



27th November 2024.

To: Councillors Phil Barnett, Jo Day, Sam Dibas, Nigel Foot, David Harman, Roger Hunneman, Ian Jee, David Marsh, Vaughan Miller, Andy Moore, Graham Storey, and Tony Vickers

Substitutes: All remaining Members of the Council

Dear Councillor,

You are summoned to attend a meeting of the **Planning & Highways Committee** on **Monday 2nd December 2024 at 7:30pm.**

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 and will be streamed via Zoom: <https://us02web.zoom.us/j/85101104386?pwd=NSezTKQwazEPHj8brllk2nGeg4KUEf.1>
Meeting ID: 851 0110 4386 Passcode: 237526

Kym Heasman
Committee Clerk

AGENDA

- 1. Apologies**
- 2. Declarations of Interest and Dispensations**
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)**
3.1 To approve the minutes of a meeting of the Planning & Highways Committee held on Monday 4th November 2024.
- 4. Questions and Petitions from Members of the Public**
Questions, in writing, must be with the Committee Clerk by 2pm on Friday 4th October 2024
- 5. Members' Questions and Petitions**
Questions, in writing, must be with the Committee Clerk by 2pm on Friday 4th October 2024
- 6. Schedule of Planning Applications (Appendix 2)**
To comment on the planning applications listed at the attached schedule.

- 7. Applications for Prior Approval (Appendix 3)**
To comment, if relevant, on prior approval applications listed at the attached schedule.
- 8. Section 215 Updates (Appendix 4)**
To Review sections 215's
To receive update on which Properties have been sent a letter.
- 9. Canal Corridor working Group (Appendix 5)**
To note the minutes of a meeting of the Canal Corridor working group held on 12th January 2023.
To receive update from Councillor Roger Hunneman
To re-elect and invite Councillors and members of the working group.
To Consider date for the next meeting of the Working Group: option 1 Monday 13th January or option 2 Wednesday 22nd January.
- 10. Sandford Park Liaison Group Update**
To receive update from the Sandford Park liaison group Meeting.
- 11. Update from The Western Area Planning Committee**
To receive an update on any relevant business from the Western Area Planning Committee.
- 12. Budget Project Update (Appendix 6)**
To review and approve project budgets for Planning & Highways Committee.
- 13. Meeting Schedule Change (Appendix 7)**
To Note the changes to the Meeting Schedule in January 2025.
- 14. Forward Work Programme for Planning & Highways Committee (Appendix 8)**
To note and to agree any other items that Members resolve to add to the Forward Work Programme.
- 15. Exclusion of the Press and Public**
To move: 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 financial business to be transacted.
- 16. Consultation – Active Travel Improvement Scheme.**
To Comment on a consultation being carried out By West Berkshire Council.

**MINUTES OF A MEETING OF THE PLANNING AND HIGHWAYS COMMITTEE HELD IN THE
COUNCIL CHAMBER, NEWBURY TOWN COUNCIL, MARKET PLACE, NEWBURY ON
MONDAY 04th NOVEMBER 2024 AT 7.30PM.**

PRESENT

Councillors, Phil Barnett, Alistair Bounds (sub), Jo Day, Sam Dibas, David Harman, Roger Hunneman, Ian Jee, David Marsh, Vaughan Miller, Andy Moore (Chairperson), Graham Storey and Tony Vickers (20:49)

In Attendance

Kym Heasman, Committee Clerk

69. APOLOGIES

Councillors Sam Dibas (Substitute Alistair Bounds).
Absent: Councillor Nigel Foot.

70. DECLARATIONS OF INTEREST

The Committee Clerk declared that Councillors, Phil Barnett, Nigel Foot, David Marsh and Tony Vickers who 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.

71. MINUTES

PROPOSED: Councillor Roger Hunneman

SECONDED: Councillor Graham Storey

RESOLVED: That the minutes of the meeting of the Planning & Highways Committee held on Monday 7th October 2024, be approved, and signed by the Chairperson.

72. QUESTIONS AND PETITIONS FROM MEMBERS OF THE PUBLIC

There were no questions or petitions received from the public.

73. MEMBERS' QUESTIONS AND PETITIONS

There were no questions or petitions received from Members.

74. SCHEDULE OF PLANNING APPLICATIONS

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

Councillors David Harman abstained from the Vote in relation to case no. 4 Ref no: 24/01989/HOUSE for 6 Highfield Road, Newbury for Mr and Mrs Sleeman.

Councillors Tony Vicker and Phil Barnett abstained from the Vote in relation to case no. 7 Ref no: 23/02596/FUMAJ for Longcopse Farm, Vanners Lane, Enborne, Newbury for Zippo and Company.

75. APPLICATION CONSULTATION PROCESS

PROPOSED: Councillor Roger Hunneman

SECONDED: Councillor Jo Day

RESOLVED: That the application consultation process be reverted to the original process from pre April 2023 for a 6 month trial, to them be reviewed by P & H Committee.

76. KEY PERFORMANCE INDICATORS FOR THE PLANNING AND HIGHWAYS COMMITTEE

The KPI's for the Committee were noted by members.

77. PROW WORKING GROUP UPDATE

Members received and noted update from councilor Grham Storey, on the ongoing plan for the working group and a further update to be given to the committee on a quarterly basis.

