

## Minutes of a meeting of the Planning and Highways Committee held on Thursday 12 November 2015 in the John Heggadon meeting room at Shinfield Parish Hall, commencing 19:30 hrs.

Present: Cllrs P Emmet, J Greenway, A Grimes, P Hughes, I Montgomery, D Peer (Ch).

Attending: K Hughes (Assistant Clerk)

### 15/PH/59 **Budget**

The following budget recommendations were made by the committee:

Code	Description	Budget recommendation
4530	Neighbourhood Development Plan	£5,000
4531	NHDP consultancy costs	£2,000
4520	Street light installation	£2,000
New	Street light refurbishment project	£40,000
4521	Street light energy and repairs	£12,000
4524	Signs and gateways	£2,000
	<b>TOTAL</b>	<b>£63,000</b>

The Assistant Clerk was asked to follow up to ascertain whether responsibility for bus shelters should fall under the Planning and Highways Committee.

*Cllr Montgomery left the meeting at 20.05 hrs.*

### 15/PH/60 **Public questions**

There were none

### 15/PH/61 **Apologies and declarations of members' interests**

61.1 There were no apologies as all members were present.

61.2 Cllr P Hughes declared an interest in application 152850 (See item 63).

### 15/PH/62 **Minutes of the previous meeting**

62.1 It was RESOLVED that the minutes of the meeting of 19 October 2015 were a correct record of the meeting, and these were signed by Cllr Peer.

#### 62.2 Matters arising:

##### 62.2.1 Applications statistics

Cllr Greenway queried the statistics at the end of the minutes of plans reviewed and application outcomes. The Assistant Clerk noted that there is a time lag between viewing the plans and receiving the approval or refusal notifications, so the numbers will not be equal.

##### 62.2.2 Late list applications

Members requested that applications listed on the 'late list' and viewed at the meeting without prior opportunity for members to review them, be flagged up as such on the minutes.

### 62.2.3 Traffic lights

Cllr Grimes expressed concern over simultaneous traffic lights on Hyde End Road and Church Lane. Members discussed the matter and the Assistant Clerk reported that, unfortunately, due to unforeseen circumstances, an opportunity to put questions to the WBC Street works Team on this and other development co-ordination matters, has been deferred to the December meeting. Members discussed the issue of large lorries causing damage to Hyde End Road and raised concern around these vehicles accessing the development site from the Basingstoke Road. The Assistant Clerk was asked to follow up at the next Major Projects Meeting at Shute End.

### 62.2.4 Parking conditions

The Assistant Clerk was asked to follow up with the planning officer for one development in relation to parking concerns.

### 62.2.5 School Green footpath

Members discussed a proposal from Wokingham Borough Council for a footpath across School Green from the car park to Shinfield Infant and Nursery School. Following discussion, members requested that the Clerk write to WBC, copying Mrs Amanda Turner the Head teacher and Mr Chris Young, Chairman of the school's Governors, to advise that the permission would be granted only as part of a package of access improvements, and requesting to meet to discuss the wayleave request for access to staff parking through the Medical Centre car park, as well as proposals to resurface the byway running in front of the school.

## 15/PH/63 **Schedule of deposited plans**

<b>152578</b>	<b>Fern-A-Ce, Croft Road, Spencers Wood, RG7 1DR</b>
Proposal	Householder application for the erection of a two storey side extension to dwelling
Planning Officer	David Islip
Our comment	Comments by 20 November 2015 The Planning Officer is requested to treat the final wall finishes as a reserved matter.
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<b>152581</b>	<b>85-87 Hyde End Lane, Spencers Wood, RG7 1ES</b>
Proposal	Householder application for a proposed single storey side extension to dwelling
Planning Officer	David Islip
Our comment	Comments by 17 November 2015 No comment
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<b>152749</b>	<b>58 Gloucester Avenue, Shinfield, RG2 9GA</b>
Proposal	Householder application for the proposed erection of a single storey rear extension to dwelling.
Planning Officer	Pooja Kumar
Our comment	Comments by 27 November 2015 The parish council believes that this development will result in an unacceptable loss of amenity space and represents overdevelopment. There appears to be an existing structure in the rear garden that will further restrict the amenity space.
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<b>152771</b>	<b>4 Elk Path, Three Mile Cross, RG7 1WE</b>
Proposal	Householder application for the proposed erection of a single storey rear extension, forming conservatory.
Planning Officer	Brett Beswetherick
Our comment	Comments by 30 November 2015 No comment
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<b>152828</b>	<b>Wenlock, Basingstoke Road, Spencers Wood, RG7 1PH</b>
Proposal	Householder application for the proposed erection of a first floor rear extension to dwelling.
Planning Officer	Rosie Rogers
Our comment	Comments by 20 November 2015 No comment
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<b>152829</b>	<b>341 Whitley Wood Lane, Shinfield, RG2 8PX</b>
Proposal	Householder application for the proposed erection of a second storey side extension to dwelling
Planning Officer	David Islip
Our comment	Comments by 13 November 2015 No comment
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<b>152850</b>	<b>5 Scobell Close, Shinfield, RG2 9HH</b>
Proposal	Householder application for the proposed erection of a single storey side and rear extension to dwelling
Planning Officer	Stephen Thwaites
	Comments by 16 November 2015

