

18/01/2022.

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 24/01/2022 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 Wednesday 05/01/2022 (already circulated).

3.2 To receive a report on actions from the 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 21/01/2022.

5. Members' Questions and Petitions

Chairperson

Questions, in writing, must be with the DSO by 2:00 pm on Friday 21/01/2022.

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- 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. Presentation: Licencing Information**
Chairperson
To receive a presentation from WBC Officers on Licensing information for Parish and Town Councils.
- 9. Schedule of Licensing Applications (Appendix 4)**
Chairperson
To comment on the licensing applications listed at the attached schedule.
- 10. Update on Newbury's Neighbourhood Development Plan**
Chairperson

 - 10.1 To receive** an update on the progress on Newbury's Neighbourhood Development Plan (Appendix 5a and 5b).
 - 10.2 To approve** the suggested amendment to the NDP Steering Group Terms of Reference (Appendix 5c).
- 11. Update from the Sandleford Joint Working Group**
Chairperson
To receive an update on any relevant business from the Joint Working Group.
- 12. Update from The Western Area Planning Committee**
Chairperson
To receive an update on any relevant business from the Western Area Planning Committee.
- 13. Newbury Community Football Ground**
Chairperson
To receive an update.
- 14. Forward Work Programme for Planning & Highways Committee (Appendix 6)**
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
05/01/2022 at 7:30pm/19:30.**

Present

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

In Attendance

Darius Zarazel, Democratic Services Officer

134. Apologies

There were none.

135. Declarations of Interest and Dispensations

The Democratic Services Officer declared that Councillors Phil Barnett, Jeff Beck, David Marsh, Andy Moore, Billy Drummond, 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, Billy Drummond, 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 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."

On Item 1 of Appendix 1 to these minutes, Councillor Jeff Beck declared an interest as he knows the applicant, but he is not prejudiced and will still vote on the application.

136. Minutes

136.1 Proposed: Councillor Jeff Beck

Seconded: Councillor Tony Vickers

Resolved: That the minutes of the meeting of the Planning & Highways Committee held on 06/12/2021, be approved, and signed by the Chairperson.

136.2 Officer's Report on Action from Previous Meeting:

- A) The representative from Great Western Railway, Kevin King, scheduled to present on the Newbury Station development as item 8, has been called away for operational duties and is no longer available to speak. We are currently looking to rebook this presentation.
- B) On the NTC bid to WBC for active travel wayfinding signage, the Council has not yet received the suggested initial sign placement along the North Newbury to the Town Centre route (Corridor 6 in the WBC Local Cycling Walking Infrastructure Plan) from SPOKES. However, the DSO will contact Councillor Tony Vickers, also a member of SPOKES, to look to progress this.

137. Questions and Petitions from Members of the Public

Question received from Alan Pearce:

"Please would the Committee consider writing to West Berkshire Council (WBC) asking them to confirm they will not award the contract to build the Monks Lane Sports Hub until both Sport England (SE) and WBC as the Local planning authority (LPA) have reviewed the planning application in their statutory planning roles to ensure the Sport Hub will qualify as a legal replacement or as part of a legal replacement strategy when replacing the current Faraday Road Football Ground?"

*The reason and for clarification, the Sport Hub planning application was not submitted as a replacement or as part of a replacement strategy, and Sports England have now confirmed on the 14th of December their statutory consultation response contained an assessment for a standalone proposal, **not** a replacement ground. The proposed development was not a replacement and Sport England did not object on those grounds.*

*The Sports Hub was not submitted as a replacement ground, and WBC as the LPA have **not** assessed the planning application as a replacement or as part of a replacement strategy for Faraday Road.*

Councillor Woollaston confirmed at the Executive meeting on the 16th of December 2021 in his answer to public question Item (6) 7, Clarification/supplementary question, Am I right in saying that Monks Lane is not a replacement but may be used in the future for a replacement or part of a replacement strategy. Is that right? His answer "It is certainly part of a replacement strategy".

In my opinion, it is clear due to scale, the Sports hub will not meet planning policy to qualify as a legal replacement or as part of a legal replacement strategy. and WBC as a landowner did not submit the planning application as a replacement ground attempting to abuse the planning process."

Response from the Chairperson:

"Thank you for this question. This Committee has a standing item on the Newbury Community Football Ground. During that standing item, the Committee will discuss this proposal as well as a similar item prepared by Councillor Vaughan Miller.

