



29th October 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 4th November 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/84785117000?pwd=7zDQftsOTE8JcAg8loplkgS96DISuv.1>
Meeting ID: 847 8511 7000 Passcode: 166243

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 9th September 2024.
 - 3.2 Officer's verbal report** on actions from previous meeting.
- 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. Application Consultation Process

To review and amend as necessary the Council's process for responding to consultations on planning applications

8. Key Performance Indicators for the Planning and Highways Committee (Appendix 3)

To review Planning and Highways KPI: Planning comments made at meetings of the committee should be submitted to WBC within 2 working days of the meeting being held.

9. PROW Working Group update (Appendix 4)

To receive and update from the Public Rights of Way Working Group.

10. Update from The Western Area Planning Committee

To receive an update on any relevant business from the Western Area Planning Committee.

11. Planning & Highways Committee Budget 2025-26 (Appendix 5)


To recommend this Committee's budget to the Policy & Resources Committee for inclusion in the Council's budget for 2024-25.

12. Forward Work Programme for Planning & Highways Committee (Appendix 6)

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

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we can all be proud of.

MINUTES OF A MEETING OF THE PLANNING AND HIGHWAYS COMMITTEE HELD IN THE COUNCIL CHAMBER, NEWBURY TOWN COUNCIL, MARKET PLACE, NEWBURY ON MONDAY 10th OCTOBER 2024 AT 7.30PM.

PRESENT

Councillors, Phil Barnett, Vera Barnett(sub), Jo Day, Sam Dibas (19:48), Nigel Foot, David Harman, Roger Hunneman, David Marsh, Andy Moore (Chairperson) and Graham Storey.

In Attendance

Kym Heasman, Committee Clerk

57. APOLOGIES

Councillors Vaughan Miller (Substitute Vera Barnett) and Tony Vickers (Substitute Billy Drummond).

58. DECLARATIONS OF INTEREST

The Committee Clerk declared that Councillors, Phil Barnett, Billy Drummond, Nigel Foot and David Marsh 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.

59. MINUTES

PROPOSED: Councillor David Harman

SECONDED: Councillor Ian Jee

RESOLVED: That the minutes of the meeting of the Planning & Highways Committee held on Monday 9th September 2024, be approved, and signed by the Chairperson.

60. QUESTIONS AND PETITIONS FROM MEMBERS OF THE PUBLIC

Statement Received from a member of the public:

This is a consultation submission to West Berks Council & Newbury Town Council on the following topics, which I believe to be intrinsically inter-related, & should be considered together to avoid future unintended consequences.

- 1. Proposed further pedestrianisation of Northbrook St., Bartholomew St., Mansion House Street, Market Place, with the intention of increasing footfall out of normal shop opening hours.***
- 2. Parking in Central Newbury.***
- 3. Traffic Management of Newbury/Thatcham centred around the A339 the A4.***

A lengthy Statement Followed which is available on request.

Chair Person Responded with the following:

“Thank you for your Statement and the information in it. However, you will recognise that the matters in them are the responsibility of West Berkshire Council.”

61. MEMBERS’ QUESTIONS AND PETITIONS

There were no questions or petitions received from Members.

62. SCHEDULE OF PLANNING APPLICATIONS

Due to error with the planning portal system at the planning authority (WBC) applications received for consultation were unavailable to be considered. Request to be made to WBC for applications to be deferred for consideration at the next Scheduled Planning & Highways committee meeting.

63. Applications for Prior Approval

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

64. ROAD NAMING AND NUMBERING OF LAND AT COVERED RESERVOIR, BATH ROAD, SPEEN, NEWBURY

Members did not feel it relevant to comment on consultation leaving suggestions to be made by the Parish Council, that the new development resides in.

65. SANDLEFORD PARK UPDATE

The developer’s consultation meeting is due to convene on Thursday 28th November. An update will be provided at the December P&H meeting.

66. UPDATE FROM THE WESTERN AREA PLANNING COMMITTEE

Councillor Phil Barnett made Members of the committee aware the Eagle Quarter Application was taken in a very extensive manor. However, Consideration did not conclude and had been referred to District Planning Committee for determination. This meeting is scheduled to take place on Wednesday 13th November.

