**Minutes of a meeting of the Planning and Highways Committee**

**held in the Council Chamber, Newbury Town Council, Town Hall, Market Place, Newbury**

**24/01/2022 at 7:30pm/19:30.**

**Present**

Councillors; Nigel Foot (Chairperson); Gary Norman (Deputy-Chairperson); Phil Barnett; Jo Day; Roger Hunneman; Pam Lusby Taylor; David Marsh; Vaughan Miller; Andy Moore; and Tony Vickers

**In Attendance**

Darius Zarazel, Democratic Services Officer

**149. Apologies**

Apologies received from Councillors Billy Drummond and Jeff Beck.

**150. Declarations of Interest and Dispensations**

The Democratic Services Officer declared that Councillors Phil Barnett, David Marsh, Andy Moore, and Tony Vickers are also Members of West Berkshire Council, which is declared as a general interest on their behalf and a dispensation is in place to allow them to partake in discussions relating to West Berkshire Council business. Councillors Phil Barnett and Tony Vickers are also Members of Greenham Parish Council.

The Democratic Services Officer made the following statement on behalf of Councillors Phil Barnett and Tony Vickers who are Members of West Berkshire Council Planning Committee and Andy Moore who is a Substitute Member of West Berkshire Council Planning Committee: "I wish to make it clear that any comments I make tonight are only being made in relation to the formulation of the Town Council's view and is not in any way prejudging the way that I may vote when any application is considered by West Berkshire District Council. At that time, I will weigh up all the evidence.”

**151. Minutes**

**151.1 Proposed:** Councillor Andy Moore

**Seconded:** Councillor Roger Hunneman

**Resolved:** That the minutes of the meeting of the Planning & Highways Committee held on 05/01/2022, be approved, and signed by the Chairperson.

**151.2 Officer’s Report on Action from Previous Meeting:**

On the Letter sent to WBC through the NTC CEO, requesting a pause to the Sports Hub project, as per the resolution, the CEO of NTC sent the resolved letter to the WBC Director of Place. However, this could not be sent “through the leader of the council” as no individual member of the Council has executive powers. No response has yet been received.

The DSO to follow-up on Councillor Phil Barnett’s members question about pebble dashing the soft verges in Clay Hill.

**152. Questions and Petitions from Members of the Public**There were none.

**153. Members’ Questions and Petitions**Question received from Stuart Gourley:

*“Numerous residents have been in contact with me to highlight the pollution (photos attached), allegedly coming from the new London Rd Lidl development, that has been allowed to enter the waterway adjacent to the Lidl Development, running across the Newbury Business Park. This waterway flows into the River Lambourn, a SSSI, and then on into the River Kennet, and it should be assured that these, and all waterways, are protected from pollutants entering them, especially as part of planning processes, and building developments.*

*Would the chair agree to write to West Berks Council Planning Team and Environment Agency to highlight these issues, and seek assurances that the Planning team and/or the Environment Agency are investigating and taking enforcement action where needed?”*

Response from the Chairperson:

“Thank you for the question. If this pollution of the waterway is occurring as a result of the Lidl development, this is of cause a serious concern. I will request that the Council write to the WBC as the Lead Local Flood Authority to bring this issue to their attention and request enforcement action be taken, if appropriate. I will also ask if cases such as these are investigated and if it is found that pollution is occurring, and that enforcement action is taken.”

Question received from Phil Barnet:

*“Parking in local roads around school sites at the start and finish of the school day is becoming a major problem for local residents. Therefore, can this Planning and Highways committee of Newbury Town Council ask West Berks Council what actions are taking place to reduce car usage to transport Pupils to and from schools "*

Response from the Chairperson:

“Thank you for this question. As parking during the school run can be difficult, and given that a key part of the Newbury Town Council strategy is that we will “Use our role as statutory consultee for Planning to: … Encourage a modal shift in transport by prioritising walking, cycling and public transport.” (Point G.12.b), I will request that the Council writes to WBC to ask about how they are planning to reduce the usage of cars, especially in regard to the school run.”

**154. Schedule of Planning Applications**

Resolved that the observations recorded as Appendix 1 to these minutes be submitted to the planning authority.

