

Minutes of a meeting of the Planning and Highways Committee held on Monday 15 June 2015 in the John Heggadon meeting room at Shinfield Parish Hall, commencing 19:30 hrs.

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

Attending: K Hughes (Assistant Clerk), Stuart Roberts (Resident), Julia Roberts (Resident), Malcolm Jux (Architect, on behalf of Boyer Planning), Alice Suttie (Boyer Planning).

15/PH/12 Public questions

Malcolm Jux and Alice Suttie gave a short presentation on a proposed development of 12 new homes at the 'Rustlings', 'The Spring' and land rear of Cushendall, Shinfield Road. Members reviewed the pre-application proposal and agreed the following comments, to be forwarded to Boyer Planning:

- Members requested that, if possible, the road width be increased from the proposed 4.2 meters to make turning into the road from the Shinfield Road safer. Members raised concern in relation to cars that park very close to the edge of the junction of Ducketts Mead and Shinfield Road and concern for drivers not being able to see oncoming cars as they turn in. During spells of icy weather, the steep gradient of Ducketts Mead causes issues for residents accessing and egressing the development, and leads to many cars parked on the pavements as far as the Black Boy Roundabout. Any measures which could avoid this from occurring should be considered.
- Members noted that, based on a survey of car parking across the parish, that less than 28% of people park vehicles regularly in a garage, and that, based on the proposed garage length, additional cycle storage would be required, and that the developer may consider provision of car ports in preference to garages.
- In general, the provision of two spaces per dwelling was appreciated, however, there does not appear to be any provision of visitor parking spaces. The survey work carried out by the parish council suggests that the average three bedroom home in the parish requires 2.38 parking spaces.
- In relation to parking, provision of knee railings or other methods of protecting grass verges from damage caused by parking is requested and restrictions on the parking of large commercial vehicles and caravans on the development should be considered.

Stuart and Julia Roberts spoke about their concern over traffic speeds on Church Lane, Three Mile Cross. Following discussion, members recommended that they involve the borough councillors in further discussions on the matter.

15/PH/13 Apologies and declarations of members' interests

- 13.1 Apologies were received and accepted from Cllr I Montgomery.
- 13.2 Cllr P Hughes declared an interest in application F/2015/1201

15/PH/14 Minutes of the previous meeting

- 14.1 It was proposed and RESOLVED that the minutes of the meeting of 26 May 2015 were a correct record of the meeting, and these were signed by the Chair.
- 14.2 The following matters arising from the 26 May 2015 minutes were discussed:

14.2.1 Review of minute style

The Assistant Clerk confirmed that this will be raised at the 6 July C&P meeting.

14.2.2 HGV CCTV

The Assistant Clerk confirmed that a letter was sent to Matt Davey at WBC regarding the HGV CCTV, and that a response has been received reporting that the matter will be taken up by Matt Gould.

14.2.3 Enforcement item

The Assistant Clerk confirmed that the enforcement item has been reported to WBC.

14.2.4 Planning Statistics

Members noted that a record of the approved and declined plans have been added to the minutes going forward.

14.2.5 Street naming meeting

The Assistant Clerk confirmed that she and Cllr Ian Clarke attended a meeting at WBC, along with representatives from the local history groups, and names for the initial development off Hyde End Road have been proposed.

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

RM/2014/2062

Proposal

Land at The Manor, Brookers Hill, Shinfield, RG2 9BX

Reserved Matters application pursuant to planning consent VAR/2013/0602 for a development of 126 dwellings, a sports pavilion, public open space, landscaping and associated works. This application comprises details of appearance, landscaping, layout and scale.

Planning Officer
Comment

Nick Chancellor Comments by 29 June 2015

This planning application indicates the provision of a sports pavilion and sports pitches – we request some clarification from the planning officer as to whether this provision will go ahead on this site.

The parish council believes that this plan demonstrates a reasonable development for this site.

F/2015/0861

Proposal

Houndsmoor, Hyde End Road, Spencers Wood, RG7 1BG

Householder application for the proposed replacement of windows to dwelling.

Planning Officer
Comment

Jasmine Singh Comments by 29 June 2015

No comment

F/2015/1201

Proposal

5 Scobell Close, Shinfield, RG2 9HH

Proposed erection of a single storey side and rear extension to dwelling.

