelong Learning
Wokingham District Council
Shute End, Wokingham, Berks RG40 1WN

Office Tel: 0118 974 6261 Office Fax: 0118 974 6259
Mobile Tel: 07801 664382 Mobile Fax: 07901 430985

-----Original Message-----
From: Emy Circuit
Sent: Friday, December 06, 2002 4:07 PM
To: Chris Hamilton
Subject: Winnersh Library - outstanding condtion

Chris,

I am pleased see in the bulletin that the new library is due to open in the new year. However, can I remind you that condition 10 requires submission and approval of a car park management plan, prior to the building being brought into use and it is likely that this will take a little while to deal with once we receive the details. I'm on extension 6479 if you have any queries about this.

Emy

WORK SHEET FOR : Emy Circuit

Application Number : O/2001/3228

Applicant : Wokingham District Council Property Services C/O Property Services Dept (Mark Redman).

Location : The Forest Comprehensive School, Robinhood Lane, Winnersh, Wokingham.

Proposal : Outline application for the proposed erection of a public library building.

Site Notice Displayed ? :	YES	NO	DATE
	✓	✓	5/2

Date of Neighbour Notifications : .....

Date of Site Visit : 30/1.....

Date Registered : 26/01/2001

Earliest Date for Decision : 19/02/2001

Latest Consultation Date/Site Notice Expiry Date : 19/02/2001

This application will have expired on: 23/03/2001. You need to make a decision 1 day prior to this date for this application to count as determined in less than 8 weeks.

Consultation Responses :

Planning Issues :

Application Number: O/2001/3228

Appraisal :

Recomendation : Approval: ☐ **Refusal:** ☐
(tick appropriate box)

Application Number O/2001/3228
Conditions/~~Reasons for Refusal~~

No	Std Con	Std Reas	Non Std Conditions / Reasons for Refusal
1	C002	R002	

2. Before any part of the development hereby permitted is commenced, a modified parking layout, including spaces for an additional 20 vehicles, on or near the application site, shall be submitted to the Local Planning Authority and approved in writing. The approved layout shall be constructed as approved, prior to opening of the building to the public, and shall be maintained thereafter.

		R120	
3	C012	R012	
4	C050	R050	
5	C100	R100	
6	C150	R150	
7	C151	R151	

8. All plant, machinery and equipment (including fans, ducting and external openings) to be used by reason of the granting of this permission shall be so installed, maintained and operated so as to prevent the transmission of noise and vibration beyond the boundary of any residential premises within the vicinity of the site.

reason 8. To safeguard the residential amenities of the adjacent dwellings.

9	C070	R070	

Informative for approvals
N16
LODDON AREA LOCAL PLAN POLICIES: LTV1 / LBE1 / LBE2 / PW9 / PW11
SOUTH-EAST AREA LOCAL PLAN POLICIES: /
WOKINGHAM DISTRICT LOCAL PLAN POLICIES: WOS1 / WOS2 / WOS3 / WBE1 / WIC2 / WIC9 / WIC11
GREEN BELT LOCAL PLAN POLICIES: /
BERKSHIRE STRUCTURE PLAN POLICIES: LD3
MINERALS LOCAL PLAN POLICIES: /

RECOMMENDATION AND CONDITIONS/REASONS AGREED: _____
(Development Control Manager)

please can I have this one back thanks Jenny.

Date: _____

RECORD OF SITE VISIT

SITE ADDRESS: The Forest Comprehensive School Robinhood Lane Winnersh Wokingham.

APPLICATION NUMBER: O/2001/3228

OFFICER: Emy Circuit

DATE OF SITE VISIT: 30/1

1 SITE/STATUTORY NOTICE DISPLAYED ? 5/2 on school sign at entrance

2. DESCRIPTION OF SURROUNDINGS

School site in predominantly residential area

3. DESCRIPTION OF SITE/BUILDING

School 1+ 2-storey flat roofed
dwellings backing onto site 1+2 sr
s/sr flat- roof building on site of proposed library

4. RELATIONSHIP TO ADJOINING PROPERTIES

5. SITE CONSTRAINTS

TREES

ACCESS/PARKING - existing problem ?

LEVELS

BOUNDARY TREATMENT 1·8 - 2m wall/fence + hedges

OTHERS

MINUTES OF A MEETING OF THE DEVELOPMENT CONTROL COMMITTEE HELD ON WEDNESDAY 28 FEBRUARY 2001 FROM 7.00 PM TO 11.20 PM

Present: Mr KA Malvern (Chairman), Mrs JA Lissaman (Vice-Chairman), Mrs DC Beatty Mr MJ Bryant, Mr SR Conway, Mr RH Cundy, Mr TP Dredge, Mr JL Earnshaw, Mr RFN Eke, Mrs MA Long, Mr BJS Patman and Mrs M Robertson.

Also present under Standing Order 39:- Mr FD Browne, Mrs ANMC Drake, Mr CGH Pierce and Fiona Rolls.

PART I

246. MINUTES

The Minutes of the meeting of the Committee held on 7 February 2001 were confirmed as a correct record and signed by the Chairman.

247. ORDER OF BUSINESS

RESOLVED: That the order of business detailed on the agenda be varied to enable those items where there were members of the public or local Members present to be dealt with first.

264. APPLICATION NO: 2001/3228, OUTLINE APPLICATION FOR THE ERECTION OF A PUBLIC LIBRARY BUILDING, THE FOREST COMPREHENSIVE SCHOOL ROBIN HOOD LANE WINNERSH, FOR WOKINGHAM DISTRICT COUNCIL PROPERTY SERVICES

Mr. KA Malvern declared an interest in this application and left the meeting during its consideration and the voting thereon.

The Chair was taken by the Vice-Chairman of the Committee during consideration of this item.

The Committee considered a report on this application set out on Agenda pages 2627 to 2635.

Mr Jomaron, a local resident, attended the meeting and spoke against the application,

RESOLVED: That Application No: 2001/3228 be approved, subject to the conditions set out on Agenda pages 2629 to 2630, together with an additional condition relating to hours of construction.

Application No.	Received	Winnersh
F/2001/3228	26/01/01	

Applicant: **Wokingham District Council Property Services**
Location : **The Forest Comprehensive School, Robin Hood Lane, Winnersh**
Proposal : **Outline application for the erection of a public library building**

1. **Planning History** – The application site comprises of land at the Forest School, which is located in a primarily residential area, within the Identified Settlement of Winnersh. Proposals for a secondary school on the site were first considered in 1955 and subsequently there have been numerous applications for extensions and ancillary development but none of these are relevant to the current application.

2. **Proposal** – This is an outline proposal for a public library on the school site. It is indicated that the opening times would be approximately 30 hours/week. It was initially proposed that external appearance, siting and access should be considered at this stage but as the information provided was not sufficient, all details are to be treated as reserved matters, for later consideration. However, the indicative plans indicate that the building would be single-storey and located on the eastern side of the site, close to the access, which is from Robin Hood Lane. An 80m^2 school building currently occupies the site and this would be demolished to allow the construction of a 200m^2 library building.

   The proposal is before the Development Control Committee because the applicant is Wokingham District Council Property Services.

3. **Consultations** -
   - ***Landscape***- no comments received
   - ***Environmental Health*** – recommend conditions
   - ***Education and Cultural Services*** – support the application
   - ***Highways*** – recommend conditions
   - ***Local Residents*** – concerned that proximity to boundary and the height of the roof would be imposing and lead to loss of light and privacy; that parking would be inadequate resulting in parking in the surrounding roads and reduced highway safety and that the library should not be open to the public at times when traffic generation due to the school is greatest (08:15 – 09:00 and 15:15 - 16:00).
   - ***Forest School*** – support the siting, size, design, materials and proposed traffic calming measures at the entrance to the school grounds; would like existing parking shortfall at the school to be addressed; would like to be involved at detailed planning stage; agree with proposed creating of six office spaces in the existing library to replace those lost in existing building on the site.
   - ***Winnersh Parish Council*** – "no comment"

4. **Appraisal** – The main issues are:

   A. The principal of development (Loddon Area Local Plan policies LTV1, PW9 and PW11 and Wokingham District Local Plan (Deposit Draft) policies WOS1, WOS2, WIC2, WIC9 and WIC11)

B. The impact on the character and amenities of the surrounding area (Loddon Area Local Plan policies LBE1 and LBE2 and Wokingham District Local Plan (Deposit Draft) policies WOS3 and WBE1)

C. Highway issues

D. Local residents' comments – one letter has been received from local residents who are concerned that, due the proximity of the proposed building to dwellings in Robin Hood Lane, it would be imposing and result in loss of light and privacy and that the parking facilities would be inadequate, leading to parking in Robin Hood Lane and a highway hazard.

A. The principle of development

The site is located within the Identified Settlement and, therefore, development is acceptable in principle, providing proposals comply with the detailed provision of other plan policies. Policy encourages the provision of new community facilities, particularly where they are well related to existing services. Specific encouragement is given to the provision of community buildings in the vicinity of Winnersh Crossroads and, in particular, proposals PW11 of the Loddon Area Local Plan (LALP) and WIC11 of the Wokingham District Local Plan (Deposit Draft) (WDLPDD) seek to provide a site for a 230m^2 library building, in the vicinity of the crossroads. The entrance to the school is approximately 270 metres north of Winnersh crossroads and 80 metres north of the railway station. In addition to the school, St Mary's Church lies to the south. Thus, the site can be considered to be reasonably well located in relation to the existing facilities around the crossroads and, in the absence of any site closer to the crossroads being available to the Council, would comply with the policies and proposals cited.

B. The impact on the character and amenities of the surrounding area

The proposal is for a 200m^2 building. Indicative drawings have been provided, which suggest that it would be single-storey with a footprint in the form of a shallow 'V' and a hipped roof and would replace an existing single-storey, flat roofed building, but these details do not form part of the current application. The building would be small scale in comparison to the existing one- and two-storey school buildings and, providing the design and appearance were acceptable, would not be out of character.

Although siting does not form part of the application, the size and shape of the site dictate that the dwellings to the east, which front Robin Hood Lane, would be most affected. These are a mixture of one- and two-storey properties. The length of the rear gardens of these properties, combined with the existing boundary treatment, which provides substantial screening, would permit a 200m^2, single-storey building to be located on this part of the site without harming the amenities of residents of these properties.

The number of visitors to the site would not result in a significant intensification of the use of the school site and therefore, the proposals are not likely to result in unacceptable increase in disturbance.

C. Highway issues
The Highway Officer does not object to the proposal but are aware of current parking problems on the site and recommend a condition requiring an parking layout for an additional 20 spaces to be provided.

D. Local residents' comments
The issues raised by local residents have been noted and are addressed in B and C above.

5. **Conclusion** – The proposal is acceptable in principal and could be accommodated on the site without unacceptable detriment to the amenities of neighbouring residents or the character and appearance of the area.

6. **Recommendation** – GRANT planning permission, subject to the following conditions.

CONDITIONS

1. a) Approval of the details of the design (including floorspace, height, massing, internal planning and refuse storage and disposal facilities) and external appearance of the building and the means of access thereto (hereinafter called "the reserved matters") shall be obtained from the Local Planning Authority in writing before any development is commenced.

   b) Application for approval of the reserved matters referred to in a) above shall be made to the Local Planning Authority before the expiration of three years from the date of this permission.

   c) The development hereby permitted shall be begun either before the expiration of five years from the date of this permission or before the expiration of two years from the date of approval of the last of the reserved matters to be approved whichever is the later.

2. Before any part of the development hereby permitted is commenced, a modified parking layout, including spaces for an additional 20 vehicles, on or near the application site, shall be submitted to the Local Planning Authority and approved in writing. The approved layout shall be constructed as approved, prior to opening of the building to the public, and shall be maintained thereafter.

3. Before the building operations hereby permitted are commenced, samples and details of the proposed external materials shall be submitted to and approved in writing by the Local Planning Authority and no external materials shall be used other than those approved.

4. Provision shall be made for services, including cable TV pre-ducting, to be placed underground. Notwithstanding the provisions of the Town and Country Planning (General Permitted Development Order 1995 (or any Order revoking and re-enacting that Order with or without modification) no overhead wire cables or other form of overhead servicing shall be placed over or used in the development of the application site or subsequently.

5. Prior to the commencement of development, details of the slab levels of the proposed buildings shall be submitted to and approved in writing by the Local Planning Authority. The constructed development shall not vary from the approved levels.