Question received from Alan Pearce:

"Please would the council give a detailed explanation, why it is necessary to exclude the press and public from Item 15. Newbury's Neighbourhood Development Plan, "To resolve to approve, if relevant, a volunteer for the NDP Steering Group"."

Response from the Chairperson:

"As the Council will be discussing in detail each individual volunteer's CV during this item, and if relevant selecting one to become a member of the NDP Steering Group, we believe that a public discussion of these CV's would be prejudicial to the public interest by reason of the confidential and personal nature of the business to be transacted. This exclusion is provided for in the [Public Bodies \(Admission to Meetings\) Act 1960](#):

"^[F4] Where a meeting is open to the public, a body may, by resolution exclude the public from the meeting] (whether during the whole or part of the proceedings) whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons stated in the resolution and arising from the nature of that business or of the proceedings; ^[F5] and where such a resolution is passed, this Act shall not require the

meeting to be open to the public during proceedings to which the resolution applies].”

However, the resolutions from this item will be published in the minutes of the meeting.”

Supplementary question from Alan Pearce:

“I believe that there could be more transparency with this process, could more information be disclosed about who has applied to be a member of the NDP Steering Group?”.

Response from the Chairperson:

“Currently we have 7 applications from members of the public for the NDP SG vacancy. The selection process for this is conducted according to the process NTC would use to hire a member of staff. Therefore, the applicants names are not made available to the public. The applicants have also not provided their consent for this type of public disclosure. However, the names of all successful applicants are published and can be found on the [NDP Steering Group section of the NTC website.](#)”

138. Members’ Questions and Petitions

Question received from Phil Barnett:

“Parking on soft verges along many estate roads has been the norm for many years. Unfortunately, during the winter periods, the green verges become rutted and unsightly areas. In the case of the Turnpike Estate many soft verges have been pebble dashed supported by members bids, but still, some require updating. Therefore, can this Planning & Highways Committee of Newbury Town Council urge West Berks Council to consider making the remaining verges within the estate pebble dashed.”

Response from the Chairperson:

“Thank you for the question. Parking on soft verges during winter periods has been known to cause rutted dirt mud tracks which can become very unsightly. For this reason, and with a desire to keep a permeable surface, I will ask that this Council write to the relevant WBC department to request that the remaining verges within the Turnpike Estate be replaced with pebble dashed surface.”

139. Application Consultation: Palady Homes for the development at the Former Newbury Magistrates Court on Mill Lane ([21/03024/FULEXT](#))

The Committee heard a presentation from Paladay homes on the Former Magistrates Court. Key information included:

- They are a joint applicant with Homes England
- 30% affordable housing
- 31 car spaces, electrical charging points, and a cycle store
- Floor level is above the 'worst case' flooding level

140. Schedule of Planning Applications

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

141. Presentation: Newbury Station Redevelopment

This presentation is being rearranged by the Council as the representative from Great Western Railway is not available.

Proposed: Councillor Nigel Foot

Seconded: Councillor Billy Drummond

Resolved: To vary the order of business on the ground of urgency to take the Newbury Community Football Group Item first.

142. Newbury Community Football Ground

Proposed: Councillor Nigel Foot

Seconded: Councillor Gary Norman

Resolved: To suspend Standing Orders to allow for a member of public, Alan Pearce, to speak during this item.

Proposed: Councillor Tony Vickers

Seconded: Councillor Nigel Foot

Resolved: That the attached letter, recorded as Appendix 2 to these minutes, be sent to WBC, through the NTC CEO and the Leader of the Council.

In sum, this letter calls on West Berkshire Council to pause all work on progressing the Sports Hub project until:

1. The application for the Sports Hub has been fully tested in the Planning Process as a full replacement for the Faraday Road Football Ground.

2. There is a clear planning justification that would make the LRIE redevelopment as recommended by Avison Young to, and since approved by, WBC Council viable.

Councillor Jeff Beck voted against this.

Proposed: Councillor Andy Moore

Seconded: Councillor Tony Vickers

Resolved: To reinstate Standing Orders.

Proposed: Councillor Jeff Beck

Seconded: Councillor Roger Hunneman

Resolved: That the business of the meeting can be concluded by 22:30 and accordingly that the meeting be extended.

143. Update on Newbury's Neighbourhood Development Plan

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

144. Update from the Sandford Joint Working Group

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

145. Update from The Western Area Planning Committee

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

146. Forward Work Programme for Planning & Highways Committee

No further items were added.