78. UPDATE FROM THE WESTERN AREA PLANNING COMMITTEE

Members noted that the District Committee meeting is scheduled to take place on Wednesday 13th November to discuss the Egal Quarter Application.

79. PLANNING & HIGHWAYS COMMITTEE BUDGET 2025-26

The Committee received a draft budget, based on income and expenditure for 2024-25.

Proposed: Councillor Andy Moore

Seconded: Councillor David Marsh

Resolved: To recommend the Committee's budget to the Policy and Resources for inclusion in the 2025-26 budget.

80. FORWARD WORK PROGRAMME FOR PLANNING AND HIGHWAYS COMMITTEE MEETINGS 2024/25

The forward work programme was received and noted by the committee, with the additional items being added:

- Returned Process review of Planning application in 6 months' time.
- Update form PROW Working Group Quarterly.

THERE BEING NO OTHER BUSINESS THE CHAIRPERSON DECLARED THE MEETING CLOSED AT 21:05 HRS

CHAIRPERSON

Signature: _____ Date: _____

DRAFT

**PLANNING AND HIGHWAYS COMMITTEE MEETING
SCHEDULE OF PLANNING APPLICATIONS – RESOLUTIONS**

| RUNNING ORDER | RESOLUTION | APPLICATION NUMBER | LOCATION AND APPLICANT | PROPOSAL |
|----------------------|--|--------------------------------|---|--|
| 1 | No objection. | 24/02052/LBC | 43 Shaw Road Newbury for Mr Kettle | Replacement of the sarking boards with membrane and battens, along with new slates, due to water damage to roof. |
| 2 | No objection. | 24/01976/FUL | Avon House Horizon West Canal View Road Newbury for Vodafone | Upgrade to existing fencing. Installation of new fencing and gates. 4 No. new telescopic steel bollards. Installation of 4 No. new ventilation grills to existing window openings on north façade. |
| 3 | No objection subject to the concerns of Highways being met. | 24/02216/FUL | Land Between 32 and 34 Boundary Road Newbury for Technical Services Ref and A/C Ltd | Change of use from Use Class B8 (storage and distribution) to a Flexible Use Class B8 (storage and distribution) or Ed (indoor sport, recreation or fitness) and reconfiguration of car park. |
| 4 | Objection / comment: Over development of property. | 24/01989/HOUSE | 6 Highfield Road Newbury for Mr and Mrs Sleeman | Extensions, loft conversion and alterations |
| 5 | Support the application. | 24/01957/CERTE | 54 Valley Road Newbury for Mr and Mrs Seward. | Seeking confirmation that original planning permission (17/01215/HOUSE) is still valid as a 'significant start' has been made of proposed building works with construction of external porch (with foundations) and internal structural work as per section 8 of the application form. |
| 6 | Comment: Extension is on/up to the boundary of the neighbouring property and may be detrimental to the neighbouring property during construction. | 24/02049/HOUSE | 14 Battery End Newbury for Mr and Mrs Harsent - Lee | Principle elevation 2 storey extension, including relocation of front door and bay window, and changes to principle elevation facade. |
| 7 | No comment at this time as Members understand that the site allocation is being reviewed by planning the Planning Inspector, and | 23/02596/FUMAJ | Longcopse Farm Vanners Lane Enborne Newbury for Zippo and Company | Use of Land for the siting of up to 24 travelling show persons plots. |

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| | would wish to comment after this has been carried out. | | | |
| 8 | No Comment | 24/01779/FUL | 81 - 82 Northbrook Street Newbury for Rosedale Property Holdings Limited. | Installation of new fenestration and balconies |
| 19 | No objection | 24/013550/FUL | Newbury Baptist Church Moreton Hall Cheap Street Newbury for Newbury Baptist Church. | Replacement of 29 windows in East and West elevation of Newbury Baptist Church building. |
| 10 | Support | 24/01773/LBC | 5 Mansion House Street Newbury for British Heart Foundation. | External works to the pitched roof and flat roofs, replacement of downpipes and guttering system, internal alterations and redecoration |
| 11 | No objection | 24/01523/FUL | Union Place 31 Bartholomew Street Newbury for Dorien Road Ltd | Install new door to side elevation and glass canopy over. |
| 12 | No objection | 24/02255/FUL | Union Place 31 Bartholomew Street Newbury Mr Dean | Replacement of front elevation commercial window with windows to match style and opening sizes above, install new door to side elevation with glass canopy over, block up bin store opening with window and create opening into existing commercial E Class area. |

