

18/08/2021.

**To:** Councillors Phil Barnett, Jeff Beck, Jo Day, Billy Drummond, Nigel Foot, Roger Hunneman, Pam Lusby Taylor, David Marsh, Vaughan Miller, Andy Moore, Gary Norman, and Tony Vickers

**Substitutes:** Councillors Martin Colston, Jon Gage, and Stephen Masters

Dear Councillor,

You are summoned to attend a meeting of the **Planning & Highways Committee** on **Monday 23/08/2021 at 7:30 pm**. The meeting will be held in the Council Chamber, Town Hall, Market Place, Newbury, RG14 5AA. The meeting is open to the press and public.

Yours sincerely,

**Darius Zarazel**  
**Democratic Services Officer**

**1. Apologies**

*Democratic Services Officer*

**2. Declarations of Interest and Dispensations**

*Chairperson*

**To receive** any declarations of interest relating to business to be conducted in this meeting and confirmation of any relevant dispensations.

**3. Minutes (Appendix 1)**

*Chairperson*

**3.1 To approve** the minutes of a meeting of the Planning & Highways Committee held on Monday 02/08/2021 (already circulated).

**3.2 To receive** a report on actions from previous meeting.

**4. Questions and Petitions from Members of the Public**

*Chairperson*

Questions, in writing, must be with the DSO by 2:00 pm on Friday 20/08/2021.

**5. Members' Questions and Petitions**

*Chairperson*

Questions, in writing, must be with the DSO by 2:00 pm on Friday 20/08/2021.

Town Hall, Market Place, Newbury, RG14 5AA

 (01635) 35486

 (01635) 40484

 @NewburyTC

 [towncouncil@newbury.gov.uk](mailto:towncouncil@newbury.gov.uk)

 [www.newbury.gov.uk](http://www.newbury.gov.uk)

 NewburyTC

Making Newbury a Town  
we can all be proud of.

- 6. Schedule of Planning Applications (Appendix 2)**  
*Chairperson*  
**To comment** on the planning applications listed at the attached schedule.
- 7. Schedule of Prior Approval Applications (Appendix 3)**  
*Chairperson*  
**To comment**, if relevant, on prior approval applications listed at the attached schedule.
- 8. Kennet Centre Redevelopment Application Revision**  
*Chairperson*  
**To receive** a presentation from Lochailort, the developers of the Kennet Centre redevelopment applications [21/00379/FULMAJ](#) and [21/00380/FULMAJ](#), on amendments to these applications.
- 9. Motion received from Councillor Vaughan Miller**  
“That this Committee hold a cross-party meeting with Sport England so as to better understand their position regarding the future of football facilities in Newbury, in light of the Newbury Town Council Strategy position on the Football Ground and the District Council’s current proposals. This meeting will be either held at the next P&H Committee meeting, on the 13th of September, or through an extraordinary P&H meeting at some point before that.”
- 10. Consultation: Bus Services Improvement Plan (Appendix 4)**  
*Chairperson*  
**To provide suggestions** for the West Berkshire Council Bus Service Improvement Plan.
- 11. Update on Newbury’s Neighbourhood Development Plan**  
*Chairperson*

  - 11.1 To receive** an update on the progress on Newbury’s Neighbourhood Development Plan (Appendix 5a and 5b).
  - 11.2 To resolve** to approve the signing of the Newbury Town Council – West Berkshire Council Neighbourhood Development Plan Service Level Agreement (Appendix 5c).
- 12. Update from the Sandleford Joint Working Group**  
*Chairperson*  
**To receive** an update on any relevant business from the Joint Working Group.
- 13. Update from The Western Area Planning Committee**  
*Chairperson*  
**To receive** an update on any relevant business from the Western Area Planning Committee.
- 14. Newbury Community Football Ground**  
*Chairperson*  
**To receive** an update.

**15. To Affix the Council's Seal (Appendix 6)**

*Chairperson*

**To resolve** that the Council seals the tenancy agreement for Suite 7 in the Town Hall, Newbury.

**16. Forward Work Programme for Planning & Highways Committee (Appendix 7)**

*Chairperson*

**To note** and agree any other items that Members resolve to add to the Forward Work Programme.

**Minutes of a meeting of the Planning and Highways Committee  
held in the Council Chamber, Newbury Town Council, Town Hall, Market Place,  
Newbury  
02/08/2021 at 19:30/7:30pm.**

**Present**

Councillors; Nigel Foot (Chairperson); Gary Norman (Deputy-Chairperson); Pam Lusby Taylor; Phil Barnett; Vaughan Miller; Andy Moore; Jeff Beck; Steve Masters; Billy Drummond; Jo Day

**In Attendance**

Darius Zarazel, Democratic Services Officer

**21. Apologies**

Apologies received from Councillors Tony Vickers, Roger Hunneman, and David Marsh, who is substituted with Councillor Steve Masters.

**22. Declarations of Interest and Dispensations**

The Democratic Services Officer declared that Councillors Phil Barnett, Jeff Beck, Andy Moore, Billy Drummond, and Steve Masters 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, Billy Drummond, and Tony Vickers are also Members of Greenham Parish Council.

The Democratic Services Officer made the following statement on behalf of Councillor Phil Barnett who is a Member of the West Berkshire Council Planning Committee and Jeff Beck and Andy Moore who are Substitute Members 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."

**23. Minutes**

**Proposed:** Councillor Jeff Beck

**Seconded:** Councillor Billy Drummond

**Resolved:** That the minutes of the meeting of the Planning & Highways Committee held on 12/07/2021, be approved, and signed by the Chairperson.

**24. Officers report on action from previous meeting:**

- A) NTC have submitted a request to West Berkshire Council that the Faraday Road Football Ground and Stadium be renewed as an Asset of Community Value. A panel will consider this application on the 2<sup>nd</sup> of September. They will only deal with our written submission and therefore we will not be able to attend the meeting. However, we will be notified of the outcome within five working days of the meeting.
- B) On Newbury's Neighbourhood Development Plan (NDP), all of the NTC Councillors have been made aware of the decision of the P&H Committee to undertake an NDP. The DSO is compiling a NDP project delivery plan that will be presented to this Committee at their next meeting, on the 23<sup>rd</sup> of August.

**25. Questions and Petitions from Members of the Public**

There were none.

