

**MINUTES OF A MEETING OF THE PLANNING AND HIGHWAYS COMMITTEE HELD IN THE  
COUNCIL CHAMBER, NEWBURY TOWN COUNCIL, MARKET PLACE, NEWBURY ON  
MONDAY 5 MARCH 2018 AT 7.30PM.**

**PRESENT**

Councillors Jeanette Clifford; Jo Day; Adrian Edwards; John Gardner; Dave Goff; Sarah Greenall (named substitute); Kuldip Singh Kang; Anthony Pick (Chairperson); Tony Stretton.

**In Attendance**

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

**149. APOLOGIES**

Councillors, Jeff Beck; Miles Evans; Elizabeth O'Keeffe and Andrew Steel.

**150. DECLARATIONS OF INTEREST**

The Chief Executive Officer declared that Councillors Jeanette Clifford, Adrian Edwards, Dave 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 made the following statement on behalf of Councillors Adrian Edwards and Anthony Pick who are Members of West Berkshire Council Planning Committee and Councillor Jeanette Clifford who is a substitute Member on that 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."

In considering the following application, Councillor Adrian Edwards declared that he had a prejudicial interest and took no part in the vote: **18/00410/HOUSE**

In considering the following application, Councillor Tony Stretton declared that he had a prejudicial interest and took no part in the vote: **18/00299/HOUSE**

In considering the following application, Councillor Kuldip Singh Kang declared that he had known the neighbours: **18/00410/HOUSE**

In considering the following application, Councillor Jeanette Clifford declared that she had known the neighbours: **18/00212/HOUSE**

**151. MINUTES**

**PROPOSED:** Councillor Adrian Edwards

**SECONDED:** Councillor Tony Stretton

**RESOLVED:** That the minutes of the meeting of the Planning & Highways Committee held on Monday 12 February 2018, be approved and signed by the Chairperson with the following amendment:

**Minute no. 148** - the removal of the "e" from the end of Dr David Peacock's name.

**152. QUESTIONS AND PETITIONS FROM MEMBERS OF THE PUBLIC**

There were none.

**153. MEMBERS' QUESTIONS AND PETITIONS**

There were none.

**154. SCHEDULE OF PLANNING APPLICATIONS**

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

**155. PLANNING DECISIONS**

Information was received and noted by the committee.

**156. UPDATE FROM THE WESTERN AREA PLANNING COMMITTEE**

One case regarding Land at Rugby Club, Monks Lane for West Berkshire Council, which was approved.

**157. SANDLEFORD PARK WORKING GROUP – UPDATE**

The CEO reported on responses that he had received from the developers at Sandlesford. Bloor Homes are reviewing the matter internally and hope to update members in the next month. Donnington New Homes are looking to submit a planning application for the Western portion of scheme around mid-March, the same time as Bloor Homes submit their next application.

**158. NEWBURY TOWN PLAN**

The Council held a successful Coffee Morning in the Town Hall on Saturday 24<sup>th</sup> February 2018, in which 226 members of the public and 14 member and partners attended. 27 written consultation responses were received at the coffee morning along with the 60+ responses already received online the consultation will continue to run until 18<sup>th</sup> March 2018.

Councillor Anthony Pick is presenting the Town Plan to Newbury Society on Thursday 8<sup>th</sup> March 2018.

**159. WEST BERKSHIRE DISTRICT COUNCIL CONSULTATION LOCAL PLAN AND SCOPING REPORT**

Members considered the draft response circulated with the agenda and agreed, subject to minor amendments on the response to the Consultation on West Berkshire Local Plan Review to 2036 Scoping Report.