**Planning and Highways Committee Meeting
Schedule of Planning Applications to be considered.**

Monday 2nd December 2024

| Running Order | Ward | Application Number | Location and Applicant | Proposal |
|----------------------|-------------|---|--|--|
| 1. | CLAY HILL | 24/02037/LBC & 24/02036/HOUSE | 29 Shaw Road Newbury for Mrs Jana Little | - removal of old gas flute in an extension (not original building) that's too close to the neighbouring property - installing new gas flute to top external wall as per the new gas fitting legislations (at present gas flute is too close to neighbouring property and unsafe) - removal of a sloping window in a kitchen extension to provide privacy to neighbouring property and cover with slate roofing - EV charging unit fitted to external wall - not original listed boundary wall to have EV gully fitted (permission already given for gully installation by the EV West Berkshire unit) - fitting of an EV cable clip on the external boundary wall (boundary wall not the original). The clip will be fitted to the side not exposed to footpath. |
| 2. | CLAY HILL | 24/02228/FUL | London Road Retail Park London Road Newbury for London Road Limited | Creation of two pedestrian footpaths |
| 3. | CLAY HILL | 24/02283/ADV | Land Opposite Junction with Rookes Way Turnpike Road Thatcham | Proposed advertisement on wooden posts in field off Turnpike Road. |
| 4. | CLAY HILL | 24/02359/HOUSE | 76 Gaywood Drive Newbury for Mr & Mrs P Gergont | Proposed two storey side extension, new single storey porch to front elevation and dropped kerb for off street parking to front elevation. |
| 5. | CLAY HILL | 24/02400/HOUSE | 20 Orchard Close Newbury for Ms M Willoughby | Section 73: Variation of Condition 2 (Approved Plans) of previously approved application 24/00912/HOUSE - Proposed single storey rear extension and associated alterations. |
| 6. | CLAY HILL | 24/02423/LBC & 24/02422/FUL | Hambridge Farm Hambridge Road Newbury for Hambridge Properties Limited | Conversion of buildings to form 3 residential dwellings, extension to garage and associated works. |
| 7. | EAST FIELDS | 24/02184/FUL | Innovation House Abex Road Newbury for International Taste Solutions. | Section 73: Variation of Condition 2 (Approved Plans) of previously approved application 23/00073/FUL: Extension to existing warehouse and production facility. |

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| 8. | EASTFIELDS | 24/02389/HOUSE | Lincoln House Newtown Road Newbury for Mr James Doherty | Erection of new garage with first floor living. |
| 9. | EAST FIELDS | 24/02369/HOUSE | 34 Stroud Green Newbury for Mr & Mrs Corneck | Internal alterations to create new open-plan Kitchen/Family Room, Utility Room and Bathroom. Addition of bi-folding doors to rear elevation and replacing lean to roof with pitched roof. Widening of dormer window in attic room. Part blocking up existing access and addition of trellis topping to boundary wall. |
| 10. | EAST FIELDS | 24/02288/FUL | 32A Boundary Road Newbury for Technical Services Ref and A/C Ltd | Change of Use from Use Class B8 (storage and distribution) to a flexible Use Class B2 (general industry), B8 (storage and distribution) or E(g) (uses which can be carried out in a residential area without detriment to its amenity) and reconfiguration of car parking. |
| 11. | EAST FIELDS | 24/01905/FULMAJ | Sandleford Parade Newtown Road Newbury for Miracle Properties Ltd | Phased planning application for the erection of two buildings comprising 14 no. flats and associated infrastructure and landscaping following the demolition of existing buildings. |
| 12. | SPEENHAMLAND | 24/02173/HOUSE | 42 Chaucer Crescent Newbury for Mr Emeka Hey | Brick built rear extension, convert garage to habitable space, access ramp and flank wall relocated internally to achieve side 1 meter rear access. |
| 13. | SPEENHAMLAND | 24/02185/HOUSE | 6 Lisle Close Newbury for M & Mrs Stagg | Single-storey rear extensions and alterations. |
| 14. | WASH COMMON | 24/02117/HOUSE | 1 Croft Road Newbury for Mr & Mrs Redford. | Section 73: Variation of Condition 2 (approved Plans) of previously approved application 21/01038/HOUSE – Two Storey extension to the side and single storey extension to the rear. |
| 15. | WASH COMMON | 24/02115/HOUSE | Belvedere Garden Close Lane Newbury for Mr Niall Garrett | Single storey extension approx. 37 sq. m to existing detached property. Extension to be set back 30cm from existing when viewed from front. Extension fills in a gap in existing footprint on north east corner of house so the building will be no nearer the boundary than is already the case. |
| 16. | WASH COMMON | 24/02323/HOUSE | 21 Rupert Road Newbury for Mr & Mrs S Warner | Two Storey front extension. |
| 17. | WASH COMMON | 24/02259/HOUSE | 9 Charles Street Newbury for Mr & Mrs Egginton | Single storey extension. |
| 18. | WASH COMMON | 24/02146/FUL | Electricity Sub Station Monks Lane Newbury for NCII Ltd | Relocation of an electricity substation. |