147. Exclusion of the Press and Public

Proposed: Councillor Nigel Foot

Seconded: Councillor Billy Drummond

Resolved: That under Section 1, Paragraph 2, of The Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for the following items of business because publicity would be prejudicial to the public interest by reason of the confidential and personal nature of the business to be transacted.

148. Newbury's Neighbourhood Development Plan

Proposed: Councillor Nigel Foot

Seconded: Councillor Gary Norman

Resolved: That Ian Blake be approved as a public member of the Neighbourhood Development Plan Steering Group.

Councillor Roger Hunneman abstained.

There being no other business, the Chairperson declared the meeting closed at 22:13 hrs.

Signed: _____
Chairperson

Date: _____

**Planning and Highways Committee Meeting
Schedule of Planning Applications
05/01/2021**

Running Order	Resolutions	Ward	Application Number	Location and Applicant	Proposal
1.	Objection based on the method housing was being made and that there is no affordable housing being provided.	Clay Hill	21/02896/FULEXT	Emerald House, Newbury Business Park, London Road, Newbury, RG14 2PZ, for Mountley Ltd	Increase the height of the building and replacement mansard roof to include provision for a new third floor of residential accommodation (16 units), provision of dormer windows on second floor, and scheme of external design treatment to facilitate works.
2.	No objection subject to it meeting listed building requirements.	Clay Hill	21/03054/HOUSE & 21/03055/LBC2	37 Shaw Road, Newbury, RG14 1HG, for Mr & Mrs Timblick and Lange	Proposed external addition of gable window and window alterations with internal alterations and new entrance door.
3.	We strongly support this application. Comments: It was felt that the 8 additional parking bays would be insufficient	Clay Hill	21/03049/FUL	West Berkshire Community Hospital, Rookes Way, Thatcham, RG18 3AS, for InHealth	Erection of an MRI and PET-CT Scanning Facility, hardstanding, landscaping and Car Parking.

	<p>given the new staff hired and the addition patients. The extension is out of character with the existing buildings. The building could benefit from solar panels due to the flat roof.</p>				
4.	<p>We support this application.</p>	Clay Hill	21/02991/FUL	11 Pindar Place, Newbury, RG14 2RR, for Mr & Mrs Fox	Erect a 2 metre high wooden fence and change use of land from verge to garden curtilage.
5.	<p>Objection based on the decking overlooking the neighbouring property.</p> <p>Cllr Jeff Beck abstained.</p>	East Fields	21/03000/HOUSE	17 Priory Road, Newbury, RG14 7QS, for Mr J. Pettman	Retrospective application for erection of raised garden decking enclosure.
6.	<p>Objection based on it being out of keeping with the surrounding area, concerns relating to its proximity to the canal, the lack of parking in relation to units, the additional pressure on the sewers, and finally that it does not comply with WBC Core Policy CS 15 about</p>	East Fields	21/03024/FULEXT	Former Newbury Magistrates Court and No. 20 Mill Lane, Newbury, RG14 5QU, for Palady Homes and Communities Agency	Erection of 28 no. 1 and 2 bedroom apartments, together with car parking, an ecological enhancement zone, landscaping and associated works.

	provision of renewable energy on site. Cllrs Tony Vickers, Jeff Beck, and Phil Barnett abstained				
7.	No objection.	East Fields	21/03052/HOUSE	1 Friars Road, Newbury, RG14 7QU, for Mr & Mrs Fernandez	Hip to gable first floor extensions, first floor conversion and the insertion of new ground floor windows and doors and rendering of the dwelling.
8.	No objection.	Speenhamland	21/02958/HOUSE	14 Grove Road, Newbury, RG14 1UH, for Mr J. McCarthy	Part retrospective self-build 'garden room' outbuilding, at the bottom of the garden behind the main property. The building is divided internally to include a 6m square storage/shed area at one end and a 20m square studio/gym/working/bar area for incidental use at the other end. Both areas are served by different entrance doors - a wooden door for the storage area and a bi-fold glass doors for the studio area.
9.	No objection.	Speenhamland	21/03123/HOUSE	42 Maple Crescent, Newbury, RG14 1LR, for Mr & Mrs Taylor	Two Storey Side Extension.