**155. Schedule of Prior Approval Applications**

Resolved that the observations recorded as Appendix 2 to these minutes be submitted to the planning authority.

**156. Presentation: Licensing Information**

The Committee received a presentation from WBC Officers on Licensing information. Key information included:

* + - There are 4 Licensing objectives: The prevention of crime and disorder, public safety, the prevention of public nuisance, the protection of children from harm.
		- All representations need to be made in reference to these 4 objectives.
		- If no representations are made within the consultation timeframe, the License is approved.
		- A License can be reviewed at any time if a request is put into the Licensing Authority.

The Committee thanked the WBC Officers for their presentation.

**157. Schedule of Licensing Applications**

Resolved that the observations recorded as Appendix 3 to these minutes be submitted to the licencing authority.

**158. Update on Newbury’s Neighbourhood Development Plan**

An update on Newbury’s Neighbourhood Development Plan was received and noted by members.

**Proposed:** Councillor Nigel Foot

**Seconded:** Councillor Jo Day

**Resolved:** That the amended NDP Steering Group Terms of Reference, appended to these minutes as Appendix 4, be approved.

**159. Update from the Sandleford Joint Working Group**

An update from the SJWG was received and noted by members.

WBC are hosting a meeting with all parties to the appeal before the decision by the Secretary of State is published.

**160. Update from The Western Area Planning Committee**

An update from the WAP Committee was received and noted by members.

The WAP held on the 12th of January heard the "Land adjacent to 11 Pond Close, Wash Common - [21/01911/FULD](https://publicaccess.westberks.gov.uk/online-applications/simpleSearchResults.do?action=firstPage)". The appeal against refusal of planning permission was rejected by the Committee.

**161. Newbury Community Football Ground**

 An update on the NCFG was received and noted by members.

The WBC Overview and Scrutiny Management Committee will review the Sports Hub application on the 25th of January.

**162. Forward Work Programme for Planning & Highways Committee**

No further items were added to the Forward Work Programme.