**THERE BEING NO OTHER BUSINESS THE CHAIRPERSON DECLARED THE MEETING CLOSED AT 20.35.**

**CHAIRPERSON**

Draft

## PLANNING AND HIGHWAYS COMMITTEE MEETING

## SCHEDULE OF PLANNING APPLICATIONS – RESOLUTIONS

RUNNING ORDER	RESOLUTION	APPLICATION NUMBER	LOCATION AND APPLICANT	PROPOSAL
1	No objection	<a href="#">18/00320/HOUSE</a>	1 Collins Close, Newbury for Mr & Mrs Williams	Demolish conservatory and replace with new single storey rear extension, to create open plan kitchen and dining room
2	No objection	<a href="#">18/00302/HOUSE</a>	The Chase, Garden Close Lane, Newbury for Mr & Mrs Allen	Proposed porch internal floor area (5m <sup>2</sup> ) to front of existing house
3	Support/comment: A worthy objective and good use of the land. Subject to the steps required by Environmental Health to deal with any previous land contamination	<a href="#">18/00283/FUL</a>	Mencap Centre, Enborne Gate, Newbury for West Berkshire Mencap	Change of use of agricultural land adjacent to Mencap Centre, and installation of polytunnels, porta cabins and storage container to use for therapeutic horticulture and crafts for adults with learning disabilities
4	No objection, subject to the requirement of the Highways Officer that the driveway be widened to 7.2 m to compensate for the loss of the garage.	<a href="#">18/00323/HOUSE</a>	21 Kingsland Grange, Newbury for Mr & Mrs Collins	Demolition of existing porch/conservatory. Single storey rear extension with partial conversion of garage and new front porch
5	No objection	<a href="#">18/00287/HOUSE</a>	32 Montgomery Road, Newbury for Mr Johnson	Proposed porch to the front of the property
6	No objection. As this application will add a fourth bedroom, it should be checked that on-site parking capacity is sufficient	<a href="#">18/00337/HOUSE</a>	2 Kennedy Close, Newbury for Ms Vikki Goldsmith	Proposed ground floor side extension, loft conversion, floor plan re-design and all associated works
7	Objection. 1) Holborne Close is composed of bungalows, and the addition of a second floor would be out of keeping with the neighbouring properties and the street scene. 2) The proposed first-floor bedrooms would overlook the garden of 5 Holborne Close.	<a href="#">18/00299/HOUSE</a>	7 Holborne Close, Newbury for Mr Ross	Conversion of existing attic into two bedrooms and addition of two storey side extension to create a one bedroom annexe, additional off street parking and widening access, and sheds to rear garden area
8	No objection, provided that on-site parking is provided consistent with the proposed fifth bedroom	<a href="#">18/00354/HOUSE</a>	12 Normay Rise, Newbury for Mr & Mrs Gage	First floor rear extension giving an additional bedroom
9	No objection	<a href="#">18/00410/HOUSE</a>	37 Fifth Road, Newbury for Mr & Mrs Staunton	Single storey extension and garden room
10	No objection, subject to the steps required by the Tree Officer for tree protection.	<a href="#">18/00212/HOUSE</a>	Fairacre, Speen Lane, Newbury for Mr & Mrs Lupton	Extend balcony, new stairs access to rear garden, new railings and shade canopy with associated landscape works

11	No objection	<a href="#">18/00370/FUL</a>	Waitrose Ltd, Oxford Road, Newbury for Waitrose Ltd	Installation of 2no. new automatic number plate recognition cameras and 2no. galvanised steel camera columns to the Waitrose car park
12	No objection	<a href="#">18/00372/FUL</a>	Northcroft Recreation Centre, Northcroft Lane, Newbury for West Berkshire Council	Demolition of subsiding existing chemical store extension and construction of new larger chemical store with independent secure bunded compartments for storage of pool treatment chemicals, in accordance with current storage regulation requirements
13	Objection/Comments. 1) This proposed very large extension will be overbearing and out of scale with the existing house and will overlook the gardens and take from the privacy of the neighbouring house at 18 Wendan Road. 2) The site plan does not show how the parking spaces required by the Highways Officer will be provided	<a href="#">18/00473/HOUSE</a>	20 Wendan Road, Newbury for Mr & Mrs Greaves	Demolition of existing garage and conservatory, replace with part single / part two storey rear / side extension with new front porch and garage
14	No objection	<a href="#">18/00343/FUL</a>	Highway, Canal View Road, Newbury for Mr Mehmet Dogdu	To operate a kebab van between 4.00pm and 11:00pm at Canal View Road
15	No objection, provided that the new roof tiles are consistent with the existing tiles and the conditions required by the Conservation Officer are observed	<a href="#">18/00237/LBC2</a>	113 Bartholomew Street, Newbury for Star Pubs and Bars Ltd	Renewing roof tiles throughout
16	No objection	<a href="#">18/00434/HOUSE</a>	3 Denmark Road, Newbury for Karen Foster	Detached single garage
17	Objection/Comment: There appears to be insufficient parking for the delivery and collection of the goods to be auctioned, and for the use of staff and customers.	<a href="#">18/00371/FUL</a>	Unit 5, Plenty Close, Newbury for Special Auction Services	Change of use of Unit 5, Plenty Close from B1, B2 and B8 to an Auction House (Sui Generis planning use)

