

MINUTES OF A MEETING OF THE PLANNING AND HIGHWAYS COMMITTEE HELD IN THE COUNCIL CHAMBER, TOWN HALL, MARKET PLACE, NEWBURY ON MONDAY 13 NOVEMBER 2017 AT 7.30PM.

PRESENT

Councillors Jeff Beck; Jo Day; Adrian Edwards; Dave Goff; Miles Evans; John Gardner; Elizabeth O'Keeffe; Anthony Pick (Chairperson); Kuldip Singh Kang & Tony Stretton.

In Attendance

Hugh Peacocke, Chief Executive Officer
Kym Heasman, Corporate Services Officer

82. APOLOGIES

Councillor Lynne Doherty.
Absent: Councillor Andrew Steel.

83. DECLARATIONS OF INTEREST

The Chief Executive Officer declared that Councillors Jeff Beck, Adrian Edwards, David Goff and Anthony Pick 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.

The Chief Executive Officer also made the following statement on behalf of Councillors Jeff Beck, Adrian Edwards and Anthony Pick who are Members of West Berkshire Council Planning Committee: "I wish to make it clear that any comments I make tonight are only being made in relation to the formulation of the Town Council's view and is not in any way prejudging the way that I may vote when any application is considered by West Berkshire District Council. At that time, I will weigh up all the evidence."

84. MINUTES

PROPOSED: Councillor Jeff Beck
SECONDED: Councillor Dave Goff

RESOLVED: That the minutes of the meeting of the Planning & Highways Committee held on Monday 23rd October 2017, be approved and signed by the Chairperson.

85. QUESTIONS AND PETITIONS FROM MEMBERS OF THE PUBLIC

There were none.

86. MEMBERS' QUESTIONS AND PETITIONS

There were none.

87. SCHEDULE OF PLANNING APPLICATIONS

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

88. SCHEDULE OF PRIOR APPROVAL APPLICATIONS

To note that the observations recorded at Appendix 2 to these minutes be submitted to the planning authority.

89. SCHEDULE OF PLANNING DECISIONS

The information was received and noted by the Committee.

90. UPDATE FROM THE WESTERN AREA PLANNING COMMITTEE

The information was received and noted by the Committee.

91. NEWBURY TOWN PLAN

An informal meeting has been arranged to present the draft of the Town Plan to the Chief Executive, West Berkshire District Council, the Leader of West Berkshire District Council and the Executive Member for Planning and Leisure, at 9.30 am on 16 October and to invite their comments on progress to date. It is also planned to make a similar presentation to the Leader of Thatcham Town Council, for his information.

The date for the next Meeting of Town Plan Steering Group has been deferred pending the above information.

92. SANDLEFORD PARK WORKING GROUP – UPDATE

The first two planning applications have been refused. The third application for 1000 homes, along with a care home and community centre is planned for a special meeting of the Western Area Planning Committee on the 4 December 2017. As a result of this, it was agreed to defer the Committee meeting scheduled for 4 December to 6 December and the CEO was requested to advise all members accordingly.

93. PLANNING & HIGHWAYS BUDGET

PROPOSED: Councillor Anthony Pick

SECONDED: Councillor Edwards

RESOLVED: That the unexpended balance of this year's Town Design Statement & Town Plan Budget (£10,000) be put into an earmarked reserve, and next year's draft budget of £3,000 to be taken from this earmarked reserve.

It was agreed that the unspent balance of the Pedestrian Experience Working Group budget be earmarked in reserves to be spent next year.

**94. PROPOSED TRAFFIC REGULATION ORDER
WEST BERKSHIRE DISTRICT COUNCIL (PROHIBITION AND RESTRICTION OF
WAITING AND LOADING, PARKING PLACES AND RESIDENTS' PARKING
(CONSOLIDATION) ORDER 2009 (AMENDMENT NO 26) ORDER 2017**

Re Area code: AK 71, the Committee commented that Visitors to Micro Focus are, parking on the grass verges along Western Avenue. This is damaging to the verges, is unsightly, and is dangerous to pedestrians. Given the importance of Micro Focus to Newbury, the Committee recommends that West Berkshire District Council discuss with them their parking requirements. The Committee further suggested that the grass verges could be converted to parking spaces or other arrangements made.

Re Area code: AN 75 the Committee noted that Parking has taken place on the south side of the Railway line for some time and requested that the new "No waiting at any time" rule at that point be clearly signed to ensure that it is observed.