Our comment                      The parish council believes this is overdevelopment of the site and will lead to a detrimental impact on the visual amenity of neighbouring properties, and particularly number 3.

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**152868**                                      **44 Skylark Way, Shinfield, RG2 9AJ**  
Proposal                                      Householder application for the proposed erection of a single storey rear extension and part conversion of existing garage to additional habitable accommodation.  
Planning Officer                              Stephen Thwaites                              Comments by                              18 November 2015  
Our comment                                      The parish council is concerned about the loss of a parking space through the partial conversion of the garage.

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#### Late list items

**152792**                                      **Land South Of Croft Road, Spencers Wood, RG7 1DR**  
Proposal                                      F/2013/0347 Non-material amendment application to planning consent F/2013/0347 Conditions 21, 39 & 49 to read: 21. Within 12 months of the occupation of the dwellings hereby permitted, a phased bus strategy for the entire South of the M4 Strategic Development Location shall first be submitted and approved in writing by the Local Planning Authority. The development shall be implemented in accordance with the agreed bus strategy thereafter. 39. All of the residential units will achieve: i) Market dwellings a minimum of Code Level Three for Sustainable Homes; ii) Affordable housing a minimum of Code Level Four for Sustainable Homes unless otherwise agreed in writing by the Local Planning Authority. 49. No dwelling shall be occupied until works for the sewage disposal/drainage serving that dwelling has been completed.  
Planning Officer                                      Chris Howard                                      Comments by                                      No detail  
Our comment                                      No comment

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**152794**                                      **Land East of Three Mile Cross North and South of Church Lane and North East of Spencers Wood**  
Proposal                                      O/2013/0346 Non-material amendment to planning consent O/2013/0346 Condition 36 to read: Within 12 months of the first occupation of any dwelling within the development a phased bus strategy for the entire South of the M4 Strategic Development Location shall be submitted to and approved in writing by the Local Planning Authority. The development shall be implemented in accordance with the agreed bus strategy thereafter.  
Planning Officer                                      Chris Howard                                      Comments by                                      No detail  
Our comment                                      No comment

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**152802**                                      **20 Coningham Road,**  
Proposal                                      Householder application for the proposed erection of a single storey side and rear extensions to dwelling.  
Planning officer                                      David Islip                                      Comments by                                      7 December 2015  
Our comment                                      No comment

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**152814 and 152815**                                      **The Thatch, Church Lane, Three Mile Cross**  
Proposal                                      Householder application for the proposed conversion of existing garage/store to a home office and storage.  
And  
Application for Listed Building Consent for the proposed conversion of existing garage/store to a home office and storage.  
Planning Officer                                      David Islip                                      Comments by                                      8 December 2015  
Our comment                                      No comment

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**152877**                                      **2a Westlands Avenue, Shinfield, RG2 8EB**  
Proposal                                      Householder application for the proposed erection of a double-storey front extension to dwelling plus conversion of garage into habitable accommodation. Loft conversion into habitable accommodation with rear dormer extension.  
Planning Officer                                      Brett Beswetherick                                      Comments by                                      7 December 2015  
Our comment                                      Shinfield Parish Council welcomes the visual improvement to the street scene that this development will bring.

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**153013**                                      **22 Grazeley Road, Three Mile Cross, RG7 1BJ**  
Proposal                                      Householder application for proposed single storey front extension, part single, part two storey rear extension to dwelling plus conversion of loft space to create habitable accommodation.  
Planning Officer                                      David Islip                                      Comments by                                      3 December 2015

Our comment No comment

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**153064**  
Proposal **Land North of Church Lane, Three Mile Cross**  
Screening Opinion application for an Environmental Impact Assessment for a reserved matters application for the proposed development of land east of Three Mile Cross, comprising 172 dwellings, access road, garages, parking spaces, open space including Multi Use Games Area, allotments, Sustainable urban Drainage System (SuDS) and landscaping.