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|-----|-------------|---|---|--|
| 19. | WASH COMMON | 24/02354/REG3 | Falkland Primary School Andover Road Newbury for West Berkshire Council | Construction of a two-storey classroom block and single storey plant/storage building following demolition of existing modular classroom blocks, provision of a replacement netball court and associated hard and soft landscaping, including alterations to main car park and other associated works. |
| 20. | WASH COMMON | 24/02458/HOUSE | 11 Croft Road Newbury for Miss Anne Pirouet | Single storey side extension, following demolition of existing garage. |
| 21. | WEST FIELDS | 24/02136/HOUSE | 71 Craven Road Newbury for Mr & Mrs Morariu | Rear extension with internal alterations including conversion of garage to home office and utility room. |
| 22. | WEST FIELDS | 24/02142/FUL | 27 - 35 London Road Newbury for Mr Grunwald | Erection of a ground-floor rear extension and the change of the front window to match the upper floors with the addition of air bricks. |
| 23. | WEST FIELDS | 24/02141/FUL | 27 - 35 London Road Newbury for Mr Grunwald | A change to the front and rear windows with the addition of air bricks |
| 24. | WEST FIELDS | 24/02138/FUL | 27 - 35 London Road Newbury for Mr Grunwald | To add an additional floor to the existing three-storey commercial building. |
| 25. | WEST FIELDS | 24/02175/HOUSE | 28 Clifton Road Newbury for Mrs Saly Henson | Two-storey rear extension, hip to gable loft conversion with dormer to rear of main dwelling, and replacement of existing outbuildings. |
| 26. | WEST FIELDS | 24/01773/LBC Re-consultation. | 5 Mansion House Street Newbury for British Heart Foundation. | External works to the flat roofs, replacement of downpipes and guttering system, internal alterations and redecoration. |
| 27. | WEST FIELDS | 24/02150/LBC & 24/02149/FUL | 26 Northbrook Street Newbury for Mr Hakan Dokuz | Removal of stud partitions to offices. Installation of new food service counters and installation of new stud partitions. Installation of extraction system with external ducting. |
| 28. | WEST FIELDS | 24/02313/LBC2 & 24/02312/FUL | 4A Bridge Street Newbury for Mike Hill | Reinstate class to residential dwelling from the previously approved commercial use |
| 29. | WEST FIELDS | 24/02267/FUL | Saddlers Court The Broadway Newbury for Mr & Mrs Pete Purton. | Change of use of existing buildings in business (B1) use to 2No residential dwellings. |
| 30. | WEST FIELDS | 24/02399/HOUSE | 2 Russell Road Newbury for Mr Cross | Single Storey Side Extension, new hard standing and air source heat pump. |
| 31. | WEST FIELDS | 24/02392/ADV | 6 Northcroft Lane Newbury for Amegreen Children's Service | Sign. |

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|-----|-------------|------------------------------|---|--|
| 32. | WEST FIELDS | 24/02390/LBC | 6 Northcroft Lane Newbury for Amegreen Children's Service | Retrospective: Erection of Sign, replacement alarm and CCTV. |
|-----|-------------|------------------------------|---|--|

Application for Prior Approval

These are applications for Prior Approval under the 2013 amendments to Permitted Development. Because West Berkshire Council are required to inform nearby residents and display a public notice, West Berkshire Council is notifying the Parish / Town Council of the proposals in case interested parties should contact us. However, **we are not required to comment**, and the decision can only be taken based on the criteria set out in The Town and Country Planning (General Permitted Development) (Amendment) (England) Order 2013 [SI 2013No1101]. **Please be aware NTC are not allocated plans for us to consider**, but on-line details are available via the Application Number link.

| Running Order | Ward | Application Number | Location and Applicant | Proposal |
|---------------|-------------|--------------------------------|--|---|
| 1. | EAST FIELDS | 24/01640/PACOU | 4 Hambridge Road Newbury for Mr R Shearing | Application to determine if prior approval is required for a proposed: Conversion from office space (E) to new ground floor flat (C3-dwelling house). |

Newbury Town Council

List of Section 215 Lands/Buildings

Updated: 27th November 24

| Land/Building | | Owner/Responsible Person | Position as of 19/06/23 | Comments/Proposed Further Actions | Update 10.07.2024 |
|---------------|--|--------------------------|--|--|---|
| 1. | The building south of the old post office (41, Cheap Street) | Living Club Ltd | Amended application <u>20/01210/FULD</u> for “alterations to ground floor retail space and conversion of part of ground floor and first floor into a 6 bed HMO”, approved by WBC on 10/06/2022 NTC P&H Committee Comment – “We support this application. Cllr Vaughan Miller abstained” (15/11/2021) No visual progress yet made (as of 28/07/2022). | Request update from Enforcement | Property sill boarded – damage to windows – roof tiles missing and damage to roof. Letter Sent: 22 nd November 24 |
| 2. | Khon khaen Resterant 102 Bartholomew Street | | Exposed Gable ends and laths Damage to render Listed building | | Damage is worsening and building is no longer water tight with impact on neighbouring buildings. Letter Sent: 22 nd November 2024 |
| 3.— | The back of the British Heart Foundation shop (on the canal) | BHF | Awaiting planning application. “Our consultants are currently out to tender with a comprehensive package of external works, of which include the repairs to the rear elevation. I am anticipating tenders to be returned in the next two weeks and we should be in a | Pursue with BHF and refer to enforcement | Enforcement letter received and no longer an issue. |