## PLANNING AND HIGHWAYS COMMITTEE MEETING

26 MARCH 2018

## 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	<a href="#">18/00574/ADV</a>	Turnpike Industrial Estate, Turnpike Road, Newbury for Greenham Trust	Two free standing advertisements at the entrance to Turnpike Industrial Estate
2	CLAY HILL	<a href="#">18/00440/FULMAJ</a>	Newbury Business Park, London Road Newbury for Stonegate Land and Property	Proposed development of 10 x 2 bedroom flats
3	CLAY HILL	<a href="#">18/00526/HOUSE</a>	3 Reed Walk, Newbury for Mrs Ford	Rear single storey flat roof extension to provide kitchen. Front porch extension, internal alterations to provide ground floor shower room and sleeping accommodation
4	FALKLAND	<a href="#">18/00504/CERTE</a>	53B Kingsbridge Road, Newbury for Mr & Mrs Dearlove	Certificate of lawfulness of existing office use
5	FALKLAND	<a href="#">18/00629/HOUSE</a>	55 Essex Street, Newbury for Mr & Mrs T Williams	Two storey extension to rear of dwelling
6	FALKLAND	<a href="#">18/00517/HOUSE</a>	6 Cary Close, Newbury for Mrs Appleby	Proposed rear conservatory and front porch
7	NORTHCROFT	<a href="#">18/00541/HOUSE</a>	37A Russell Road, Newbury for Peter Richardson	Demolish single-storey garage and rear conservatory. Proposed two-storey side and rear extensions and loft conversion, to create large family home. Widen existing dropped kerb access to provide 4no off-road parking spaces
8	NORTHCROFT	<a href="#">18/00424/HOUSE</a>	10 St Georges Avenue, Newbury for Mr & Mrs Horton	Erection of a single storey rear extension
9	PYLE HILL	<a href="#">18/00494/FUL</a>	Unit 14, Newbury Retail Park, Pinchington Lane, Newbury for F and C Commercial Property Holdings Limited	Change of permitted use from A1 to A3
10	ST JOHNS	<a href="#">18/00614/HOUSE</a>	67 Rectory Close, Newbury for Mrs C Archibald	Single storey rear extension and associated internal alterations
11	VICTORIA	<a href="#">18/00382/FULEXT</a>	25 Bartholomew Street, Newbury for Emarek Ltd	Erection of 8no. apartments, conversion, extensions (rear and third floor) and alterations to existing building to create 16no. Residential units (C3) and retail space (A1) at ground floor level. Associated parking, turning, landscaping, amenity space, and storage for bicycles and refuse
12	VICTORIA	<a href="#">18/00325/HOUSE</a>	15A Newport Road, Newbury for Alan Kermarrec	Garage conversion and porch extension
13	VICTORIA	<a href="#">18/00547/HOUSE</a>	61 York Road, Newbury for Husky Design Ltd	Additional alteration to the rear of the premises, extending dormer and additional roof lights to front of the house
14	VICTORIA	<a href="#">18/00195/HOUSE</a>	87 Shaw Road, Newbury for Mr J Howell	Two storey extension to rear elevation

