

Wokingham Borough Council
Planning Glossary

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A

Accessibility

The ability of everybody to conveniently go where they want. Also refers to the extent of which a product or service is made available to as many sectors of society as possible.

Adopted

There are many stages in the preparation of planning policy documents. 'Adoption' represents the final confirmation of the Development plan / Local Plan by the Local Planning Authority.

Affordable Housing

Affordable Housing includes social rented, affordable rented and intermediate housing (such as shared ownership), provided to specified eligible households whose needs are not met by the market. Eligibility for affordable housing is determined with regard to local incomes and local house prices.

Aggregates

A coarse particulate material used in construction, including sand, gravel, crushed stone, slag, recycled concrete etc.

Agricultural Land Classification

A classification of farmland quality by the Department for Environment, Food & Rural Affairs used to inform decisions about the future use of the land. Land is classified into five categories according to versatility and suitability for growing crops. (See also Best and most versatile agricultural land).

Air Quality Management Area (AQMA)

Areas designated by Local Authorities because they are not likely to achieve national air quality objectives by the relevant deadlines. There is a requirement to draw up an action plan for each AQMA.

Allocated site

A parcel of land which is identified for a particular use within a Development Plan / Local Plan

Amenity

A positive element or elements that contribute to the overall character of an area, for example open land, trees, historic buildings and how they relate to each other.

Amenity green-space

Amenity green-space can provide opportunities for informal activities such as sports, and can serve other purposes such as reducing the noise from a busy road or providing shelter from prevailing winds (by providing a buffer).

Ancient woodland

Woodland that is believed to have existed from at least medieval times without use other than timber production.

Ancillary use / operations

A subsidiary or secondary use or operation connected to the main use of a building or piece of land.

Annual Monitoring Report

An annual monitoring report can be a useful local tool to advertise the achievements of good planning. Councils are now responsible for their own performance management and are accountable to the public, rather than central government. Authorities can now choose which targets and indicators to include in the report as long as they are in line with the relevant UK and EU legislation. Their primary purpose is to share the performance and achievements of the planning service with the local community.

Appeal

The process whereby a planning applicant can challenge an adverse decision, including a refusal of permission. Appeals can also be made to the Planning Inspectorate against the failure of the planning authority to issue a decision, against conditions attached to permission, and against the issue of an enforcement notice.

Appropriate assessment

This is required when a plan or project is likely to result in a significant effect upon a Natura 2000 site when considered in combination with other similar proposals. The Appropriate Assessment indicates how these likely significant effects will be avoided.

Aquifers

The special underground rock layers that hold groundwater, which are often an important source of water for public water supply, agriculture and industry.

Archaeological assessment / evaluation

Rapid and inexpensive operation involving ground survey and small-scale trial trenching carried out by professionally qualified archaeologist(s) looking for historical remains.

Archaeological reserve

A non-statutory designation for protecting archaeological remains.

Area of Outstanding Natural Beauty (AONB)

Areas of Outstanding Natural Beauty are designated under the National Parks and Access to the Countryside Act (1949) and, along with National Parks, they represent the finest examples of countryside in England and Wales.

Article 4 direction

Direction removing some or all permitted development rights, for example within a Conservation Area or curtilage of a listed building.

Assisted living

May be either planning use class C3 or C2 (see 'use class'). A name initially introduced from the United States to describe a form of 'housing with care' designed for older people, and now adopted by a number of housing developers for both the private and rental markets. There is no single definition. The 'Extra care housing' definition will apply to most Assisted living developments, but some also have features of 'Close care housing', that is, access to the services of a nearby care home.

Atomic Weapons Establishment (AWE)

There are two licensed nuclear installations located in West Berkshire which are the Atomic Weapons Establishment sites in Aldermaston (AWE A) and in Burghfield (AWE B).

B

Berkshire Archaeology

An archaeological advice service for Windsor and Maidenhead, Reading, Bracknell Forest, Slough and Wokingham.

Best and most versatile agricultural land

The Agricultural Land Classification system classifies land into five grades, with Grade 3 subdivided into Sub-grades 3a and 3b. The best and most versatile land is defined as Grades 1, 2 and 3a and is the land which is most flexible, productive and efficient in response to inputs and which can best deliver food and non-food crops for future generations.

Biodiversity / Biological diversity

The whole variety of life encompassing all genetics, species and ecosystem variations, including plants and animals.

Biodiversity Action Plan (BAP)

A strategy prepared for a local area aimed at conserving and enhancing biological diversity.

Biodiversity Opportunity Areas

Areas where biodiversity improvements are likely to have the most beneficial results at a strategic scale.

Biomass

Living matter within an environmental area, for example plant material, vegetation, or agricultural waste used as a fuel or energy source.

BREEAM (Building Research Establishment Environmental Assessment Method)

A widely used means of reviewing and improving the environmental performance of buildings. BREEAM assessment methods generally apply to commercial developments (industrial, retail, etc.).

Brief / Planning brief

A planning brief can include site-specific development briefs, design briefs, development frameworks and master plans that seek to positively shape future development.

Brownfield land

Previously developed land which is, or was, occupied by a permanent structure, including the cartilage of the developed land and any associated fixed surface infrastructure. Also see 'Previously Developed Land'.

Building

The term building refers to the whole or any part of any structure or erection. It does not include plant or machinery comprised in a building.

Building Preservation Notice

A notice applying to a building all the protection afforded to Listed Buildings, during which time the Secretary of State will consider whether the building should be granted Listed Building status. The building should be of special historic or architectural interest and be in danger of demolition or alteration harmful to the character of the building.

Building Regulations

are minimum standards for design, construction and alterations to virtually every building. They are developed by the Government and approved by Parliament.

Buffer zone

An area of land separating certain types of development from adjoining sensitive land uses. Often used in relation to minerals and/or waste development.

C

Capacity (in retailing terms)

Money available within the catchment area, with which to support existing and additional retail floorspace.

Care homes

Are use class C2 (see 'use class'). Formerly known as residential care, a care home is a residential setting where a number of older people live, usually in single rooms, on a full board basis and have access to on-site care services. This type of home will be required to be registered with the Care Quality Commission as a 'Care Home'.

A home registered simply as a care home will provide personal care only - help with washing, dressing and giving medication. Some care homes are registered to meet a specific care need, for example dementia or terminal illness.

Care home with nursing

Will be planning use class C2 (see 'use class'). The term nursing home has been replaced by care home with nursing. This type of home will be required to be registered with the Care Quality Commission as a 'Care Home with Nursing'. A home registered for nursing will provide personal care (help with washing, dressing and giving medication), and will also have a qualified nurse on duty twenty-four hours a day to carry out nursing tasks, the exact number of nursing staff to residents will depend on the number of occupants of the home. These homes are for people who are physically or mentally frail or people who need regular attention from a nurse. Accommodation is provided, usually in single rooms, on a full board basis.

Some homes, registered either for personal care or nursing care, can be registered for a specific care need, for example dementia or terminal illness. Dual registered homes no longer exist, but homes registered for nursing care may accept people who just have personal care needs but who may need nursing care in the future.

Catchment (in retailing terms)

An area often considered within easy walking or driving distance whereby people are happy travelling to shops.

Change of use

A change in the way that land or buildings are used (see Use Classes Order). Planning permission is usually necessary in order to change a "use class".

Character

A term relating to Conservation Areas or Listed Buildings, but also to the appearance of any rural or urban location in terms of its landscape or the layout of streets and open spaces, often giving places their own distinct identity.

Charging schedule

Local authorities wishing to charge the Community Infrastructure Levy must produce a charging schedule setting out the levy's rates in their area.

Circular

A Government publication setting out policy approaches.

Climate change

Long-term changes in temperature, precipitation, wind and all other aspects of the Earth's climate. The accelerated form of this is often regarded as a result of human activity and fossil fuel consumption.

Close care / Continuing care housing

Generally planning use class C2 although elements maybe C3 (see 'use class'). Close Care or Continuing Care schemes are a relatively new concept and consist of independent flats or bungalows built on the same site as a care home. This scheme may have several services registered with the Care Quality Commission, if there is a care home on site, this is likely to be registered as a 'Care Home', separately from services provided to other accommodation on site, which may be registered for 'Domiciliary Care Services'. Residents often have some services (such as cleaning) included in their service charge and other services can be purchased from the care home.

Close / Continuing care schemes can either be rented or purchased. Purchasers may receive a guarantee that the management will buy back the property if they enter the care home.

Coalescence

The merging or coming together of separate towns or villages to form a whole entity.