| Land/Building | | Owner/Responsible Person | Position as of 19/06/23 | Comments/Proposed Further Actions | Update 10.07.2024 |
|---------------|---|---|--|--|--|
| | | | position to place an order shortly after that.” (22/07/2022) | | |
| 4.— | Newbury Railway Station – the land from the ticket office to Cheap Street | Network Rail | Contacted Great Western about them pursuing this with Network Rail or forward on a contact. (12/07/2022) | Pursue with GWR | REMOVED |
| 5. | Wharf Street | Public highway, where businesses leave their rubbish bins, which is now a high-profile, strategic entrance to the town centre since the new bus terminal opened | From the BID: “West Berkshire Council are dealing with this and have been taking enforcement action, but from what I understand their powers are limited. We have asked businesses to label their bins, but unfortunately we don’t have any power to enforce this request and none have chosen to take this action thus far. We have highlighted the need for a place for bin storage in this area as part of WBC’s proposals for The Wharf. We have another site visit with WBC scheduled for next week (w/c 8 th Aug) and will continue to raise this issue with them.” (02/08/2022) | Ask WBC to consider this matter in the context of The Wharf re-development proposals | Bring to Town Centre Working Group as an Issue. |
| 6. | The BT Tower | Initial response from BT was that Tellereal Trillium are the owners, as the building was part of a sale and re-lease programme undertaken by BT in the early part of this century. The lease runs until 2030. However, TT pointed out that BT are responsible for the upkeep of the building. | Submitted to the WBC Planning Enforcement team. It was deemed that there was “insufficient [visual] harm to warrant the service of a formal [Section 215] Notice” (Received on 15/03/2022) | Resubmit request to WBC Planning Enforcement. | <ul style="list-style-type: none"> - Damage to concrete render on top floor will be letting water in and potentially worsening damage inside - Concrete rendering falling o ground. - Vegetation overgrowing - Potentially damage of roof and arial stability. |

| Land/Building | | Owner/Responsible Person | Position as of 19/06/23 | Comments/Proposed Further Actions | Update 10.07.2024 |
|---------------|---|--------------------------|---|-----------------------------------|---|
| | | | | | <ul style="list-style-type: none"> - Peregrine Falcons living in the holes on side of building. <p>Letter Sent: 22th November 2024</p> |
| 7. | The land to the east of Fir Tree Lane and the junction with London Road | | S215 warning letter sent by WBC (02/08/2022). | Request update from Enforcement | Area is a mess outdates planning application signs up. |
| 8. | Post Office (Rear of Building) | | | | <p>Damage to Bricks and Pointing. Overgrowing of vegetation in to base of walls.</p> |
| 9. | 380, London Road, Newbury, RG18 3AA | | S215 warning letter sent by WBC (02/08/2022). | Request update from Enforcement | <p>Mr Dewey – resides between both 378 & 380 London Rd.</p> <ul style="list-style-type: none"> - Houses impossible to see from road. - Serious overgrowth to both properties. - Large holes in roof. - Blocked guttering. - tiles sliding of roof - chimney leaning and dangerous. - impact on neighbouring property from overgrowth and falling tiles – resulting in New flat roof to neighbouring property, (now trying to sell but being impacted) - willow tree leaning. <p>Letter Sent: 22nd November 2024</p> |

| Land/Building | | Owner/Responsible Person | Position as of 19/06/23 | Comments/Proposed Further Actions | Update 10.07.2024 |
|----------------|--|--------------------------|--|---|---|
| 10. | Land adjacent to Roebuts Close and Ladybirds pre-school | | Submitted to the WBC Planning Enforcement team. It was deemed that there was "insufficient visual harm and therefore justification to serve a S.215 Notice upon the land owner[s]." (18/12/2021) | Ask enforcement to review in light of recent improvements to surrounding area. | |
| 11. | the 2 empty houses, 45 and 47 Cromwell Road, Newbury, RG14 2HP | | S215 warning letter sent by WBC (02/08/2022). | Request update from Enforcement | Houses look to be having major work done on them. Follow up with planning authority. |
| 12. | 88 West Street | | Submitted to the WBC Planning Enforcement team. Followed up on 15/07/2022. | Request update from Enforcement | Some damage has been rectified however there is still extensive amount of missing grouting and dimes to the bricks in the wall. Letter Sent: 22nd November 2024 |
| 13. | 65 Kingsbridge Road, Newbury | | Submitted to WBC for S215 enforcement action on 04/10/2022. | Request update from Enforcement. Dual hatted member to submit motion to WBC? | No longer required. |
| 14. | Monument close area around shops and shops | Agent? Owner? | NTC contacted agent, problems persist. | Refer to enforcement. Advise agent/ owner. | No longer required. |

**Minutes of a meeting of the Newbury Canal Corridor Working Group
held by Virtual Meeting on Zoom,
12/01/2023 at 2:00pm/14:00.**

Parties:

- A) **Newbury Town Council:** Roger Hunneman, Gary Norman, Martha Vickers and Tony Vickers.
- B) **Canal and River Trust:** Absent
- C) **Kennet and Avon Canal Trust:** Sally Hodnett.
- D) **Marinas:** Emma Fearnley (Newbury Boat Company), Peter Holland (Greenham Lock Marina)
- E) **West Berkshire Council:** Clive Tombs and Elaine Cox
- F) **Others:** David Seward (Berkshire Youth & Newbury Canoe Club), Sukey Russell-Hayward (Secret Garden Project and West Fields Community Matters), Graham Smith (WB Ramblers), Verna Smith (Inland Waterways)

In Attendance:

Hugh Peacocke, Chief Executive Officer at Newbury Town Council

1. Apologies:

Apologies received from Councillor Vaughan Miller, Alison Drummond (Newbury BID), David Peacock (Newbury Society), Ed Cooper (Newbury canoe Club) and David Marshall (Newbury Angling Association)

2. Welcome and introductions:

The Chairperson, Councillor Roger Hunneman, welcomed all parties to the meeting.

3. To note the minutes of the last meeting of the Working Group, on the 27/09/2022:

The Working Group received and noted the minutes of the last meeting and approved them as an accurate and true record.