**26. Members' Questions and Petitions**

Question received from Stuart Gourley:

*"Will NTC support lobbying WBC to review the signage and road markings promoting the 20mph speed limit along Newport Road, Pike Street and around Walton Way and ask WBC to add additional signage and road markings as part of this review? Also, can NTC support lobbying WBC to monitor and review the traffic volumes and speeds along these sections of residential roads?"*

Response from the Chairperson:

"Thank you for the question. Speeding is a national problem that can have serious consequences, especially on residential roads. Although 20mph signage exists at the entrance to Newport Road, the road markings have been significantly eroded making them difficult to see. Also, if speeding is an issue further into the road, around Pike Street and Walton Way, we would certainly request further signage or traffic calming measures. In this regard, we will write to WBC to request a review of these roads with the potential of implementing addition signage or road markings.

**27. Schedule of Planning Applications**

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

**28. Update from the Sandeford Joint Working Group**

An update from the Joint Working Group was received and noted by members.

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

An update from the Western Area Planning (WAP) Committee was received and noted by members.

**30. Newbury Community Football Ground**

An update on the Newbury Community Football Ground was received and noted by members.

It was mentioned that Sport England withdrew their objection to the planning application [20/02402/REG3](#) – the ‘creation of open space for public recreation including demolition of former football ground clubhouse; delivery of new parking spaces and erection of timber bollards and new fencing generally’.

The Committee asked that Sport England (SE) reverse this decision and reinstate their objection based on the following information:

- 1) That the proposals of the pitch at the rugby ground cannot be considered as a like-for-like replacement for Faraday Road.
- 2) SE's own policies require objection to any development taking place before a replacement facility of equal or better quality and quantity is operational – no application for the new ground has yet been submitted
- 3) SE have previously stated that they would require WBC to conjoin 3 applications to be considered at the same time by SE. Why has this requirement been put aside?
- 4) That the installation of temporary toilets and the pitch being restored for organised football, even if only available to youth teams, should be required until such a time as an acceptable replacement facility is operational.
- 5) That the benefits of playing outside on young people, especially after the COVID lockdowns, is substantial.

**Proposed:** Councillor Gary Norman

**Seconded:** Councillor Steve Masters

**Resolved:** That NTC write to Sport England, with consultation from Councillor Miller and Foot, to ask that they reverse the withdrawal of their objection on the application based on the points raised above.

Councillor Jeff Beck abstained.

**Proposed:** Councillor Vaughan Miller

**Seconded:** Councillor Steve Masters

**Resolved:** That NTC write to WBC to support Councillor Jeff Beck's amendment raised at the WAP on the 21<sup>st</sup> of July about the Newbury Football Club, Faraday Road, application [20/02402/REG3](#), and to ask that they work to implement it.

**Proposed:** Councillor Vaughan Miller

**Seconded:** Councillor Steve Masters

**Resolved:** To suspend Standing Orders to allow for public questions.

A question was raised by a member of the Press about if we are certain that the proposed pitch at the Newbury Rugby Ground will be capped at a national ground grading of Step 4.

In response, Councillor Vaughan Miller responded by saying that this was confirmed by the planners, the site cannot go beyond Step 4 due to its footprint.

**31. Forward Work Programme for Planning and Highways Committee**

No further items were added to the Forward Work Programme.

**There being no other business, the chairperson declared the meeting closed at 20:58 hrs.**

**Chairperson**

**Planning and Highways Committee Meeting  
Schedule of Planning Applications 02/08/2021**

Running Order	Resolutions	Ward	Application Number	Location and Applicant	Proposal
1.	No comment.	Adjacent Parish	<a href="#">20/02779/COMIND</a>	Newbury College, Monks Lane, Newbury, RG14 7TD, for Feltham Construction Limited	Section 73 variation of conditions 2 (plans), 3 (boundary treatments), 4 (hardscaping), 6 (BREEAM), 7 (external lighting), 9 (noise from services), 11 (sport England), 12 (travel plan), 13 (cycle and scooter parking), 17 (landscaping) and 24 (E V charging points) of approved 17/03434/COMIND - Construction of a new 1 FE single-storey primary school south of the existing Newbury College, with associated soft and hard landscaping. Construction of a temporary access to the school from the Newbury College site and a permanent access from the A339 to serve the allocated strategic housing site and form the permanent access to the school. Construction of bunds adjacent to the temporary and

					<p>permanent access roads to prevent access from the roads to private land.</p> <p><b>Amended:</b></p> <p>An amended kiss and drop parking scheme has been submitted providing for 13 spaces and the necessary re-location of landscaping to accommodate the new arrangement. The kiss and drop parking provision proposed is to be implemented prior to commencement of fourth school year.</p>
2.	We support this application.	Clay Hill	<a href="#">21/01575/CERTE</a>	Newbury Football Club, Faraday Road, Newbury, RG14 2AD, for Newbury Community Football Group CIC (NCFG)	<p>To confirm the legal status of use of land as a football ground with ancillary related facilities based on the irrefutable extensive publicly available historic evidence of use as such. This will allow the football ground (Use Class F2), which is an asset of community value in its own right, to continue to be used for this purpose.</p> <p><b>Amended description:</b></p> <p>Confirmation of lawful use of land as a football ground under use Class F2 of the Use Classes Order (Amendment 2020).</p>

3.	No objection.	Clay Hill	<a href="#">21/01819/HOUSE</a>	30 Curling Way, Newbury, RG14 2PX, for Ms K Carson	Two Storey Side extension.
4.	No objection.	East Fields	<a href="#">21/01578/HOUSE</a>	19 Stanley Road, Newbury, RG14 7PB, for Mr & Miss T & A Marsden and Bridson	Loft conversion.
5.	No objection.	East Fields	<a href="#">21/01680/ADV</a>	Unit 1, Greenham Road Retail Park, Greenham Road, Newbury, RG14 7HZ, for Pure Gym	Fascia Sign, Poster cases, Totem Signage.
6.	No objection.	East Fields	<a href="#">21/01751/HOUSE</a>	11 Jubilee Road, Newbury, RG14 7NN, for Mr & Mrs Chessell and Swan	Proposed single storey extension.
7.	No objection.	East Fields	<a href="#">21/01705/ADV</a>	Unit 4, Newbury Retail Park, Pinchington Lane, Newbury, RG14 7HU, for T.J. Morris Ltd	The development with comprise of 3 No fascia signs and 2 No signs for an existing totem.
8.	No objection subject to Environmental Health.	East Fields	<a href="#">21/01725/FUL</a>	Unit 1, Greenham Road Retail Park, Greenham Road, Newbury, RG14 7HZ, for Pure Gym	External alterations and installation of plant.
9.	We object to this application due to the lack of emphasis on sustainability, the likely compounding	Speenhamland	<a href="#">21/01716/FUL</a>	Aldi Foodstore Ltd, London Road, Newbury, RG14 1LA, for Aldi Stores Ltd	Demolition of the existing office building, and the construction of an extension to the existing foodstore and external alterations, extension and