Combined Heat and Power (CHP)

The combined production of heat, usually in the form of steam, and power, usually in the form of electricity.

Committee

At a planning authority, a committee consists of locally elected Councillors that make decisions upon planning matters.

Community Infrastructure Levy

The CIL is a planning charge that came into force on 6 April 2010 through the Community Infrastructure Levy Regulations 2010. It allows Local Planning Authorities to raise funds from developers undertaking new building projects in their area. The money can be used to fund a wide range of infrastructure that is needed as a result of development. This includes transport schemes, flood defences, schools, hospitals and other health and social care facilities, parks, green spaces and leisure centres. The system is very simple. It applies to most new buildings and charges are based on the size and type of the new development.

Comparison goods

Retail items not bought on a frequent basis, for example; clothing and footwear; household textiles and furnishings and household appliances

Completions

This term is used to describe where housing is completed. The housing does not necessarily have to be occupied.

Compulsory Purchase Order (CPO)

An order issued by the Government or a Local Planning Authority to acquire land or buildings for public interest purposes. For example the redevelopment of certain brownfield sites.

Conditions (or 'planning condition')

Requirements attached to a planning permission to limit or direct the manner in which a development is carried out.

Conservation Area

An area designated under the Planning (Listed Buildings and Conservation Areas) Act 1990 as being of special architectural or historic interest, the character and interest of which it is desirable to preserve and enhance.

Conservation Area consent

Consent required for the demolition of an unlisted building within a Conservation Area.

Contaminated land

Land designated under Part IIA of the Environment Act (1990) that has been polluted or harmed in some way making it unfit for safe development and usage unless cleaned.

Convenience goods

Everyday items, such as food, alcoholic drink, tobacco products, newspapers, and periodicals, non-durable household goods.

Conversions

Generally means the change of use of a building from a particular use, classified in the use classes order, to another use. Can also mean the sub-division of residential properties into self-contained flats or maisonettes.

Core Employment Area (CEA)

These tend to be the largest employment areas in the Borough and are where development for business, industry, or warehousing will generally be permitted and where, the expansion or intensification of existing employment uses is acceptable.

Core Strategy

Forms part of the Development Plan for the Borough by setting out the spatial vision and objectives of the planning framework for an area, having regard to the Community Strategy. The Wokingham Borough Core Strategy was adopted on 29th January 2010. see also: Development Plan Documents)

Cost-benefit analysis

An assessment method that is sometimes used to consider the benefits and costs of a development proposal, such as a major infrastructure project.

Cross cutting

Cross Cutting (prefixed with a 'CC') policies cover the more detailed generic policies that will apply to most types of development in the MDD DPD. See also: managing Development Delivery Development Plan Document.

Culture

Culture includes arts, media, sports, libraries, museums, parks, and the countryside, built heritage, tourism, and the creative industries.

Cumulative impact

A number of developments in a locality or a continuous activity over time that together may have an increased impact on the environment, local community or economy.

Curtilage

The area normally within the boundaries of a property surrounding the main building.

Cycle network

An integrated network of both on and off road routes to facilitate an easier and safer journey for cyclists.

D

Decentralised energy

Local renewable energy and local low-carbon energy usually but not always on a relatively small scale encompassing a diverse range of technologies. Decentralised energy (DE) systems generate power at or near the point of use.

Delegated powers

A power conferred to designated planning officers by locally elected Councillors so that officers may take decisions on behalf of the Council upon specified planning matters.

Deliverable Sites

Those sites which are:

- Available – site is available now
- Suitable – site offers a suitable location for development and contributes to the creation of sustainable, mixed communities
- Achievable – there is reasonable prospect that housing will be delivered on the site.

Demand Management

The application of strategies, policies and other measures to reduce or redistribute travel demand and improve the use of sustainable travel options instead of car-based travel.

Dementia extra care housing

May be either planning use class C3 or C2 (see 'use class'). Dementia extra care housing is designed specifically for people with dementia and caters for a wide range of needs and individual circumstances. Each individual has a self-contained apartment together with access to communal facilities such as lounges, kitchens and activity rooms. 24 hour care and support is available onsite, tailored to individual needs. The care service will be registered with the Care Quality Commission for 'Extra Care Housing Services'. Residents are encouraged to maintain as much independence as possible.

Demographic

Statistical data of a population.

Density

In the case of residential development, a measurement of either the number of dwellings per hectare or the number of habitable rooms per hectare.

Department for Culture, Media and Sport (DCMS)

The DCMS works to make sure the communications, creative, media, cultural, tourism, sport and leisure economies have the framework to grow and have real impact on people's lives. Responsibilities also include listing of historic buildings, scheduling of ancient monuments, export licensing of cultural goods.

Department for Transport (DfT)

The UK Government department responsible for transport.

Departure

A proposed development that is not in accordance with the adopted Development Plan / Local Plan.

Design guide

A document providing guidance on how development can be carried out in accordance with the design policies of a local authority or other organisation often with a view to retaining local distinctiveness.

Design and Access Statement

A Design and Access Statement is required for many types of planning application – full, outline, and listed building application. It should clearly identify a number of issues including the philosophy and approach to inclusive design and the key issues of the particular scheme.

Detailed Emergency Planning Zone (DEPZ)

An area within either 3km of Atomic Weapons Establishment (AWE) Aldermaston or 1.5km of AWE Burghfield where issues of emergency preparedness are considered.

Determination

A Local Planning Authority process to decide whether a proposed development requires planning permission.

Developable Sites

Those sites which are in a suitable location for housing development and which have a reasonable prospect of being available and capable of development within the envisaged timescale.

Development

Development is defined under the Town and Country Planning Act (1990) (as amended) as "the carrying out of building, engineering, mining or other operation in, on, over or under land, or the making of any material change in the use of any building or other land." Most forms of development require planning permission (see also permitted development).

Development limits

Development limits are defined with the Development Plan / Local Plan. They identify the area within which development proposals would be acceptable, subject to complying with other policies contained in the Development Plan. They seek to prevent development from gradually extending into the surrounding countryside. See Limits to Build Developments.

Development Management (previously Development Control)

The process whereby a Local Planning Authority manages, shapes, and considers the merits of a planning application and whether it should be given permission.

Development Plan

A document setting out the Local Planning Authority's policies and proposals for the development and use of land and buildings in the authority's area. It includes Unitary, Structure, and Local Plans prepared under the Planning & Compulsory Purchase Act of 2004 (where it described under s.38). Under the Localism Act 2011, there is the ability for Parish and Town Councils to produce Neighbourhood Development Plans, which would also form part of the Development Plan. As of July 2016, the Development Plan for Wokingham Borough comprises the Core Strategy (January 2010), the Managing Development Delivery Development Plan Document (February 2014), the 'saved' policies of the replacement Minerals Local Plan for Berkshire incorporating the alterations and the 'saved' policies of the Waste Local Plan for Berkshire as well as saved policy NRM6 from the South East Plan.

Development Plan Document (DPD)

A policy-setting document that forms part of the statutory development plan, including the Core Strategy, Proposals Map. These are subject to rigorous procedures of community

involvement, consultation, and independent examination by Planning Inspectorate, and adopted after receipt of the inspector's binding report. Once adopted, development control decisions must be made in accordance with them unless material considerations indicate otherwise.

Disabled access

The ability of disabled people (as defined in the Disability Discrimination Act 1995) to conveniently go where they want. See also Disability Discrimination Act.

Disability Discrimination Act (DDA)

The Disability Discrimination Act (DDA) 1995 aims to prevent discrimination to disabled people. This Act has been significantly extended, including by the Disability Discrimination Act 2005. It now gives disabled people rights in the areas of:

- Employment
- Education
- Access to goods, facilities and services, including larger private clubs and land-based transport services
- Buying or renting land or property, including making it easier for disabled people to rent property and for tenants to make disability – related adaptations
- Functions of public bodies, for example issuing of licences
- The Act required public bodies to promote equality of opportunity for disabled people. It also allows the Government to set minimum standards so that disabled people can use public transport easily.

Distributor road

Roads that distribute traffic and bus services within the main residential, commercial and industrial built-up areas.

District centres

Usually comprising groups of shops and some services, separate from the town centre, but with more variety than local centres. They can include suburban centres.

Duty to Co-Operate (DtC)

The duty to cooperate was created in the Localism Act. It places a legal duty on local planning authorities, county councils in England and public bodies to engage constructively, actively and on an ongoing basis to maximise the effectiveness of Local Plan preparation in the context of strategic cross boundary matters.