4. To receive an update on items included in the Action Plan and to detail any future work on those items:

The CCWG noted the position on the various items in the attached action plan.

In the absence of any CRT rep, NTC will write to advise them of the outcomes and request updates on the various relevant matters

5. Swans on the canal

There was a discussion regarding adverse publicity about feeding swans on the canal. It was agreed that the WG would consider contributing towards the costs of group(s) protecting the swans and Emma Fearnley would send contact details to NTC. The group(s) would be invited to submit proposals for assistance to be considered at the next meeting.

6. Any other business

Town Centre Conservation Area Appraisal

NTC to send a link to WBC consultation re Town Centre Conservation Area Appraisal consultation, which includes a section of the Canal Corridor.

The Monkey Bridge

WFCM volunteers will paint section- NTC to provide equipment- WFCM to contact NTC.

To fix the date of the next meeting: To be notified

Meeting closed at: 15:49

Action Plan from the CCWG meeting on the 12th January 2023

Abbreviations and Acronyms:

| | | |
|------|---|--------------------------------|
| C&RT | – | Canal & Rivers Trust |
| CCWG | – | Canal Corridor Working Group |
| Cllr | – | Councillor (either NTC or WBC) |
| EA | – | Environment Agency |
| IWA | – | Inland Waterways |
| KACT | – | Kennet & Avon Canal Trust |
| NBC | – | Newbury Boat Company |
| NCC | – | Newbury Canoe Club |
| NS | – | Newbury Society |
| NTC | – | Newbury Town Council |
| WBC | – | West Berkshire Council |
| WFCM | – | West Fields Community Matters |
| WSP | – | Water Safety Partnership |

| No. | Proposal | Responsible Party | Priority (Low/ Medium/ High) | Action required/ Update | Who |
|----------------|--|-------------------|------------------------------|--|------------|
| Towpath | | | | | |
| 1. | Progress repairs/improvements of Towpath between West Mills Swing Bridge to the Monkey Bridge. | WBC | High | WBC are planning for works before March 2023. The surface is to be resin bound aggregate from Monkey bridge to West Mills area (the beginning of the urban area). Difficulties with contractor and a barge may be required, for reasons of H & S. | WBC |
| | To fix washout holes from the West Mills Swing Bridge to the Monkey Bridge (and ideally beyond) | WBC & C&RT | High | To fix washout holes Write to CRT | WBC CRT |
| | Low level safety Lighting (with minimal ecological impact): From Swing Bridge to Monkey bridge – to investigate installing alongside the repairs/improvements. | WBC | High | Elaine Cox: To request this be considered alongside the towpath upgrades. Consider solar light solutions; could be on mooring posts? (Contact CRT) | WBC |
| 2. | Bankside Health and Safety. | C&RT & WSP & WBC | High | Wait for WSP recommendations/progress. WBC have done diving survey. Water getting under the towpath. Repairs may be needed to the base of the canal. Clive Tombs- WBC has made a bid to Sustrans for funding. Emma Fearnley will contact Rob Cowles (CRT) | WSP WBC |
| 3. | Clearance of trees and debris from Canal Corridor | WBC | High | WBC have a budget and to take Action. WBC (Paul Hendry) discussing underwater vegetation with WSP. | WBC |
| 4. | Installing crossing facilities for towpath users at Hambridge Road Bridge (where they have to cross both the road and the canal). | WBC | Medium | Town Councillors to put motion to NTC P&H Committee, requesting that WBC produce costings for several options which can then be considered. Clive Tombs- WBC has made a bid to Sustrans for funding. Issues re underground services. | WBC |

| No. | Proposal | Responsible Party | Priority (Low/ Medium/ High) | Action required/ Update | Who |
|---------------------|---|----------------------|------------------------------|--|-----------------|
| Lock Island: | | | | | |
| 5. | Low level safety lighting at Lock Island. | C&RT | High | Progress discussions between WFCM & C&RT. | WFCM |
| 6. | Enhancements to “the tunnel” from Northbrook Street to Lock Island. | KACT, C&RT, WFCM, NS | High | WFCM thanked Newbury Building Society for installing lighting. Ideas to enhance the tunnel – mural inside the tunnel and information about history and the Canal on the wall facing the Canal- discussing with schools. | WFCM |
| | | | | NTC to contact Holland & Barrett re air-conditioning unit/ overflow pipe | NTC |
| The Wharf: | | | | | |
| 7. | Paint the crane. | KACT & NCC | High | NCC & KACT pursuing this. KACT will fund, NCC will paint. Awaiting approval from WBC | NCC & KACT/ WBC |
| 8. | Plant the flower beds. | NCC | Medium | Waiting for Wharf Redevelopment progress update. | NCC |
| | Look into possibility of community garden | Cllr | Medium | Waiting for Wharf Redevelopment progress update. | Cllr |
| 9. | Signage at Wharf | NCC | Medium | Waiting for Wharf Redevelopment progress update. | NCC |
| 10. | Install lighting under the bridge. | NCC | High | Going ahead this weekend. (WBC to install) NCC to pay ongoing costs. | NCC |
| 11. | Town Centre Master Plan- Wharf redevelopment | WBC | High | Request economic development team to consult CCWG. Advise them of the importance and needs of the boating community | NTC |