10.	No objection.	Speenhamland	21/03144/FUL	The Pilgrims Guest House, 33 Oxford Road, Newbury, RG14 1XB, for Mr K. Jeshua	Change of use from C1 to C2 without changing the structure of the building.
11.	No objection. Comment: It was suggested that the pump could be moved to reduce its impact on the neighbour.	Wash Common	21/03032/HOUSE	Fairfield, Garden Close Lane, Newbury, RG14 6PP, for Mrs Fleming	Partial demolition of garage. Two-storey extensions to front and side over garage. Single storey extension to rear and alterations.
12.	No objection.	Wash Common	21/03099/HOUSE	42 Wendan Road, Newbury, RG14 7AF, for Mr R. Russell	Section 73a: Variation of Condition 2 (Approved Drawings) of previously approved application 18/02305/HOUSE : First floor extension over existing garage at the front. Single storey and double storey extension to rear.
13.	No objection.	Wash Common	21/03077/HOUSE	7 Bartlemy Close, Newbury, RG14 6LE, for Mr & Mrs Clinton	Single storey rear extension, internal alterations & alterations to external works.
14.	No objection.	Wash Common	21/03087/HOUSE	4 Willowmead Close, Newbury, RG14 6RW, for Mr & Mrs D. Turner	Two storey side/rear extension, single storey rear extension and external works.
15.	Objection based on it being an overdevelopment and it	West Fields	21/02953/FUL	1 and 3 Kennet Road, Newbury, RG14 5JA,	Retention of an existing timber building for ancillary storage use.

	being out of character with the surrounding area.			for Four Acre Investments	
16.	We support this application.	West Fields	21/03076/FUL	Newbury Delivery Office, 39 Cheap Street, Newbury, RG14 5BS, for Royal Mail Group	Internal and external reconfigurations and refurbishments to the site. New external signage, change of use from Class E to Sui Generis and increase of the staff fleet vehicle parking spaces.

Letter of Concern to WBC re. WAP and Exec Decisions on 15th and 16th Dec 2021

The Newbury Town Council Planning & Highways Committee notes that:

At Western Area Planning on Wednesday 15th December 2021:

Planning application (21/02173/COMIND) was passed on the basis that the proposed “Sports Hub” at Monks Lane is a standalone application and not linked to Faraday Road Football Ground.

That Sport England removed its holding objection based on the application being considered as a standalone:

“The response contains an assessment of the application as a standalone proposal against Paragraph 99, bullet point 3, of the National Planning Policy Framework and Sport England Policy Exception 5. The conditions referenced in the response relate solely to ensuring that the standalone proposal is fit for purpose in line with the aforementioned policy requirements.”

The LPA subsequently agreed to remove the 'joint statement' with SE from the conditions that could have linked the Sports Hub with the current Football Ground.

At WBC Executive Meeting on Thursday 16th December 2021:

The Executive agreed to award the call off contract for development management services to Alliance Leisure for the construction of Newbury Sports Hub clearly on the basis that it would be a replacement for Faraday Road.

An extract from the officer’s report states:

“The relocation of the facilities at Faraday Stadium is referenced as the number one priority in the PPS and the Newbury Hub development is designed to achieve this objective. The Newbury Sports Hub provides an enhanced replacement for the Faraday Road Stadium. If the Newbury Sports Hub project is not brought forward, an alternative replacement site will need to be found before the LRIE regeneration project can be progressed”.

The FA and Football Foundation (FF) maintain their objection with respect to planning application 21/02173/COMIND on the basis of the physical design of the facility and the business plan

1. They are concerned about the stated reliance on West Berkshire Council's (WBC's) subsidy;
2. They are concerned about the proposed programme of use;
3. They are concerned that the pricing policy is not fixed;
4. They are concerned that the rugby club would get 8 hours of use for free and that football users would subsidise this;
5. They feel discussions need to be held wider than just with Newbury FC;
6. They have reservations about the lease/break clause;
7. They consider that the business plan needs to be sustainable and fully developed in line with an agreed programme of use.

They also do not accept that the proposal would represent a satisfactory replacement for Faraday Road Stadium.

It's not just the FA/FF the Rugby Football Union (RFU) have expressed a holding objection in relation to the application. Their concerns are split into exactly the same two elements as the FA/FF - the physical design and the business plan.