6. No development shall take place until there has been submitted to and approved in writing by the Local Planning Authority a scheme of landscaping, which shall include indications of all existing trees and hedgerows on the land, and details of any to be retained, together with measures for their protection in the course of development; the approved landscaping scheme (with the exception of planting, seeding and turfing) shall be implemented prior to the occupation of any of the building(s) hereby approved and retained.

7. All planting, seeding or turfing comprised in the approved details of landscaping shall be carried out in the first planting and seeding seasons *following the occupation of the buildings or the completion of the development*, whichever is the sooner; and any trees or plants which within a period of 5 years from the completion of the landscaping die, are removed or become *seriously damaged or diseased shall be replaced in the next planting season* with others of similar size and species.

8. All plant, machinery and equipment (including fans, ducting and external openings) to be used by reason of the granting of this permission shall be so installed, maintained and operated so as to prevent the transmission of noise and vibration beyond the boundary of any residential premises within the vicinity of the site.

REASONS

1. a) No such details have been submitted.

   b) & c) In pursuance of Section 92(2) of the Town and Country Planning Act 1990.

2. To ensure a satisfactory form of development and to avoid adverse impact on the public highway in the interests of highway safety

3. To ensure that the external appearance of the building is Satisfactory.

4. To safeguard visual amenities.

5. In order to ensure a satisfactory form of development relative to surrounding buildings and landscape.

6. In the interests of visual amenity.

7. In the interests of visual amenity.

8. To safeguard the residential amenities of the adjacent dwellings.

INFORMATIVES

1. The applicant is reminded that this approval relates to planning permission only and does not constitute approval under any other legislation including Building Regulations. To obtain advice on current Building Regulations the applicant should contact the Building Control Section of the District Council's Planning Department.

2. The submitted drawings have been accepted as illustrative only and in no way form part of this permission.

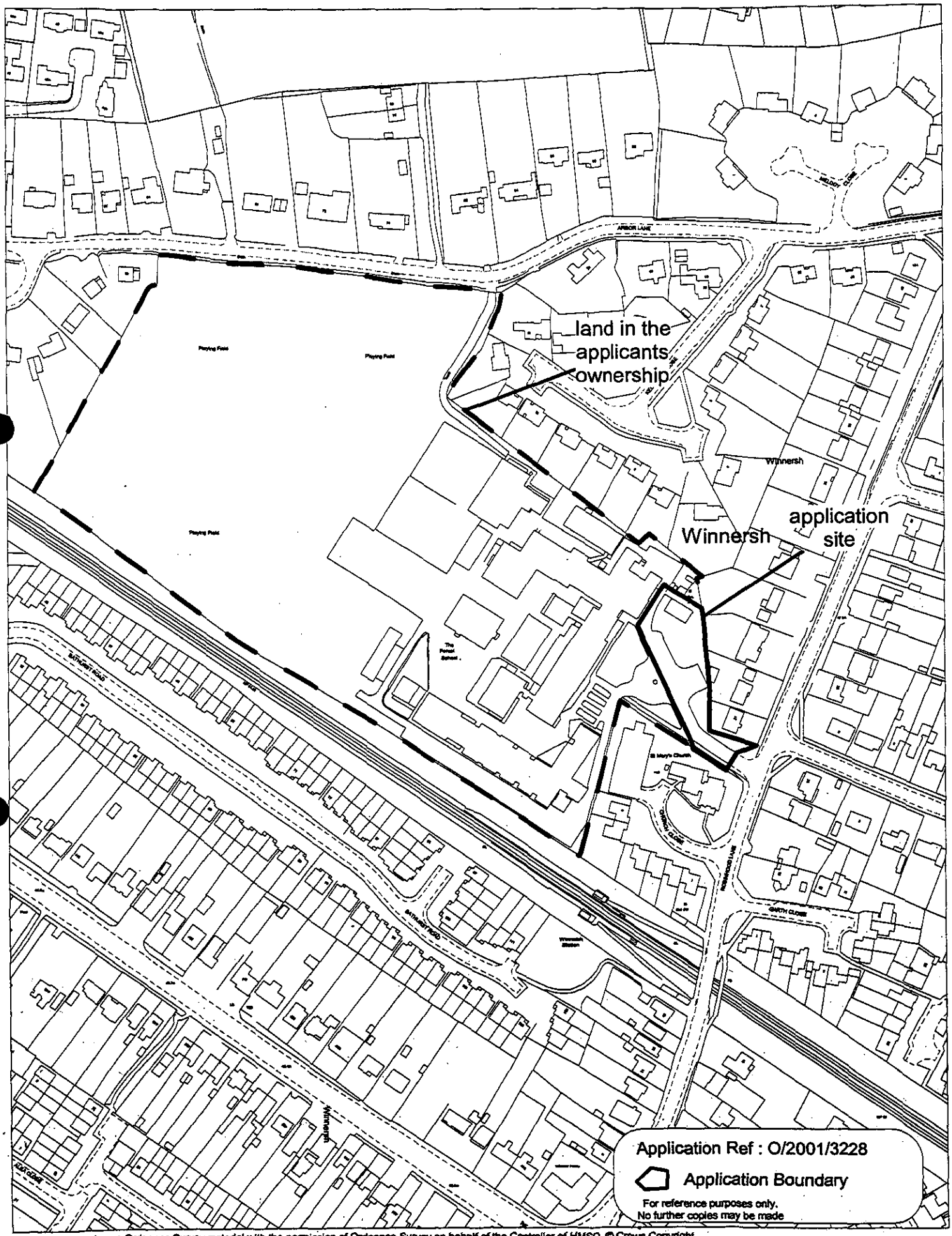
3. You are advised, in compliance with *The Town & Country Planning (General Development Procedure) (England) (Amendment) Order 2000*, that the following policies and/or proposals in the development plan are relevant to this decision:

   Berkshire Structure Plan policies LD3

   Loddon Area Local Plan policies LTV1, LBE1, LBE2, PW9, PW11

   Deposit Draft Wokingham District Local Plan policies WOS1, WOS2, WOS3, WBE1, WIC2, WIC9, WIC11

Emy Circuit



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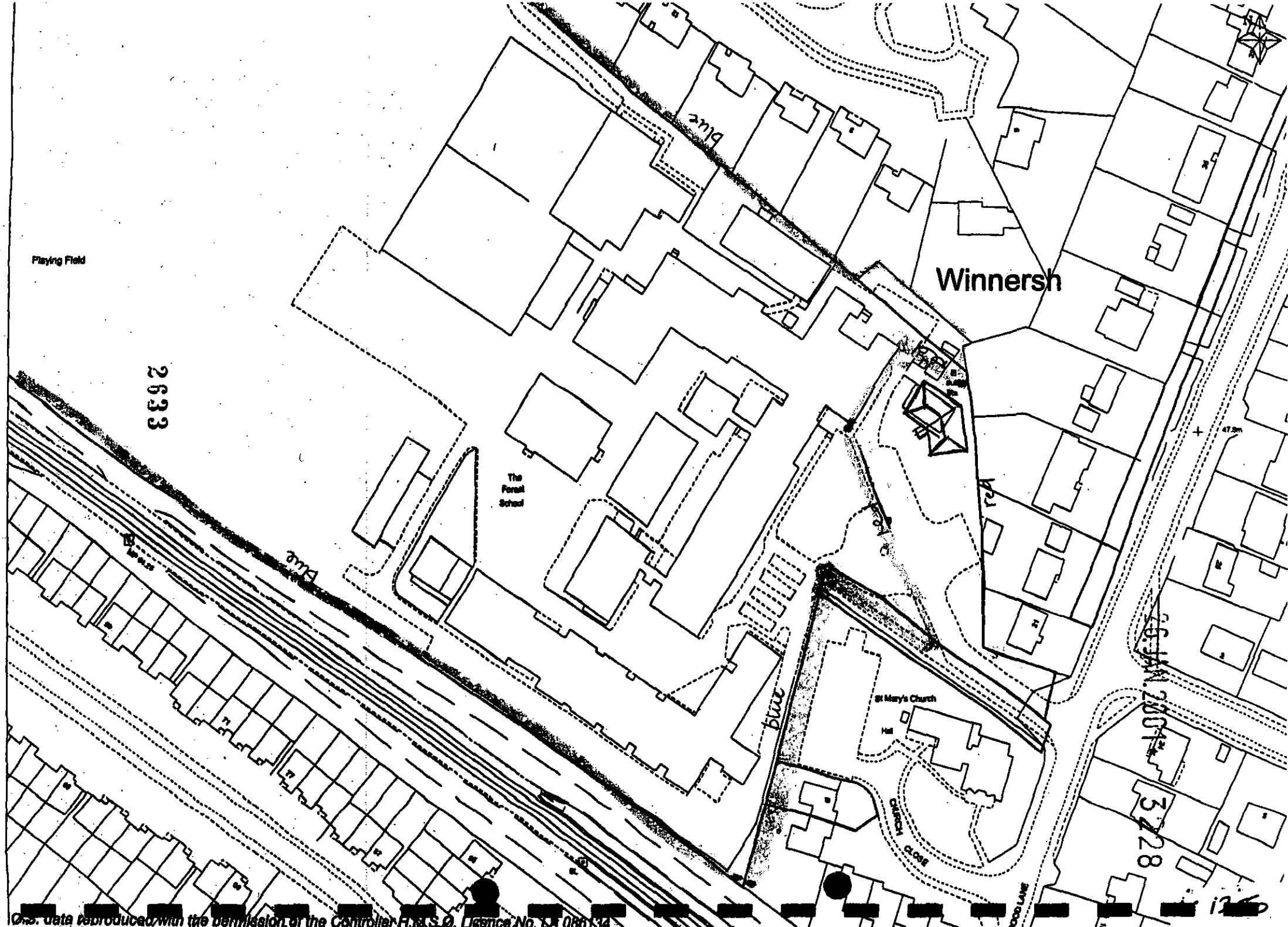
Development Control Section, Environmental Services, Wokingham District Council.

Scale: 1 : 2500

N W E S



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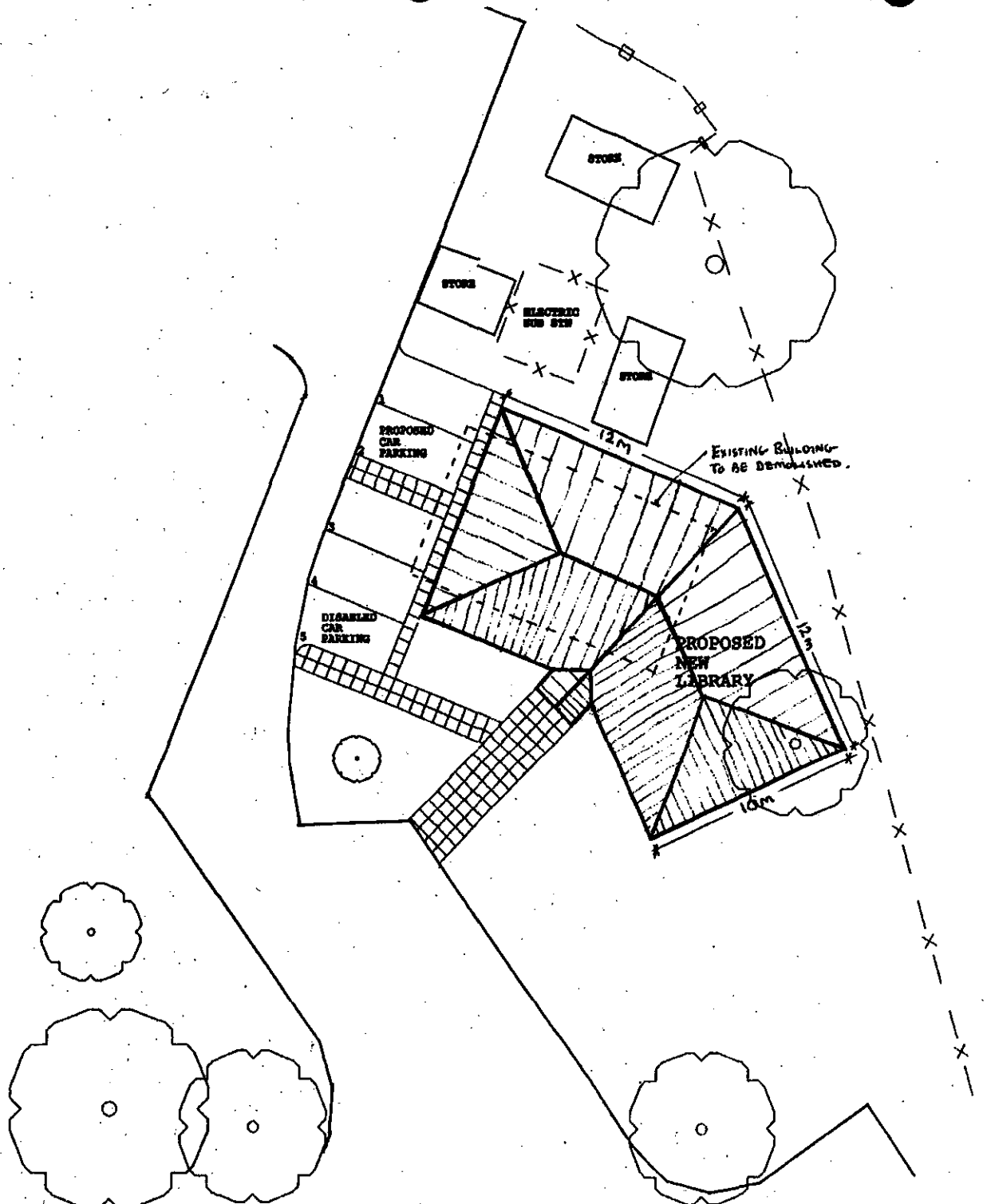


2634

26 JAN 2001 * 3228

PRELIMINARY.

