



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. Sandleford Park Liaison Group Update**
To receive update from the Sandleford 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.

	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.

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.

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.

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

Committee: Planning & Highways

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 Funnded 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.													

**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

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