There is currently no planning policy basis, let alone planning consent, for the Faraday Road football ground (an ACV) to be replaced by housing, yet this is the clear dependent pre-condition for the entire Master Plan for redevelopment of LRIE to be financially viable for your Council, as the site owner

Flawed Process:

It is clear that planning and approval processes have been flawed for the following reasons:

- The awarding of the contract was dependent on the passing of the planning application, yet they were considered on completely contradictory basis.
- To build such an expensive Sports Hub at Monks Lane could only possibly be justified if it could be deemed a replacement for the Faraday Road Football Ground (and even that is extremely questionable).
- A replacement football ground would only be needed if the council were granted planning permission to develop on the current ground.
- Therefore, it is fundamentally wrong that any alternative facility should be presented to Planning until it is proven that the Council's ambitions to developing housing on the current ground is even possible.

This committee resolves to:

call on West Berkshire Council to pause all work on progressing the Sports Hub project until:

1. The application for the Sports Hub has been fully tested in the Planning Process as a full replacement for the Faraday Road Football Ground.
2. There is a clear planning justification that would make the LRIE redevelopment as recommended by Avison Young to, and since approved by, your Council viable.

**Planning and Highways Committee Meeting
Schedule of Planning Applications
24/01/2021**

Running Order	Resolutions	Ward	Application Number	Location and Applicant	Proposal
1.		Adjacent Parish & Wash Common	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) charging area, 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.		Clay Hill	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.		Clay Hill	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.		East Fields	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.		East Fields	21/03068/HOUSE	21 Greenlands Road, Newbury, RG14 7JS, for A. Chetwyn	Single Storey Side Extension for Orangery.
6.		Speenhamland	21/03120/HOUSE	Hornbeam House, Speen Lane, Newbury, RG14 1RW, for Mr & Mrs Weddell	Proposed, partial demolition, extension and alterations to existing House.
7.		Wash Common	21/03147/HOUSE	Plana, Falkland Drive, Newbury, RG14 6JQ, for Mr Bence	Formation of habitable room in roofspace with side facing velux rooflights.
8.		Wash Common	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.		Wash Common	21/03128/FUL	Commercial House, 53B Kingsbridge Road, Newbury,	Proposed cladding to north and west elevations, amendments to windows

				RG14 6DY, for Absolute Architecture	and doors on north and west elevations, proposed gate.
10.		Wash Common	21/02932/HOUSE	159 Andover Road, Newbury, RG14 6NB, for Mr & Mrs Lythgoe	Creation of new vehicle access and parking area.
11.		Wash Common	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.		Wash Common	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.		West Fields	21/03164/LBC2	16 Bartholomew Street, Newbury, RG14 5LL, for Beesleys Outfitters	Internal alterations to create an open plan Ground Floor Restaurant.
14.		West Fields	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.		West Fields	21/03267/FUL & 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.

**Planning and Highways Committee Meeting
Schedule of Applications for Prior Approval
24/01/2022**

Running Order	Resolution	Ward	Application Number	Location and Applicant	Proposal
1.		Adjacent Parish	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.

**Planning and Highways Committee Meeting
Schedule of Licensing Applications
24/01/2022**

Resolutions	Licence	Applicant(S)	Premises
	Licensing Act 2003 (Premises Licences & Club Premises Certificates) Regulations 2005 Premises Licence – New Ref: 22/00027/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

**Minutes of a meeting of Newbury's Neighbourhood Development Plan (NDP)
Steering Group
Held via Zoom
20/12/2021 at 7:30pm/19:30**

Present:**Newbury's NDP Steering Group:**

- A) Newbury Town Council (NTC): Councillors Nigel Foot (Chairperson), Gary Norman (Deputy-Chairperson), Martha Vickers, Martin Colston, and Vaughan Miller
- B) Members of the public: Anthony Pick, Paul Millard, Kim Whysall-Hammond, and Louise Sturgess

Other Attendees:

Jeremy Flawn (Bluestone Planning) and Darius Zarazel (Democratic Services Officer, Newbury Town Council)

1. Welcome and introductions

The Newbury Neighbourhood Development Plan (NDP) Steering Group (SG) Chairperson, Councillor Nigel Foot, welcomed all attendees to the SG's first meeting.

All members of the NDP SG introduced themselves to the meeting attendees.

2. Apologies for absence

Apologies were received from John Brownell and Councillor David Marsh.

3. To read and consider the Terms of Reference for the Steering Group, the Service Level Agreement with WBC, and the Report agreed by the Planning & Highways Committee

The Steering Group read, considered, and accepted the ToR of the SG, the SLA with WBC, and the resolved report from NTC's P&H Committee.