**There being no other business, the Chairperson declared the meeting closed at 21:56 hrs.**

**Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Chairperson**

**Appendix 1**

**Planning and Highways Committee Meeting**

**Schedule of Planning Applications**

**24/01/2021**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Running Order**   | **Resolutions**  | **Ward**   | **Application**  **Number**   | **Location and Applicant**   | **Proposal**   |
| 1. | No objection. | Adjacent Parish & Wash Common | [21/03194/OUTMAJ](http://planning.westberks.gov.uk/rpp/index.asp?caseref=21/03194/OUTMAJ) | Land East of Newbury College, Monks Lane, Newbury, RG14 7TD, for NCII Ltd | Hybrid planning application seeking:1) Full planning permission for a food store with a floor area of 1800 sq. m (Use Class E(a)) together with drainage, parking and associated access,infrastructure, and landscaping.2) Outline planning permission (matters to be considered: access) for up to 85 residential units (Use Class C3), high capacity Electric Vehicle (EV) chargingarea, residential care home (Use Class C2) containing up to 70 beds, and a hospice (Use Class C2), together with open space, play space, drainage, parking and associated access, infrastructure, landscape, ancillary and site preparation works. |
| 2. | Objection due to it being overbearing and causing loss of light to neighbour.  | Clay Hill | [22/00020/HOUSE](http://planning.westberks.gov.uk/rpp/index.asp?caseref=22/00020/HOUSE) | 452 London Road, Benham Hill, Thatcham, RG18 3AB, for Mr C. Davies | 2 storey rear extension following demolition of existing single storey extension. |
| 3. | Objection due to the overbearing of the neighbours causing privacy concerns and the noise caused by the metal staircase. | Clay Hill | [21/03132/HOUSE](http://planning.westberks.gov.uk/rpp/index.asp?caseref=21/03132/HOUSE) | 14 Lime Close, Newbury, RG14 2PW, for Mr P. Kuzdak | Retention of existing metal staircase to side gable end wall and addition of proposed privacy screen. |
| 4. | No objection. | East Fields | [21/03208/FUL](http://planning.westberks.gov.uk/rpp/index.asp?caseref=21/03208/FUL) | Avon House, Horizon West, Canal View Road, Newbury, RG14 5XF, for Vodafone | Installation of 4 No. wall mounted condenser units to north elevation. Temporary relocation of 3 No. existing wall mounted condensing units to north elevation to then be later removed on installation of new condensers. |
| 5. | No objection. | East Fields | [21/03068/HOUSE](http://planning.westberks.gov.uk/rpp/index.asp?caseref=21/03068/HOUSE) | 21 Greenlands Road, Newbury, RG14 7JS, for A. Chetwyn | Single Storey Side Extension for Orangery. |
| 6. | No objection. | Speenhamland | [21/03120/HOUSE](http://planning.westberks.gov.uk/rpp/index.asp?caseref=21/03120/HOUSE) | Hornbeam House, Speen Lane, Newbury, RG14 1RW, for Mr & Mrs Weddell | Proposed, partial demolition, extension and alterations to existing House. |
| 7. | No objection. | Wash Common |   [21/03147/HOUSE](http://planning.westberks.gov.uk/rpp/index.asp?caseref=21/03147/HOUSE) | Plana, Falkland Drive, Newbury, RG14 6JQ, for Mr Bence  | Formation of habitable room in roofspace with side facing velux rooflights. |
| 8. | No objection. | Wash Common | [21/03163/HOUSE](http://planning.westberks.gov.uk/rpp/index.asp?caseref=21/03163/HOUSE) | 19 Charles Street, Newbury, RG14 6QP, for S. Hawkins | Formation of new extension with some two story element and some first floor element over existing catslide roof, along with associated internal alterations. Enlarged window to North west elevation, infill of existing store room doors to North East Elevation. |
| 9. | No objection. | Wash Common | [21/03128/FUL](http://planning.westberks.gov.uk/rpp/index.asp?caseref=21/03128/FUL) | Commercial House, 53B Kingsbridge Road, Newbury, RG14 6DY, for Absolute Architecture  | Proposed cladding to north and west elevations, amendments to windows and doors on north and west elevations, proposed gate. |
| 10. | We support this application. | Wash Common | [21/02932/HOUSE](http://planning.westberks.gov.uk/rpp/index.asp?caseref=21/02932/HOUSE) | 159 Andover Road, Newbury, RG14 6NB, for Mr & Mrs Lythgoe  | Creation of new vehicle access and parking area. |
| 11. | No objection. | Wash Common | [21/03204/HOUSE](http://planning.westberks.gov.uk/rpp/index.asp?caseref=21/03204/HOUSE) | 2 The Brambles, Andover Road, Newbury, RG14 6JJ, for Mr R. Braidley & Mrs. Lucy | Part first floor extension, conversion of garage, altered and replacement windows and doors and associated works. |
| 12. | Objection due to overshadowing of neighbour caused by the rear extension.  | Wash Common | [21/03227/HOUSE](http://planning.westberks.gov.uk/rpp/index.asp?caseref=21/03227/HOUSE) | 2 Croft Road, Newbury, RG14 7AL, for Mr & Mrs Hayward | Conversion of garage, single storey extension at rear and first floor over garage. |
| 13. | No objection. | West Fields | [21/03164/LBC2](http://planning.westberks.gov.uk/rpp/index.asp?caseref=21/03164/LBC2) | 16 Bartholomew Street, Newbury, RG14 5LL, for Beesleys Outfitters | Internal alterations to create an open plan Ground Floor Restaurant. |
| 14. | Objection based on highways and the overshadowing of neighbours | West Fields | [21/03199/HOUSE](http://planning.westberks.gov.uk/rpp/index.asp?caseref=21/03199/HOUSE) | 24 Rectory Close, Newbury, RG14 6DD, for Mr & Mrs Cartwright | First floor extension to create additional master bedroom with internal alterations. |
| 15. | We support this application. | West Fields | [21/03267/FUL](http://planning.westberks.gov.uk/rpp/index.asp?caseref=21/03267/FUL) & [21/03268/LBC2](http://planning.westberks.gov.uk/rpp/index.asp?caseref=21/03268/LBC2) | 39 Cheap Street, Newbury, RG14 5BS, for Royal Mail Group  | External and Internal works to reconfigure the site including closing up access and increase of parking. |