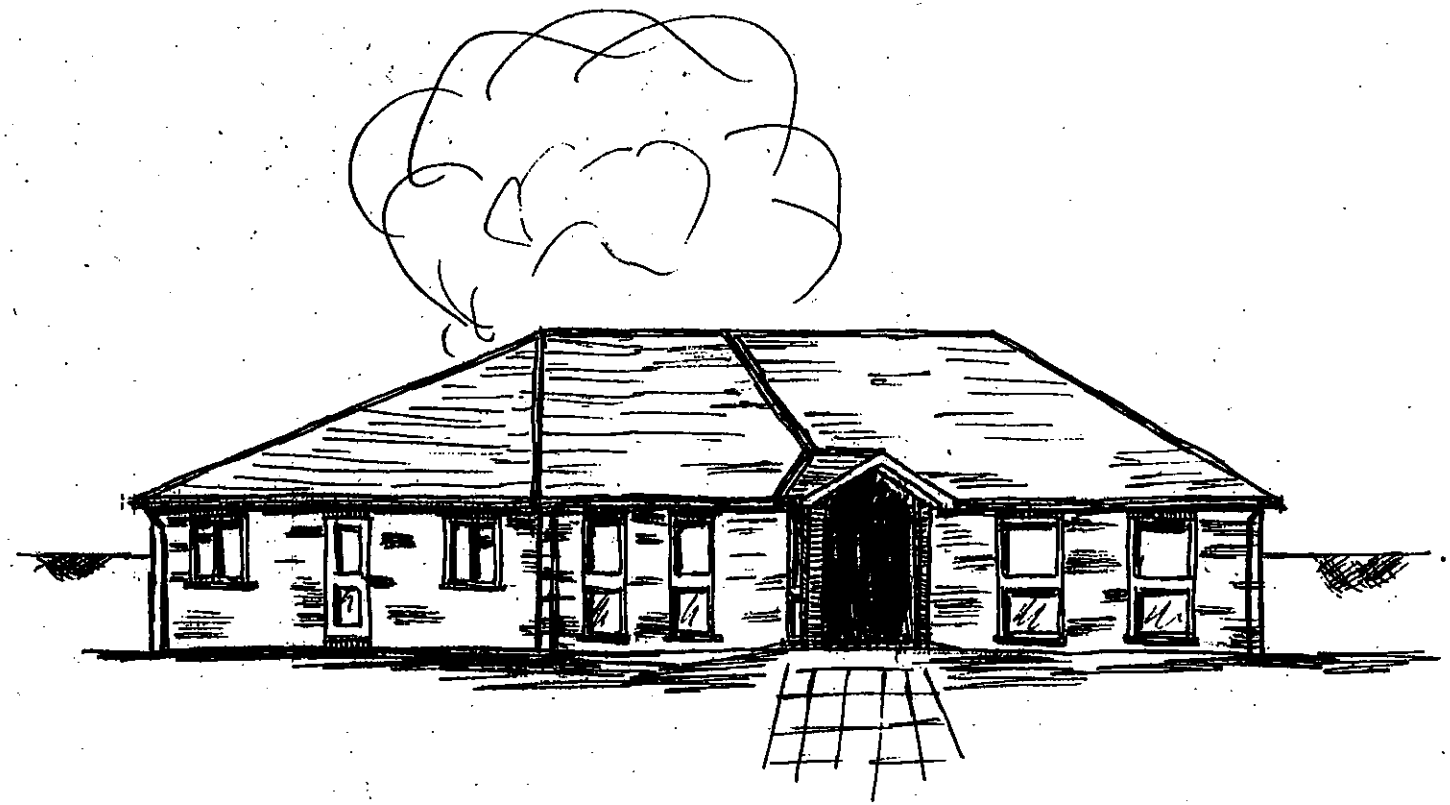
WOKINGHAM DISTRICT COUNCIL

Project:
Forrest Comprehensive School

Drawing:
Proposed New Library
PLANS.

Drawn: M.J.R.	Scale: 1:200
Date: 2/1/01	Rev : 0

© Wokingham District Council



26.JAN.2001* 3228

PRELIMINARY

WOKINGHAM DISTRICT COUNCIL

Project:
Forrest Comprehensive School

Drawing:
Proposed New Library
ELEVATION

Drawn: M.T.R.	Scale: 1:200
Date: 2/1/01	Rev : Q

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Tel: 0118 974 6749 ← Please use for queries
Fax:: 0118 974 6724
Email: ken.meager@wokingham.gov.uk

Friday, 23 February 2001

Wokingham District Council
Environmental Services Department
Planning Services
P.O. Box 157
Shute End
Wokingham
Berkshire RG40 1WR

Support Services Department
Property Services
P.O. Box 151
Shute End, Wokingham
Berkshire RG40 1WH
Tel. (0118) 9746000
Fax. (0118) 9746724
DX:33506 - Wokingham

FAO: John Mitchell
Development Control Manager

Your Ref: Emy Circuit – 0/2001/3228

Dear Sirs,

Ref: Application number0/2001/3228 – Forrest School – outline application to erect a Library

Thank you for your letter of the 21 February 2001 in which you inform me of the Development Control Sub-Committee meeting which is to be held on the 28th. February.

Bearing in mind your comment that you intend to recommend the proposal for approval, I can see no reason why a member of this office should be in attendance and accordingly decline your courteous offer.

I would inform you that I have now been appointed to look after this matter and would ask that any future correspondence be forwarded to me for my attention.

The current situation regarding the proposal as that we are now out to tender to obtain the services of a Consultant Architect and as soon as one is appointed, I shall inform you of their name so that it may be entered onto your file.

Yours faithfully,

Kenneth W. Meager
For and on behalf of
Property Services Department

cc B. McKay – Manager Buildings Unit – Property Services

Emy Circuit
From: Tom Callaghan
Sent: 23 February 2001 10:56
To: Chris Hamilton
Cc: Adam Coggins; Emy Circuit
Subject: RE: Winnersh Library

Chris,

I visited the school some time ago to discuss some proposals they had for extensions. It was evident from that visit that there are currently parking problems particularly in the location where the library is proposed. My understanding of this proposal is that the opening times of the library will coincide with the school and will therefore place further demand on the already limited car parking. The car parking requirement is based on the Authority's adopted standards and I would need good reason to reduce it to the level you suggest. I would be happy to look at any further information you have supporting reduced car parking provided you could demonstrate it would not exacerbate current parking problems associated with the school.

I can assure you that if you were an external applicant, the matter would be dealt with in the same manner. Also if the applicant could not provide any justification for reduced parking (possibly by way of surveys etc) I would be confident that a recommendation for refusal could be easily supported at appeal.

I hope this is helpful.

Tom Callaghan

-----Original Message-----
From: Chris Hamilton
Sent: 17 February 2001 00:26
To: Emy Circuit; Adam Coggins; Tom Callaghan
Subject: Winnersh Library

Emy/Adam/Tom:

Could you provide a progress report on this planning application, and a response on the specific issue raised in my previous message (see below) please?

I need to be able to reassure the E&CS Chairman and members and the Parish Council that everything is on track and that the project is not being exposed to unexpected and unreasonable costs.

Many thanks

Chris

From: Chris Hamilton
Sent: 10 February 2001 01:18
To: Adam Coggins
Cc: Tom Callaghan
Subject: RE: New Winnersh Library
I am a little surprised and disappointed at this response.

We have no library of comparable size that enjoys or uses an average of more than 5 parking spaces when open. The public opening hours of the new library will be such that there should

File copy

Emy

Applicationo	Name & Address
O/2001/3228	Mr R Jomaron & Mrs O Bettam 27 Robin Hood Lane Winners RG41 5ND
O/2001/3228	G S Bulpitt 3 Church Close Winnersh RG41 5NA

committee letters sent
1st class 20.2.01

Tel. (0118) 974 6051

Date: 21 February 2001

Your Ref:

My Ref: **Emy Circuit - O/2001/3228**

Wokingham District Council Property Services
C/O Property Services Dept (Mark Redman)
Shute End
Wokingham
Berkshire
RG40 1WH

Environmental Services Department
Planning Services
P.O. Box 157
Shute End, Wokingham
Berkshire RG40 1WR
Tel: (0118) 974 6000
Fax: (0118) 974 6484
Minicom No: (0118) 974 6991
DX: 33506 – Wokingham

Dear Sir/Madam

Application Number: O/2001/3228

Site Address: The Forest Comprehensive School, Robinhood Lane, Winnersh, Wokingham.

Proposal: Outline application for the proposed erection of a public library building..

Your application is to be determined at the Development Control Sub-Committee meeting on the 28.02.01 and will start at 7.00pm. The application has been recommended for approval and you can see a copy of the committee report at the Environmental Services Department, Council Offices, Shute End, Wokingham, or at your local library.

You may attend the Committee meeting and speak if you wish. A leaflet explaining the process is enclosed.

All requests to speak must be received no later than 5.00pm on the last working day prior to the meeting and must be arranged by contacting Andrew Lowther on 0118 974 6051

Yours faithfully,

John Mitchell

Development Control Manager

TO: **DEVELOPMENT CONTROL**
Emy Circuit

FROM: Environmental Design

DATE: 20th February 2001

Location: The Forest School, Robinhood Lane, Winnersh.

Proposal: Outline application for the erection of a public library building.