	<p>effect it will have on local traffic, and the effect that the demolition would have on local residents.</p> <p>The Committee would like to see a new application that emphasises the promotion of active travel and increases the sites sustainability (including the installation of solar panels).</p> <p>Cllrs Jeff Beck, Andy Moore, and Gary Norman abstained.</p>				reconfiguration of the existing car park, with other associated works.
10.	No objection.	Wash Common	<a href="#">21/01600/HOUSE</a>	Tanglewood, Andover Road, Newbury, RG20 0LL, for Mr & Mrs Braham	Application for retrospective planning permission for a 626mm wide x 900mm high non-opening obscure glazed window in the gable of the south elevation.

11.	No objection.	Wash Common	<a href="#">21/01689/HOUSE</a>	Upcot, Tydehams, Newbury, RG14 6JT, for Mr B Willis	Proposed 2 storey gable and single storey orangery extensions.
12.	No objection.	Wash Common	<a href="#">21/01581/HOUSE</a>	9 Oaken Grove, Newbury, RG14 6DX, for Mr & Mrs Lodge	Single storey rear extension.
13.	No objection.	Wash Common	<a href="#">21/01681/HOUSE</a>	9 Battery End, Newbury, RG14 6NX, for Mr & Mrs Upton	Proposed single storey side extension, single storey wrap around rear extension following demolition of an existing conservatory and changes to fenestration.
14.	No objection.	Wash Common	<a href="#">21/01723/HOUSE</a>	18 Gorselands, Newbury, RG14 6PX, for Mr & Mrs Humphreys	Double storey rear extension.
15.	No objection.	Wash Common	<a href="#">21/01729/HOUSE</a>	119 Andover Road, Newbury, RG14 6JJ, for Mr & Mrs Williams	Proposed Two Storey Rear Extension, Associated Internal Alterations, Refurbished Front Porch and New Front Boundary Wall.
16.	No objection subject to parking surfaces being made of a permeable material.	Wash Common	<a href="#">21/01075/HOUSE</a>	13 Kennedy Close, Newbury, RG14 6QL, for Mrs A Imeson	Two story side extension and new front porch.  <b>Amended:</b> The proposed two storey side extension has been set down and back from the front elevation.  <b>NTC's Previous Comment:</b> No objection subject to

					parking surfaces being made of a permeable material.
17.	No objection.	Wash Common	<a href="#">21/01747/HOUSE</a>	53 Conifer Crest, Newbury, RG14 6RS, for Mr & Mrs Foster	Proposed single storey rear extension.
18.	No objection.	Wash Common	<a href="#">21/01764/HOUSE</a>	Rosewood, Tydehams, Newbury, RG14 6JT, for Mr & Mrs Haydn-Jones	Proposed two-storey side extension and single-storey rear extensions with associated alterations.
19.	Comments deferred until P&H meeting on the 23 <sup>rd</sup> of August.	Wash Common	<a href="#">21/01911/FULD</a>	Land Adjoining 11 Pond Close, Newbury, for A, D and E Property Ltd	Removal of derelict garages and erection of 2 no houses and 2 no flats, together with associated landscaping and parking.
20.	No objection.	West Fields	<a href="#">21/01683/ADV</a>	46 Northbrook Street Newbury West Berkshire RG14 1DT, for the Chancellors Group of Estate Agents Ltd	1 no. aluminium fascia sign with troughlight over 1 no. projecting sign.
21.	No objection.	West Fields	<a href="#">21/01624/FUL</a>	5 West Mills Yard, Kennet Road, Newbury, RG14 5LP, for Baggerman Wealth Management	Retrospective change of windows (glazing and frames) to the ground floor property. Apertures to remain the existing sizes. New windows to be uPVC frame with double glazed toughened laminated glazing. Offering better security to the property and energy efficiency ratings. Opening casements, locations and operation to match the existing being replaced.

					Style of window frames to match as closely as possible the existing being replaced. Colour of frames to be white to match the existing being replaced.
22.	No objection.	West Fields	<a href="#">21/01758/HOUSE</a>	16 Fifth Road, Newbury, RG14 6DL, for Mr & Mrs Marshman	Demolition of conservatory and construction of side and rear extensions.
23.	No objection.	West Fields	<a href="#">21/01704/LBC2</a>	34 Market Place, Newbury, RG14 5AG, for Blues Smokehouse (Star Pubs and Bars Ltd)	Erection of illuminated and non-illuminated signs to the exterior of the building.
24.	No objection.	West Fields	<a href="#">21/01703/ADV</a>	34 Market Place, Newbury, RG14 5AG, for Blues Smokehouse (Star Pubs and Bars Ltd)	Sign A - 1 x new set of 10mm perspex housename letters and signwritten. New trough light to illuminate. Sign B - 1 x new double sided projecting sign with stained rustic timber effect. New bracket and linolites to illuminate. Sign C - 3 x new applied frosted vinyl detail to windows/door to front elevation and 6 x small frosted vinyl detail to doors to rear elevation. Sign D - 2 x new feature lanterns. Sign E - 1 x new set of stainless steel housename letters with rust-effect powder coated finish fixed to window railings to rear elevation.