Duty to DtC co-operate Strategic policies are defined in the NPPF (para. 156):

- the homes and jobs needed in the area;
- the provision of retail, leisure and other commercial development;
- the provision of infrastructure for transport, telecommunications, waste management, water supply, wastewater, flood risk and coastal change management, and the provision of minerals and energy (including heat);
- the provision of health, security, community and cultural infrastructure and other local facilities;
- climate change mitigation and adaptation, conservation and enhancement of the natural and historic environment, including landscape.

Dwelling

A self-contained building or part of a building used as a residential accommodation, and usually housing a single household. A dwelling may be a house, bungalow, flat, maisonette, or converted farm building.

E

Economic Development Strategy

Produced by Wokingham Borough Council. It sets out a joint vision, priority themes, and activities that seek to improve the economic well-being and quality of life for residents in Wokingham over a 3 year period.

Economic Development Needs Assessment – Central Berkshire FEMA

This EDNA considers the objectively assessed economic development needs for Bracknell Forest, Reading, Windsor and Maidenhead and Wokingham within the Central Berkshire Core FEMA over the period 2013-2036. The study considers future quantitative land and floorspace requirements alongside related qualitative factors for individual sectors and employment uses.

Edge-of-centre

A location that is within easy walking distance (often considered around 300m) of the primary shopping area. For all other main town centre uses, a location within 300 metres of a town centre boundary. For office development, this includes locations outside the town centre but within 500 metres of a public transport interchange. As defined in the National Planning Policy Framework (NPPF).

E-government / E-planning

Initiatives helping local authorities provide planning services 'on-line' and accessible via the internet and email, for example, the Planning Portal website.

Elevation

The actual facade (or face) of a building, or a plan showing the drawing of a facade.

Empirical data

Based on observation or experience rather than theory

Energy from waste

The conversion of waste into a useable form of energy, often heat or electricity.

English Heritage

The UK Government body with responsibility for all aspects of protecting and promoting the historic environment.

Enhanced sheltered housing

Generally planning use class C3 (see 'use class'). Sheltered housing where personal care and support services are available, but not 24/7. The care services are likely to be registered with the Care Quality Commission for 'Domiciliary Care Services'.

Environment Agency

A UK Government body that aims to prevent or minimise the effects of pollution on the environment and issues permits to monitor and control activities that handle or produce waste. It also provides up to date information on waste arising and deals with other matters such as water issues including flood protection advice.

Environmental Impact Assessment (EIA), and Environmental Statement (EAs)

Applicants for certain types of development are required to submit an "environmental statement" accompanying a planning application. This evaluates the likely environmental impacts of the development, together with an assessment of how the severity of the impacts could be reduced.

Evidence base

The information and data gathered by Local Planning Authorities to justify the "soundness" of the policy approach set out in Local Development Documents, including physical, economic, and social characteristics of an area.

Examination in Public (EIP)

A term given to the examination of Development Plans / Local Plans.

Extra care housing

May be either planning use class C3 or C2 (see 'use class'). Extra care housing offers self-contained apartments, each one with a bedroom, a living room, bathroom and kitchen either for rent or to purchase. A care team is onsite 24 hours a day and personal care and support for individuals is tailored to each persons assessed needs. The care service will be registered with the Care Quality Commission for 'Extra Care Housing Services'.

Extra care housing offers a community with facilities for people to socialise and pursue their hobbies and interests together with catering facilities on site providing meals to purchase. Extra care housing gives people control over their income, care and support and assistance in emergencies

F**Fascia**

Part of the face or elevation of a building, where the shop or occupier's name is usually displayed.

Flexibility

The Council had previously applied a 10% flexibility allowance from all sources of supply except completions. However the authority is aware that in several planning appeals for residential development outside of the borough, it has been accepted that a 10% flexibility allowance should be applied in addition to any buffers required by the NPPF. However, the NPPF (paragraph 47) indicates that sites with planning permission should be regarded as deliverable. Therefore, this indicates that there is no requirement to deduct a flexibility allowance from sites with permission.

Flood plain

Generally flat-lying areas adjacent to a watercourse, tidal lengths of a river or the sea where water flows in times of flood or would flow but for the presence of flood defences.

Flood Risk Assessment (FRA)

An assessment of the likelihood of flooding in a particular area so that development needs and mitigation measures can be carefully considered.

Footfall / Pedestrian flow

The numbers and movements of people to provide a health indicator of shopping centres, whilst also informing potential businesses of the likely level of passing trade.

Fossil fuels (a non-renewable fuel)

Carbon-rich fuel (coal, oil and natural gas) formed from the remains of ancient animals and plants. Their combustion is considered to contribute to the 'enhanced greenhouse effect'.

Front-loading

Community involvement in the production of Local Development Documents to gain public input and seek consensus from the earliest opportunity.

Full application

A planning application seeking full permission for a development proposal with no matters reserved for later approval.

Functional Economic Market Area Study (FEMA)

The FEMA study has been commissioned by Thames Valley Berkshire Local Enterprise Partnership ('TVBLEP') and the six Berkshire authorities of Bracknell Forest, Reading, Slough, West Berkshire, Windsor and Maidenhead and Wokingham. It establishes the various functional economic market areas that operate across Berkshire and the wider sub-region, in order to provide the six authorities and the TVBLEP with an understanding of the various economic relationships, linkages and flows which characterise the sub-regional economy.

G**Garden towns and villages**

Are based on principles that call for holistically planned new settlements that are beautiful, heathy and sociable. While they do not have a monopoly on such characteristics, the approach offers distinct advantages over more conventional models of large-scale housing delivery.

General conformity

All other Development Plan Documents must conform to a Core Strategy DPD.

General Permitted Development Order (GPDO)

A Government policy order outlining that certain limited or minor forms of development may proceed without the need to make an application for planning permission.

Geodiversity

The range of rocks, minerals, fossils, soils and landforms.

Geographic Information System (GIS)

A computer based system whereby mapping and information are linked for a variety of uses, such as justifying Local Development Documents.

Geothermal technology

Technology related to the transfer of energy from heat inside the Earth, usually carried to the surface by superheated water and steam.

Green Belt

A designation for land around certain towns and built-up areas, which aims to keep the land permanently open or largely undeveloped. The purposes of the green belt are to:

- check the unrestricted sprawl of large built up areas
- prevent neighbouring towns from merging
- safeguard the countryside from encroachment
- preserve the setting and special character of historic towns
- assist urban regeneration by encouraging the recycling of derelict and other urban land

In Wokingham Borough, the Green Belt comprises land north and east of Twyford but excluding Wargrave, and includes land in the parish of St. Nicholas Hurst east of the 'The Straight Mile' and north of Carter's Hill.

Greenhouse gases

Naturally occurring examples include water vapour, carbon dioxide, methane, nitrous oxide and ozone. Some human activities increase the amount and portion of these gases in the earth's atmosphere, including fossil fuel combustion within motor vehicles and some power stations.

Greenfield land

Land (which can be a defined site) that has not been previously developed.

Green infrastructure

A network of multi-functional green space, both new and existing, both rural and urban, which supports the natural and ecological processes and is integral to the health and quality of life of sustainable communities.

Green routes

Roads into settlements that are lined with trees and other vegetation which make a significant contribution to character and environment of the area and contribute to the Borough's network of wildlife corridor.

Green Route Enhancement Areas

These are stretches of road that have the potential to be green routes, particularly sections running between existing green routes.

Groundwater

An important part of the natural water cycle present underground, within strata known as aquifers.

Gypsy & Traveller Accommodation Assessment (GTAA)

A study which looks at the existing and future traveller needs, and estimates potential supply.

H**Habitable rooms**

Any room used or intended to be used for sleeping, cooking, living or eating purposes. Enclosed spaces such as bath or toilet facilities, service rooms, corridors, laundries, hallways, utility rooms or similar spaces are excluded from this definition.

Habitat

The characteristic natural home or locality of a group of plants or animals.

Habitats Regulation Appraisal (HRA)

A Habitat Regulations Appraisal (HRA) looks at the likely impacts of implementing a plan or policy on a Natura 2000 Site. The appraisal is required in response to the Habitats Directive (Directive 92/43/EEC) on the conservation of natural habitats and wild fauna and flora. This includes considering if a land use plan will work against any conservation objectives. Where significant negative effects are identified, alternative options are examined to avoid any potential damaging effects. See also Natura 2000 Site.

Heritage asset

A building, monument, site, place, area, or landscape identified as having a degree of significance meriting consideration in planning decisions, because of its heritage interest. Heritage asset includes designated heritage assets and assets identified by the Local Planning Authority (including local listing).