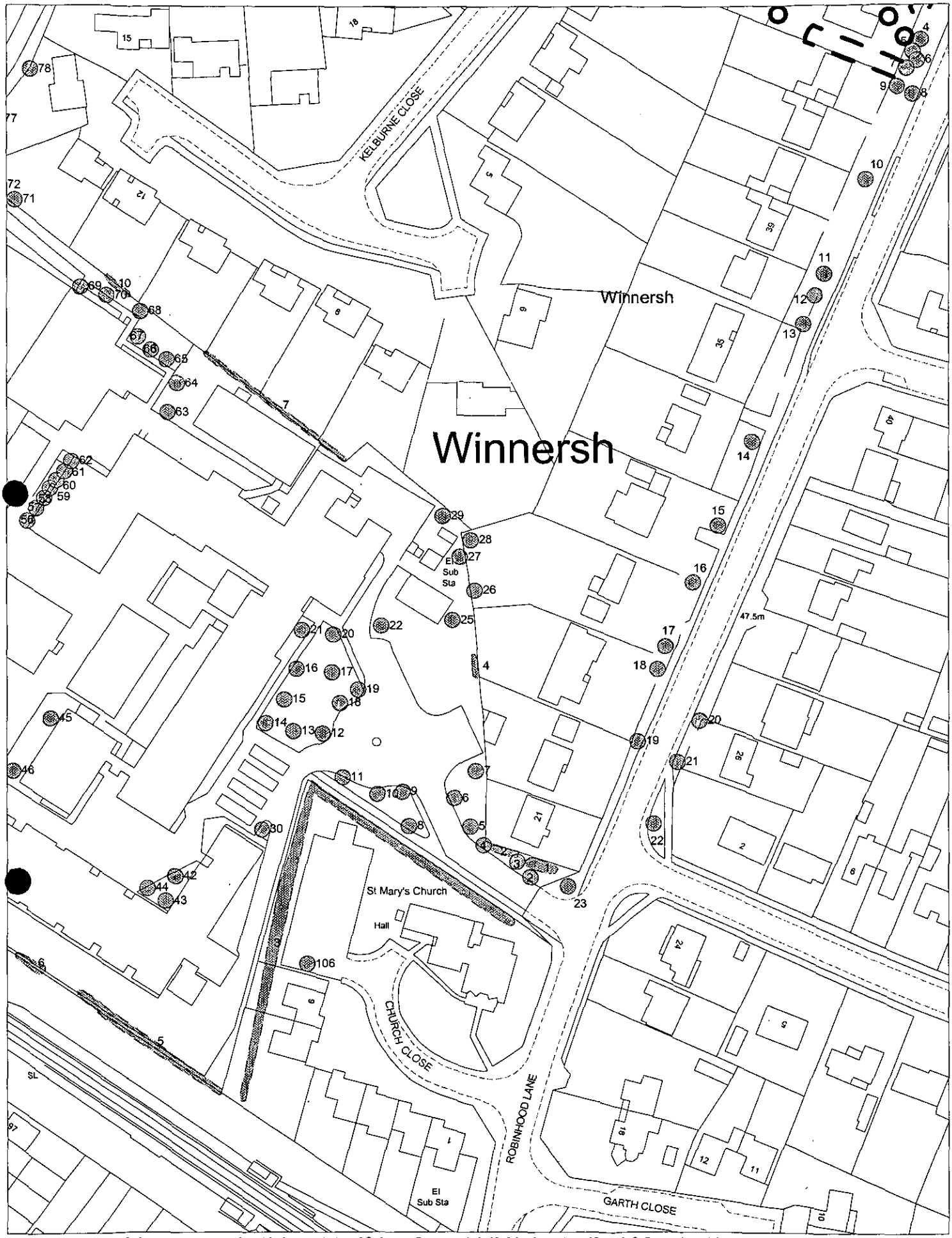
Application Number: O/2001/3228

In response to your consultation dated 26th January 2001 for the above application, the arboricultural comments are as follows:

I have no objection in principle to the proposals.

The tree shown to be removed is an Apple and is of little significance in the surrounding landscape. There is an Oak in the rear garden of 27 Robinhood Lane, which may be effected by the proposals. The applicants should plot this tree accurately on the plan so that we can assess the impact of the proposals on it, and whether the building needs to be moved further away.

Neil Etherington
Senior Arboriculturist



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Landscape Section, Environmental Services, Wokingham District Council.

20 February 2001

Scale: 1 : 1250

N W E S

Emy Circuit
From: Chris Hamilton
Sent: 17 February 2001 00:26
To: Emy Circuit; Adam Coggins; Tom Callaghan
Subject: Winnersh Library

Emy/Adam/Tom:

Could you provide a progress report on this planning application, and a response on the specific issue raised in my previous message (see below) please?

I need to be able to reassure the E&CS Chairman and members and the Parish Council that everything is on track and that the project is not being exposed to unexpected and unreasonable costs.

Many thanks

Chris

From: **Chris Hamilton**
Sent: *10 February 2001 01:18*
To: Adam Coggins
Cc: Tom Callaghan
Subject: RE: New Winnersh Library
I am a little surprised and disappointed at this response.

We have no library of comparable size that enjoys or uses an average of more than 5 parking spaces when open. The public opening hours of the new library will be such that there should be minimal public demand for parking when the school is open; the majority of any demand will fall outside of school hours, when all of the existing parking is vacated.

In addition, I cannot see why or how we might be expected to create new carparking spaces in advance of the main works; any hardstanding would be immediately buried under waste from the demolition.

I wonder whether this new public facility is in danger of picking up the cost of upgrading parking for other (school) purposes. If so, and we were an external applicant, I think we would have very strong grounds for appeal. Could you look again at the this issue and perhaps give me a call to discuss.

Many thanks

Chris

-----Original Message-----

From: **Adam Coggins**
To: Chris Hamilton
Sent: 08/02/01 10:35
Subject: FW: New Winnersh Library

Chris - I enclose a copy of the highways consultation response:

<<3228memo.doc>>
cheers, adam.

-----Original Message-----
From: **Tom Callaghan**

Sent: Thursday, February 08, 2001 10:25 AM
To: Adam Coggins
Subject: FW: New Winnersh Library

Adam, can you forward your comments to Chris

Thanks
Tom

-----Original Message-----
From: Chris Hamilton
Sent: 30 January 2001 14:10
To: Emy Circuit; Kate Fuller; Tom Callaghan
Cc: Jane Ashmore; Marc Sartorio; Lynda Fisher
Subject: New Winnersh Library

I believe that you are all involved in the processing of the above application.

Last night's E&CS Committee endorsed the above plan, which has the enthusiastic support of both political groups as well as the Parish Council and Forest School. In order to hit all of our internal deadlines, it is imperative that any potential problems arising from the application are resolved swiftly and that it is considered and approved by Planning Cttee on 28 February.

Would you please keep me updated on progress, and alert me to any problems that may arise. I will keep E&CS members similarly briefed and so hopefully save you from any duplication of effort.

Many thanks

Chris

Chris Hamilton
Head of Libraries and Lifelong Learning
Wokingham District Council
Shute End, Wokingham, Berks RG40 1WN

Tel: 0118 974 6261 Fax: 0118 974 6259
Mobile: 07801 664382

Emy Circuit

From: Ken Meager
Sent: 16 February 2001 12:06
To: Emy Circuit
Cc: June Biggs
Subject: Winnersh Library

Further to receipt of your message to Mark Redman in respect of background information related to opening times and the anticipated number of people who will use the service, I offer the following: -

1. The opening hours are likely to be 10.00 a.m. to 5.00 p.m. Monday to Friday and 10.00 a.m. to 12.30 p.m. on Saturday. There may also be a possibility that it may stay open late (up to 7.00 p.m.) for one evening per week.

2. The anticipated number of members of the public who will use the library will be in the region of 200 per week. This figure does not include students from the school. The school intend to reduce the size of their own library and eventually convert the space into an IT education facility. The intention is for students to use the facilities offered by the Library instead.

We have used basic information offered by Dedworth Library which is of a similar size to that of the proposed Winnersh Library. However, the opening hours are greater than Dedworth due to the fact that the new Library will serve the school as the prime source for reference books.

In addition to the above, we anticipate that the staffing level will comprise of two people at any one time.

With regards to the number of car parking spaces, we feel that in the majority of cases the maximum number required for members of the public will be in the region of six despite the general criteria calling for 20. If 20 were to be provided, we feel that the school will be the beneficiary, therefore, there may be a way forward by providing a number of spaces, say 10, but in alternative locations other than on the proposed library site.

In any event these are detail matters which our Architects will be instructed to address when they submit detailed proposals. I trust that you concur with this approach.

Ken Meager

PLANNING SERVICES | HPT
POL | TLS
DC | ENF
APP |
CS MS | ES
15 FEB 2001
COPIES TO: | ACK: | FILE:

3 Church Close
Winnersh
Wokingham
Berks
RG41 5NA

Your ref: Emy Circuit
0/2001/3228

13 February 2001

John Mitchell
Development Control Manager
Environmental Services Department
Planning Services
P.O. Box 157
Shute End
Wokingham
Berkshire RG40 1WR

Dear Sir/Madam

Application Number: 0/2001/3228

With reference to the proposed erection of a public library building on the Forest School site, I have the following comment to make.

The school at present generates an enormous amount of traffic at the peak hours in the morning (approximately 8.15 am - 9 am) and afternoon (approximately 3.15 pm - 4 pm) Monday to Friday. I hope we can be assured that there will be no question of the library being open to the public at these times. I assume that this will be the case as parents' vehicles are at present denied access to the school for safety reasons. This of course means that cars are parked in the surrounding roads.

So far I have been unable to ascertain when the proposed opening times are, just that the total will be 30 hours.

I should further comment that the proposed additional five parking spaces are clearly inadequate.

Yours faithfully

G.S. Bulpitt
C.ENG., M.I.MECH.E.

Tel. (0118) 974 6479

Date: 14 February 2001

Your Ref:

My Ref: Emy Circuit / **O/2001/3228**

Fao Keith Quine
Forest School
Robin Hood Lane
Winnersh
Berkshire
RG41 5NE

Environmental Services Department
Planning Services
P.O. Box 157
Shute End, Wokingham
Berkshire RG40 1WR
Tel: (0118) 974 6000
Fax: (0118) 974 6484
Minicom No: (0118) 974 6991
DX: 33506 – Wokingham

PLEASE QUOTE APPLICATION NUMBER WHEN REPLYING

Dear Sir

Application Number: O/2001/3228

Site Address: The Forest Comprehensive School, Robinhood Lane, Winnersh, Wokingham.

Proposal: Outline application for the proposed erection of a public library building.

Revised/additional plans show: Ouline permission only to be considered with all details as reserved matters.

We have received the above revised/additional plans.

The application is available for inspection at Wokingham District Council's offices during the following times: PLANNING DEPARTMENT, SHUTE END, WOKINGHAM TEL (0118) 974 6428 8.30 - 5.00 Monday - Thursday & 8.30 - 4.00 Friday, or at: WOODLEY LIBRARY, HEADLEY ROAD, WOODLEY (9.30am - 7.00pm Mon, Thurs & Fri. 9.30am - 5.00pm Tues, 9.30am - 1.00pm Saturday. Closed all day Wednesday)

Please quote reference number **O/2001/3228** in all communications and any response should be addressed to **Emy Circuit** the case officer dealing with this application at the above address.

I look forward to hearing from you.

Yours faithfully,

John Mitchell

John Mitchell
Development Control Manager

FROM: Emy Circuit

DATE: 26 January 2001

WINNERSH PARISH CONSULTATION SHEET

Application Number: O/2001/3228

Proposal: Outline application for the proposed erection of a public library building..

Site Address: The Forest Comprehensive School, Robinhood Lane, Winnersh, Wokingham.

Applicant: Wokingham District Council Property Services C/O Property Services Dept (Mark Redman).

Your observations are required in respect of this application **by 19/02/2001** .

No Comment

PLANNING SERVICES	HPT
POL	TLS
DC	ENF
APP	
CS	
14 Feb 2001	
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	FILE:

SIGNED: _____ DATE: 13-2-01

pp Clerk To Winnersh Parish/Town Council.

SPORTSMARK GOLD AWARD

ENGLISH SPORTS COUNCIL

NATIONAL JUNIOR SPORT PROGRAMME

PLANNING SERVICES	HPT 39852
POL	TLS
DC EAC	ENF
APP	
CS	
13 FEB 2001	
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	FILE:

Forest School
Robin Hood Lane
Winnersh
WOKINGHAM
RG41 5NE
Tel 0118 978 1626
0118 978 8488
Fax 0118 977 6018

Headmaster S F GRUE MA

ESSE QVAM VIDERI

February 9, 2001

Ms Emy Circuit
Development Control Manager
Wokingham District Council
Environment Services Department
Planning Services

Dear Emy

Application Number 0/2001/3228

Thank you for the prompt response and delivery of the outline application documents for the proposed dual use library on our site.

There has been discussion at both senior management and governor level of the plans and details within the application. I would summarise our response as follows:

- We are very strongly in favour of the proposed site, size and exterior design of the library.
- We note and are in accord with the proposed external materials.
- The proposal to incorporate a traffic-calming scheme at the entrance to the school grounds is welcomed. We hope that we will be fully consulted on this aspect of the proposal.
- While noting that the scheme allows for the creation of five new car park spaces, we believe that an opportunity exists to address a serious shortfall in parking capacity on the school site. Whilst many staff use public transport or cycle to work, many find these options not practical given their home location. The number of adults working on site has steadily grown in the last decade. Hard surface areas other than at the front and railway side of the school are needed as the preserve of the 1160 students. We would ask WDC to give strong consideration to laying down further tarmac parking area just to the southern extent of the Library. As this area is likely to be the site compound for the construction phase, a significant amount of remedial work would be needed anyway. Such a development of 6-8 spaces would alleviate the current need to park along the entrance road. Safety to students and members of the public would be enhanced.

- When the point is reached for more detailed planning we trust that we will be fully involved at each stage.
- We are in agreement with Mark Redman's proposal to create six office areas within the existing Library space to replace those lost in the demolition of the "bungalow".