25.	No objection.	West Fields	<a href="#">21/01799/FUL</a> & <a href="#">21/01800/LBC2</a>	Flat 2, 53 Cheap Street, Newbury, RG14 5BX, for Mrs Mark	Install replacement windows to the rear and side of the property.
-----	---------------	-------------	--	--	--

**Planning and Highways Committee Meeting  
Schedule of Planning Applications 23/08/2021**

<b>Running Order</b>	<b>Resolutions</b>	<b>Ward</b>	<b>Application Number</b>	<b>Location and Applicant</b>	<b>Proposal</b>
1.		Adjacent Parish	<a href="#">21/01822/FUL</a>	Rocking Horse Nursery, Racecourse Road, Newbury, RG14 7NZ, for Newbury Racecourse	Erection of single storey extension, new toy store and refuse store. Replacement of existing bank with stone-appearance retaining wall and fence above to increase the size of the external play area.
2.		Adjacent Parish	<a href="#">21/01948/HOUSE</a>	20 Speen Lane, Newbury, RG14 1RW, for Mr & Mrs Scott	Proposed two Storey Side extension and Associated Internal Alterations.
3.		East Fields	<a href="#">21/01820/FUL</a>	CMS Downs Carpets, Hambridge Road, Newbury, RG14 5UP, for Spire Bricks and Mortar Ltd	Alterations to an existing building, including partial demolition, and use as altered as a builders merchant (storage, distribution, trade counter, offices and ancillary retail sales) new fencing and associated works.
4.		East Fields	<a href="#">21/01884/HOUSE</a>	19 St Johns Road, Newbury, RG14 7PY, for Mr J. Athersmith	Proposed installation of a 'Unibox' type Gas Meter to the front of residential property.
5.		East Fields	<a href="#">21/01920/FUL</a>	Newbury Retail Park, Pinchington Lane, Newbury, RG14 7HU for F&C	Alterations to existing access road and drive-thru.

				Commercial Property Holdings Ltd	
6.		Wash Common	<a href="#">21/01880/HOUSE</a>	2 Charter Road, Newbury, RG14 7EN, for Mr & Mrs Adams	Demolition of existing detached garage and construction of attached single-storey side elevation extension.
7.		Wash Common	<a href="#">21/01911/FULD</a>	Land Adjoining 11 Pond Close, Newbury, for A, D and E Property Ltd	Removal of derelict garages and erection of 2 no houses and 2 no flats, together with associated landscaping and parking.
8.		Wash Common	<a href="#">21/01910/HOUSE</a>	31 Valley Road, Newbury, RG14 6ET, for Mr Doney & Mrs Hayward	Demolition of existing conservatory and replacement with single storey rear extension and single storey extension to side for extended kitchen dining and utility room.
9.		Wash Common	<a href="#">21/02003/HOUSE</a>	18 Paddock Road, Newbury, RG14 7DG, Mr & Mrs Fry	Proposed Rear Conservatory.
10.		West Fields	<a href="#">21/01864/FULD</a>	Land To The Rear Of 15 Leys Gardens, Strawberry Hill, Newbury, RG14 1XJ, for Mr D Rivers	Full planning application for a revised design to a new single storey dwelling, with parking, landscaping & associated works (as previously approved under West Berks ref: <a href="#">19/02090/FULD</a> )
11.		West Fields	<a href="#">21/01994/LBC2</a> & <a href="#">21/01993/FUL</a>	27 Market Place, Newbury, RG14 5AA, for Sanctuary	Windows, door, guttering, roof tiles replacement, rendering and new extract ventilation grille.
12.		West Fields	<a href="#">21/02081/LBC2</a> & <a href="#">21/02080/FUL</a>	Flat 3, 53 Cheap Street, Newbury, RG14 5BX, for Mr H Wee	Replacement Windows.

## Schedule of Applications for Prior Approval

Running Order	Resolution	Ward	Application Number	Location and Applicant	Proposal
1.		Clay Hill	<a href="#">21/02021/PASSHE</a>	Willow Tree Cottage, 29 Skyllings, Newbury, RG14 2BB, for Miss G. Kirby	Application to determine if prior approval is required for a single storey rear extension to match existing materials.
2.		West Fields	<a href="#">21/01979/PACOU</a>	First, Second, and Third Floor, 123 - 126 Winchcombe House, Bartholomew Street, Newbury, RG14 5BN, for Mr A Croft	An application to determine if prior approval is required for a proposed Change of Use of a building from Office (Use Class B1) Use to a use falling within Use Class C3 (Dwellinghouse) to form 5 flats at first, second and third floor levels.

**Newbury Town Council Planning & Highways Committee****Monday 23<sup>rd</sup> August 2021****Consultation: West Berkshire Council Bus Service Improvement Plan**

There is a new National Bus Strategy for England, outside of London - [Bus back better](#).

The bus is seen in this Strategy as a key tool in 'Levelling Up.' In the West Berkshire context this could include enhanced frequencies on key bus corridors, fares simplified or reduced, and the emergence of new demand responsive services to areas of the district which do not currently have a bus service.

The new National Bus Strategy requires Transport Authorities (of which West Berkshire Council (WBC) is one) to publish an ambitious Bus Services Improvement Plan (BSIP) before the end of this October. These will detail the sought-after improvements to bus services and how these will be delivered. The BSIPs will be assessed by the Department for Transport, who will decide on the allocation of funding between the Transport Authorities.

WBC are asking for feedback from Newbury Town Council on any suggestions for consideration in their Bus Services Improvement Plan. This can be on anything related to current bus services or potential bus services. If there is anything relating to improving bus services in Newbury Parish, this should be highlighted in our response.

WBC are currently running a survey for the public to feedback on their satisfaction levels of the current bus services in the district, and their suggestions for possible improvements.

The survey can be seen at: <https://info.westberks.gov.uk/wbcbussurvey>

This survey runs until the end of August.

**Newbury Town Council****Public Report****To:** Planning & Highways Committee**Date of Meeting:** 23<sup>rd</sup> of August 2021**Agenda item No. 11: Update on Newbury's Neighbourhood Development Plan****Decision Required:**

To resolve to approve the Newbury Town Council – West Berkshire Council Neighbourhood Development Plan Service Level Agreement.

**Background and Introduction:**

In the Planning & Highways Committee meeting on the 12<sup>th</sup> of July, it was resolved that Newbury Town Council (NTC) undertakes a Neighbourhood Development Plan (NDP) based on the Report presented to the Committee. The steps that NTC will take up until the implementation of our NDP, and how the NDP might be monitored, are presented in Appendix 5b, 'Newbury's NDP Project Plan'.