| No. | Proposal | Responsible Party | Priority (Low/ Medium/ High) | Action required/ Update | Who |
|-----------------------------------|---|------------------------------|------------------------------|--|------------------------------------|
| Facilities for boat users: | | | | | |
| 12. | To arrange a sub-group to pursue the installation of Water Points and pump outs for boaters across the Newbury Canal Corridor with key stakeholders. | Newbury Boat Company | High | Emma Fearnley, NTC, and C&RT to continue to pursue WBC for a meeting. Nationwide problem. 1 west of town Bridge and 1 at the Wharf? | NBC |
| 13. | A water point. | C&RT | High | Put in by new Tesco. Not satisfactory. CRT looking for approval for new water point, with proper piping and plumbing. | C&RT |
| 14. | Waste disposal/recycling. | C&RT | High | Existing signage in Victoria Park indicating nearest disposal point further down the canal (rather than opposite at Wharf) to be reviewed. | C&RT |
| 15. | A pump house for human waste. | C&RT | High | C&RT to implement. Need to have designation changed from "Industrial" to "Recreational" | C&RT |
| 16. | Electric hook-ups (Potentially at the Wharf). | C&RT | Low | C&RT to implement. | C&RT |
| 17. | A shower in the Wharf toilets. | NTC | Low | NTC planning to upgrade public toilets at The Wharf and to include a shower unit. Working on design brief. | NTC |
| Other users: | | | | | |
| 18. | Disabled Angler Access. | C&RT | High | C&RT are progressing this along Guyer Lock. | C&RT |
| | | WBC | High | Disabled fishing points near the monkey bridge, funded and sponsored by WBC, are in need of repairs. Elaine Cox to pursue. | WBC |
| 19. | To review the Canoe Club Strategy. | NCC | Medium | The CCWG to review the NCC Strategy when complete. | NCC |
| 20. | Repair existing interpretation/information Panels | WBC | Medium | Repair/reinstall interpretation Panels: 1) Guyers Lock interpretation boards. 2) Off the towpath onto Bone Mill Lane (is missing and needs to be reinstalled) 3) Lipscomb alley way panel needs repairs 4) The cycling post at the cutting of the River Kennet and the canal https://what3words.com/translated.lace.wire needs to be clearer | WBC |
| 21. | To arrange a sub-group to pursue the coordinating and uniformity of signage on some level – such as being positive or negative – across the Newbury Canal Corridor. | WFCM (Sukey Russell-Hayward) | High | For Sukey Russel-Hayward to contact all relevant parties along the Canal Corridor to form a plan about signage regarding the signages uniformity and agree on the placement of information boards/interpretation panels. Include QR codes. | KACT, WFCM, NS, C&RT, NTC, and WBC |

Strategy - Projects & Events that contribute to the Strategy.

Committee: Planning & Highways Committee.

| Section of Strategy (Ref:) | Committees to Complete | | | | | Office to Complete | | | Committees To Complete | | | | |
|---|---|--------------------|---------|--------------|---------------------------------------|--------------------|--------------|-----|------------------------|---------|---------|---------|---------|
| | Project | Strategy Objective | Budget | Lead Officer | Cost Centre e.g. Allotments, Vic Park | Cost Centre Code | Nominal Code | EMR | 2025/26 | 2026/27 | 2027/28 | 2028/29 | 2029/30 |
| | Section 215's Partnership with West Berkshire Council. | | £600 | KH | Planning | 600 | | | | | | | |
| Notes: £3.00 per landregistry serch for each property. Letters and Notices. | | | | | | | | | | | | | |
| | Welcome to Newbury Signs | | £20,000 | KH/TMM | Planning | 600 | 4815 | | | | | | |
| Notes: Match Fundded by Greenham Common Trust. 2k in EMR | | | | | | | | | | | | | |
| | Heritaeg working Group Blue Plaques | | £1,000 | KH | Planning | 600 | 4805 | | | | | | |
| Notes: Blue Plaque work to be carried out. | | | | | | | | | | | | | |
| | Niboourhood Developpment Plan. | | 2.A.1. | TMM | | 600 | | | | | | | |
| Notes: Led by the Neighbourhood Planning Strategy Group. Funds: £11,309.31 in EMR 410, of which £6,878 is ringfenced. As at 11/11/24 £13,524 remaining of the £15,000 budget. Committee to review. | | | | | | | | | | | | | |
| | Canal Corridor Footpath Lighting | 2.A.2. | | KH | Planning | 600 | 4820 | 453 | | | | | |
| Notes: Lighting on the canal path from LSB to Monkey Bridge (VM suggestion). 22/01/24 budget meeting: Council deferred to 2025/26. Funds: £5,000 in EMR 453 - Canal Corridor, but not necessarily for this. | | | | | | | | | | | | | |
| | Town CentreWorking Group/ Master Plan | | £5,000 | Hh/TMM | Planning | 600 | | | | | | | |
| Notes: | | | | | | | | | | | | | |

