

Minutes of a meeting of the Planning and Highways Committee held on Tuesday 07 July 2015 in the John Heggadon meeting room at Shinfield Parish Hall, commencing 19:30 hrs.

Present: Cllrs P Emment, J Greenway, A Grimes, P Hughes, D Peer.

Attending: K Hughes (Assistant Clerk), Cllr I Clarke, Nick Fraser (Fraser Retail) Mark Wilson (Fraser Retail), Mr K Millsop (Resident), Mrs I Millsop (Resident), Mrs S Steer (Resident), Mrs E Martin (Resident), Mr R Ng (Resident), Mr D Lamb (Resident).

Cllr Peer welcomed residents and visitors to the meeting.

15/PH/21 Public questions

Mark Wilson thanked residents who had attended the meeting. He spoke about the Fraser Retail Company and its activity across Berkshire and Oxfordshire.

Nick Fraser tabled two site plan drawings and spoke about both the original plans for the site which were submitted in December 2014 and the new proposals that have been submitted.

Residents raised concern about the location of the jet washes, opening hours, building height for the new shop, signage, banners and lighting.

Cllr I Clarke, Nick Fraser, Mark Wilson, Mr K Millsop, Mrs I Millsop, Mrs S Steer, Mrs E Martin, Mr R Ng and Mr D Lamb left the meeting at 20:05 hrs.

15/PH/22 Apologies and declarations of members' interests

- 22.1 Apologies were received and accepted from Cllr I Montgomery.
- 22.2 There were no declarations of interest.

15/PH/23 Minutes of the previous meeting

- 23.1 It was proposed by Cllr Grimes and seconded by Cllr P Hughes and members RESOLVED that the minutes of the meeting of 15 June 2015 were a correct record of the meeting, and these were signed by the Chair.
- 23.2 The following matters arising from the 15 June 2015 minutes were discussed:
 - 23.2.1 Comments on the Boyer Planning proposals
The Assistant Clerk confirmed that comments from the meeting were submitted to Boyer Planning.
 - 23.2.2 Comments deadlines on planning applications
The Assistant Clerk reported that, following discussion with Cllr Peer, the issue of the comments deadlines on planning applications will be raised as an issue for the agenda on the next Borough Parish Working Group.
 - 23.2.3 Hyde End Road Closure
The Assistant Clerk confirmed that the one day road closure notification had been received by the two schools.

F/2015/1357 Proposal	233 Hyde End Road, Spencers Wood, RG7 1BU Proposed erection of a two storey rear extension and single storey sun room following removal of existing conservatory
Planning Officer Comment	Rosie Rogers Comments by 17 July 2015 No comment
RM/2015/1375 Proposal	Land west of Hollow Lane, South of Church Lane, Hyde End Road, Shinfield. Reserved Matters application pursuant to Outline Planning consent O/2012/1432 for the erection of 69 dwellings, including access roads, garages, parking spaces, open space and landscape treatment of Phase 1a Shinfield West (access within site, appearance, landscaping layout and scale)
Planning Officer Comment	Christopher Howard Comments by 10 July 2015 The parish council expresses concern for the design of the roof and guttering on house type L410. The style of the roof may lead to rain collecting in the valley between the two properties and the parish council seeks confirmation that the necessary steps have been taken to design these roofs to prevent future issues with water leakage and accumulation. The parish council expresses concern over the car port parking design for plots 02, 20, 32, 19, 31 and 35. This design will cause issues for the adjoining properties, where parking spaces will be constricted by the wall of the car port. Additionally, the parish council expresses concern for the location of the parking spaces in proximity to the affordable housing, on the premise that parking located a distance away from the plot is less likely to be used, and will encourage on-street parking in front of properties. The parish council expresses concern for the refuse collection strategy. Any design that relies on the use of private drives and parking spaces for the manoeuvring of service vehicles is unacceptable. The parish council is happy to support the application, having taken consideration of the issues raised above, and requests a condition of the consent be that a complete parking management plan and enforcement plan be provided to prevent on-street parking across the development. The parish council requests a reduction in the speed limit along Hyde End Road where this site accesses the main road, to prevent accidents being caused by vehicles accessing and egressing the site and due to the additional number of pedestrian crossing points on Hyde End Road created by this site and the neighbouring Langley Mead site. The parish council seeks clarification of the phasing of this and the further developments with respect to the construction traffic access to ensure that construction traffic is not being directed through occupied residential areas.
F/2015/1376 Proposal	Land at Hyde End Road & Hollow Lane South of Church Lane Shinfield Full application for surface water drainage attenuation basin.
Planning Officer Comment	Chris Howard Comments by 6 July 2015 The parish councils feels it is not qualified to comment on the drainage strategy, however, it requests a condition be added that requires the developer to monitor the performance of the drainage system throughout the duration of the project and be required to modify it if the design is found to be insufficient.
F/2014/2691 Proposal	Roman Road Service Station – Revised plans Proposed demolition of the existing canopy and buildings and the removal of underground tanks together with the construction of a new forecourt and canopy, a new sales building with a Subway concession, new underground tank, two new jet wash bays, car parking, car care facilities and landscaping
Planning Officer Comment	Mark Croucher Comments by 23 July 2015 The parish council supports this application in principal and requests that the business not be 24 hours but that the opening hours are restricted to hours akin to 7am until 11pm, and that the jet washing facilities not be available beyond 8pm. We request that foot access into the site from the Mitford Fields development be re-established .
F/2015/0880 Proposal	The Stable, Croft Road, Shinfield Proposed erection of a single storey front extension to dwelling.
Planning Officer Comment	Alex Thwaites Comments by Unknown Shinfield Parish Council requests that the planning officer agree the colour of the wood panelling along the southern aspect to ensure it is in-keeping with the existing building.