**Appendix 2**

**Planning and Highways Committee Meeting**

**Schedule of Applications for Prior Approval**

**24/01/2022**

|  |  |  |  |  |  |
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| **Running Order** | **Resolution**  | **Ward**   | **Application**  **Number**   | **Location and Applicant**   | **Proposal**   |
| 1. | Would like to see this brought forward as a full planning application. | Adjacent Parish | [21/03177/PACOU](http://planning.westberks.gov.uk/rpp/index.asp?caseref=21/03177/PACOU) | Woodside Farm Barn, Wash Water, Enborne Street, Newbury, RG14 6RN, for Mr J. Campbell | An application to determine if prior approval is required for a proposed: Change of Use of Agricultural Buildings to 1 Dwellinghouse (Class C3), and for building operations reasonably necessary for the conversion. The Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended) - Schedule 2, Part 3, Class Q.  |

**APPENDIX 3**

**Planning and Highways Committee Meeting**

**Schedule of Licensing Applications**

**24/01/2022**

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| --- | --- | --- | --- |
| **Resolutions** | **Licence** | **Applicant(S)** | **Premises** |
| No objection. | Licensing Act 2003 (Premises Licences & Club Premises Certificates) Regulations 2005 Premises Licence – NewRef: 2**2/00027/LQN** | **Applicant:** Stoplight Bakery Ltd | **Location:** The Bakers Jazz Bar,21 Northbrook Street,Newbury,RG14 1DJ**Proposal**: Live Music Monday to Saturday 12:00 – 23:00 and Sunday 12:00 – 21:00. Recorded Music Monday to Saturday 07:00 – 23:00 and Sunday 07:00 – 21:00 Supply of Alcohol (on sales only) Monday to Saturday 11:00 – 23:00 and Sunday 11:00 – 21:00 |

**APPENDIX 4**

**Newbury’s Neighbourhood Development Plan Steering Group**

**Terms of Reference**

**Name: NEWBURY’S NEIGBOURHOOD DEVELOPMENT PLAN STEERING GROUP (Newbury’s NDP SG)**

**Governance:** The Planning and Highways Committee (P&H) of Newbury Town Council (NTC) will set up Newbury’s Neighbourhood Development Plan (NDP) Steering Group (SG). P&H will also determine when the Steering group may be discontinued.

**Purpose:** To deliver a draft neighbourhood Development Plan for consideration by P&H

**Members: 6 Councillors, to be appointed by P&H**

 **6 Members of the Public, to be invited by NTC**

The SG membership will be a cross-section of the Newbury community and will include 6 Newbury Town Councillors and 6 volunteers from the Newbury community.

The SG may recruit additional members if considered necessary.

If a member of the SG fails to attend 3 consecutive meetings without sending prior apologies, the member will be deemed to have resigned from the SG, unless otherwise agreed by the SG. Any member may resign from the SG provided they give written notice of their resignation to the Chairperson.

**Steering Group Roles:**

Chairperson and Deputy-Chairperson –

The Chairperson and Deputy-Chairperson can be any member of the Steering Group, elected to the position by the Steering Group.

The Chairperson’s principal duties are to oversee the smooth running of meetings.

Should the Chairperson be unable to attend any meeting of the SG, the Deputy-Chairperson will chair the meeting.

The Chairperson will:

* Be consulted by the project manager on any reports coming from the SG.
* undertake their duties in a transparent and fair manner, ensuring that all views can be expressed at SG meetings
* ensure that these Terms of Reference are met

Secretary –Responsible for the production of minutes and agendas for the SG and TSGs and maintaining the register of members attendance.

Project Manager –Responsible for the day-to-day operations of the SG, filling out the project timeline/plan, and ensuring that the NDP keeps to this plan. They will be responsible for the production of updates and reports that will be presented to the Planning & Highways Committee, as well as NTC’s Full Council meetings. These reports will detail the progress being made and how risks and hurdles are being managed.

**Quorum:**

6 of the official group membership, including at least 3 Councillors and 3 non-Councillors.

**Goals:**

To oversee the process whereby the Newbury NDP is drafted and consulted upon.