Planning Officer
Comment

Stephen Thwaites Comments by 25 June 2015

The parish council feels this proposed development will have an overbearing presence on the street corner

CON/2015/1380

Proposal

Junctions 3 to 12, M4 Motorway

Consultation from The Planning Inspectorate on a Development Consent Order application for the development of a SMART motorway between junctions 3 and 12 of the M4.

Planning Officer
Comment

Andrew Chugg Comments by 15 June 2015

No comment

F/2015/1297

Proposal

2 Church Cottage, Church Lane, Shinfield, RG2 9DD

Householder application for the replacement of windows and doors in a conservation area

Planning Officer
Comment

Jasmine Singh Comments by 9 July 2015

The parish council feels this is an acceptable application

F/2015/1376

Proposal

Land at Hyde End Road and Hollow Lane, South of Church Lane, Shinfield.

Full application for surface water drainage attenuation basin.

Planning Officer
Comment

Christopher Howard Comments by 6 July 2015

The parish council feels this is an acceptable application

Members noted that one application listed on the agenda had already been determined. Members requested that the Assistant Clerk raise the issue to WBC Planning Officers that the parishes require a reasonable timeframe within which to meet, review the application and make comment.

15.2 List of plans approved:

F/2015/0073 Proposal	Land adjacent to 1, Anson Walk, RG2 8JU Proposed erection of 2no two bed and 2no one bed flats with associated parking and landscaping.
Our comments	The parish council welcomes additional social housing, but is concerned over the level of provision of amenity space and the noise levels, the amenity space being located at the front of the proposed buildings, alongside the main road. The drawings do not show the ridge height relative to neighbouring properties, so the parish council requests that the planning officer verify that the roof line is in keeping with the existing street scene.
F/2015/0423 Proposal	4 The Lowlands, Chapel Lane, Spencers Wood. Proposed single storey pitched roof changed to flat roof, plus single storey bay roof at front extended over to form covered porch entrance.
Our comments	No comment
F/2015/0821 Proposal	15 Orchard Close, Spencers Wood. Proposed erection of a single storey front extension to dwelling to form porch.
Our comment	No comment
F/2015/0870 Proposal	1 Rushall Close, Lower Earley. Retrospective application for the erection of front porch. (Amendment to approval F/2014/1399)
Our comments	Shinfield Parish Council feels that the porch is incongruous and not in keeping with the design of the house or the existing street scene. If the porch is to be retained, the Parish Council request that materials and colour more in-keeping with the house be used.
F/2015/0883 Proposal	Croft Road, Spencers Wood. Application for the erection of a temporary sales & marketing suite and associated works.
Our comment	No comment
F/2015/0886 Proposal	1 The Square, The Ashes, Spencers Wood. Proposed erection of a two storey rear extension and part single storey side extension to dwelling.
Our comment	Whilst the Parish Council accepts that this is a reduction in the scale of the development compared to the previous application, the council still feels this is overdevelopment of a site that is already very constrained.
F/2015/0894 Proposal	Croft Road, Spencers Wood. Application for temporary advertisement consent for the proposed erection of flag & flag poles hording and hording streamer.
Our comment	Shinfield Parish Council requests that low noise flag attachments be used.
F/2015/0911 Proposal	8 Devitt Close, Shinfield, RG2 8EF Proposed erection of a single storey front extension to porch
Our comment	The parish council considers this is an acceptable development
A/2015/0929 Proposal	450 South Oak Way, Green Park. Application for advertisement consent for the proposed erection of 2no non-illuminated fascia signs and 1no internally illuminated hanging sign.
Our comment	No comment
F/2015/0935 Proposal	450 South Oak Way, Green Park Proposed installation of 2 fire escape doors 5no CCTV cameras and raise/lower

car park bollards to car park entrances plus the erection of a smoking shelter and bin store.
Our comment No comment

F/2015/0959
Proposal 100 Grazeley Road, Three Mile Cross
Proposed erection of a single storey front and side extension to dwelling following demolition of conservatory. Re-submission of application F/2014/0867.
Our comments Shinfield Parish Council expresses concern that the side extension (the hall and utility room) brings the building too close to the existing roadway / driveway access with possible implications for safety.