NTC have submitted our Neighbourhood Area for the NDP, the whole of Newbury Parish, and have had this confirmed by the Local Planning Authority, West Berkshire Council (WBC). At our present stage, we are 'in progress' on Steps 4 and 5 in 'Stage 1: Getting Started'. Completion of Step 4 involves the submission of a Service Level Agreement (SLA) with WBC, attached to this agenda as Appendix 5c. This SLA details the working arrangements that can be expected between NTC and WBC when working on our NDP. It is requested of this Planning & Highways Committee that this SLA is considered and approved for signing.

The presentation of this report fulfils the criteria of Step 5 (presenting the NDP Project Plan to P&H). Steps 6 (applying for funding) and 7 (recruiting relevant personal) can be conducted in parallel and have been given an estimated completion date of the end of October. Step 8 involves the establishment of the NDP Steering Group (SG). As depicted in the NDP Project Plan, it is estimated that the NDP SG will be established and convened before the end of this calendar year (2021).

**Issues Arising/Options Considered:**

A competent project manager is a requirement for the efficient and effective running of the NDP SG. During Step 8, where we advertise the intention to produce an NDP and recruit members of the community to be on the SG, we will seek to gain a volunteer with project management experience. If the relevant volunteer cannot be found, this may require the Council to put out a

vacancy for a part-time NDP Officer dedicated to project managing the NDP. This would cause delays and likely push back the expected date of the convening of the SG.

The SLA document, Appendix 5c, contains a detailed explanation about what is expected from NTC, point 6: 'Parish Responsibilities', and what the expected working relationship between NTC and WBC will be, point 4: 'Working Relationships'. Specifically, on point 4, both parties have to agree to "seek:

- A. an open and constructive working relationship
- B. to work closely together at all levels, both in policy, and in strategic issues of importance
- C. to respect each other's views, and where different, after discussion to ensure proper understanding of the reasons for such differences
- D. to have a 'no surprises' policy, based on notifying each other well in advance, where possible, of significant announcements and developments in policy
- E. to minimise duplication of activity wherever possible
- F. to inform other stakeholders about our relationship so as to reduce uncertainty."

It is critical that NTC fulfils all of its obligations outlined in this SLA or it risks the Local Planning Authority disputing the NDP.

## **Considerations:**

### **1. Reference to Council Strategy 2019-2024**

The resolution to undertake an NDP on the 12<sup>th</sup> of July fulfilled points G.1.a and G.1.b in the 2021 Strategy Update:

#### *"Neighbourhood Development Plan*

- a) Complete 20/21: By end 2020, explore the time and costs to produce Neighbourhood Development Plan, and the likely benefits in terms of increased influence on planning decisions and additional CIL contributions.*
- b) By end Q1 2021: decide whether to move forward with a Neighbourhood Development Plan based on both the cost benefit investigation and the success or otherwise of G1-G4 above." (p. 14)*

There is no further reference to an NDP in the Strategy 2019-2024.

### **2. Legal:**

The Council has powers under the Localism Act 2011, the Neighbourhood planning Act 2017, and the regulations made thereunder to progress a Neighbourhood Development Plan for Newbury.

The Council also has the General Power of Competence and the authority to contribute financially towards this project.

### **3. Financial:**

As described in the 'Issues Arising/Options Considered' section of this report, if no volunteer with project management experience can be found, NTC will likely have to seek a part time NDP Officer. The salary for this Officer will be taken from the total £25,000 funding available for this project.

Beyond this, the decision to sign the SLA with WBC has no financial implications beyond those already described with the initiation of the NDP.

### **4. Climate/Environmental issues:**

There are no environmental implications with the signing of the SLA.

### **5. Crime and Disorder:**

Local Councils must exercise their functions with due regard to their likely effect, if any, on crime and disorder (including anti-social and other behaviour adversely affecting the local environment), the misuse of drugs, alcohol, and other substances and re-offending in its area and the need to prevent them (Crime and Disorder Act, 1988, S.7). No effect on crime or disorder are expected from the approval of the SLA.

### **6. Risk assessment:**

The risks to signing the SLA are outlined above, in the 'Issues Arising/Options Considered' section. Mitigation of these risks would involve the stringent following of the obligations outlined in the SLA.

At this stage, no risk assessment is necessary.

### **7. Equality and Diversity:**

During the promotion of membership for the SG, all residents of Newbury will be welcome to apply.

### **8. Consultation:**

Through the SG and the broader public consultation phases of the NDP, the public will have multiple opportunities to engage with the proposed NDP. The public will also be consulted at the final stage of the NDP process through the referendum.

An 'NDP progress update' will become a standing item on the P&H Agenda and so this committee will be presented with regular NDP updates and any associated resolutions, where necessary.

**Conclusion and Recommendation:**

**To resolve** to approve the Newbury Town Council – West Berkshire Council Neighbourhood Development Plan Service Level Agreement.

**Report Author: Darius Zarazel (Democratic Services Officer)**

**Date: 17<sup>th</sup> August 2021**

Newbury's NDP Project Plan

Key

Not started
In Progress
Completed

Please note this is not a deadline but an estimation of how long the development of a Neighbourhood Development Plan might take.