The SG requested that the NTC DSO circulate the map of Newbury Parish boundary to the SG members and to inquire about and clarify point 8 in the SLA with WBC, about 'Dispute Settlement'.

It was also noted that the SG should comprise of not just Town Councillors but also members of the community as this will help to get representations from a wider cross-section of the community. This is essential as the SG needs to produce a draft NDP document that the residents of Newbury will ultimately

approve of at referendum, the NDP would need over 50% 'yes' votes to be adopted.

4. To elect a Secretary and a Project Manager from the Steering Group members

Proposed: Councillor Nigel Foot

Seconded: Councillor Martin Colston

Resolved: That Darius Zarazel, NTC DSO, be appointed as the Secretary for the NDP SG.

Proposed: Councillor Nigel Foot

Seconded: Councillor Martin Colston

Resolved: That Councillor Vaughan Miller and Kim Whysall-Hammond be appointed as joint Project Managers for the NDP SG.

5. To receive an introduction from Jeremy Flawn about Bluestone Planning and Neighbourhood Development Plans

Jeremy Flawn, Bluestone Planning (BP), introduced himself and BP. Mr Flawn spoke about NDPs and talked the SG through the process of creating one.

Key information included:

- All policies need evidence
- Community consultation is essential and should be used throughout the NDP process
- A basic condition of a NDP is that it needs to be in conformity with the Local Plan and the National Planning Policy Framework, but it can build on these documents
- The NDP can be split into 'land use' policies and 'Community aspirations'

It was agreed that single point of contact between BP and the SG would be the SG Secretary, Darius Zarazel.

6. To discuss the NDP Project Plan and agree the next steps

It was agreed that BP would provide a project plan template to the SG Project Managers who would populate this plan with estimations about the necessary steps the SG would take in order to create the draft NDP document.

7. Assign any tasks as considered necessary

The tasks assigned were:

- That the SG Secretary circulate the Newbury Parish Map and the demographics of Newbury to the SG members

- That the SG Secretary clarify the Dispute Settlement clause in the Service Level Agreement with WBC
- That BP share a Project Plan template with the SG
- To publish the membership vacancy for the NDP SG

8. To discuss future meeting arrangements and to fix the date of the next meeting

The next meetings were agreed to be held on 13/01/2021 and on the 27/01/2021 both at 7:00pm/19:00 via Zoom.

There being no other business, the Chairperson declared the meeting closed at 21:30 hrs.

**Minutes of a meeting of Newbury's Neighbourhood Development Plan (NDP)
Steering Group
Held via Zoom
13/01/2022 at 7:00pm/19:00**

Present:**Newbury's NDP Steering Group:**

- A) Newbury Town Council (NTC): Councillors Nigel Foot (Chairperson), Gary Norman (Deputy-Chairperson), David Marsh, Martha Vickers, Martin Colston, and Vaughan Miller (Joint Project Manager)
- B) Members of the public: Anthony Pick, Ian Blake, John Brownell, Louise Sturgess, Kim Whysall-Hammond (Joint Project Manager), and Paul Millard

Other Attendees:

Umrah Mahadik (Senior Planning Officer, West Berkshire Council), Bryan Little (Planning Policy Manager, West Berkshire Council), Laila Bassett (Principal Planning Officer, West Berkshire Council), Jeremy Flawn (Bluestone Planning), Sharon Brentnall (Bluestone Planning), Darius Zarazel (NDP Secretary and Democratic Services Officer, Newbury Town Council), and Hugh Peacocke (Chief Executive Officer, Newbury Town Council)

9. Apologies

There were none.

10. Minutes

Proposed: Anthony Pick

Seconded: Councillor Martin Colston

Resolved: That the minutes of the meeting of the NDP Steering Group held on 20/12/2021, be approved.

11. To Receive a Presentation from WBC about NDPs

The Steering Group received a presentation from WBC Officers about NDPs.

Key information included:

- A NDP is a community opportunity to guide future development
- A NDP cannot stop development, but can help determine the type of development that can take place
- A NDP must meet 'basic conditions', one of which is that it is in conformity with the Local Plan and National Planning Policy Framework (NPPF)
- The NDP needs to pass at referendum to come into force
- The next stage for the Steering Group is to develop objectives, priorities, and vision

- WBC will provide advice and guidance to the Steering Group, review the NDP, and help the Steering Group liaise with relevant WBC Officers

WBC to circulate the full presentation to the Steering Group.