High Court challenge

A procedure whereby an applicant may challenge a planning decision or a notice of intention to adopt a development plan via the High Court.

High demand housing areas

Locations with a high demand for housing resulting in expensive pricing and rents making it difficult to enter the housing market, for example some rural locations, commuter areas and many locations in southern England.

Historic environment

All aspects of the environment resulting from the interaction between people and places through time, including all surviving physical remains of past human activity, whether visible, buried or submerged, and landscaped and planted or managed flora.

Historic Environment Record

A list, description, and assessment of all known archaeological finds, remains and ancient monuments including a map of each site. See also Sites and Monuments Record.

Historic Parks and Gardens

A park or garden of special historic interest. Graded I (highest quality), II* or II. Designated by English Heritage.

Households

A house and its occupants regarded as a unit.

Housing and Economic Land Availability Assessment (HELAA) Methodology

The (HELAA) helps to identify future sources of land to help meet development needs. It is a technical study of all potential land for housing and economic uses (such as offices and retail). It was formerly restricted to just housing land and was referred to as the Strategic Housing Land Availability Assessment (SHLAA).

A joint methodology has been prepared in 2016 by Reading Borough Council, the Royal Borough of Windsor and Maidenhead Slough Borough Council, West Berkshire Council and Wokingham Borough Council. The methodology will be used to assess the land for development. It sets out the way the councils broadly propose to assess the suitability of land put forward for development; whether it is available, achievable and whether the development could realistically be built in the timescales expected.

Housing Land Availability (HLA)

The total amount of land reserved for residential use awaiting development.

Housing Land Supply (HLS)

For planning purposes, this is the five year housing land supply. This relates to the number of dwellings considered capable of being delivered within a five-year time framework (as set out in the housing trajectory), when compared to the housing requirement.

Housing Market Area (HMA)

This is a geographical area defined by household demand and preferences for all types of housing, reflecting the key functional linkages between places where people live and work.

This is the theoretical quantity of future homes needed

Housing in Multiple Occupancy (HMO)

Residential property where common areas such as bathrooms and kitchens are shared by more than one household. HMOs consist of a variety of property types such as bedsits, shared houses, and purpose-built HMOs.

Human Rights Act

The Human Rights Act (1998) incorporated provisions of the European Convention on Human Rights (ECHR) into UK law. The general purpose of the ECHR is to protect human rights and fundamental freedoms and to maintain and promote the ideals and values of a democratic society. It sets out the basic rights of every person together with the limitations placed on these rights in order to protect the rights of others and of the wider community. The specific Articles of the ECHR relevant to planning include:

- Article 6 (Right to a fair and public hearing)
- Article 8 (Right to respect for private and family life, home and correspondence)
- Article 14 (Prohibition of discrimination) and;
- Article 1 of Protocol 1 (Right to peaceful enjoyment of possessions and protection of property)

I

Inclusive communities

Communities that promote integration and aim to tackle the exclusion of marginalised groups. This is primarily achieved through suitable housing provision, the co-ordination of appropriate services and addressing the requirements of the population.

Independent Examination

The process by which an Independent Planning Inspector may publicly examine a 'Development Plan / Local Plan and any representations, before issuing a binding report.

Independent retailer

A retailer operating separately and outside of a larger company chain.

Infrastructure

Permanent resources service society's needs including: roads, sewers, schools, hospitals, railways, and communications - see also the supporting text (paragraph 4.27) to policy CP4 – Infrastructure Requirements of the Core Strategy.

Infill development

Building on a site between existing buildings.

Information Technology (I.T.) / Information and Communication Technology (I.C.T.)

The technology required for information processing. In particular the use of computers and computer software to convert, store, process, transmit and retrieve information.

Infrastructure

The physical features (for example roads, railway lines and stations) that make up the transport network. This term is also used in a broader context to include services and facilities such as schools, hospitals and health facilities, etc.

Infrastructure Delivery Plan

The Infrastructure Delivery Plan includes details of the infrastructure needed to support the delivery of the Core Strategy.

Inquiry (sometimes known as a Public Inquiry)

A public examination of the Development Plan / Local Plan by an Independent Planning Inspector, who will then issue a report of recommendations into the matters discussed. Can also apply to a public inquiry into refusal of planning permission.

Inset map

A larger scale map that covers a small part of the wider proposals map such as a town centre.

Inspector's report

A report issued by an Independent Planning Inspector (from the Planning Inspectorate) regarding the planning issues debated at the independent examination of a Development Plan / Local Plan or a planning inquiry.

J**Judicial review**

A procedure when decisions are challenged by a third party by which the High Court may review the reasonableness of decisions made by administrative authorities or lower courts, for example a planning decision.

K**Key diagram**

The diagrammatic interpretation of the spatial strategy as set out in the Wokingham Borough Core Strategy.

Key worker housing

A key worker is a public sector employee who is thought to provide an essential service. Key workers include teachers, doctors, police officers and fire fighters. In September 2005 Atisreal was commissioned by Thames Valley West Key Worker Strategy ("TVWKWS") to identify 'key workers' and establish their current and future housing needs. This was carried out for the local authority areas of Reading, Wokingham, West Berkshire and Bracknell Forest. The findings of this study will be used to inform the planning policies of all four local authorities.

L**Landscape Capacity Assessment**

A method of assessing landscape sensitivity and its capacity to accommodate a particular type of development.

Landscape character

The distinct and recognisable pattern of the landscape that occurs consistently in a particular type of landscape. It reflects particular combinations of geology, landform, soils, vegetation, land use and human settlement.

Landscape Character Area Assessment

A technique used to develop a consistent and comprehensive understanding of landscape character. It provides more detailed descriptions and analysis at a local level. Formally describes and classifies different landscapes. It also outlines how landscapes should be conserved and managed.

Lawful Development Certificate

A procedure by an application can be made to a Local Planning Authority seeking certification that an existing or proposed uses, and other forms of development, can be considered as lawful for planning purposes.

Layout

The way buildings, routes and open spaces are placed or laid out on the ground in relation to each other.

Legibility (in terms of settlement patterns)

Locations, streets, open spaces and places that have a clear image and are easy to understand. For example, a location that is easy to find your way around.

Lifetime Homes

What makes a Lifetime Home is the incorporation of 16 design features that together create a flexible blueprint for accessible and adaptable housing in any setting. The Lifetime Homes concept increases choice, independence and longevity of tenure, vital to individual and community well-being.

Limits of built development

Limits to built development are defined with the Development Plan / Local Plan. They identify the area within which development proposals would be acceptable, subject to complying with other policies contained in the Development Plan. They seek to prevent development from gradually extending into the surrounding countryside. See Development Limits.

Listed Building

A building included on a list of buildings of architectural or historic interest, compiled by the Secretary of State, under the Planning (Listed Buildings and Conservation Areas) Act (1990).

Listed Building consent

Consent required for the demolition, in whole or in part of a listed building, and for any works of alteration or extension that would affect the character of the building.

Listed Building Enforcement Notice

A notice issued if work is carried out on a Listed Building without consent, and requiring that the building be brought back to its former state or other remedial works.

Listed Building Purchase Notice

A notice served on a Local Planning Authority where Listed Building consent is refused or is granted subject to onerous conditions, and where the owner can demonstrate that land is incapable of reasonably beneficial use.

Local Areas off/for Play (LAP)

An area of at least 100m² with up to three activities, with a minimum 5m buffer zone.

Local Development Order (LDO)

An order made by a Local Planning Authority that provides permitted development rights for certain forms of development within a set geographical area.

Local Development Scheme (LDS)

The Local Planning Authority's time-scaled programme for the preparation of Development Plan / Local Plan.

Local Economic Partnerships (LEPs)

They are designed to encourage private and public sector organisations to work together to promote local economic development. The Thames Valley LEP includes Wokingham Borough.

Local Listing (Sometimes listed as a 'Building of Local Importance')

Locally important building valued for contribution to local scene or for local historical situations but not meriting statutory Listed Building status.

Local Nature Reserve (LNR)

A habitat of local or regional significance that makes a useful contribution both to nature conservation and to the opportunities for the community to see, learn about and enjoy wildlife.

Local Plan

A plan for the future development of a local area. It contains planning policies to be used when the Council determines planning applications. It is subject to Examination by an independent Planning Inspector and, once adopted, forms part of the Development Plan for the Borough.