15.3 List of plans refused:

F/2015/0484
Proposal 42 Skylark Way, Shinfield.
Proposed erection of single storey front extension and conversion of garage to additional habitable accommodation.
Our comment The Parish Council objects to this application based on overdevelopment of the site. The loss of parking and the addition of two bedrooms to the property (as shown on the plans for this application) mean that the remaining single parking space is completely inadequate and will likely lead to additional on-street parking. The Parish Council also notes the lack of sufficient amenity space for a four bedroom property.

15.3 List of plans withdrawn:

F/2015/0854
Proposal 44 Skylark Way, Shinfield
Proposed erection of a single storey rear extension to dwelling to form orangery.
Our comment Shinfield Parish Council is concerned about the impact on the neighbouring property, 42 Skylark Way and the overbearing effect on its back garden and the view from its upstairs windows.

15/PH/16 **Enforcement**
The Assistant Clerk gave a verbal update on enforcement matters.

15/PH/17 **Neighbourhood Development Plan progress report**
Members noted that the Draft Neighbourhood Plan has been published for public consultation today.

15/PH/18 **Highways, Street lighting and footpath matters**
18.1 The Assistant Clerk reported on a planned emergency road closure of Hyde End Road on Thursday 18 June. Members asked the Assistant Clerk to contact both local primary schools to ensure they are aware of the proposed closure.
18.2 Cllr P Hughes reported on a proposal from Ian Young and Ray Sharp to make changes to footpaths 5, 6 and 7 and members agreed to contact WBC and the University of Reading on the matter.

15/PH/19 **Correspondence**
The following correspondence items were reviewed:

- Proposed base station upgrade works at (CS) 121400 – (VF) 1264 – Black Boy Pub, Shinfield Road, RG29BP.
- Correspondence from Mrs Julia Roberts regarding speed issues and HGVs on Church Lane, Three Mile Cross.
- Consultation on the Gypsy and Traveller Local Plan – Preferred Options Paper, running from 4 June to 30 July 2015.
- Copy correspondence re NMT/2015/0441 – 55 Hyde End Road, Shinfield.
- Planning appeal decision for Land West of Beech Hill Road.
Members discussed the outcome of the appeal and requested that the Assistant Clerk and Clerk contact the borough council to arrange a meeting to discuss the impact this appeal decision will have for the parish.

- Community Infrastructure Levy questions – response required this evening
Members reviewed the Community Infrastructure Levy questions and made the following comments:

Question	Response
How do you want to commission services?	Shinfield Parish Council does not discount working in partnership with either the borough council or a group of local parish councils, however we would like to retain the final say in how our parish CIL income is spent.
How do you want to work with us?	Shinfield Parish Council feels that sub-groups of local / neighbouring parishes is the most appropriate option, though this is dependent upon the nature of the project concerned.
How regularly should we meet (quarterly / half yearly / annual review meetings)?	Probably annually, but this would depend upon what our reporting requirements are for CIL (i.e. how, when and to whom the parish is required to report its CIL holding and expenditure).
How do you want to see governance arrangements evolve?	We are unable to say at this present time. We would need to see more information on projected CIL receipts and the types of projects that would require CIL funding.
How will we make decisions together in relation to infrastructure priorities and funding	We are unable to say at this present time. We would need to see more information on projected CIL receipts and the types of projects that would require CIL funding.
Are you preparing a Parish Plan with infrastructure priorities	Yes, we published our draft Neighbourhood Development Plan on 15 June 2015.
Have you as a Parish Council thought about infrastructure priorities	Yes, we have a wish list
How would you like us to help determining suitable governance arrangements for CIL	Until we understand what the various options are, we are not able to comment on this.
Would a collective workshop be of assistance	Yes

Cllr Peer asked permission of members to continue beyond 10pm – members approved.

15/PH/20 Date of next meeting

The Assistant Clerk noted the date for the next meeting as **TUESDAY 7 JULY 2015.**

The meeting ended at 22.05 hrs.

Action points:

Ref:	Action:	By whom:
12	Send comments to Boyer Planning	Assistant Clerk
15.1	Raise issue to WBC Planning Department over timeframe allowed for review and submission of comments	Assistant Clerk
18.1	Contact Shinfield Infant and Nursery School and Shinfield St Mary's Junior School to ensure they are aware of the proposed emergency closure of Hyde End Road on 18 June.	Assistant 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