12. To Participate in a Question-and-Answer Session with WBC Officers

The Steering Group participated in a Q&A with WBC Officers. Key points were:

Q: On the public referendum, does the NDP need 50% of all voters to vote for it in order for it to be approved, or 50% of the people who vote on the day. Also, what turnout can be expected at the referendum?

A: The NDP needs 50% of people on the day to approve it for it to come into force. Turnout is generally low in these referendums but there are exceptions as some have reached a turnout of around 60%. It is for this reason why community engagement and support throughout the NDP process is essential.

Q: Do NDP have to increase development?

A: When NDPs were introduced, the intention was that they increase development. However, NDP do not need to allocate land in excess of the Local Plan.

Q: On the Local Plan Review, the NDP will be developed alongside this Local Plan and so what would happen if the Local Plan and NDP clashed. How do we avoid this? What sort of information about the Local Plan will the Steering Group receive?

A: Clashes between the Local Plan and the NDP can be avoided via close cooperation between the Steering Group and the Local Planning Authority (WBC). WBC will also provide the result of the Town Centre Masterplan (estimated release in February) for use by the Steering Group. There has been no substantial change in the Emerging Local Plan relating to Newbury.

Q: Can the NDP contribute to the Local Plan?

A: Some evidence from the NDP can be used, however this is unlikely.

Q: On community engagement, Newbury is a large town and so this process of engagement is more difficult, what scope do we have to engage with young people who cannot vote in the referendum, can we include them?

A: Use of existing parish social media, setting up a NDP website, and in person methods can be used to engage with the community. WBC would recommend speaking to similar size town for more information.

Although young people not on the electoral register cannot vote, engagement with them would be very helpful.

Q: Following on from the 'no-surprises' relationships between WBC and the Steering Group, before submission, would it be possible to have WBC look over the Draft NDP so that if there are any large issues they can be avoided before the final submission. Are WBC willing to do this?

A: Yes, WBC now have the resources to consider this and would look favourably upon it.

Q: On the Parish boundary, Newbury has no large Greenfield sites but does have brownfield sites. In the NDP, can there be a strategy for redevelopment of these brownfields?

A: Yes, the NDP can do this. However, one issue is that the level of evidence needed for this is substantial. Brownfield sites are by nature contaminated land and there are many policies to go through.

The Steering Group thanked the WBC Officers for their time.

13. Project Plan

The next stage for the Steering Group is to discuss the topics the Group wants to explore with the community and can be included in an NDP – the NDPs Vision and Objectives.

After this, drafting a questionnaire that can be provided to all members of the community, and asks for their input and feedback, on the Vision and Objectives will be undertaken.

14. Forward Work Programme

The following items were agreed to be added to the FWP and be included on the agenda for the next meeting:

- To elect a Deputy-Chairperson for the Steering Group from the non-Councillor members of the Steering Group
- To outline completion dates for all sections for the project plan
- To discuss the Vision and Objectives
- To agree on the future dates for Steering Group meetings

The Steering Group members are to consider what they like about Newbury and what they think can be improved.

The NDP Secretary to circulate the Local Plan and the Town Centre Masterplan to the Steering Group, for their information.

15. To fix the Date of the Next Meeting

The next meeting was agreed to be held on 27/01/2022 at 7:00pm/19:00 via Zoom.

There being no other business, the Chairperson declared the meeting closed at 21:11 hrs.

DRAFT

Newbury's Neighbourhood Development Plan Steering Group Terms of Reference

Name: NEWBURY'S NEIGHBOURHOOD 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 –

~~Both the Chairperson and Deputy-Chairperson will be elected members of Newbury Town Council. Both the position of Chairperson and Deputy-Chairperson will be elected by the Planning & Highways Committee. 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'),
 - o 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.

~~09/11/2021~~ 24/01/2022

Newbury Town Council

Forward Work Programme for Planning and Highways Committee: 24th of January 2022.

Standing Items on each (ordinary meeting) agenda:

1. Apologies
2. Declarations of Interests 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 (if any)
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.
February 14 th	Consultation: WBC Proposed Highway Alterations on Andover Road
March 7 th	Presentation: Kevin King from Great Western Rail on the Newbury Station Redevelopment
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
	Send Budget and Strategy proposals to RFO