Local Planning Authority

The local authority or council that is empowered by law to exercise planning functions. Often, this is (but not exclusively) the local borough or district council, such as Wokingham Borough Council. The National Parks Authorities are an example of the Local Planning Authority in the areas they cover, but are not a council organisation.

Local Transport Plan

An integrated transport strategy, prepared by local authorities in partnership with the community, seeking funding to help provide local transport projects. The plan sets out the resources predicted for delivery of the targets identified in the strategy.

Local Wildlife Sites (LWS)

Local Wildlife Sites, while not of national status, have a borough-wide significance. Each site identified provides a high-grade habitat for a diverse range of flora and fauna meriting careful conservation. Sites are evaluated according to criteria, including: diversity of species; features of wildlife importance, rarity of habitat and species in local and county context, management and current use, public access and linkages with other sites and areas

Localism Act (2011)

Devolved more planning powers to councils and local communities, including the introduction of neighbourhood planning and other measures. The Localism Act received Royal Assent in November 2011 and covers a wide range of local government and other matters. The principle of localism is that power and resources should be transferred from central government to the local level. It is based on the principle that decisions should be taken as closely as possible to the people they affect.

Locally Equipped Area of/for Play (LEAP)

An area of at least 400m² with at least five activities, with minimum 20m buffer zones (NB minimum of 30m buffer zones for teenage equipment).

M

Main Town Centre Uses

The NPPF states that the main town centre uses include retail development (including warehouse clubs and factory outlet centres); leisure, entertainment facilities the more intensive sport and recreation uses (including cinemas, restaurants, drive-through restaurants, bars and pubs, night-clubs, casinos, health and fitness centres, indoor bowling centres, and bingo halls); offices; and arts, culture and tourism development (including theatres, museums, galleries and concert halls, hotels and conference facilities).

Maisonette

A flat consisting of more than one level.

Market Homes

Homes for people to buy and rent.

Market housing

Housing supply where the type, design, and prices are set in a market determined by supply and demand and there are no barriers to entry.

Master plan

A type of planning brief outlining the preferred usage of land and buildings, as a framework for planning applications.

Material consideration

A matter that should be taken into account when assessing a planning application or an appeal against a planning decision. It must be a genuine planning consideration that reasonably relates to the application concerned, and is in the public interest.

Managing Development Delivery Development Plan Document (MDD DPD)

The MDD DPD forms part of the Development Plan for the Borough. It provides a greater level of detail about how the vision in the borough's adopted Core Strategy will be delivered in practice. It set out specific planning policies that will be used in the determination of planning applications.

Members

Local Councillors are elected by the community to decide how the council should carry out its various activities. They represent public interest as well as individuals living within the ward in which he or she has been elected to serve a term of office. They have regular contact with the general public through council meetings, telephone calls or surgeries. Surgeries provide an opportunity for any ward resident to go and talk to their councillor face to face and these take place on a regular basis.

Minerals

Rock or other material that has a commercial value when extracted.

Mixed use (or mixed use development)

Provision of a mix of complementary uses, for example, town centre development which contains mixed use development e.g. retail, leisure, office and residential.

Multimodal study

A detailed study of options to address a specific transport problem. A multi-modal study assesses a range of options across a number of modes of transport against the Government transport objectives of environment, safety, economy, integration and accessibility.

Multiple retailer

Stores within a company chain and feature within high streets across the country

Multiplier effect

The extended impact of an economic action upon employment. For example, a new major business may place orders with a smaller one helping to create extra jobs.

N**National Heritage List for England (NHLE)**

The official database which provides access to up to date information on all nationally designated heritage assets.

National Nature Reserves (NNRs)

Areas designated with the aim of securing protection and appropriate management of the most important areas of wildlife habitat, and to provide a resource for scientific research. All NNRs are Sites of Special Scientific Interest. See also Sites of Special Scientific Interest.

National Planning Policy Framework (NPPF)

The National Planning Policy Framework published in March 2012 sets out the Government's planning policies for England and how these are expected to be applied.

National Planning Practice Guidance (NPPG)

The NPPG is a web based resource which contains guidance to supplement the NPPF. It was first published in March 2014, and is regularly updated.

National trail

Long distance routes for walking, cycling, and horse riding.

Natura 2000 site

This is a Europe-wide network of sites tasked with the preservation of natural heritage

Natural England

UK Government advisors on nature conservation in England.

Nature conservation

The protection, management and promotion of wildlife habitat for the benefit of wild species, as well as the communities that use and enjoy them.

Need (in retail terms)

The balance of supply and demand between retailers and consumers. Often measured in terms of excess expenditure (or money of the resident population) available to justify new shops to be built.

Neighbourhood centre

Neighbourhood centres comprise clusters of five community facilities which are located within a distance of 400m. Each centre contains community facilities such as a primary school, shop, public house, community hall, place of worship.

Neighbourhood Development Plan (NDP)

For WBC, this is a plan prepared by a Parish or Town Council.

Neighbourhood Equipped Area for Play (NEAP)

An area of at least 1000m² with at least eight activities, with a minimum 30m buffer zone.

Non-fossil fuels

Sources of energy not derived from the combustion of fossil fuels. Examples include renewable energy resources such as wind or hydroelectric (water) power.

O**Objective Assessment of (housing) Need (OAN)**

This is the theoretical quantity of future homes needed (including details of type, tenure and size). It takes account of a number of factors through the 'SHMA' process. It is a 'policy off' position Objective OAN Assessment of (housing) Need (whereby policy constraints are not taken into consideration). The Local Plan process then translates the OAN into a local housing requirement.

Objectives and indicators

Objectives are what are trying to be achieved, and indicators are measures that show whether or not objectives are being achieved..

Office for Nuclear Regulation

Seeks to secure the protection of people and society from the hazards of the nuclear industry, by ensuring compliance with relevant legislation and by influencing the nuclear industry to create an excellent health, safety, and security culture.

Open space

All open space of public value, including not just land, but also areas of water (such as rivers, canals, lakes and reservoirs) which offer important opportunities for sport and recreation and can act as a visual amenity.

Outline application

A general application for planning permission to establish that a development or proposed use is acceptable in principle, subject to subsequent approval of detailed matters.

Out-of-centre

A location which is not in or on the edge of a centre but not necessarily outside the urban area.

Out-of-town

An out-of-centre development outside the existing urban area.

Over-development

An amount of development (for example the quantity of buildings or intensity of use) that is excessive in terms of demands on infrastructure and services, or impact on local amenity and character.

P**Permitted development (or Permitted Development Rights)**

Rights to carry out certain limited forms of development without the need to make an application for planning permission, as granted under the terms of the Town and Country Planning (General Permitted Development) Order (1995) (as amended).

Phasing or Phased development

The phasing of development into manageable parts. For example, an annual rate of housing release for a large development that may need to be controlled so as to avoid destabilising housing markets and causing low demand.

Plan, Monitor and Manage (PMM) (in housing terms)

Approach to housing provision to ensure that the provision is planned for, monitored and then managed to alleviate any issue, if necessary.

Plan-led system

The principle that decisions upon planning applications should be made in accordance with the adopted Development Plan / Local Plan unless there are other material considerations that may indicate otherwise.

Planning system

Planning ensures that the right development happens in the right place at the right time, benefitting communities and the economy. It plays a critical role in identifying what development is needed and where, what areas need to be protected or enhanced and in assessing whether proposed development is suitable.

Planning Advisory Service (PAS)

A service set up by Government to give help and advice to Local Planning Authorities.

Planning Aid

Planning Aid is a service independent of the UK Government which provides free and independent advice and support to community groups and individuals unable to employ a planning consultant.

Planning & Compulsory Purchase Act 2004

An Act to make provision relating to spatial development and town and country planning and the compulsory acquisition of land.

Planning consultant

A consultant that specialises in giving planning advice.

Planning gain

The benefits or safeguards, often for community benefit, secured as part of a planning approval and usually provided at the developer's expense, for example, affordable housing, community facilities or mitigation measures.

Planning Inspectorate (PINS)

The Planning Inspectorate carries out planning and enforcement appeals, holds examinations into Development Plan Documents and a wide range of other planning related casework under planning and environmental legislation in England and Wales.

Planning obligations and agreements

Legal agreements between a Local Planning Authority and a developer, or offered unilaterally by a developer, ensuring that certain extra works related to a development are undertaken. For example, the provision of highways. Sometimes called a "section 106" agreement or a unilateral undertaking.

Planning out crime

The planning and design of street layouts, open space, and buildings so as to reduce the actual likelihood or fear of crime, for example by creating natural surveillance.