**THERE BEING NO OTHER BUSINESS THE CHAIRPERSON DECLARED THE MEETING
CLOSED AT 8.49 PM.**

CHAIRPERSON

**PLANNING AND HIGHWAYS COMMITTEE MEETING
13 NOVEMBER 2017**

SCHEDULE OF PLANNING APPLICATIONS – RESOLUTIONS

RUNNING ORDER	RESOLUTION	APPLICATION NUMBER	LOCATION AND APPLICANT	PROPOSAL
1	No objection	17/02667/HOUSE	39 Gaywood Drive, Newbury for Mr M Rahman	Ground floor kitchen/washroom/dining room and first floor bedroom/altered bedroom.
2	No objection	17/03036/HOUSE	36 Regnum Drive, Newbury for Mr & Mrs Perham	Demolition of existing sub-standard extension and dismantling of sectional garage and construction of single storey extension
3	No objection, provided that the recommendations of the Tree Survey and Arboricultural Report are carried out in full	17/02810/HOUSE	Southlands, Garden Close Lane, Newbury for Scott & Claire Carolan	Proposed two-storey side extension, external improvements including render and replacement windows, demolition of outbuilding
4	No objection	17/02929/HOUSE	41 Russell Road, Newbury for Chris Leith	Single storey rear extension following demolition of small utility extension. Construction of garden walls and raised paved area
5	No objection	17/02828/HOUSE	5 Berkeley Road, Newbury for James & Maxine Potter	Small single storey extension to the rear of the property. The extension will house a utility and WC
6	No objection	17/02911/HOUSE	92 Craven Road, Newbury for Mr & Mrs Tomkins	Proposed rear single storey extension and associated internal alterations
7	No objection/comment: We have no objection, on the grounds that the relations between the applicant and the owner of 48 Bartholomew Street are largely a civil matter. However, we are concerned on the possible effects on the recent planning consent 17/02287, which involves access to the rear of No. 48. At present, the rear of No. 48 is accessed via land to the rear of Nos 49/49A. The present proposal by No. 49A to erect a fence at the border with No. 48 will apparently deny all access whether by car, bicycle, or pedestrians to the rear of No. 48. It appears that this may have implications with regard to parking, cycle storage, access, fire exit, and waste disposal for the	17/03018/FUL	49A Bartholomew Street, Newbury for Kate Daily	New fence

	planning consent 17/02287, which the Planning Service may wish to consider			
8	No objection	17/03003/LBC2	64 Bartholomew Street, Newbury for Hillier and Wilson (Estate Agents)	Provision of disabled access toilet accommodation in existing office building
9	No objection	17/03033/FULD	3 - 5 Porchester Road, Newbury for Jayborth Properties Limited	Erection of a third floor to Nos. 3 - 5 Porchester Road to provide four 1 bed flats, including alterations to parking and landscaping arrangements
10	Objection/comment: This is a fine Georgian building dating from about 1740, Grade II listed. We consider that the proposed new logos will be out of keeping with the building and the Conservation Area, and be incompatible with the Supplementary Planning Guidance on Shopfronts and Signs	17/02902/ADV	92 Northbrook Street, Newbury for Vision Express Ltd	New logo to fascia and new logo to projecting sign
11	No objection	17/02936/HOUSE	119 Boundary Road, Newbury for Mr Curtis	Demolition of existing lean to/single storey extension and replacement single storey rear extension and loft conversion with rear dormer
12	No objection/comment: This is one of the most important historic buildings in Newbury, the house of John Winchcombe II ("Jack of Newbury"), the major figure in the 16th century Newbury cloth trade and a person of national standing. It is Grade II* listed. We have of course no objection to the repair, but consider it essential that it is carried out by a specialist contractor fully qualified to carry out repairs to important historic buildings. The earlier restoration planned in 2013 started off on a good standard, but was completed by a subcontractor in 2014 lacking the necessary expertise, with results which are now visible. We therefore recommend that planning consent is only given on condition that such a qualified contractor is hired and remains to complete the restoration project. Traditional methods of	17/02692/LBC2	24 Northbrook Street, Newbury for Colliers International	To alter the building by way of structural repairs due to structural movement occurring to the property. Key works to include repairs/replacement of the jetty beam, corner post, eaves beam, rotten joists, and rotten timber lintel