Stage	Milestones	Suggested tasks	How WBC can help	Actioner	Year 1					Year 2										
					J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O
<b>Getting Started</b>																				
1	Step 1	Initial Discussions and starting the process	Holding a Town Council meeting to agree whether a Neighbourhood Plan is the right tool for the area	Refer to WBC NP Advice Notes 1 (Overview of neighbourhood planning), 2 (Differences between neighbourhood plans and other community documents), and 3 (Costs of developing neighbourhood plans).  Detailed guidance has also been produced by Locality: <a href="https://neighbourhoodplanning.org/toolkits-and-guidance/create-neighbourhood-plan-step-by-step-roadmap-guide/">https://neighbourhoodplanning.org/toolkits-and-guidance/create-neighbourhood-plan-step-by-step-roadmap-guide/</a>	DSO	█														
				Officers from WBC can meet with the NTC council to provide an introduction to process	DSO	█														
	Step 2	Decide on the extent of the area the plan will cover	Liasing with surrounding parishes and discussing whether to do a joint plan or to do one within the Newbury Parish Boundary	WBC can advise on appropriateness of area. Also refer to WBC NP Advice Note 5 (Desinating the neighbourhood area).	DSO	█														
	Step 3	Complete and submit neighbourhood area/forum application form	NTC to send complete Neighbourhood Area designation form and map to WBC	WBC can provide a map of the proposed neighbourhood area	DSO	█	█													
	Step 4	Signing of Service Level Agreement	The Service Level Agreement formally sets out how WBC will provide assistance to the NTC during the preparation of the NDP	WBC will issue the Service Level Agreement for signing. An example Service Level Agreement is appended to WBC NP Advice Note 1.	DSO		█													
	Step 5	Present NDP Project Plan to P&H Committee	Format and present this Project Plan to the Planning & Highways Committee on the 23rd of August		DSO		█													
	Step 6	Apply for funding to support NDP production	Apply for government grants of £10,000 'Basic Grant Funding' (available to all groups undertaking a neighbourhood plan) and £8,000 in 'Additional Grant Funding'. Further details at: <a href="https://neighbourhoodplanning.org/toolkits-and-guidance/neighbourhood-planning-grant-technical-support-guidance-notes/">https://neighbourhoodplanning.org/toolkits-and-guidance/neighbourhood-planning-grant-technical-support-guidance-notes/</a>		DSO		█	█												
	Step 7	Recruit relevant personnel	Put out for tender for a NDP planning consultant (PC)		DSO/CEO			█	█											
Step 8	Form a Steering Group (SG)	Advertise on the parish newsletter/website the intention to produce a NDP and recruit members from the community alongside councillors	Refer to WBC NP Advice Note 4 (Establishing a Steering Group).	DSO				█												
		Invite Partners to put forward members (Nebwury BID, TVP, BY, etc.)		DSO					█											
		Agree roles (chair, project manager, secretary etc)		P&H/SG						█										
		Consider skills/experience/interests of steering Group		P&H/SG							█									
		Produce a terms of reference or constitution	Locality guidance on producing a terms of reference at: <a href="https://neighbourhoodplanning.org/wp-content/uploads/Neighbourhood-Planning-Resources.pdf">https://neighbourhoodplanning.org/wp-content/uploads/Neighbourhood-Planning-Resources.pdf</a>	P&H/SG/DSO					█											
		Populate the project plan (this document) with timescales and assign individual tasks.		P&H/SG/DSO						█										
<b>Engaging the community and gathering information</b>																				



Stage	Milestones	Suggested tasks	How WBC can help	Actioner	Year 1					Year 2				
		Undertake a SEA / HRA if required	Refer to WBC NP Advice Note 12 (Strategic Environmental Assessment, Sustainability Appraisal & Habitat Regulation Assessment )											
		Start to prepare basic condition statement and consultation statement	Refer to WBC NP Advice Note 17 (What are the Basic Conditions and how to write a Basic Conditions statement)											
		Check conformity with the West Berkshire Local Plan Review to 2036	WBC can advise on any conformity issues											
		Compile, draft, and proof-read the Neighbourhood Development Plan Gain Parish or Town council endorsement												
<b>Statutory consultation and submitting the plan</b>														
4	Step 1	Pre-submission consultation	Undertake a formal six week consultation on the draft Neighbourhood Plan as per the regulations to ensure that it reflects community aspirations  Amend the plan in response to comments received	Refer to WBC NP Advice Note 14 (Pre-submission (Regulation 14) consultation on the draft plan)										
		Step 2	Finalise the Plan	Complete and finalise consultation statement and basic conditions statement	Refer to WBC NP Advice Notes 16 (Writing a consultation statement), 17 (What are the Basic Conditions and how to write a Basic Conditions statement), and 18 (Submission checklist). Also see WBC Template 2 (Consultation Statement template).									
	Consider undertaking a 'health check' before you formally submit to WBC			NPIERs also offer a 'health check' for a fee: <a href="https://www.rics.org/uk/footer/dispute-resolution-service/drs-services/neighbourhood-planning-independent-examiner-referral-service/">https://www.rics.org/uk/footer/dispute-resolution-service/drs-services/neighbourhood-planning-independent-examiner-referral-service/</a>										
	Step 3	Submission and adoption of the plan	Submit the plan to WBC with all of the supporting documentation	WBC will review the Neighbourhood Plan and if it meets requirements, it will then be publicised for consultation WBC will appoint independent examiner with approval from the parish or town council Independent examiner will produce a report advising whether the neighbourhood plan should proceed to referendum, subject to any modifications. Parish Council to decide on whether to accept any recommended modifications by the examiner. Publicise any modifications made	If WBC has any concerns they will advise and work them through with the SG.									
			WBC to organise a referendum on the final plan	Refer to WBC NP Advice Note 19 (Referendum).										
			Upon successful referendum, <b>PLAN ADOPTED</b>											
<b>Delivering and monitoring the Plan</b>														
5	Step 1	Delivering the plan actions	Newbury Town Council to develop an Implementation Plan, e.g. working with developers and the community to follow-up any community actions	Refer to Locality guidance 'How to implement, monitor, and review a made neighbourhood plan': <a href="https://neighbourhoodplanning.org/toolkits-and-guidance/how-to-implement-monitor-and-review-your-made-neighbourhood-plan">https://neighbourhoodplanning.org/toolkits-and-guidance/how-to-implement-monitor-and-review-your-made-neighbourhood-plan</a>										
	Step 2	Monitoring progress of actions	Decide on how to monitor progress against objectives and reporting back to the community											
	Step 3	Updating the plan	Updating of the plan. This is not compulsory, however policies in a plan may become out of date, for example, if they conflict with policies in a local plan that is adopted after the adoption of a neighbourhood plan. In such cases, the more recent plan policy takes precedence											