Planning permission

Formal approval sought from a Local Planning Authority, often granted with conditions, allowing a proposed development to proceed. Permission may be sought in principle through outline plans, or be sought in detail through full plans.

Planning Policy for Traveller Sites

Sets out the Government's policy for traveller sites and is to be read in conjunction with the NPPF.

Planning Portal

A national website for members of the public, Local Planning Authorities and planning consultants seeking advice and information on planning matters.

Playing field

"Playing field" is often taken to mean the whole of a site that encompasses at least one playing pitch.

Policy

Planning policies set the framework under which decisions on planning applications are made. They set out what development can happen, where, and how much there can be.

Policies (proposals) map

This shows the location of proposals and designations in the Development Plan / Local Plan on an Ordnance Survey base map.

Precautionary principle

Taking action now to avoid possible environmental damage when the scientific evidence for acting is inconclusive but the potential damage could be great.

Previously Developed Land (PDL) or 'Brownfield' land

Previously Developed Land (or Brownfield land) is land that is, or had been, occupied by a permanent structure and associated fixed surface infrastructure. Agricultural and forestry buildings are excluded as are residential gardens.

Primary aggregates

Naturally occurring sand, gravel and crushed rock used for construction purposes.

Primary Shopping Area

A defined area where retail development is concentrated generally comprising the primary and those secondary frontages which are contiguous and closely related to the primary shopping frontage. The extent of the primary shopping area should be defined on a plan's proposals map. Smaller centres may not have areas of predominantly leisure, business and other main town centre uses adjacent to the primary shopping area, therefore the town centre may not extend beyond the primary shopping area. This definition is from the [Wokingham Borough Council Planning Glossary](#)

Primary shopping frontage

Primary frontages are likely to include a high proportion of retail uses. This definition is from the [Wokingham Borough Council Planning Glossary](#)

Prior Approval

A procedure relating for example to telecommunication or agricultural developments, where if the Local Planning Authority does not respond to the developer's application within a certain time, permission is deemed granted.

Private open space

Open space that is usually privately owned and is not usually accessible by members of the public.

Private retirement housing

Generally planning use class C3 (see 'use class'). Housing developments of a similar type to sheltered housing, but built for sale, usually on a leasehold basis. Generally considered Category 1 sheltered housing, purpose built and designed for older people, with an alarm system but likely to have very little other support facilities.

There is now a growing private rental market in retirement housing. In the main, a private retirement housing rental means an individual property available for renting in an otherwise owner-occupied development.

Proposed submission document (sometimes called the pre-submission version)

A version of a Development Plan / Local Plan for Council Members, prepared prior to submission of the submission draft to the Secretary of State for examination. See also: submission draft.

Protected species

Plants and animal species afforded protection under certain Acts of Law and Regulations.

Public art

Permanent or temporary physical works of art visible to the general public, whether part of a building or free-standing, for example sculpture, lighting effects, street furniture, paving, railings and signs.

Public open space

Urban space, designated by a Local Planning Authority, where public access may or may not be formally established, but which fulfils or can fulfil a recreational or non-recreational role (for example, amenity, ecological, educational, social or cultural usages).

Public realm

The parts of a village, town or city (whether publicly or privately owned) that is available, without charge, for everyone to use. This includes streets, squares and parks.

Public Right of Way

A Public Right of Way is a highway / path over which the public have a right of access along the route.

R**Ramsar sites**

Ramsar sites are wetland areas of international importance designated under the Ramsar Convention (1971).

Real Time Information (RTI)

Electronically displayed and up to the minute bus or train arrival information at public transport stops.

Reclamation (in terms of mineral operations)

Operations designed to return an area to an acceptable environmental state, whether for the resumption of the former land use or for a new use. It includes restoration, aftercare, soil handling, filling and contouring operations.

Recycled aggregates

Aggregates produced from recycled construction waste such as crushed concrete from tarmac roads. See also Aggregates.

Recycling

The reprocessing of waste either into the same product or a different one.

Regeneration

The economic, social and environmental renewal and improvement of rural and urban areas.

Regional / Local gateways (in transport terms)

Airports, main rail stations, ports, and motorways that form the travellers' first point of contact with the area.

Regional Spatial Strategy (RSS) (in the South East Region, formerly known as the South East Plan)

A former strategy for how a region should look in a minimum of 15 to 20 years' time from its creation. It identified the scale and distribution of new housing in the region, indicated areas for regeneration, expansion or sub-regional planning and specified priorities for the environment, transport, infrastructure, economic development, agriculture, minerals and waste treatment and disposal. The Localism Act (2011) revoked the Regional Spatial Strategy.

Remedial work

The work needed to raise the quality of land to an acceptable level before it is used or developed. For example, contaminated land may need pollutants removing.

Renewable and low carbon energy

Includes energy for heating and cooling as well as generating electricity. Renewable energy covers those energy flows that occur naturally and repeatedly in the environment – from the wind, the fall of water, the movement of the oceans, from the sun and also from biomass and deep geothermal heat. Low carbon technologies are those that can help reduce emissions (compared to conventional use of fossil fuels).

Replacement Minerals Local Plan for Berkshire (incorporating the alterations adopted in December 1997 and May 2001)

The Secretary of State for Communities and Local Government directed that a number of policies in the Replacement Minerals Plan for Berkshire should be saved until they are replaced by a new Minerals Local Plan.

Reserve site allocation, reserve housing site

Sites allocated for development in the MDD DPD after the plan period (1 April 2026). However, in line with paragraph 4.82 of the Core Strategy they could be developed before this in order to maintain a supply against broad requirements of Core Strategy policy CP17 – Housing Delivery.

Residential Uses

These relate to 'C' class uses which includes:

- C2 Residential institutions - Residential care homes, hospitals, nursing homes, boarding schools, residential colleges and training centres.

- C3 Dwelling houses - this class is formed of 3 parts:
- C3(a) covers use by a single person or a family (a couple whether married or not, a person related to one another with members of the family of one of the couple to be treated as members of the family of the other), an employer and certain domestic employees (such as an au pair, nanny, nurse, governess, servant, chauffeur, gardener, secretary and personal assistant), a carer and the person receiving the care and a foster parent and foster child.
- C3(b): up to six people living together as a single household and receiving care e.g. supported housing schemes such as those for people with learning disabilities or mental health problems.
- C3(c): allows for groups of people (up to six) living together as a single household. This allows for those groupings that do not fall within the C4 HMO definition, but which fell within the previous C3 use class, to be provided for i.e. a small religious community may fall into this section as could a homeowner who is living with a lodger.

Residual waste

Waste remaining after materials for reuse, recycling and composting have been removed.

Restoration (in terms of minerals operations)

Steps to return land to its original or former condition following mineral working by using subsoil, topsoil or soil-making material.

Retail centre

The centres are defined in Core Strategy Policy CP13 – Town Centres and Shopping. For the purposes of the Core Strategy and MDD DPD, 'retail centre' is equivalent to 'town centre' as defined in the National Planning Policy Framework in relation to the development of retail and main town centre uses.

Retail and Commercial Leisure Assessment

An assessment to determine future quantitative and qualitative needs for retail and town centre uses from 2013-36 for Wokingham Borough, Bracknell Forest Borough, Reading Borough and West Berkshire District.

Retail floorspace

Total floor area of the property that is associated with all retail uses, usually measured in square metres or square feet.

Retail impact

The potential effects of proposed retail development upon existing shopping, businesses and the local environment.

Retail Impact Assessment (RIA)

An assessment of the overall potential effects of new retail developments on existing centres, including retail trade diversion (one shop taking trade from another).

Retail warehouses

Large stores specialising in the sale of household goods (such as carpets, furniture and electrical goods), DIY items and other ranges of goods, catering mainly for car-borne customers.

Rights of Way Improvement Plan (ROWIP)

A Rights Of Way Improvement Plan (ROWIP) 2009 seeks to improve public rights of way and other non-motorised routes to support of the needs of all types of users. Adopted 18th December 2009.

Royal Town Planning Institute (RTPI)

The professional body furthering town and country planning. Members can be accredited the status of MRTPI.

Rural diversification

The expansion, enlargement or variation of the range of products or fields of operation of a rural business (branching out from traditional farming activities, for example new income generating enterprises such as renewable energy).

Rural exception housing, rural exception sites

Small sites used for affordable housing in perpetuity where sites would not normally be used for housing. Rural exception sites seek to address the needs of the local community by accommodating households who are either current residents or have an existing family or employment connection. Small numbers of market homes may be allowed at the local authority's discretion, for example where essential to enable the delivery of affordable units without grant funding.