	construction should be employed and as much of the historic fabric be retained as possible. We suggest that both the Archaeology Team and the Conservation Officers are involved. If cost issues arise, national sources of funds are available for a building of this significance			
13	No objection	17/02771/LBC2	The Robin Hood, 110 London Road, Newbury for Mitchells and Butlers	Repair of retaining wall at north west boundary of the curtilage of property
14	No objection/comment: Care should be taken to carry out the demolition as quietly as possible, to avoid disturbing neighbouring residents, including elderly residents	17/03006/DEMO	11 To 15 Bartholomew Street Newbury for Eden (Pearl House) Ltd	Application for prior notification for demolition of shops
15	No objection	17/03044/ADV	Rowstock Nissan, Unit D, The Triangle, Newbury for Motorline - Nissan	5 no. internally illuminated signs, 1 no. non-illuminated medium directional sign, 1 no. internally illuminated 6m Totem, 4 no. non-illuminated backing panels for signs

APPLICATION FOR PRIOR APPROVAL

RUNNING ORDER	RESOLUTION	APPLICATION NUMBER	LOCATION AND APPLICANT	PROPOSAL
1	No comment	17/02950/PASSHE	95 Russell Road, Newbury for Sukey Russell-Hayward	Kitchen extension to the rear and infill to the side 6m beyond the rear wall x 2.2m to the eaves x 3.75m maximum height

PLANNING AND HIGHWAYS COMMITTEE MEETING

19 JUNE 2017

SCHEDULE OF PLANNING APPLICATIONS

Members are requested to consider the following Planning Applications, details of which will be tabled at the meeting and which are available for reference At the Town Hall prior to the meeting.

RUNNING ORDER	WARD	APPLICATION NUMBER	LOCATION AND APPLICANT	PROPOSAL
1	CLAY HILL	17/03102/HOUSE	22 Kiln Road, Newbury for Mr & Mrs Openshaw	Retrospective carport extension to existing garage
2	FALKLAND	17/03029/HOUSE	65 Conifer Crest, Newbury for Mr & Mrs Mclean.	Single storey rear extension
3	FALKLAND	17/03110/HOUSE	8 Oak Ridge, Close Newbury for Mr & Mrs C Jenkins	Single storey extension to rear
4	NORTHCROFT	17/03070/HOUSE	93 Craven Road, Newbury for Malcolm Brown	Proposed single storey rear extension
5	ST JOHNS	17/03001/HOUSE	5 Wendan Road, Newbury for Marc & Isabel Stewart	Demolition of existing conservatory, first floor extension over existing bungalow, including part single/part two storey rear extension and associated works
6	ST JOHNS	17/03111/LBC2	61 Andover Road, Newbury for Mr A Kidwell	Remove existing cracked and detached rendering from front (north west) and side (north east elevations). Re-render with lime render and paint with White, Earthborn, Ecopro Silicate Masonry Paint
7	ST JOHNS	17/03136/HOUSE	44 Wendan Road, Newbury for Mr & Mrs Wright	Single storey rear extension, two storey side extension and loft conversion
8	VICTORIA	17/03116/COMIND	Car Park Land at B S T Fitness, Park Way, Newbury for Rotterdam Properties Ltd	Section 73 - Variation of Conditions (1) Plans and (10) Glazing of approved application 17/01219/COMIND
9	VICTORIA	17/03125/FULD	55 - 56 Cheap Street, (Units 55A-56A, 55/56B) Newbury for Erica McClenaghan	Convert top floor unit 55/56 (vacant) formally dentist to 2 Bed flat. Unit 55A (vacant) formally osteopath and office convert to 1Bed flat. Unit 56A (vacant) store RSPCA - convert to bedsit
10	VICTORIA	17/03155/OUTMAJ	Rozel Heights, Catherine Road, Newbury for Enborne System Ltd	Outline application for demolition of existing 4no. three bed apartments with garage block and replacement with 16no. apartments and 1 no. maisonette with associated parking and access. Matters to be considered access and layout
11	VICTORIA	17/03113/FULEXT	11 - 15 Bartholomew Street, Newbury for Eden (Pearl House) Ltd	Erect a part three and part four storey building comprising 61 sheltered apartments with communal facilities and two retail units (336m2) with undercroft and surface parking provisions following demolition of existing buildings
12	VICTORIA	17/03253/LBC2	32 Craven Road, Newbury for Mr G Shanidze	Conversion of Grade 2 existing three storey domestic dwelling into 4 self-contained apartments with no increase in floor space