Yours sincerely



Keith Quine
Deputy Head

Date: 13 February 2001

To: Case Officer

We have received Revised Plans for the following planning application:

Application Number: O/2001/3228

Location: The Forest Comprehensive School, Robinhood Lane, Winnersh, Wokingham.

Proposal: Outline application for the proposed erection of a public library building.

Applicant: Wokingham District Council Property Services C/O Property Services Dept (Mark Redman).

Case Officer: Emy Circuit

The new plans show the following: Ouline permission only to be considered with all details as reserved matters.

For information only.

Should you have any queries regarding this application please contact the case officer Emy Circuit on (0118) 974 6479.

(RING ONE)

REVISED PLANS | ADDITIONAL PLANS | MINOR AMENDMENTS | ADDITIONAL / REVISED PLANS TO COMPLY WITH CONDITIONS

App No. 0/2001/3228 (Planaps) / (Ludhouse) Date Rec. 12/2/01

Location: Forest Comprehensive school

Parish Winnersh

Applicant: WCD Property Services

Description of attached plans Outline permission only to be considered with all details as reserved matters

Drawing No's:

CONSULTEES

Copies of plans will automatically be sent to Woodley Library, Part I Reg., Parish Council, Ward Councillors and the Case Officer unless specified.

Please tick which of the following you wish consulted.

OTHERS: _____

_____

_____

_____

Drawing No's

1. NK (Landscape & Trees) ☐
2. NK (Env. Design) ☐
3. XA (Highways) ☐
4. NF (Building Control) ☐
5. BC/DC Liaison ☐

A full set of plans will be sent to all consultees unless particular drawing No's are specified in the spaces above.

NEIGHBOURS: Richard Jomaron and Olive Bettam 27 Robin Hood Lane, Winnersh, RG41 5NS.

Date for Responses info only.

FURTHER ACTION

Re-advertise App. Y / (N) (Delete as required)

Redate Application Y / (N) From _____

New Site Notice Y / (N)

New Description _____

CASE OFFICER EXU

Consultations Sent by Admin. on 13.02.PS

Yellow - Part One Copy
Green - Officer's Copy

Emy Circuit

From: Mark Redman
Sent: 12 February 2001 12:48
To: Emy Circuit
Cc: Ken Meager
Subject: Winnersh Library

Amy,

Further to our telephone conversation the other day, would you please omit the siting and landscaping from the outline planning application. The drawing elevations as submitted are for illustration purposes only and can be adapted to suit a planning approval. The outline proposals are thus now only for the overall concept of sitting a library on the site in roughly the position shown and of a size 200m2.

However I am a bit concerned about the amount of car parking spaces required by Highways, which will take up a minimum of 235m2 without taking into account any turning circles. This seems excessive bearing in mind the proposed library is only 200m2. Can we not take into account the existing onsite school parking, when considering the proposals?

Regards

Mark

REVISED PLAN

3228

WOKINGHAM DISTRICT COUNCIL

ENVIRONMENTAL SERVICES DEPARTMENT
HIGHWAYS

MEMORANDUM

FROM: Adam Coggins, Highways

MY REF: F/2001/3228

YOUR REF: F/2001/3228

TO: Emy Circuit, Planning
CC:

DATE: 7th February 2001

PLANNING APPLICATION F/2001/3228
OUTLINE APPLICATION FOR THE PROPOSED ERECTION OF A PUBLIC LIBRARY BUILDING THE FOREST COMPREHENSIVE SCHOOL, ROBINHOOD LANE, WINNERSH, WOKINGHAM

COMMENT

The Highway Authority is aware of the parking problems currently on the site and would require the existing parking layout to be modified, and extra hardstanding provided, to accommodate a further 20 spaces. I therefore recommend the following Conditional Approval:

1. Before any other part of the development hereby permitted is commenced parking for 20 vehicles shall be provided. This will require the existing parking layout to be modified with the provision of extra hardstanding to accommodate these extra spaces. Details of which must be submitted to and approved in writing by the LPA.

Adam Coggins

Highways Officer

1space 10m² gfa. standard for D1 use

Emy Circuit
From: Joanne Ellis
Sent: 12 February 2001 13:22
To: Emy Circuit
Subject: RE: O/2001/3228 - Public Library at Forest School

Emy
The condition is just in case they install any air conditioning system which can potentially cause a noise problem if not appropriately installed and/or attenuated.
Jo

-----Original Message-----
From: Emy Circuit
Sent: 12 February 2001 12:57
To: Joanne Ellis
Subject: *O/2001/3228 - Public Library at Forest School*

Joanne,

You have suggested a condition for noise attenuation measures on this one - is there any particular reason for this - I wouldn't imagine a library would cause any particular noise problems?

Emy

WOKINGHAM DISTRICT COUNCIL

MEMORANDUM

PLANNING SERVICES | HPT 39708
POL | TLS
DC | ENF
APP |
CS |
09 FEB 2001
COPIES TO:

From: Joanne Ellis, Environmental Health

My Ref: JPE/ FOREST

To: Emy Circuit, Planning

Your Ref: O/2001/3228

Date: 07 February 2001

OUTLINE APPLICATION FOR PROPOSED ERECTION OF A PUBLIC LIBRARY BUILDING
THE FOREST COMPREHENSIVE SCHOOL, ROBINHOOD LANE, WINNERSH

I have no environmental health objections to this proposal with the imposition of the following condition, to ensure noise from any plant installed in connection with the use does not cause a nuisance to neighbouring properties:-

1. All plant, machinery and equipment (including fans, ducting and external openings) to be used by reason of the granting of this permission shall be so installed, maintained and operated so as to prevent the transmission of noise and vibration beyond the boundary of any residential premises within the vicinity of the site to which the application refers. Development shall not begin until a scheme of noise attenuation measures has been submitted to and approved in writing by the local Planning Authority.
Reason - To safeguard the residential amenity of the adjacent dwellings.

Joanne Ellis

PLANNING SERVICES | LPT
POL | TLS
DC
APP
CS 055 | 25
06 FEB 2001
COPIES TO: | ACK: | FILE:

Mr R. J. Jomaron
& Mrs O..M. Bettam
27 Robin Hood Lane
Winnersh
Wokingham
RG41 5ND

4th February 2001

Your Ref: Emy Circuit
O/2001/3228

Emy Circuit
Environmental Services Department
Planning Services
PO Box 157
Shute End
Wokingham
RG40 1WR

Dear Sir/Madam,

Re: Application Number O/2001/3228

We are the owners of 27 Robin Hood Lane and having read the details of the above mentioned planning application we would like to object on the following grounds.

Firstly, the proximity of the proposed building to the rear boundary of our property and the resulting effects. Although the plans state no distance between the library building and our boundary it would appear to be something in the order of 2 or 3 feet. If the proposed building is to be similar in height to the existing building but with the additional height of a pitched roof, we believe that this would prove to be quite imposing and lead to a loss of light into our property and that of 29 Robin Hood Lane. We are also concerned that any windows at the rear of the proposed building would overlook our property and infringe our privacy. The plans do not make it clear what the rear will look like.

Secondly, as the building is intended for use as a public library it would seem that the car parking facilities to be provided are inadequate. We are aware that the school itself does not seem to have sufficient parking for its own needs and the additional traffic generated by the library will undoubtedly lead to more cars parking in Robin Hood Lane. This will make it more hazardous for residents when driving in and out of their properties

due to the restricted vision caused by the parked cars and therefore lead to reduced safety on the highway.

We hope that you will be able to take these points into consideration.

Yours faithfully,

R.J. Jomaron

Richard Jomaron & Olive Bettam.

VPS 39210 12/2

REPLY REQUIRED

PSD

To:
Policy And Plans Section

From: Emy Circuit

Date: 26 January 2001

Application Number: O/2001/3228

Proposal: Outline application for the proposed erection of a public library building..

Site Address:
The Forest Comprehensive School, Robinhood Lane, Winnersh, Wokingham.

Applicant:
Wokingham District Council Property Services C/O Property Services Dept (Mark Redman).

Your observations are required in respect of this application within **7 days** of the above date.

Library provision at Winnersh is the subject of policy
PW11 in the Loddon Area Local Plan. and WIC11 in the
Local District Plan. Both require provision to be in the
vicinity of the cross-roads. There are however no
suitable sites available to the council.
The site is within x metres of the cross-roads and
is close to other facilities such as the station, boys
secondary school and church.

2/02/01.

Emy Circuit
From: Helen Rowlay
Sent: 01 February 2001 12:28
To: Emy Circuit
Subject: 0/2001/3228 - Forest Library

Emy,

Just a quick note to confirm that the above application is supported by the Education and Cultural Services Department.

For further details regarding the project please contact Chris Hamilton, Head of Libraries and Information Services.

Helen

Access Officer - Building Control
F.A.O. Duncan Garrett

From: Emy Circuit

Date: 26 January 2001

Application Number: O/2001/3228

Proposal: Outline application for the proposed erection of a public library building..

Site Address:
The Forest Comprehensive School, Robinhood Lane, Winnersh, Wokingham.

Applicant:
Wokingham District Council Property Services C/O Property Services Dept (Mark Redman).

Your observations are required in respect of this application within **7 days** of the above date.

On receipt of full application will ensure Access is d/w.

Emy Circuit

From: Chris Hamilton
Sent: 30 January 2001 14:10
To: Emy Circuit; Kate Fuller; Tom Callaghan
Cc: Jane Ashmore; Marc Sartorio; Lynda Fisher
Subject: New Winnersh Library

I believe that you are all involved in the processing of the above application.

Last night's E&CS Committee endorsed the above plan, which has the enthusiastic support of both political groups as well as the Parish Council and Forest School. In order to hit all of our internal deadlines, it is imperative that any potential problems arising from the application are resolved swiftly and that it is considered and approved by Planning Cttee on 28 February.

Would you please keep me updated on progress, and alert me to any problems that may arise. I will keep E&CS members similarly briefed and so hopefully save you from any duplication of effort.

Many thanks

Chris

Chris Hamilton
Head of Libraries and Lifelong Learning
Wokingham District Council
Shute End, Wokingham, Berks RG40 1WN

Tel: 0118 974 6261 Fax: 0118 974 6259
Mobile: 07801 664382

Date: 30 January 2001

To: Case Officer

We have received Additional Plans for the following planning application:

Application Number: O/2001/3228

Location: The Forest Comprehensive School, Robinhood Lane, Winnersh, Wokingham.

Proposal: Outline application for the proposed erection of a public library building.

Applicant: Wokingham District Council Property Services C/O Property Services Dept (Mark Redman).

Case Officer: Emy Circuit

The new plans show the following: External appearance to be a reserved matter, not for consideration as part of Outline Permission.

For information only.

Should you have any queries regarding this application please contact the case officer Emy Circuit on (0118) 974 6479.

(RING ONE)

REVISED PLANS | ADDITIONAL PLANS | MINOR AMENDMENTS | ADDITIONAL / REVISED PLANS TO COMPLY WITH CONDITIONS

App No. 0/2001/3228 (Planaps) / (Ludhouse) Date Rec. 29/1/01

Location: Forest Comprehensive School

Parish Winnersh

Applicant: WDC Property Services

Description of attached plans

External appearance to be ~~reconsidered as~~ a reserved matter, not for consideration as part of Outline Permission.

Drawing No's:

CONSULTEES

Copies of plans will automatically be sent to Woodley Library, Part I Reg., Parish Council, Ward Councillors and the Case Officer unless specified.

Please tick which of the following you wish consulted.

OTHERS:

Drawing No's

1. NK (Landscape & Trees) ☐
2. NK (Env. Design) ☐
3. XA (Highways) ☐
4. NF (Building Control) ☐
5. BC/DC Liaison ☐

A full set of plans will be sent to all consultees unless particular drawing No's are specified in the spaces above.

NEIGHBOURS:

Date for Responses Info only

FURTHER ACTION

Re-advertise App. Y / (N) (Delete as required)

Redate Application Y / (N) From

New Site Notice Y / (N)

New Description

CASE OFFICER Exc.

Consultations Sent by Admin. on 30.01.PS

Yellow - Part One Copy
Green - Officer's Copy

ADDITIONAL PLAN

3228

Emy Circuit

From: Mark Redman
Sent: 29 January 2001 12:28
To: Emy Circuit
Subject: Proposed Library at Forest School

Amy,

Further to out telephone conversation today I confirm that we wish to omit the External Appearance on the application for Outline Permission

Regards,

Mark Redman
Senior Project Surveyor

Received by Wokingham District Council

Application No: O/2001/3228

Proposal:
Outline application for the proposed erection of a public library building.