S

Scheduled Ancient Monument

Nationally important monuments that enjoy greater protection against inappropriate development through the Ancient Monuments and Archaeological Areas Act 1979.

Secondary shopping frontage

Secondary frontages provide greater opportunities for a diversity of uses such as restaurants, cinemas, and businesses. This is a local definition which is used within the Borough.

Secretary of State

The Secretary of State is responsible for the overall leadership and strategic direction of the Department for Communities and Local Government (DCLG).

Section 106 agreement

A legal agreement under section 106 of the Town & Country Planning Act (1990). A legal agreement through which a developer makes a contribution towards infrastructure and local services and facilities to offset the impact of new development. The contribution can be financial, although in some cases a developer may agree to provide a particular facility or element of infrastructure according to the Council's need. See also: Planning Obligations and Agreements.

Sequential test (in retail terms)

A planning principle that seeks to identify, allocate or development certain types or locations of land before the consideration of others. For example, town centre retail sites before out-of-centre sites.

Setting

The place or way in which something is set, for example the position or surroundings of a listed building.

Settlement boundaries

See Development Limits. The boundary of a settlement can be used to help contain built development. Restricting development outside of a settlement boundary and encouraging development within a settlement boundary can help protect the identity of settlements.

Settlement hierarchy

A settlement hierarchy is when settlements are ordered in size or importance. For example the settlements of Wokingham Borough are ranked as either Major Towns, smaller Town Centres, District Centres or villages.

Settlement pattern

The distinctive way that roads, paths, buildings and open space are laid out in a particular place.

Sheltered housing

Generally planning use class C3 (see 'use class'). Sheltered housing (also known as retirement housing) is a group of flats or bungalows where all residents are older people (usually over 55). With a few exceptions, all developments (or 'schemes') provide independent, self-contained homes with their own front doors. Can be Category 1 sheltered housing where there is unlikely to be support facilities or Category 2 where usually there are some common facilities that all residents can use - such as a residents' lounge, a guest suite, a garden and often a laundry.

Category 2 schemes also have their own 'manager' or 'warden', either living on-site or nearby, whose job is to manage the scheme and help arrange any services residents need. Properties are usually also linked to a careline service (also called emergency alarm or community alarm service) so that residents can call help if needed.

There are many different types of scheme, either to rent or to buy. They usually contain between 15 and 40 properties ranging in size from studios to 2 bedrooms. Properties in most schemes are designed to make life a little easier for older people - with features like raised electric sockets, lowered worktops, walk-in showers, and so on. Some are designed to accommodate wheelchair users.

Site of Special Scientific Interest (SSSI)

The best sites for wildlife and geology features in England, as designated under the Wildlife and Countryside (Act 1981).

Sites and Monuments Record

A list, description, and assessment of all known archaeological finds, remains and ancient monuments including a map of each site. See also: Historic Environment Record.

Statement of Community Involvement

As a local planning authority, the council is required to publish a Statement of Community Involvement (SCI) explaining how we will involve the community in the planning process. It sets out the principles for consultation on planning policy documents and for development

Sites of Urban Landscape Value (SULVs)

Open areas within settlements that are important to local character, amenity and landscape and which may have biodiversity and recreational roles.

Small group homes

Small group homes are generally houses with individual bedrooms (preferably with en suite) but with shared communal facilities for 3 or 4 people with disabilities or young people leaving care where there are staff on site for at least part of the day. They are sometimes supported by staff 24/7 depending on the needs of the individuals.

Smarter choices

Is a term used to describe measures and techniques for influencing behaviour towards the use of more sustainable modes of transport and reducing the demand for car-based transport

Social inclusion

Positive action taken to include all sectors of society in planning and other decision-making.

Soundness

A local plan must be found 'sound' by a planning inspector at examination and should therefore be positively prepared, justified, effective and consistent with national policy. For a more in depth definition of "soundness" please see paragraph 182 of the National Planning Policy Framework.

Source Protection Zone

The Environment Agency identifies Source Protection Zones to protect groundwater (especially public water supply) from developments that may damage its quality.

South East Plan

This is the former Regional Spatial Strategy for the South East Region. The Localism Act (2011) revoked this.

Southern Distributor Road (SDR)

Is a new road that will connect from London Road in the east to Finchampstead Road (A329) in the west to assist with the ease of movement and development of the SDLs.

Spatial planning

A system to integrate land use planning policies with the policies of other plans, programmes and strategies, which also influence the nature of places and how they function.

Spatial vision

A brief description of how the area will be changed at the end of the plan period.

Special Areas of Conservation (SAC)

A site designated under the European Community Habitats Directive, to protect internationally important wildlife habitats.

Special Landscape Area

A strategically important landscape character area which are a non-statutory conservation designation used by Local Planning Authorities in some parts of the UK to categorise sensitive landscapes which are, either legally or as a matter of policy, protected from development or other man-made influences.

Special needs housing

Housing to meet the needs of groups of people who may be disadvantaged, such as the elderly, the disabled, students, young single people, rough sleepers, the homeless, those needing hostel accommodation, key workers, travellers and occupiers of mobile homes and houseboats.

Special Protection Areas (SPA)

Sites classified under the European Community Directive on Wild Birds (2009) to protect internationally important bird species.

Spot-listing

Request to the Secretary of State for an individual building to be given Listed Building status.

Stakeholder

A person with an interest or concern in something

Starter Homes

The Housing and Planning Act states that Starter Homes will be exclusively available for purchase by first-time buyers under the age of 40. They will be 20% cheaper than a property on the open market, with prices capped at £250,000 outside of the London area. The Act:

- Places a duty on all local authority planning departments to promote the supply of starter homes in their area
- Has allowed the government to set regulations requiring starter homes to be included on residential sites as a condition of securing planning permission.

Further information regarding Starter Homes is expected in the regulations due out late 2016.

Statement of Community Involvement (SCI)

The SCI sets out standards to be achieved by the Local Planning Authority in involving the community in the preparation, alteration and continuing review of all Local Development Documents and development management decisions.

Statement of Consultation / Statement of Compliance

A report or statement issued by Local Planning Authorities explaining how they have complied with their Statement of Community Involvement during consultation on the Development Plan / Local Plan

Statutory

Required by law (statute), usually through an Act of Parliament.

Statutory body

A Government appointed body set up to give statutory advice and comment upon development plans and planning applications affecting matters of public interest. Examples include English Heritage, Natural England, the Environment Agency, the Health & Safety Executive and Sport England.

Strategic Access Monitoring and Management (SAMM)

This is a project overseen by Natural England and Hampshire County Council to implement standard messages and additional wardening and education across the Thames Basin Heaths SPA. This is one of the avoidance and mitigation measures to protect the Thames Basin Heaths from the impacts of new residential development, the other is SANG. See also: Suitable Alternative Natural Greenspace

Strategic Development Location (SDL)

Strategic Development Locations (SDLs) are areas within the Wokingham Borough that have been identified as being able to accommodate new development in the Borough, sustainably. The SDLs were formally allocated in the adopted Wokingham Borough Core Strategy - policies CP18 - CP21.

Strategic Environmental Assessment (SEA)

A procedure (set out in the Environmental Assessment of Plans and Programmes Regulations 2004) which requires the formal environmental assessment of certain plans and programmes which are likely to have significant effects on the environment.

An internationally-used term to describe high-level environmental assessment as applied to policies, plans and programmes. SEA is a requirement of European law, and considers the impact of proposed plans and policies on the environment. SEA is often undertaken in conjunction with a Sustainability Appraisal (SA).

Strategic Housing Land Availability Assessment (SHLAA)

Strategic Housing Land Availability Assessments are a key component of the evidence base to support the delivery of sufficient land for housing to meet the community's need for more homes. These assessments are required by national planning policy, set out in Planning Policy Statement 3: Housing (PPS3). This document gives practical guidance on how to carry out an assessment to identify land for housing and assess the deliverability and developability of sites. This document takes into consideration the annual monitoring undertaken by the Council which is used to inform the current 5 year position.

Strategic Housing Market Assessment (SHMA)

The SHMA helps Local Planning Authorities understand the dynamics and drivers of a housing market. It provides an assessment of full housing needs and identifies the scale and mix of housing and the range of tenures that the local population is likely to need over the plan period which:

- meets household and population projections, taking account of migration and demographic change;
- addresses the need for all types of housing, including affordable housing and the needs of different groups in the community (such as, but not limited to, families with children, older people,
- people with disabilities, service families and people wishing to build their own homes.
- caters for housing demand and the scale of housing supply necessary to meet this demand.