## Stage 1: Getting Started

### Key

Not started

In Progress

Completed

Stage	Milestones	Suggested tasks	How WBC can help	Actioner	Progress	
1	<b>Getting Started</b>					
	Step 1	Initial Discussions and starting the process	Holding a Parish/Town Council meeting to agree whether a Neighbourhood Plan is the right tool for the area.	Refer to WBC NP Advice Notes 1 (Overview of neighbourhood planning), 2 (Differences between neighbourhood plans and other community documents), and 3 (Costs of developing neighbourhood plans).  Detailed guidance has also been produced by Locality: <a href="https://neighbourhoodplanning.org/toolkits-and-guidance/create-neighbourhood-plan-step-by-step-roadmap-guide/">https://neighbourhoodplanning.org/toolkits-and-guidance/create-neighbourhood-plan-step-by-step-roadmap-guide/</a>	DSO	May 2020 - July 2021
				Officers from WBC can meet with the parish council to provide an introduction to process	DSO	
	Step 2	Decide on the extent of the area the plan will cover	Liasing with surrounding parishes and discussing whether to do a joint plan or to do one within the Newbury Parish Boundary.	WBC can advise on appropriateness of area. Also refer to WBC NP Advice Note 5 (Designating the neighbourhood area).	DSO	
	Step 3	Complete and submit neighbourhood area/forum application form	NTC to send complete Neighbourhood Area designation form and map to WBC	WBC can provide a map of the proposed neighbourhood area	DSO	05 August 2021
	Step 4	Signing of Service Level Agreement	The Service Level Agreement formally sets out how WBC will provide assistance to the NTC during the preparation of the NDP	WBC will issue the Service Level Agreement for signing. An example Service Level Agreement is appended to WBC NP Advice Note 1.	DSO	23 August 2021
	Step 5	Present NDP Project Plan to P&H Committee	Format and present this plan to P&H		DSO	23 August 2021
	Step 6	Apply for funding to support NDP production	Apply for government grants of £10,000 'Basic Grant Funding' available to all groups undertaking a neighbourhood plan and £8,000 in 'Additional Grant Funding'. Further details at: <a href="https://neighbourhoodplanning.org/toolkits-and-guidance/neighbourhood-planning-grant-technical-support-guidance-notes/">https://neighbourhoodplanning.org/toolkits-and-guidance/neighbourhood-planning-grant-technical-support-guidance-notes/</a>		DSO	August/September 2021
	Step 7	Recruit relevant personnel	Put out for tender for a NDP planning consultant		DSO/CEO	September/October 2021
	Step 8	Form a steering/working group	Advertise on the parish newsletter/website the intention to produce a NP and recruit members from the community alongside councillors	Refer to WBC NP Advice Note 4 (Establishing a Steering Group).	DSO	01 November - 30 November 2021
			Invite Partners to put forward members (Newbury BID, TVP, BY, etc.)		DSO	01 November - 30 November 2021
			Agree roles (chair, project manager, secretary etc)		P&H/SG	Before 24 December 2021
			Consider skills/experience/interests of steering Group		P&H/SG	Before 24 December 2021
Produce a terms of reference or constitution			Locality guidance on producing a terms of reference at: <a href="https://neighbourhoodplanning.org/wp-content/uploads/Neighbourhood-Planning-Resources.pdf">https://neighbourhoodplanning.org/wp-content/uploads/Neighbourhood-Planning-Resources.pdf</a>	P&H/SG/DSO	Before 24 December 2021	
Populate the project plan (this document) with timescales and assign individual tasks.		P&H/SG/DSO	Before 24 December 2021			

## **Service Level Agreement between *West Berkshire District Council* and *<name> Parish Council* for the purpose of producing a Neighbourhood Development Plan**

### **1. Purpose**

The purpose of this agreement is to form a working relationship between *<name> Parish Council* and *West Berkshire District Council (Planning and Countryside)*.

Under the provisions of the Localism Act 2011 *West Berkshire District Council* are responsible for:

- a. fulfilling certain statutory requirements and
- b. the provision of advice and assistance

This agreement confirms:

- a. how *West Berkshire District Council* will undertake its statutory duties
- b. the level and extent of the technical advice and assistance that *West Berkshire District Council* will provide
- c. how *<name> Parish District Council* will aim to progress the Neighbourhood Development Plan.

### **2. Memorandum of Agreement:**

This Agreement is between:-

*West Berkshire District Council*

signature Head of Planning and Countryside

date:

and

*<name> Parish Council*

signature of Parish Clerk

date:

### **3. Date and duration of agreement**

This agreement will commence once the document has been signed and dated by the selected representatives of both parties.

It is expected that this agreement will run for 24 months, or until the parish council have an adopted Neighbourhood Plan (whichever is sooner), at which point there will be a review by both parties with respect to its continuation.

#### **4. Working Relationships**

The parties to this agreement seek:

- a. an open and constructive working relationship
- b. to work closely together at all levels, both in policy, and in strategic issues of importance
- c. to respect each others' views, and where different, after discussion to ensure proper understanding of the reasons for such differences
- d. to have a 'no surprises' policy, based on notifying each other well in advance, where possible, of significant announcements and developments in policy
- e. to minimise duplication of activity wherever possible
- f. to inform other stakeholders about our relationship so as to reduce uncertainty.

#### **5. Service Roles and Responsibilities**

##### **5.1 The statutory obligations of West Berkshire District Council**

Following completion of the statutory procedures *West Berkshire District Council* will meet the following standards of service – the regulation numbers apply to the Neighbourhood Planning (General) Regulations 2012, amended 2015.

Confirm that the draft plan meets the criteria in the Localism Act (Regulation 15) within 2 weeks of submission to the District Council.

Publicise, for 6 weeks, the submission plan and other relevant documentation (Regulation 16) within 4 weeks of receiving the submission documents which meet the criteria and pass on representations to the Independent Examiner within 4 weeks of the close of the consultation period (Regulation 17),

Consideration of the recommendations in the Examiners' Report that the draft plan meets the basic conditions and publication of a 'Decision Statement' (Regulation 18/19) within 4 weeks following the receipt of the inspectors report.

Take the proposed plan to the first available council meeting following the publication of the 'Decision Statement' to agree progression of the plan to referendum and adoption of the plan following a successful 'yes' vote.

Make arrangements including the setting of a date for the holding of the referendum – within 5 working days of the council meeting where the plan is agreed.

Hold the referendum within 10 weeks of making the decision to hold the referendum, unless it could be combined with another poll to be held within 3 months of the end of the 10 week period.

*Changes to the above timescales can be made following written agreement between the Parish Council and West Berkshire District Council.*

*Should new legislation be published that significantly changes the Neighbourhood Planning Process this agreement will be reviewed and updated as necessary.*

## **5.2 West Berkshire District Council will make the following provision for advice and assistance:**

### **Published advice**

A simple guide to procedures for Neighbourhood planning and a set of guidance notes.