15	VICTORIA	<a href="#">18/00276/LBC2</a>	4A Mansion House Street, Newbury for The Thomas Gray Partnership Ltd	Installation of a new fibre optic cable for provision of internet services
16	VICTORIA	<a href="#">18/00544/COMIND</a>	Car Park Land at B S T Fitness, Park Way, Newbury for Rotterdam Properties Ltd	Section 73A: Removal of condition 5 'acoustic fence' of previously approved application 17/03116/COMIND
17	<b>Adjacent Parish</b> (CLAY HILL)	<a href="#">18/00307/RESMAJ</a>	Land East Of Tull Way, Thatcham for Bloor Homes	Approval of reserved matters following appeal permission APP/W0340/W/16/3163018 (outline application for the erection of 75no. dwellings associated access and public open space. Matters to be considered: Access). Matters to be considered: Appearance, Landscaping, Layout and Scale
18	<b>Adjacent Parish</b> (PYLE HILL)	<a href="#">18/00529/FULEXT</a>	Land West Of New Road North Of Pyle Hill Newbury for Rivar Ltd	Erection of 36 dwellings, roads, ancillary structures, amenity open space and landscaping, with access to New Road.
19	<b>Adjacent Parish</b> (PYLE HILL)	<a href="#">18/00179/ADV</a>	Land On North Side Of Pyle Hill Newbury Berkshire for David Wilson Homes	9 x Fascia signs to marketing suite
20	<b>Adjacent Parish</b> (PYLE HILL)	<a href="#">18/00180/ADV</a>	Land On North Side Of Pyle Hill Newbury Berkshire for David Wilson Homes	Signage to Temporary marketing cabin
21	<b>Adjacent Parish</b> (PYLE HILL)	<a href="#">18/00390/FUL</a>	Land On North Side Of Pyle Hill Newbury Berkshire for David Wilson Homes	Temporary marketing cabin and flagpoles

## 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	CLAYHILL	<a href="#">18/00631/PACOU</a>	Emerald House, Newbury Business Park, London Road Newbury for Lipman Properties	Change of use form offices (B1a) to 138 residential units (C3)
2	FALKLAND	<a href="#">18/00613/PASSHE</a>	50 Conifer Crest, Newbury for Mr & Mrs Rider	Single storey rear extension 6.825m from rear wall x 2.63m maximum height x 3.66m at eaves



## PLANNING AND HIGHWAYS COMMITTEE MEETING

26 MARCH 2018

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

APPLICATION NO.	LOCATION AND APPLICATION	PROPOSAL	NTC OBSERVATIONS
<a href="#">18/00222/HOUSE</a>	12 Robins Close, Newbury for Mr & Mrs Robinson	Single storey rear and front extension.	Objection/comment: The principle of the extension is accepted, but the proposed gable end will have an overbearing effect on 10 Robins Close and will be out of keeping with the other bungalows in the road. A hipped roof should be built instead, and would not detract from the benefit of the extension to the property.
<b>WBC final decision – Approved</b>			

APPLICATION NO.	LOCATION AND APPLICATION	PROPOSAL	NTC OBSERVATIONS
<a href="#">18/00215/ADV</a>	17 Cheap Street, Newbury for Henry Ireson	Fascia shop front sign	No objection
<b>WBC final decision – Refused</b>			

**Newbury Town Council****Public Report****Report to Planning and Highways Committee, Monday 26 March 2018****Agenda Item No. 14: Presentation of planning applications at Committee meetings**

To approve the electronic presentation of plans for meetings of the Committee.

**Background**

Newbury Town Council displays paper plans of all planning applications to be considered at each meeting of the Planning and Highways Committee. The plans are mounted on display boards and are available to view prior to each meeting. Members can view the plans from 6.30 on the evening of the meeting and the public can view them from 7.00 pm.

The paper plans have always been provided by the planning authority, West Berkshire District Council (WBDC). After the meeting, most of the plans are disposed of by the Council's confidential waste paper disposal system.

On 11 December 2017 the Planning Authority advised all Parish Councils in West Berkshire as follows:

*As part of the savings package relating to the Planning Service from the 1st April 2018 we will no longer be printing and sending hard copies of planning applications to Parish and Town Councils. The Planning Service will continue to send you the weekly list of new planning applications and you will also receive an email notification of consultation that will include a link to the application details on the Council's web site.*

*If your Council would like printed copies of the application you may request them directly from the Council's Print Room who will charge the following rates:*

	<i>B/W</i>	<i>Colour</i>
A4	<i>3p S/s</i>	<i>10p S/s</i>
A4	<i>5p D/s</i>	<i>18p D/s</i>
A3	<i>6p S/s</i>	<i>12p S/s</i>
A3	<i>8p D/s</i>	<i>20p D/s</i>
A2	<i>N/a</i>	<i>£5.50 S/s</i>
A1	<i>N/a</i>	<i>£8.50 S/s</i>
A0	<i>N/a</i>	<i>£12.50 S/s</i>

Officers have counted the cost of printing plans and documents received from WBDC for the last 3 meetings of the Committee and, based on the charges proposed above, the annual cost to the Council would be in excess of £7,500 per annum.