The SHMA considers the objectively assessed need (OAN) for housing. The OAN does not take account of possible constraints to future housing supply including land supply, development constraints and infrastructure.

Submission document or Submission draft

A Development Plan Document submitted to the Secretary of State for independent examination before a Government appointed Planning Inspector.

Sui-Generis

A term given to specific uses of land or buildings, not falling into any of the use classes identified by the Use Classes Order, for example theatres, launderettes, car showrooms and filling stations.

Suitable Alternative Natural Greenspace (SANG)

Suitable Alternative Natural Greenspaces (SANGs) are areas of existing open space that have been identified for enhancement so that they can be made more accessible and attractive to visitors. The hope is that by providing alternative areas for the general public to use for outdoor recreation, it will help lessen the impact on the Thames Basin Heaths as new households can use the SANG instead of the protected heathland. See also: Thames Basin Heaths Special Protection Area.

Supplementary Planning Document (SPD)

Documents which add further detail to the policies in the Local Plan. They can be used to provide further guidance for development on specific sites, or on particular issues, such as design. Supplementary planning documents are capable of being a material consideration in planning decisions but are not part of the Development Plan.

Sustainability Appraisal (including Strategic Environmental Assessment)

The process of weighing and assessing all the policies in a Development Plan, Local Development Document etc. for their global, national and local implications. An appraisal of the economic, environmental, and social effects of a plan from the outset of the preparation process to allow decisions to be made that accord with sustainable development. See also: Strategic Environmental Assessment.

Sustainable development

The NPPF states that international and national bodies have set out broad principles of sustainable development. Resolution 42/187 of the United Nations General Assembly defined sustainable development as meeting the needs of the present without compromising the ability of future generations to meet their own needs. The UK Sustainable Development Strategy *Securing the Future* set out five 'guiding principles' of sustainable development: living within the planet's environmental limits; ensuring a strong, healthy and just society; achieving a sustainable economy; promoting good governance; and using sound science responsibly.

Sustainable Drainage Systems (SuDS)

Sustainable drainage systems use techniques to control surface water run-off as close to its origin as possible, before it enters a watercourse. This involves moving away from traditional piped drainage systems towards engineering solutions, which mimic natural drainage processes. Sustainable drainage systems cover the whole range of sustainable approaches to surface drainage management.

Sustainable travel / sustainable transport

Often meaning walking, cycling and public transport (and in some circumstances "car sharing"), which is considered to be less damaging to the environment and which contributes less to traffic congestion than one-person car journeys.

Swales

Swales are shallow, broad and vegetated channels designed to store and/or convey runoff and remove pollutants. They may be used as conveyance structures to pass the runoff to the next stage of the treatment train and can be designed to promote infiltration where soil and groundwater conditions allow.

T

Tenure

The conditions under which land or buildings are held or occupied.

Thames Basin Heath Special Protection Area

The Thames Basin Heath SPA is home to three rare species of ground nesting birds - the Dartford Warbler, Nightjar and Woodlark. In order to protect these, the Government has designated the 'Thames Basin Heaths' as a special protection area (SPA) under the European Community Birds Directive and placed mitigation zones around the heaths (of 5km and 7km) to lessen the impact of human activity on them.

Topography

A description (or visual representation on a map) of artificial or natural features on or off the ground, for example, contours or changes in the height of land above sea level.

Townscape

The general appearance of a town, for example in terms of its streets and features.

Town centre management

A forum of traders, businesses and local authorities to agree and undertake co-ordinated overseeing of the retail environment and funding improvements.

Town centre uses

A diverse range of town centre uses including, retail, social, leisure and cultural, housing, employment and other uses. See also: Main Town Centre Uses.

Town centres

The NPPF states that town centres is an area defined on the local authority's proposal map, including the primary shopping area and areas predominantly occupied by main town centre uses within or adjacent to the primary shopping area. References to town centres or centres apply to city centres, town centres, district centres and local centres but exclude small parades of shops of purely neighbourhood significance. Unless they are identified as centres in Local Plans, existing out-of-centre developments, comprising or including main town centre uses, do not constitute town centres.

Traffic Impact Assessment (TIA)

An assessment of the effects upon the surrounding area by traffic as a result of a development, such as increased traffic flows that may require highway improvements.

Transport Assessment (TA)

An assessment of the availability of, and levels of access to, all forms of transportation.

Travel Plan (sometimes called a 'green travel' or 'commuter' plan)

A travel plan aims to promote sustainable travel choices (for example cycling or car sharing) as an alternative to single occupancy car journeys that may impact negatively on the environment, congestion and road safety. Travel Plans can be required when granting planning permission for new developments.

Tree Preservation Order (TPO)

A mechanism for securing the preservation of single or groups of trees of acknowledged amenity value. A tree subject to an order may not normally be topped, lopped or felled without the consent of the Local Planning Authority.

Turnover

Amount of sales per unit area (usually square metres) of retail floorspace.

U

Unauthorised development

Development that has or is taking place without the benefit of planning permission. It may then risk being the subject of enforcement action against a breach of planning law.

Unstable land

Land that may be unstable (due to a range of factors) for which planning proposals should give due consideration.

Urban

An area characterised by higher population density and large man-made features in comparison to areas surrounding it.

Urban design

The art of making places. It involves the design of buildings, groups of buildings, spaces and landscapes, in villages, towns and cities, and the establishment of frameworks and processes, which facilitate successful development.

Urban extension

Involves the spreading of a city or densely populated area, and can contribute to creating more sustainable patterns of development when located in the right place, with well-planned infrastructure including access to a range of facilities, and when developed at appropriate densities.

Urban regeneration

Making an urban area develop or become economically successful again through means such as job creation and environmental renewal.

Urban sprawl

The extension of urban areas into the countryside.

Use

The way in which land or buildings are used. (This does not include building or other operations).

Use Classes Order

The Town and Country Planning (Use Classes) Order 1987 (As amended in 1995, 2005 and 2013) puts uses of land and buildings into various categories known as 'Use Classes' and include:

- A1 (shops)
- A2 (financial & professional services)
- A3 restaurants & cafés
- A4 (drinking establishments)
- A5 (takeaways)
- B1 (business)
- B2 (general industrial)
- B8 (storage & distribution)
- C1 (hotels)
- C2 (residential institutions)
- C2A (secure residential institutions)
- C3 (dwelling houses)
- C4 (houses in multiple occupation)

- D1 (non-residential institutions)
- D2 (assembly & leisure)

Also see 'Sui Generis'

V

Vernacular

The way in which ordinary buildings were built in a particular place, making use of local styles, techniques and materials and responding to local economic and social conditions.

Viability

In terms of retailing, a centre that is capable of success or continuing effectiveness.

Village envelope

A village that is 'inset' from the green belt or other countryside protection policies on the proposals map, sometimes allowing appropriate development

Vitality

In terms of retailing, the capacity of a centre to grow or develop.

W

Ward

A small sub-area of a local authority district or borough. Elected Members (Councillors) represent these areas on the Council they serve.

Waste

Waste is any material or object that is no longer wanted and requires disposal. If a material or object is re-usable, it is still classed as waste if it has first been discarded.

Waste hierarchy

A framework for securing a sustainable approach to waste management. Wherever possible, waste should be minimised. If waste cannot be avoided, then it should be reused; if not capable of being reused the value to be recovered by recycling or composting; or waste to energy; and finally landfill disposal.

Waste Local Plan for Berkshire 1998

The Secretary of State for Communities and Local Government directed that a number of policies in the Waste Local Plan for Berkshire should be saved until they are replaced by a new Waste Local Plan.

Water efficiency

the smart use of our water resources through water-saving technologies and simple steps we can all take around the house. Using water efficiently will help ensure reliable water supplies today and for future generations.

Water stress

Occurs when the demand for water exceeds the available amount during a certain period or when poor quality restricts its use. Water stress causes deterioration of fresh water resources in terms of quantity

Wildlife corridor

Areas of habitat connecting wildlife populations.

Windfall site

Sites, that are either previously developed land or greenfield, that have not been specifically identified for development through the planning process but have unexpectedly become available during the lifetime of the plan.

Wind farm

Often a group of wind turbines located in areas exposed to wind. A wind farm may vary in terms of the number and size of turbines producing environmentally friendly energy and which can be dismantled often leaving very little trace.

Written statement

A document that supplements and explains policy in a development plan.

Z**Zero net migration**

Net Migration is the difference between migration into and out of an area. Zero Net Migration refers to a balance between in and out migration within an area.