**Newbury Town Council Schedule of Meetings for the Municipal
Year 2024/25**

Appendix 7

2024

| <u>Day</u> | <u>Date of Meeting</u> | <u>Agenda</u> | <u>Lead Officer</u> | <u>Meetings</u> | <u>Notes</u> |
|------------|------------------------|---------------|---------------------|---------------------------------------|--------------|
| Wed | 8 May | 2 May | CEO | Council | 5 |
| Sun | 12 May | 7 May | CEO/CM | Annual meeting and Mayor Making | |
| Mon | 20 May | 14 May | CEO | Planning & Highways Committee | |
| Mon | 10 June | 4 June | FCSM | Policy and Resources Committee | |
| Mon | 17 June | 11 June | CEO | Planning & Highways Committee | |
| Mon | 24 June | 18 June | CEO | Full Council | 1 |
| Thu | 27 June | 21 June | FCSM | Grants Sub-Committee | |
| Mon | 1 July | 25 June | CM | Civic Pride, Arts & Culture Committee | |
| Mon | 15 July | 9 July | CEO | Planning & Highways Committee | |
| Mon | 22 July | 16 July | SDM | Community Services Committee | |
| Mon | 12 Aug | 6 Aug | CEO | Planning & Highways Committee | |
| Mon | 2 Sep | 27 Aug | CM | Civic Pride, Arts & Culture Committee | |
| Mon | 9 Sep | 3 Sep | CEO | Planning & Highways Committee | |
| Mon | 16 Sep | 10 Sep | SDM | Community Services Committee | |
| Mon | 7 Oct | 1 Oct | CEO | Planning & Highways Committee | |
| Mon | 14 Oct | 8 Oct | FCSM | Policy & Resources Committee | |
| Mon | 21 Oct | 15 Oct | CEO | Council | |
| Mon | 4 Nov | 29 Oct | CC | Planning & Highways Committee | |
| Mon | 18 Nov | 12 Nov | FCSM | Grants Sub-Committee (if required) | |
| Mon | 25 Nov | 19 Nov | CM | Civic Pride, Arts & Culture Committee | 2 |
| Mon | 2 Dec | 26 Nov | CC | Planning & Highways Committee | 2 |
| Mon | 9 Dec | 3 Dec | SDM | Community Services Committee | 2 |

2025

| | | | | | |
|-----|--------|--------|--------|---------------------------------------|---|
| Tue | 6 Jan | 24 Dec | CC | Planning & Highways Committee | |
| Mon | 20 Jan | 14 Jan | FCSM | Policy & Resources Committee | 3 |
| Mon | 27 Jan | 21 Jan | CEO | Council | 4 |
| Wed | 29 Jan | 21 Jan | CC | Planning & Highways Committee | |
| Mon | 17 Feb | 11 Feb | CM | Civic Pride, Arts & Culture Committee | |
| Mon | 24 Feb | 18 Feb | CC | Planning & Highways Committee | |
| Mon | 10 Mar | 4 Mar | SDM | Community Services Committee | |
| Mon | 17 Mar | 11 Mar | CEO | Annual Town Meeting | |
| Mon | 24 Mar | 18 Mar | CC | Planning & Highways Committee | |
| Wed | 23 Apr | 17 Apr | CC | Planning & Highways Committee | |
| Mon | 28 Apr | 22 Apr | FCSM | Policy & Resources Committee | |
| Wed | 7 May | 1 May | CEO | Council | |
| Sun | 11 May | 6 May | CEO/CM | Annual meeting and Mayor Making | 6 |

CEO = Chief Executive Officer; FCSM = Finance & Corporate Services Manager; SDM = Services Delivery Manager, CM = Civic Manager, CC = Committees Clerk.

Notes:

- 1 This is the meeting at which the 2023/24 Statutory Accounts are signed off.
- 2 This is the meeting at which the 2025/26 Services budget is discussed.
- 3 This is the meeting at which the 2025/26 budget is set.
- 4 This is the meeting at which the 2025/26 precept is declared.
5. The Annual Meeting (Mayor Making). All meetings take place in the Council Chamber, apart from the annual meeting of the Council (Mayor Making) which takes place in the Corn Exchange.

Newbury Town Council

Forward Work Programme for Planning and Highways Committee: 07.10.2024

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 Officer's 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 Notifications (if any)
10. Schedule of Appeal Decisions (if any)
11. Neighbourhood Development Plan – Update (if any)
12. The Western Area Planning Committee – Update

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|--|---|
| At the first Committee meeting after the annual meeting of the Council | Election of Chair/ Deputy |
| | Approval of ToRs and memberships of Working Groups |
| June/September/December/March (Quarterly) | Updates on Section 215 of the Town and Country Planning Acts. |
| Each November | Review of KPI's for Planning and Highways Committee |
| | Send Budget and Strategy proposals to RFO |
| 2024 | |
| 9 September | <ul style="list-style-type: none"> - Faraday Road Football club update. - Section 215's - Heritage Working Group update |
| 7 October | <ul style="list-style-type: none"> - Sandleford Park Liaison Group Update |
| 4 November | <ul style="list-style-type: none"> - P & H Committee KPI's - PROW update |
| 2 December | <ul style="list-style-type: none"> - Sandleford Park Liaison Group Update - Canal Corridor WG Relaunch - Section 215 updates |
| 6 January | <ul style="list-style-type: none"> - Faraday Road Football club update - Town Centre WG / Master Plan update. |
| 29 January | <ul style="list-style-type: none"> - Sandleford Park Liaison Group Update |
| 24 February | <ul style="list-style-type: none"> - Canal Corridor WG - PROW Working Group Update |
| 24 March | <ul style="list-style-type: none"> - Section 215 updates |