13	VICTORIA	17/03164/LBC2	91-92 Northbrook Street, Newbury for Vision Express	Replacement fascia and projecting sign to shop front with new corporate logo to both. Internal refit including new floor wall and ceiling finishes, new furniture and a layout reconfiguration. New lighting to supplement exiting LED lighting throughout
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PLANNING AND HIGHWAYS COMMITTEE MEETING

6 DECEMBER 2017

SCHEDULE OF PLANNING DECISIONS & RECOMMENDATIONS MADE BY WEST BERKSHIRE
COUNCIL (WBC)

APPLICATION NO.	LOCATION AND APPLICATION	PROPOSAL	NTC OBSERVATIONS
17/02551/FULD	4 Cheap Street, Newbury for Khajek Tavi	The conversion of 4 Cheap Street to 3 flats and a roof extension on the second floor to the rear with a balcony and a 2nd floor window to the front elevation.	Town Council: Objection/comment. 1) The proposed balcony on the second floor will overlook adjoining properties. 2) No parking spaces are included in the application, contrary to West Berkshire Council policy. 3) No arrangements are proposed to insulate the flats against noise from the adjoining well-established Conservative Club. The reasonable activities of this social club should be at risk from later complaints from the flat occupants. 4) Note will no doubt be taken of the Conservative Club's claim that the application includes premises which are within the freehold possession of the Club.
WBC final decision – Approved			

APPLICATION NO.	LOCATION AND APPLICATION	PROPOSAL	NTC OBSERVATIONS
17/02902/ADV	92 Northbrook Street, Newbury for Vision Express Ltd	New fascia and projecting sign	Town Council: Object. This is a fine Georgian building dating from about 1740, Grade II listed. We consider that the proposed new logos will be out of keeping with the building and the Conservation Area, and be incompatible with the Supplementary Planning Guidance on Shopfronts and Signs
WBC final decision – Approved			

PLANNING AND HIGHWAYS COMMITTEE MEETING

6 DECEMBER 2017

SCHEDULE OF LICENSING APPLICATIONS

LICENCE	APPLICANT(S)	PREMISES	
Licensing Act 2003 (Premises Licences & Club Premises Certificates) Regulations 2005 Premises Licence – New Ref: 17/01614/LQN	Applicant: Big Fish Clubs UK Ltd Location: The Vault Club, 4A The Kennet Centre, Newbury, Berkshire, RG14 5EN	Proposal: Boxing & Wrestling Live & Recorded Music Performance of Dance Late Night Refreshment Supply of Alcohol	Fri & Sat from 13:00 to 23:00 Mon – Sun from 11:00 to 04:00 Fri to Sun from 11:00 to 04:00 Mon – Sun from 11:00 to 04:30 Mon – Sun from 11:00 to 03:30

Indicator	Frequency											
	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR
Accounts												
Percentage of invoices paid within 30 days of receipt by Corporate Services Team	100%	100%	100%	100%	100%	100%						
Council expenditure to be within 5% budget												
Amount of bad debt over £500 and more than 3 months old (aim to reduce this over the year)	1386	2144	1386	1386	1386	1386						
Achieving budgeted income from chamber lettings (£8,000)	0%	4%	19%	25%	26%	33%						
Achieving budgeted income from Suite Lettings (£31,000)						73%						
Unqualified financial audit												
Website/social media												
Number of Facebook followers (aim for 10 new p.m. 120 pa)	559	572	579	590	600	1396	Now includes Newbury Market					
Number of Twitter followers (aim for 10 new pm, 120 pa)	2299	2346	2365	2403	2430	3380	Now includes Newbury Market					
Number of hits on website (sessions) to increase in year	2027	2583	2246	2125	2165	1786						
All agendas published within 3 clear days prior to the meeting												
Communication with Public												
Publish minutes of meetings within 2 working days of Corporate Services being advised they are approved by the chairperson												
Produce draft minutes of all Council and Committee meetings within 3 working days of committee meeting												
Complaints dealt with within 5 working days												
Produce 4 press releases each month	0	2	3	3	1	5						
Produce a newsletter every month		Purdah										
Community Services												
Undertake monthly detailed play area inspections												
Market Income in line with budget (£44,400)			22%	30%	40%	46%						
Allotment income in line with budget (£19,859 - due 1.4.17)			97%									
Shaw Cemetery income in line with budget (£54,000)			23%	29%	37%	44%						
Number of vacant allotment plots below 17		28	27	26	27	27	CS to request review of Targets					
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												
Other - Town Council KPIs												
number of staff working days lost to sickness - target no more than 4 per month	5	2	22	22	16	2						

Explanation of colours in chart

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