Location:
The Forest Comprehensive School, Robinhood Lane, Winnersh, Wokingham.

The application is available for inspection at Wokingham District Council's offices during the following times:

PLANNING DEPARTMENT, SHUTE END, WOKINGHAM TEL (0118) 974 6428
8.30 - 5.00 Monday - Thursday & 8.30 - 4.00 Friday

WOODLEY LIBRARY HEADLEY ROAD WOODLEY (9.30am - 7.00pm Mon, Thurs & Fri. 9.30am - 5.00pm Tues, 9.30am - 1.00pm Saturday. closed all day Wednesday). If you intend to view this application at Woodley Library (see details above) please allow 4 days from the date of this notice for delivery of plans.

Comments should be sent in writing QUOTING THE APPLICATION NUMBER to the Case Officer Emy Circuit P.O. Box 157 Council Offices, Shute End, Wokingham Berkshire, RG40 1WR to arrive on or before 19/02/2001. Written comments submitted *will become available for public inspection.*

In view of the very large number of planning applications and letters of comment received, it will not normally be possible for an individual reply to observations made. However any comments will be taken into account when the application is determined and you will be notified of the decision.

Head Planning and Transportation

26 January 2001

WOKINGHAM D.C. DEVELOPMENT CONTROL

Start date: ~~17 JAN 2001~~ 26 JAN 2001	Map No. 60. Site 0.22
Officer: EXC Application No. 0 2001 3228	Easting: ..... Flood Pln .....
	Northing: ..... Mineral .....

Level: ☑ Sub Committee ☐ Delegated ☐ Sec. State
☐ Incorrect Fee ☐ Invalid ☐ PD

Description:
(O) OUTLINE APPLICATION FOR THE PROPOSED ERECTION OF A PUBLIC LIBRARY BUILDING

Location: FOREST SCHOOL ROBIN HOOD LANE

Parish: WINNERSH Ward: Winnersh 26.01.01

Applicant: WDC PROPERTY SERVICES
380-00 ~~190-00~~ charge to cost code L220P1000

Fee Received 427.60 Required ~~[illegible]~~ Additional ..... Refund .....

Enforcement Section to be notified ☐ tick if required ~~[illegible]~~

Additional information required for validation

		Reason	Requested	Received
1	1:2500 OS location plan showing property edged in blue/red	SITE TOO LARGE returned to property	24/1	26 JAN 2001
2	1:500 block plan showing existing & proposed dev. + adj. Properties			
3	Forms unsigned			
4	Correct S 66 certificate			
5	Elevation plans			
6	Floor plans			
7	Metric scale disclaimer			
8	Encroachment letter			
9	Miscellaneous			

APPLN NO. _____

ACTION REQUIRED BY DEVELOPMENT CONTROL

Conservation Area .....

Listed Building 1 2 2*

Advertisement Required .....

Date Site Notice Sent 26.01.01 TS Parish Council Informed - YES / NO

INTERNAL CONSULTATIONS

Building Control	.....
Landscape	✓
Trees	.....
Conservation Officer	.....
Environmental Health	✓
Housing	.....
Leisure & Cultural services	✓
Public Rights of Way	.....
Property	.....
District Secretary (only if called in by SOS)	.....
Policy & Plans	✓
Strategic Planning (JSPU)	.....
Minerals (INTERNAL)	.....
Archaeological Site (BABTIE)	.....
Education	✓
Social Services	.....
Highways	✓

EXTERNAL CONSULTATIONS

Adjacent D P A	.....
Adjacent Parish	.....
Southern Electricity Board	✓ 2m from Elect. Sub-station.
British Gas	.....
PSA Oil Pipeline	.....
Transco	.....
Environment Agency	.....
Rail Track	.....
Police Arch. Liaison Officer	.....

HERITAGE BODIES

The Georgian Group	.....
Ancient Monuments Society	.....
Council for British Arch.	.....
RCHME	.....
Telecommunications (NRPB)	.....
Sport England	.....

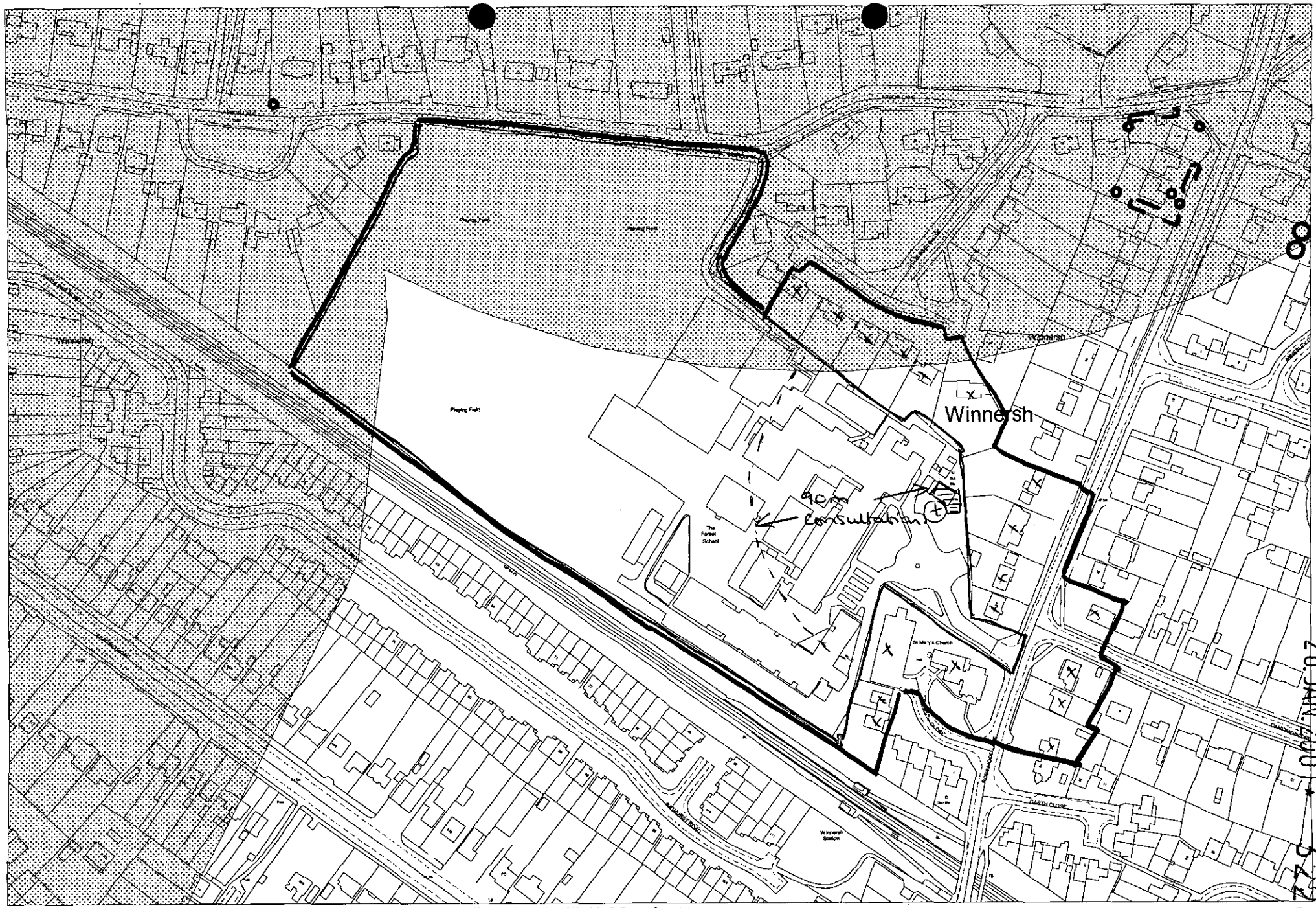
OTHERS:

No pre-apps.

Disabled Access officer

NEIGHBOURS:

S/N + The Forest School, Robin Hood Lane (within red line)
+ See map.



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Development Control Section, Environmental Services, Wokingham District Council.

23 January 2001

Scale: 1 : 2500

N W E S

26 JAN 2001

5278

③ THE FOREST GRAMMAR SCHOOL

ADDRESS ROBIN HOOD LANE PARISH WINNERSH

PLOT No. ORD. SHEET No. SU. 7870 (60

BUILDER

Plan No.	Applicant	Description of Development	Date of Decision	Decision
21639		S/ST. TUCK SHOP	13.6.84	N/A C/A
28245		INFILL QUAD (EXT. TO DESIGN	7.9.84	C/A
		CLASSROOM)		
32070	DIR. OF EDUCATION	TEMP. CLASSROOM RENEWAL	24.2.89	[illegible]
BRA8051	FOREST SCHOOL	SWIMMING POOL ENCL.	18.10.89	APP
42148	BCC	RENEWAL UNITS A&B	16.3.94	28.2
42840				
44012	BCC	REPL. CLASSROOM UNIT	25.4.95	C/A
95/60101/F		+ 1 TO FORM TRIPLE UNIT		
44380	FOREST SCHOOL	S/ST. EXTENSION	2.6.95	C/A
95/60469/F				
FP95/3506		FITNESS ROOM EXT.	18.5.95	C/APP

DATE OF COMPLETION

MINISTRY DECISION

SPECIAL ORDERS

DRAINAGE

091074

1933 ④ THE FOREST SCHOOL

ADDRESS ROBIN HOOD LANE PARISH WINNERSH

PLOT No. ORD. SHEET No. SU. 7870 (60

BUILDER

Plan No.	Applicant	Description of Development	Date of Decision	Decisi
45253	MR P. WALDEN	O/L FR. ARBOR LANE	18.12.95	RE
95/61345/O		DET. BUNGALOW & GARAGE		
		FOR CARETAKER		
96/63265/O	"	"	13.3.96	RE
98/67664/F	H.M. & GOVERNORS	2/ST. EXT. TO TEACHING BLOCK	23.7.98	C/
FP99/8811	W.D.C.	2 SE Exct.	24.6.99	REF
FP99/8811/A	"	"	28.7.99	APP
99/70250/F	Property Srs. Dept.	Pitch roofs to replace flat roofs	14.10.99	C
99/70592/F	W.D.C.	S/St - Shower Room	25.11.99	C
FP/1999/0085		New pitch roof over flat roof	5.1.00	APP
F/2000/2195	The Forest School	S/St/S + porch	18.10.00	A

MINISTRY DECISION 45253 - APPEAL DISMISSED - 1.5.96

SPECIAL ORDERS

(1) THE FOREST GRAMMAR SCHOOL

ADDRESS ROBIN HOOD LANE PARISH WINNERSH

PLOT No. ORD. SHEET No. SU. 7870 60

BUILDER

Plan No.	Applicant	Description of Development	Date of Decision	Decision
48/55	Berkshire County Council	Caretakers Bungalow & Grammar School.	8.2.55	Information Only
60/56	"	Access	11.1.56	" "
S/15/60	Berks. Education Committee	Swimming Pool	9.11.60	N/A. B.C.C. C/A
S/10/61	Berkshire County Council	Terrapin Classroom	12.7.61	N/A. TP 31.12.
S/12/61	"	Additions & Extensions	12.7.61	N/A. BC App
S/8/66	"	Computer Generator Housing etc.	1.7.66	App. App
S/23/70	Royal County of Berkshire	2 Holder Classrooms	26.8.70	N/A App
S/34/70	"	Expan/school - 6 fum entry	6.1.71	N/A C/A
PD/278/71	Mr J.B Hopgood	Garage at caretakers Bungalow	17.6.71	APP N/A
1193/73	B.C.C.	Temp Storage Bldg	23-8-73	N/A BCC App
1372/73	"	PLAYING FIELD AT ARBOR LANE	13.2.74	N/A C/A

DATE OF COMPLETION

MINISTRY DECISION

SPECIAL ORDERS

DRAINAGE

(2) THE FOREST GRAMMAR SCHOOL.