The draft NDP prepared by the SG will be considered by the P&H Committee, then go for approval from the full Council of NTC, before being submitted to a referendum.

The SG will aim to ensure that the NDP represents the views of the Newbury community, whilst complying with the Regulations in the National Planning Policy Framework and the Local Planning Authorities (Emerging) Local Plan.

**Tasks and Deliverables:**

The SG will:

* deliver the overall scope and objectives of the NDP as agreed by P&H
* oversee all stages of the NDP's production
* manage the process of preparing and monitoring the draft plan
* consult the Newbury community to as great an extent as possible, seeking contributions from all demographics and communities
* communicate with the Local Planning Authority (West Berkshire Council) in the manner detailed in the Service Level Agreement
* communicate and engage with key stakeholders to seek to negotiate policies and outcomes that are fit for purpose and are best representative of the Newbury community
* oversee the consultation process
* form Topic Sub-Groups (TSGs) whose purpose is to make progress on individual policies, as determined by the SG
* oversee and agree the scope, quality, and coverage of the evidence prepared by each TSG, and make recommendations or amendments to these TSG as appropriate
* Present the draft Plan for consideration by the Council’s P&H committee (P&H will review the draft plan and make any recommendations to Full Council that the committee considers appropriate. The draft plan must be approved by Newbury Town Council before going to referendum).

The TSGs will:

* elect a Chairperson and Deputy-Chairperson at their first meeting,
* manage the process of preparing and collecting planning evidence in support of the topic,
* consult with the Newbury community to as great an extent as possible, seeking contributions from all relevant demographics and communities when identifying problems and considering options,
* regularly report back to the SG about their progress and accept recommendations about the TSGs direction and rate of progress

**Declaration of Interests:**

All members of the SG will agree to declare any pecuniary, non-pecuniary, or personal interests that may be perceived as being relevant to any decision of the SG

* ‘interests’ include public issues that individuals have championed in the past, work or social commitments to a group or issue, ownership of land or a business that is connected with the NDP, or any other matter that might be considered relevant
* Such interests shall be recorded and made publicly available.

**Conduct:**

All members of the SG and all TSGs will agree to the following:

* that members will seek to put the interest of the Newbury Community before their own,
* that members will fairly represent all sectors of the Newbury community,
* agree to be bound by the Seven Principles of Public Life (the ‘Nolan Principles’),
	+ These are: Selflessness, Integrity, Objectivity, Accountability, Openness, Honesty, and Leadership.
* that members will register their apologies and an explanation as to their non-attendance of any scheduled meetings wherever possible,
* that members will participate fully, constructively, and complete any agreed tasks between meetings,
* that members will maintain the good reputation of the Newbury NDP, SG, and NTC,
* that members will treat all staff and other members respectfully,
* that members will not communicate with the press or via social media about the NDP in their role as members of the SG without prior agreement of the Chairperson of the SG and the NTC CEO.
* that the secretary of the SG and TSGs will also produce agendas (with associated papers) 5 days before the meeting and minutes of their meetings in accordance with NTC’s administrative guidelines and the Standing Orders. These will be circulated to all members of the SG and TSG and copied to the Town Council.
* And that members will read the papers and being prepared for meetings

**Resources and Budget:**

Uses NTC meeting rooms, administration resources, and Officer time as approved by the P&H Committee.

The NDP SG has authority to expend any budget allocated to it by P&H. Such expenditure will be carried out in accordance with NTC Financial regulations.

NTC will administer all funding and payments according to its financial regulations.

**Finance:**

All grants and funding will be applied for and held by the NTC. These funds are earmarked for NDP related expenditure only.

**SG Governance:**

Proposals by members are decided through majority vote, with the Chairperson issuing a casting vote if necessary.

**Dissolving the Steering Group:**

Upon the conclusion of the NDP, and the NDPs assent into planning law via a public referendum, NTC and the SG should discuss any future workings of the SG.

NTC reserves the right to dissolve the SG by a resolution of P&H.

**Additional Notes:**

The group will meet as required to efficiently and effectively progress its work.

The WG and TSGs may meet in person, virtually, or via a combination of the two.

Any changes required to this ToR must be approved by the P&H Committee.

24/01/2022