Councillor Nigel Foot also updated Members on the Pound Street application being approved.

68. 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:

- Process review of Planning application.

**THERE BEING NO OTHER BUSINESS THE CHAIRPERSON DECLARED THE MEETING CLOSED
AT 20.13 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 Comments made, due Portal access being unavailable.	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.
2	No Comments made, due Portal access being unavailable.	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.
3	No Comments made, due Portal access being unavailable.	24/01779/FUL	81 - 82 Northbrook Street Newbury for Rosedale Property Holdings Limited.	Installation of new fenestration and balconies
4	No Comments made, due Portal access being unavailable.	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.
5	No Comments made, due Portal access being unavailable.	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
6	No Comments made, due Portal access being unavailable.	24/01523/FUL	Union Place 31 Bartholomew Street Newbury for Dorien Road Ltd	Install new door to side elevation and glass canopy over.

APPENDIX 1

APPLICATION FOR PRIOR APPROVAL

RUNNING ORDER	RESOLUTION	APPLICATION NUMBER	LOCATION AND APPLICANT	PROPOSAL
1	Application should be subject to Full Application.	24/01772/PACOU	4A Bridge Street Newbury for Mike Hill	Application to determine if prior approval is required for a proposed: Reinstate class to residential dwelling from the previously approved commercial use.
2	Application Should be subject to Full application.	24/01782/PACOU	81 - 82 Northbrook Street Newbury	Application to determine if prior approval is required for a proposed: change of use of the Application Site from Class E (commercial, business and service uses) to Class C3 (dwellinghouses) to form seven apartments.

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

Monday 4th November 2024

Running Order	Ward	Application Number	Location and Applicant	Proposal
1.	CLAY HILL	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.	EAST FIELDS	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.	EASTFIELDS	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.	WASH COMMON	24/01989/HOUSE	6 Highfield Road Newbury for Mr and Mrs Sleeman	Extensions, loft conversion and alterations
5.	WASH COMMON	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.	WASH COMMON	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.	WASH COMMON Adjacent Parish	23/02596/FUMAJ	Longcose Farm Vanners Lane Enborne Newbury for Zippo and Company	Use of Land for the siting of up to 24 travelling show persons plots.
8.	WEST FIELDS	24/01779/FUL	81 - 82 Northbrook Street Newbury for Rosedale Property Holdings Limited.	Installation of new fenestration and balconies
9.	WEST FIELDS	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.	WEST FIELDS	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.	WEST FIELDS	24/01523/FUL	Union Place 31 Bartholomew Street Newbury for Dorien Road Ltd	Install new door to side elevation and glass canopy over.
12.	WEST FIELDS	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.

Newbury Town Council Key Performance Indicators 2023-24

Indicator	R/A/G Status											
	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR
Planning and Highways												
Planning comments made at meetings of the committee should be submitted to WBC within 2 working days of the meeting being held												

Explanation of colours in chart

- Green = target met
- Yellow = target close but not met
- Red = target not met

Public Rights of Way Working Group (PROW WG) - update

Group Remit:

To provide advice to the Planning & Highways Committee about the impact of 2026 deadline in respect of PROW changes.

To review all PROW in the Town Council's area and confirm validity.

To propose new PROW for consideration by P&H.

To prepare submissions for any new PROW proposed by P&H.

Group Members

Graham Storey, Tony Vickers , Andy Moore

Background

Legislation passed in 2000 gave a deadline of 2026 to register all Public Rights of Way that pre-date 1949. Any that are not registered would then be extinguished. The government has legislated to extend this deadline to 2031. although that extension has not yet been implemented

All councils have a considerable backlog of applications. Interest and awareness has been building, including a campaign by the Ramblers Association called “Don’t Lose Your Ways”. TV attends its West Berkshire meetings, which are held at Bowlers Arms. A recent application to WBC is likely to be assessed in 18 months to 2 years.