Arising out of concern at these costs, the Committee trialled electronic presentation of the plans at the last meeting. The meeting was straightforward; the only concern raised was regarding the size of the presentation. In light of this, and the savings that would accrue from paperless presentations, it is recommended that the Council purchases a bigger screen and a better projector, should the Committee decide to continue to use the electronic presentations. (Our current screen measures 150 cm (W) x 114 cm (H); officers have priced a new screen at 305 cm x 229 cm and a wide angle, brighter projector, estimated costs £1,500)

### **Objective**

The Council wants to continue to provide effective meetings of the Planning and Highways Committee. This includes engagement with applicants, residents and any other party interested in each application. This requires having all of the information regarding each application available at the meeting so that members can make informed comments based on all the evidence presented.

### **Options**

The Committee must determine how it wishes to conduct its business after 1 April 2018 when WBDC proposes to introduce the charges listed above:

1. The Council can conduct its business in the current manner and this is estimated to result in charges of £7,500 per annum over 17 Committee meetings.
2. The Council can print A4 and A3 pages itself and pay WBDC for the A2, A1 and AO drawings but these savings would be minimal and not cost-effective.
3. The Council can purchase equipment to do all its own printing. Longer term this would be substantially cheaper than the rates charged by WBDC. However, it would require staff resources and space for the machine, neither of which are currently readily available to the Council
4. The Committee can digitally present all of the information from the WBDC planning portal, as trialled at the last meeting of the Committee ( as stated above, officers recommend the purchase of a larger screen and a better projector if this is the option chosen by the Committee. The estimated cost for this is £1,500 and the equipment would be available for other meetings and events organised by the Council))
5. The Council could direct all members of the Committee and members of the public to the WBDC planning portal, advising that all relevant information is available on the website and should be studied in advance of the meeting, as no further information will be provided at the meeting.

### **Financial and Legal implications**

There are no legal implications. The Council is not required to make any of this information available in any format.

Option 5 above is the least cost option. Options 1 to 4 are in order of expense, with option 1 being the most expensive.

Options 4 and 5 above will also reduce the Council's carbon footprint and waste output and savings in waste removal should be achieved.

Should the Committee approve option 4, there is unspent money in the Planning and Highways budget for 2017-18 (over £9,000)

## **Reference to Council Strategy, where relevant**

### ***Policy Area 2: Representing the People of Newbury as the elected body for the Town.***

*We will actively seek to hear the needs, desires and ambitions of the people in Newbury, and will respond as quickly and as comprehensively as possible within the limits of our resources and other constraints.*

*We will encourage public engagement with both the Town Council and local democracy.*

*In order to achieve these objectives we will:*

*O2.11 Lobby the Local Planning Authority as appropriate on issues of importance for the wellbeing and prosperity of the people of Newbury*

*O2.12 Comment on all planning and licensing applications in, near, or affecting the town and continue to provide a service to residents of Newbury who wish to comment on them further and seek to influence West Berkshire Council on all planning applications of significance*

*O2.13 Comment and respond to the Highways Authority (West Berkshire District Council) on consultations and proposals for highways, traffic and parking schemes in Newbury.*

### ***Policy Area 3: Exercising Good Governance and best practice to ensure that we are open, transparent and accountable.***

*O3.1 We will maintain openness and transparency in our actions and decision making.*

*O3.2 We will make our information, public meetings and records as widely accessible as possible*

*O3.10 We will encourage and facilitate public engagement at meetings of the Council and its Committees*

*O3.16 We will continually review our work practices and purchasing arrangements to drive efficiencies and ensure best value for the people of Newbury*

*O3.17 We will embrace technological advances to progress smarter working methods, where feasible, in order to reduce waste and be more efficient*

## **Recommendation(s)**

Having regard to the objectives in the Council's Strategy and the relative costs of the options available, it is recommended that the Committee moves to digital presentation of all of the information from the WBDC planning portal and that the Committee approves the purchase of a larger screen and a better projector at an estimated cost of £1,500.

**Signed:** Hugh Peacocke  
Chief Executive Officer

20 March 2018