Members agreed to continue the meeting beyond 10pm – members approved.

Members were asked to review the following application and forward any comments to the Chair. The Assistant Clerk was asked to request an extension of the comments deadline.

F/2015/0346 Proposal	Marlborough House, Basingstoke Road, Spencers Wood Conversion of office building to provide 12 flats (7 x 1-beds and 5 x 2-beds) two-storey side extension to office building to provide 2 flats (1 x 1-bed and 1 x 2-bed) erection of new two-storey residential block to rear to provide 7 flats (5 x 1-bed and 2 x 2-bed) new vehicular entrance with security gates changes to existing roof line to increase roof height addition of windows dormers rooflights and Juliette balconies in the side and rear elevations and erection of cycle and bin stores and hard and soft landscaping. A total of 21 residential flats are proposed.
Planning Officer	Andrew Chugg Comments by 16 July 2015

24.2 List of plans approved:

F/2014/1862 Proposal	5 MereOak Orchard, Three Mile Cross Proposed extension of existing outhouse to form new dwelling ancillary to the existing mobile park home following demolition of existing mobile home and freestanding garage.
Our comment	No comment

F/2015/0043 Proposal	Marlows Farm, Croft Road, Shinfield. Proposed erection of single storey rear and side extensions, single storey side/front extension and a first floor side extension with hipped roof. Demolition of existing front and rear conservatories.
Our comment	No comment

F/2015/0075 Proposal	308 Hyde End Road, Spencers Wood Proposed erection of a part single, part double storey rear extensions and conversion of existing loft space to additional habitable accommodation, to include a rear dormer extension.
Our comment	No comment

F/2015/0699 Proposal	3 Arborfield Road, Shinfield. Proposed erection of a part single, part two storey side and a first floor rear extension to dwelling.
Our comment	The parish council considers this is an acceptable development

F/2015/0780 Proposal	341 Whitely Wood Lane, Proposed erection of a two storey rear extension to dwelling with rear dormer extension.
Our comment	No comment

F/2015/0808 Proposal	3 Hill View, Spencers Wood Proposed conversion of existing garage to additional habitable accommodation.
Our comment	Shinfield Parish Council objects to the loss of parking and the impact this will have on on-street parking, which is already very constricted.

F/2015/0852 Proposal	17 Appletree Lane, Spencers Wood Proposed erection of new pitched roof to replace existing rear flat roof and extension to front and rear flat roof dormers.
Our comment	No comment

F/2015/1026 Proposal	M's Building Supplies, Swallowfield By Pass, Swallowfield. Proposed erection of a detached storage building.
Our comment	The parish council considers this is an acceptable development

15/PH/25 **Enforcement**

The Assistant Clerk gave a verbal update on enforcement matters.

15/PH/26 **Neighbourhood Development Plan progress report**

Members noted that the Draft Neighbourhood Plan now undergoing its public consultation and that drop-in event run at the parish hall on Friday 3 July had been well attended.

15/PH/27 **Highways, Street lighting and footpath matters**

- 27.1 Members discussed a number of temporary traffic lights along Hyde End Road and the traffic problems that these are causing in the area.
- 27.2 Members discussed a proposed four week traffic lights and traffic restrictions along Hyde End Road. The Assistant Clerk was asked to follow up with Wokingham Borough Council regarding the co-ordination of temporary traffic works.
- 27.3 The Assistant Clerk gave a brief update on the Church Lane HGV CCTV situation.

15/PH/28 **Correspondence**

The following correspondence items were reviewed:

- Letter from Fraser Retail regarding resubmission of new proposed plans for Three Mile Cross service station
- Notification of street names for Vision Homes site off Grazeley Road / Basingstoke Road.
- Notification of withdrawal of application CLP/2015/0713
- Householder notification for HH/2015/1184 1 Regis Close, RG2 8TA.
- Notification of a change of postal address for 181 Hyde End Road.
- Planning appeal statements for Land opposite Pulleyns Transport Yard, Northwest side of Church Lane, Three Mile Cross, Berkshire, RG7 1HB. The Assistant Clerk was asked for forward this correspondence to members to review further.
- Correspondence from representatives of Montagu Lane regarding a proposed development site in Spencers Wood.
- Invitation to attend a training session run by Wokingham Borough Council for the Community Infrastructure Levy (CIL) on Wednesday 29 July from 18:00 – 20:00 at Shute End, Wokingham. Cllrs Greenway, Grimes and Peer requested to attend.

Two items of correspondence were deferred to the next meeting:

- Correspondence from Mr C Young regarding the Shinfield 10K and junior rates routes.
- Copy correspondence from Mr B Wood regarding the Arborfield Road closure and ERR construction works.

15/PH/29 **Date of next meeting**

The Assistant Clerk noted the date for the next meeting as **Monday 17August 2015**.

The meeting ended at 22.35 hrs.

Action points:

Ref:	Action:	By whom:
25.1	Review planning application F/2015/0346 and forward comments to Cllr Peer	All members
27.2	Follow up with WBC re roadworks co-ordination	Assistant Clerk
28	Scan and forward Land opposite Pulleyns Transport Yard to members for review	Assistant Clerk
28	Add two deferred correspondence items to the next agenda.	Assistant Clerk
28	Request places at the CIL presentation for Cllrs Greenway, Grimes and Peer	Clerk

Planning stats:

Number of plans reviewed (Civic year to date)	16
Number of commented plans refused	1
Number of supported plans approved	4
Number of opposed plans approved	3