### **Professional advice**

Provide a named officer as first point of contact for advice and technical support.

In this case the support officer is: <<*contact name, email*>>

### **Initial Meeting**

At the request of the parish council and following designation of the Neighbourhood Area the support officer will attend and provide an overview on the procedures and issues. The advice will cover:

- *The legal procedures*
- *The preparation and content of a project plan*
- *Methods of consultation and engagement*
- *Consultation with the 'consultation bodies'*
- *The requirements of other legislation such as Human Rights Act, the Habitats regulations and Environmental Assessments*

### **Background Data and Evidence**

The District Council will make available on request:

- *Annual Monitoring reports for the last 5 years*
- *Planning commitments for housing for the last 5 years (where available)*
- *Planning commitments for employment uses for the last 5 years (where available)*
- *Details of the HELAA submissions for the parish*
- *List of planning applications made in the last 5 years*
- *The Local Plan Evidence Base and access to base data*
- *Maps showing constraints data*

The District Council will provide:

- *OS base maps for the area (District Council's OS licence number must be included on all maps provided by the District Council)*
- *Digitising of final proposals maps*
- *Links to research and demographic data*

### **Professional advice and assistance**

The District Council will provide advice and assistance on:

- *Methods of community engagement and consultation*
- *Questionnaires*
- *Potential delivery partners*
- *Conformity matters*
- *Up to date information on the Local Plan*
- *Advice on any requirement for Environmental Assessment and Habitats Regulation Assessment (including screening as to whether SEA will be required)*
- *Emerging drafts of the plan*

For the Draft Neighbourhood Development Plan the District Council will provide advice and assistance on:

- *Conformity of the plan and whether in their view it meets the basic conditions*
- *Suitability of the Consultation Statement*
- *Suitability of any Environmental Assessment or Habitats Regulations Assessments undertaken*
- *Conformity with other legislative requirements*
- *OS mapping requirements*
- *Coordinate consultation with internal District Council consultees regarding the draft plan.*

*West Berkshire District Council* will provide formal comments on the Neighbourhood Plan as part of the pre-submission consultation (Regulation 14) including a steer on whether the plan is considered to meet the Basic Conditions.

### **West Berkshire District Council will not offer advice or assistance in the following areas:**

- *Writing documents*
- *Undertaking survey work*
- *Attending every meeting*
- *Attending every consultation event*
- *Direct financial support*
- *Printing of documents for examination*

### **6. Parish Responsibilities**

- a. Establish a steering group, made up of representatives of the local community, to develop the Neighbourhood Development Plan with clear terms of reference.
- b. Publish details of the steering group on the Parish Council's website (including details of the area where each member of the steering group lives)
- c. Arrange an initial meeting to which the named Council support officer can attend and advise the steering group.
- d. Undertake to work towards preparation of a Neighbourhood Plan with a defined project management approach, work programme and timetable to delivery (Project Plan).
- e. Convene as a group on a regular basis throughout the period of preparation of the Neighbourhood Development Plan and its examination.
- f. Commit adequate resources to the task.

- g. Provide regular updates on progress against the project plan to the Council via the named officer.
- h. Provide to the District Council the Draft Submission Plan in electronic format.
- i. Provide evidence base documents which would be helpful to the *District* Council.
- j. Provide at least one hard copy of all documents (including evidence base documents) to the District Council to pass on to the examiner.

### **7. Progress and Review Process**

The progress on the Neighbourhood Plan and success of the support from West Berkshire District Council will be reviewed every *6 months*, against this agreement and in a face to face meeting between the District Council and the *<name>* Neighbourhood Plan steering group.

### **8. Dispute settlement**

In the unlikely event of a dispute it is expected that these will be resolved at the working level at which they arise. If this is not possible then the relevant signatory to this agreement will discuss the matter and decide on the action to take.

## Newbury Town Council

**Public Report**

To: Planning and Highways Committee

Date of meeting: 23<sup>rd</sup> of August 2021

**Agenda item No. 15: To Affix the Council's Seal****Decision Required:**

To resolve that the Council seals the tenancy agreement for Suite 7 in the Town Hall, Newbury.

**Background**

Suite 7 has been vacant for over a year since the Civic Enforcement Officers of West Berkshire Council moved out. The Council's agent has been actively promoting the suite and we have now attracted a suitable tenant at a suitable rent. The Council's Officers are happy to recommend the tenant and the rent being offered. (Details can be supplied to any member requesting same.)

The Council have re-decorated the suite and are making arrangements for new flooring to be laid.

**Issues arising**

The Tenancy Agreement must be made under the seal of the Council. The Council's Standing Orders require that a resolution be passed by the Council or a Committee to approve the affixing of the Council's seal to any contracts made under the seal of the Council.

This must also be witnessed by 2 members of the Council.

**Recommendation**

**That the Committee resolves** that the Council seals the tenancy agreement for Suite 7 in the Town Hall Newbury.

**Report Author: Hugh Peacocke, (CEO)**

**Date: 6 August 2021.**

## Newbury Town Council

Forward Work Programme for Planning and Highways Committee: 23<sup>rd</sup> of August 2021.

### Standing Items on each (ordinary meeting) agenda:

1. Apologies
2. Declarations and Dispensations
- 3.1 Approval of Minutes of previous meeting
- 3.2 Officers report on actions from previous meeting
4. Questions/Petitions from members of the Public
5. Questions/Petitions from Members of the Council
6. Schedule of Planning Applications
7. Schedule of Prior Approval Applications (if any)
8. Schedule of Licensing Applications (if any)
9. Schedule of Appeal Decisions (if any)
10. Neighbourhood Development Plan – Update
11. The Western Area Planning Committee – Update
12. Sandleford Park Joint Working Group – Update
13. Newbury Community Football Ground – Update

To be confirmed	Follow-up discussion on footpath recommendations.
	Paths that have Cycle ban signs to be reviewed.
	Consider additional signage to countryside paths and open space within the parish of Newbury or immediately adjacent to it.
	Property of the Essex Wynter Trust at Argyle Road, Newbury.
June/September/December/March (Quarterly)	Updates on Section 215 of the Town and Country Planning Acts. Updates on ongoing items.
Each November	Review of KPI's for Planning and Highways Committee
Each December	Send Budget and Strategy proposals to RFO