ADDRESS ROBIN HOOD LANE PARISH WINNERSH

PLOT No. ORD. SHEET No. SU. 7870 (6

BUILDER

Plan No.	Applicant	Description of Development	Date of Decision	Decision
00182	B.C.C.	Storage hut.		
01005	"	EXTENSIONS		
01921	"	CHAIN LINK FENCE	6.2.75	N/A C/A
02366	"	3 Classrooms.	15.5.75	N/A C/A
06377	"	Temp classroom	1.7.77	N/A 30/6
08756	B.C.C.	Block, sports hall & community room Ext. for Art drama & music	26.10.78	N/A C/A
08792	"	Erect 2 new classrooms. Resiting 2 classrooms	10.10.78	N/A C/A
BR15527	Mr J F.F. Peavey	Portakabin as Tuckshop	8.9.80	app N/A
14164	" "	" "	25.9.80	N/A TP 31.10.
18923	BCC	DOME TO COVER SWIMMING POOL	28.6.83	N/A C/A
19673	"	TEMP CLASSROOM		TP.

DATE OF COMPLETION

MINISTRY DECISION

SPECIAL ORDERS

DRAINAGE

1789/a

SECTION 66 CERTIFICATE

Application No.

Please fill in both Certificate A, B, C or D and the Agricultural Holdings Certificate. Delete sections not relevant.

WINNERSH LIBRARY
26. JAN. 2001 * 5228

CERTIFICATE A

I certify that:

at the beginning of the period of 21 days ending with the date of the accompanying application, nobody, except the applicant, was the owner of (a) of any part of the land to which the application relates.

(a) "Owner" means a person having a freehold interest or leasehold interest the unexpired term of which is not less than 7 years.

OR

CERTIFICATE B

I certify that:

I have/The applicant has* given the required notice to everyone else who, at the beginning of the period of 21 days ending with the date of the accompanying application was the owner (a) of any part of the land to which the application relates, as listed below.

Owner's(a) name	Address at which notice was served	Date on which notice was served

+ See Note (a) to Certificate A

OR

CERTIFICATE C

I certify that

- I/The applicant* cannot issued a certificate in accordance with either paragraph (a) or paragraph (b) of Section 66(1) of the Act in respect of the accompanying application.

- I have/The applicant has* given the required notice to the persons specified below, being persons who at the beginning of the period of 21 days ending with the date of the application were owners (a) of any part of the land to which the application relates.

Owner's(a) name	Address at which notice was served	Date on which notice was served

(b) Insert description of steps taken.

- I have/The applicant has* taken all reasonable steps open to me/him/her* to find out the names and addresses of the other owners (a) of the land, or of a part of it, but have/has* been unable to do so. These steps were as follows:

(b) . . . . . .

. . . . . .

(c) Name of local newspaper circulating in the area where the land is situated.

- Notice of the application as attached to this Certificate, has been published in

the (c) . . . . . .

(d) Date of publication (which must be not earlier than the beginning of the period of 21 days ending with the date of the application).

on (d) . . . . . .

1789/b

CERTIFICATE D

I certify that

● I/The applicant cannot issue a certificate in accordance with paragraph (a) of Section 66 of the Act in respect of the accompanying application.

OR

● I/The applicant have/has taken all reasonable steps open to me/him/her to find out the names and addresses of everyone else who, at the beginning of the period of 21 days beginning with the date of application was the owner (a) of any part of the land to which the application relates, but have/has been unable to do so. These steps were as follows:

(b) . . . . . .

. . . . . .

(b) Insert description of steps taken

(c) Insert name of local newspaper circulating in the area where the land is situated.

(d) Insert date of publication (which must not be earlier than the beginning of the period of 21 days ending with the date of the application).

● Notice of the application as attached to this Certificate, has been published in the (c) . . . . . .

on (d) . . . . . .

ALL APPLICANTS MUST COMPLETE THIS SECTION

If any of the site is part of an area of land which is let or there is an agreement to let the land for agricultural purposes to a tenant, it may be an agricultural holding. Further advice may be obtained from the Department.

Agricultural Holdings Certificate

One or other section must be crossed through as not applicable.

If the applicant is the sole agricultural tenant he or she must delete the first alternative and insert "not applicable" as the information required by the second alternative.

● None of the land to which the application relates is, or is part of, an agricultural holding.

OR

● I have/The applicant has given the required notice to every person other than my/him/herself who, at the beginning of the period of 21 days ending with the date of the application, was a tenant of an agricultural holding on all or part of the land to which the application relates, as follows:

Tenant's name	Address at which notice was served	Date on which notice was served

Signed . . . . . .

On behalf of . . . . . PROPERTY SERVICES DEPT. . . . . .

Date . . . . 12TH JANUARY 2004 . . . . . .

TOWN AND COUNTRY PLANNING ACT, 1990
TOWN & COUNTRY PLANNING GENERAL DEVELOPMENT ORDER 1988
Certificate under Section 66

1769a

WOKINGHAM DISTRICT COUNCIL
PLANNING APPLICATION

PART 1

APPLICATION FOR PERMISSION TO CARRY OUT DEVELOPMENT - TOWN AND COUNTRY PLANNING ACTS

Please answer **ALL QUESTIONS** in **BLOCK LETTERS**. If a question is not applicable, answer **N/A** in space. Please submit **SIX** copies of this form and plans to:-

THE DISTRICT PLANNING OFFICER
WOKINGHAM DISTRICT COUNCIL
PLANNING DEPARTMENT
P O Box No. 157
COUNCIL OFFICES
SHUTE END
WOKINGHAM
BERKSHIRE, RG40 1WR

FOR OFFICE USE ONLY
26. JAN. 2001 * 3228

1.	**APPLICANT'S NAME**	MARK REDMAN – BUILDINGS UNIT
	ADDRESS	PROPERTY SERVICES DEPT. WOKINGHAM DISTRICT COUNCIL, SHUTE END, WOKINGHAM
	POST CODE	RG40 1WH. **PHONE** 0118 974 6729
2. If the applicant has an agent, all correspondence will be sent to the agent	**AGENT'S NAME**	
	ADDRESS	
	POST CODE	**PHONE**
3. On the plans show the SITE outlined in RED Show also OTHER land in the applicant's ownership or control in BLUE.	**SITE LOCATION**	FOREST SCHOOL, ROBIN HOOD LANE, WINNERSH. RG41 5NE
4. WHAT IS THE APPLICATION FOR ? Give brief details and state for what purpose this site and any buildings will be used.		PUBLIC LIBRARY ON EXISTING SCHOOL SITE
5. Give the area in hectares or part of a hectare	**AREA OF SITE**	5.65 HECTARES. 0.18 ha approx
6. State the applicant's interest in the land e.g. owner, prospective purchaser, lessee	**OWNERSHIP**	OWNER
7. List all the plans and drawings submitted with the application	**PLANS/DRAWINGS**	1:2500. SITE PLAN 1:200 PLAN 1:200 FRONT ELEVATION

8. DOES THE APPLICATION INVOLVE ANY OF THE FOLLOWING ?

Tick the boxes(x)

CHANGE OF USE	☐	**REDEVELOPMENT**	☐
ERECTION OF NEW BUILDING	☑	**ALTERATION or EXTENSION**	☐

9. WHAT TYPE OF APPLICATION IS THIS ?
Tick one box only

OUTLINE PERMISSION	☑	**See question 10**
FULL PERMISSION	☐	
APPROVAL OF DETAILS/RESERVED MATTERS	☐	**State relevant outline permission number Also complete Question 10**
TEMPORARY PERMISSION	☐	**State period required**
RELAXATION OF CONDITIONS	☐	**State relevant application number Conditions to be relaxed**

10. IF THIS IS AN OUTLINE APPLICATION OR AN APPROVAL OF RESERVED MATTERS, which details, if any, do you wish to be considered as part of this application ?

		SITING	☑
EXTERNAL APPEARANCE	☑	**DESIGN**	☐
MEANS OF ACCESS	☐	**LANDSCAPING**	☑

11. **WHAT IS THE EXISTING USE OF THE LAND AND/OR BUILDING(S)**
e.g. residential, industrial, etc. If the site is vacant say so, and also state its previous use and when that ceased.

SECONDARY SCHOOL

12. **DOES A PUBLIC RIGHT OF WAY CROSS OR ABUT THE SITE OR THE PROPOSED ACCESS?**

~~YES~~/NO

If yes, show existing route(s) and any proposed alternatives on the plans

13. **ARE THERE ANY TREES ON THE SITE?**
IF YES, ARE ANY TO BE FELLED?

YES/NO
YES IN*

If yes, please show their positions, spread and species on the plans and which, if any, are to be felled.

14. **STATE EXTERNAL MATERIALS TO BE USED.**

FACING BRICKWORK - COLOURED TO BE AGREED.
CONCRETE INTERLOCKING PITCHED ROOF TILES - COLOUR TO BE AGREED.
POWDER COATED ALUMINIUM DOUBLE GLAZED WINDOWS/DOORS - DARK COLOUR

15. **HOW WILL THE SITE BE ENCLOSED?**
Say whether walls, fences or hedges, and give height, colour and materials. If the site is divided into plots, say how each is to be enclosed.

ALL AS EXISTING.

16. **HOW WILL SURFACE WATER BE DISPOSED OF?**

TO EXISTING S.W. DRAINAGE.

17. **HOW WILL FOUL SEWAGE BE DISPOSED OF?**

To existing system YES/NO

If no, please give details

18. **WHAT ARE THE ACCESS ARRANGEMENTS?**
AS EXISTING
AS PROPOSED
Give details of pedestrian and vehicular access

ALL AS EXISTING EXCEPT ADDITIONAL CARPARKING AS SHOWN ON PLAN - ALSO TRAFFIC CALMING TO ENTRANCE AND ROBIN HOOD LANE - BEING LOOKED AT BY HIGHWAYS - TOM CALLAGHAM

19. **HAS PROVISION BEEN MADE FOR THE DISABLED?**
See notes for applicants

YES.

20. **IF THIS PROPOSAL INVOLVES RESIDENTIAL DEVELOPMENT OR THE LOSS OF RESIDENTIAL UNITS, COMPLETE THE FOLLOWING TABLE**

N/A

	No. OF DWELLINGS/HABITABLE ROOMS PROPOSED		TO BE RETAINED		TO BE LOST	
HOUSE	/	*	/	*	/	*
BUNGALOW	/	*	/	*	/	*
FLAT/MAISONETTE	/	*	/	*	/	*
OTHER	/	*	/	*	/	*

*STATE No. OF HABITABLE ROOMS

21. **DOES THE PROPOSAL INVOLVE ANY NON-RESIDENTIAL BUILDING OR USE?**

YES/NO

If YES, complete Part 2 of the form

22. **DOES THE PROPOSAL INVOLVE THE WINNING, WORKING OR PROCESSING OF MINERALS; THE DISPOSAL OF MINERAL WASTE, OR THE DEPOSIT OR PROCESSING OF REFUSE AND WASTE MATERIALS?**

~~YES~~/NO

If YES, please ask for and complete Part 3 of the form

23. **STATE THE FEE ENCLOSED WITH THIS APPLICATION**
The current scale of fees is enclosed. If you believe a reduced fee or no fee is payable, say why.

£190-00. COST CODE L220P1000

I hereby apply for permission in respect of the particulars described above and in the attached plans and drawings. If planning permission is granted, the development must be carried out strictly in accordance with the approved plans. Failure to do so could result in enforcement action being taken. Permission under the Town & Country Planning Acts does not obviate the possible need to apply for Building Regulations approval.

SIGNED [signature] ON BEHALF OF PROPERTY SERVICES DEPT. DATE 12th JANUARY 2004.

Before submitting the application check that it is complete, that all questions have been answered and that the site boundary and the new work are clearly edged in red on the plans. Every application must be accompanied by the appropriate certificate and fee. See "NOTES TO HELP APPLICANTS".

1769c

PLANNING APPLICATION

PART 2

This part of the form need only be completed if the application involves non-residential development. Please answer all questions in print or block letters. If the answer is not applicable, write N/A in the space. You may wish to amplify your answers in a covering letter.

24. STATE THE GROSS FLOOR SPACE (by external measurement) OF ALL BUILDINGS TO WHICH THIS APPLICATION REFERS. Please give all floor areas in SQUARE METRES.