Once assessed, WBC can issue a definitive map modification order (DMMO). However if there are any objections it will be passed up to the Planning Inspectorate which will make a determination, generally by Public Inquiry. This is a long and potentially expensive process if there is a committed challenger.

Progress

Following its first meeting the Group has conducted an initial review of Wash Common including a walk round of some potential PROWs. We have also met with Stuart Higgins , WBC’s Definitive Map Officer to discuss how we should take this process forward

There are a number of “cut through” that pedestrians use regularly that are not on the Definitive Map and are good candidates for PROW applications

However the discussion with Stuart Higgins has also indicated that unclassified roads, private streets and private roads may also need PROW applications to preserves (public) access rights in the future. There are quite a number of these in the Town and these could increase the volume and complexity of the exercise

The definitive map is not necessarily definitive so further research is usually required to determine the status of a road or pathway.

It is possible for a town or parish council to agree the voluntary addition of a PROW with its landowner. This could be useful as part of the planning process. For example ensuring public access is guaranteed through the Eagle Quarter during the planning process, albeit using separate legislation.

However voluntary dedication can also be done retrospectively using Section 30 of the Highways Act 1980 “where such a dedication would in the opinion of the [town] council be beneficial to the inhabitants of the parish or community or any part thereof”. This also applies to routes in an adjoining parish.

Where a voluntary agreement to dedicate a route is not possible, Section 31 of the same Act applies and this process requires the Highway Authority to use its powers. This is where Stuart Higgins is involved here in West Berkshire.

We are focussing on Wash Common currently. Our aim is to identify a process and scope that can be applied to the whole town. It is likely that we will then propose that all Councillors are invited to use their own local knowledge to cover the rest of the Town. Other individuals can be co-opted as well if we need help.

Next Steps

A further review of Wash Common to identify a comprehensive list of potential PROWs

A discussion with Stuart Higgins about the list to decide the practicalities of these applications

To come back to this committee to review the position and recommend the way forward..

11th Oct 2024

Planning & Highways Committee Budget 2025-26

Code	Description	Income/exp	22-23		23-24			24-25			25-26			NOTES
			Budget	Actual	Budget	Actual YTD	Projected	Budget	Actual YTD	Projected	Budget	Actual YTD	Projected	
1120	Grants & Donations Received (NDP)		£0.00	£0.00	£15,000.00	£472.00	£6,000.00	£15,000.00	£15,000.00		£0.00			Reapply to ground works if required.
1121	Grants & Dons Rec. (Heritage)							£0.00	£533.00		£0.00			Looking at funding for heritage projects.
		Total Income	£0.00	£0.00	£15,000.00	£472.00	£6,000.00	£15,000.00						
4045	Salary Reallocation		£41,775.00	£23,671.00	£35,980.00	£22,336.00	£38,000.00	£22,438.00	£12,582.00					2/3 Officer Time & 0.1 Officer Time
4800	P & H Committee Fund		£1,000.00	£0.00	£1,000.00	£740.00	£740.00	£1,000.00	£3.00		£1,000.00			Section 215 notices
4805	Heritage Working Group		£3,000.00	£401.00	£1,000.00	£471.00	£1,000.00	£1,000.00	£374.00		£1,000.00			
4810	Neighbourhood Development Plan		£5,000.00	£1,062.00	£15,000.00	£978.00	£6,000.00	£15,000.00	£1,476.00		£0.00			Returning £12,546.00
4815	Signage (welcome to Newbury)		£0.00	£0.00	£0.00	£0.00	£0.00	£2,000.00	£0.00		£8,000.00			(EMR 2,000) Match funded by greenham
4820	Canal Corridor WG		£5,000.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00					(EMR 5,000)
	Town Centre WG / Master Plan										£5,000.00			Coms & Admin costs

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

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	
15 July	<ul style="list-style-type: none"> - Flood and Drainage Forum - Faraday Road Football Club - PROW Working Group - Sandleford Park Liaison Group Update
12 August	<ul style="list-style-type: none"> - NDP WG Update - Town Centre Working Group Update
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