Planning Officer Chris Howard Comments by No detail  
Our comment No comment

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### 63.2 List of plans approved:

**150056**  
Proposal **301 Hyde End Road, Spencers Wood, RG7 1DD**  
Householder application for proposed demolition of existing rear single storey extension and garage and erection of single storey rear and side extension and two storey rear extension.

Our comment Shinfield Parish Council feels this is an acceptable application

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**152196**  
Proposal **Salamanca House, Stanbury Park, Wellington Court, Spencers Wood, RG7 1BN**  
Householder application for the proposed erection of a single storey side extension to dwelling.

Our comment No comment

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**152330**  
Proposal **Land North of (Lane End Farm) Cutbush Lane, Cutbush Lane, Lower Earley**  
Application to extend implementation date of planning consent O/2009/1027 (dated 27/05/2010) for a further 5 years (outline application for phase 1 development of Science and Innovation Park (access to be considered) plus Full application for the construction of access road, foot and cycle ways, M4 over bridge

Our comment No comment

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**152386**  
Proposal **Land west of Hollow Lane, South of Church Lane, Hyde End Road, Shinfield**  
VAR/2014/0624 Application for a non-material amendment to planning consent VAR/2014/0624 to allow wording of condition 65 to be changed from: A 2 form entry primary school on a site not less than 2.5ha shall be constructed in accordance with an approved Development Area Brief required by condition 4 and a specification approved in writing by the Local Planning Authority. The school shall be available for use prior to the occupation of 150 dwellings or within 2 years of the date of commencement of the development, whichever occurs first. To: A 2 form entry primary school on a site not less than 2.5ha shall be constructed in accordance with an approved Development Area Brief required by condition 4 and a specification approved in writing by the Local Planning Authority. The school shall be available for use prior to the occupation of 200 dwellings.

Our comment The parish council questions the reasoning behind increasing the number of occupied properties before the school is built. At the time when the original applications were approved, the requirement for a new school after the occupation of 150 houses must have been determined. The parish council seeks confirmation that sufficient school places will be available for the first 199 occupied houses.

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**152623**  
Proposal **47 Oatlands Chase, Shinfield, RG2 9FY**  
Householder application for the proposed erection of a single storey rear extension to dwelling

Our comment No comment

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### 63.3 List of plans withdrawn

**152508**  
Proposal **Newlyn, Shinfield Road, Shinfield**  
Householder application for proposed two storey side extension, single storey front extension to form new front porch and conversion of existing garage to an annex to create habitable space.

Our comments No comment

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- 15/PH/64 **Review of the Terms of Reference for joint working over the management of CIL**  
 64.1 Cllr Peer gave a verbal report on the CIL session held at Shute End on 28 October 2015.  
 64.2 Members discussed the proposals from Wokingham Borough Council. Members noted the general lack of appetite to sign up to an agreement with the borough, but noted a desire to meet with neighbouring parishes with a view to working within local area clusters to determine CIL spending priorities.
- 15/PH/65 **Enforcement**  
 The Assistant Clerk gave a verbal update on enforcement matters.
- 15/PH/66 **Neighbourhood Development Plan progress report**  
 66.1 The Assistant Clerk reported that the Steering Committee were awaiting a response from Wokingham Borough Council on the proposed changes to the transport and parking sections. Members discussed the delay in receiving formal feedback and asked the Clerk to raise this to the senior leadership team at the borough council.
- 15/PH/67 **Highways, Street lighting and footpath matters**  
 67.1 Cllr Grimes requested that the Assistant Clerk follow up with the footpaths team at WBC regarding the footpath that leads through Sheepbridge Court Farm.
- 15/PH/58 **Correspondence**  
 All correspondence items were noted.
- 15/PH/59 **Date of next meeting**  
 The Assistant Clerk noted the date for the next meeting as **Thursday 17 December 2015**.

*The meeting ended at 21.50 hrs.*

**Action points:**

Ref:	Action:	By whom:
59	Follow up regarding budget responsibility for bus shelters	Assistant Clerk
62.2.3	Raise issues around Hyde End Road and the date for the works scheduled around the Basingstoke Road junction at the next Major Projects Meeting	Assistant Clerk
62.2.4	Following up with the planning officer regarding parking concerns for one development	Assistant Clerk
62.2.5	Write to WBC regarding the request for a footpath across School Green	Clerk
66	Contact WBC about the delay in the response to Neighbourhood Plan changes	Clerk / Assistant Clerk
67.1	Follow up with WBC footpaths team about the footpath through Sheepbridge Court Farm	Assistant Clerk

**Planning stats:**

Number of plans reviewed (Civic year to date)	85
Number of commented plans refused	4
Number of supported plans approved	20
Number of opposed plans approved	8