	USE CLASS	Existing floor space		Proposed additional floorspace created by	
		Retained in existing use	Lost by change of use or demolition	New building	Change of use
A1	SHOPS				
A2	FINANCIAL AND PROFESSIONAL SERVICES				
A3	FOOD AND DRINK				
B1(a)	OFFICE (other than A2)				
B1 (b)	RESEARCH AND DEVELOPMENT				
B1 (c)	LIGHT INDUSTRIAL				
B2	GENERAL INDUSTRIAL				
B3-7	SPECIAL INDUSTRIAL				
B8	STORAGE OR DISTRIBUTION				
C1	HOTELS AND HOSTELS				
C2	RESIDENTIAL INSTITUTIONS				
D1	NON-RESIDENTIAL INSTITUTIONS				
D2	ASSEMBLY AND LEISURE				
OTHER	Please Specify LIBRARY			200 m²	
OTHER	Please Specify School		80 m²		
	TOTAL		80 m²	200 m²	

25. IF C1 OR C2 USE IS PROPOSED, PLEASE STATE NUMBER OF BED SPACES N/A.

26. WHAT PROVISION IS BEING MADE FOR PARKING?

	Cars	Lorries
Existing	0	NONE
Proposed	5	NONE.

27. DESCRIBE THE ACTIVITY OR PROCESSES TO BE CARRIED ON
Please provide details of any equipment, plant or machinery to be installed and any end products. You may wish to amplify your answers in a covering letter.

PUBLIC LIBRARY
OPENING HOURS – APPROX 30 HOURS / WEEK
NEW LIBRARY – ADDITIONAL

28. WHO WILL OCCUPY THE PREMISES?
a) Give the name and current operating address of the proposed occupier
b) Will these premises be vacated?

a) N/A
b) N/A.

29. IF KNOWN, HOW MANY PEOPLE ARE LIKELY TO BE EMPLOYED ON SITE AFTER COMPLETION OF THE DEVELOPMENT?

Existing Staff	Transferred Staff	New Staff	Total
NONE	NONE	3	

30. DOES THE PROPOSAL INVOLVE THE USE OR STORAGE OF ANY OF THE HAZARDOUS SUBSTANCES LISTED IN THE NOTES?
If so, state this material, the quantity and method of storage.

No.

Before submitting the application check that it is complete, that all questions have been answered and that the site boundary and the new work are clearly edged in red on the plans. Every application must be accompanied by the appropriate certificate and fee. See "NOTES TO HELP APPLICANTS".

1769d

YOUR PLANNING APPLICATION

WHY DO YOU NEED TO MAKE A PLANNING APPLICATION ?

New buildings, major alterations and enlargement of existing buildings, and many changes in the use of buildings and land need planning permission.
The Town and Country Planning Acts impose a duty on Local Authorities to control these changes, and this means that a balance has to be found between the need and pressure for change, and the desire to protect the character of settlements and the countryside.
The merits of each application are, therefore, carefully examined.

WHAT ELSE MAY YOU HAVE TO DO ?

Listed Building Consent:	for works to a Listed Building; or for demolition works on land within the curtilage of a Listed Building or within a Conservation Area.
Advertisement Consent:	for the display of advertisements or signs
Building Regulation Approval:	for most new building or construction work.

Special forms are available for these types of applications.

You should also check whether there are any other regulations with which you may need to comply.

WHAT HAPPENS TO THE APPLICATION ?

It will first be checked to see if it is complete and if it is, it will be registered.

Consultations will be carried out with public and other bodies, such as the Highway Authority, or Local Parish Councils.

Publicity may be given to allow local people the opportunity to comment on your proposals.

The application will be considered in relation to the Council's planning policies and guidelines, the past history of decisions on that site or in the locality, other standards (such as parking, or visibility at road junctions), and any other material considerations.

The site will be visited by a Planning Officer You may be asked to submit more information, or to amend your application.

The application will then be considered either by a Planning Committee or Sub Committee (made up of Councillors) or by the Chief Officer responsible for planning matters. Objections to an application will be taken into consideration by the Committee or the Chief Officer.

Shortly after the application has been determined, you will receive a Decision Notice.

HOW LONG WILL IT TAKE ?

An application will generally be determined within eight weeks although a longer period may sometimes be required for a complicated application.

WHAT SORT OF DECISION CAN BE MADE ?

Your application may be approved.

Your application may be approved subject to certain conditions. These could impose restictions on the use of land or buildings, or require further details to be approved at a later stage, (e.g. materials or landscaping).
You may appeal against the conditions, but this opens the entire permission to review by the Secretary of State.

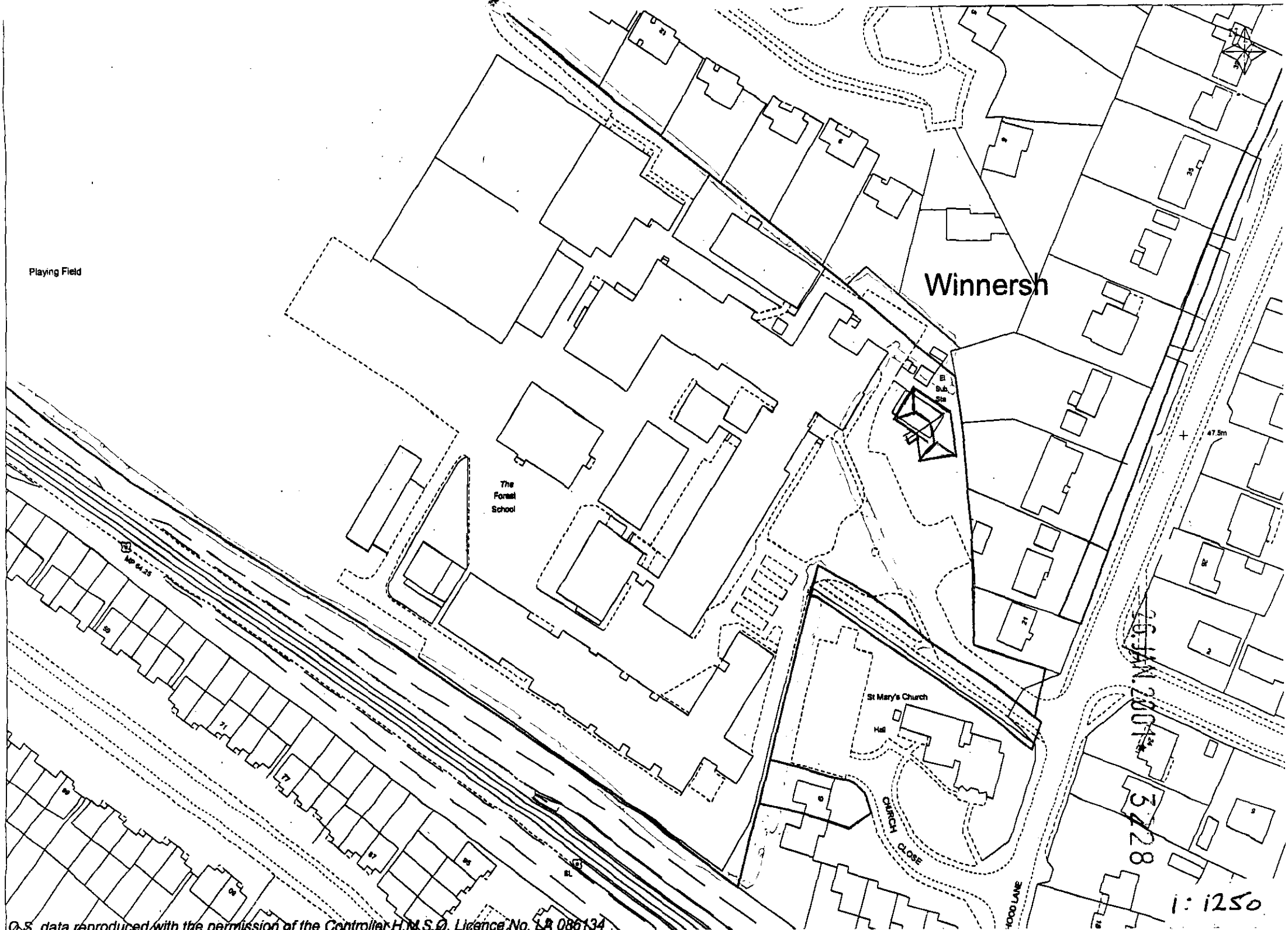
Your application may be refused. The reason will be listed on the Decision Notice.

WHAT HAPPENS IF THE APPLICATION IS REFUSED ?

You have the right to appeal against the refusal to the Secretary of State, but you have to do that within six months. Appeals can be dealt with by written representations by both sides, or by a Public Inquiry.
You may ask the Planning Officer whether an amended application would be more likely to receive planning permission.

DATA PROTECTION ACT 1984

'Information contained in this form is likely to be personal data within the terms of the Data Protection Act 1984, and as such will be held by the Council on computer (such as the PLANAPS applications processing system) and may be used by the Council only for purposes registered under the terms of the Data Protection Act.'



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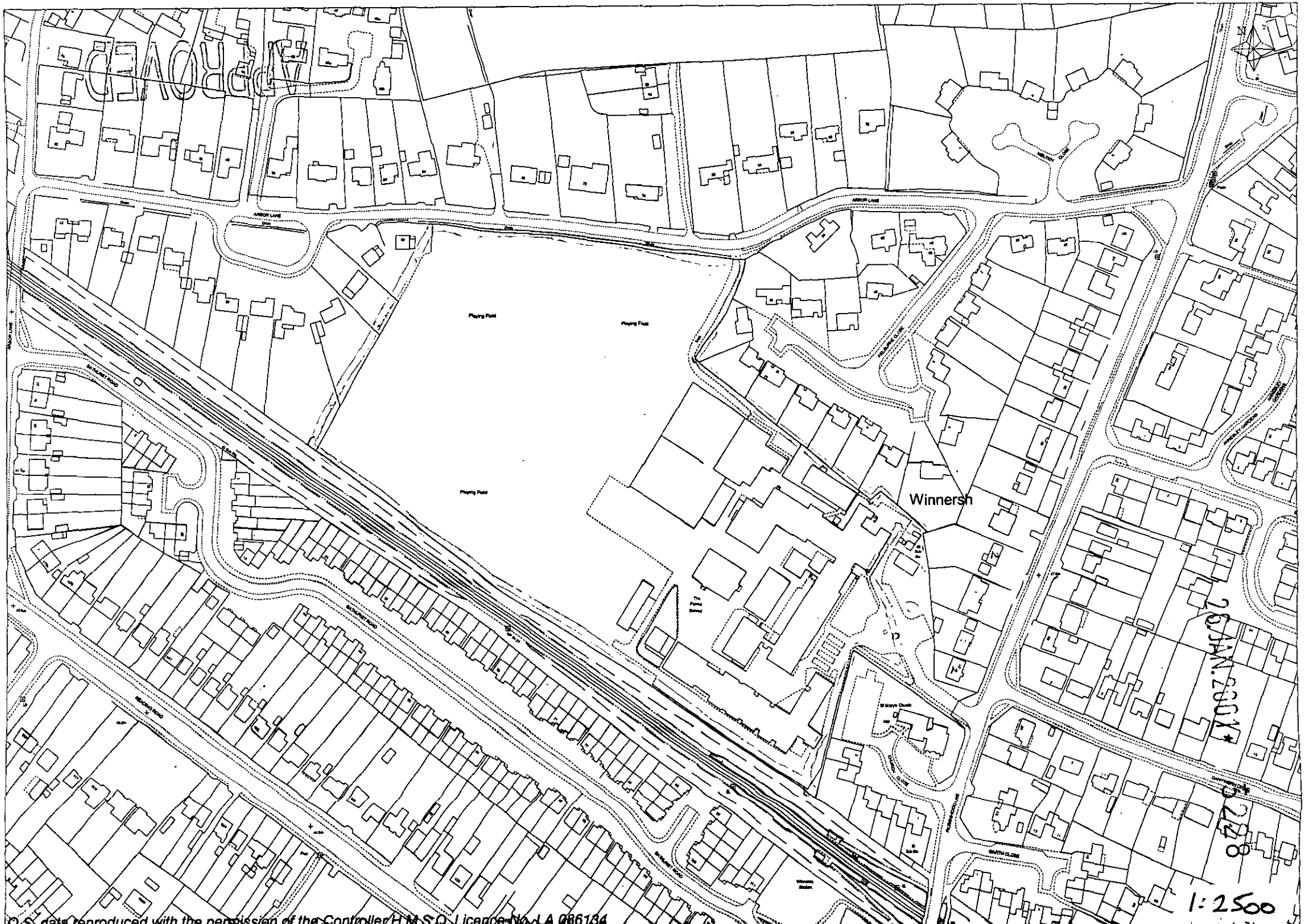

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