

Minutes of a meeting of the Planning and Highways Committee held on Monday 21 September 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, D Peer.

Attending: K Hughes (Assistant Clerk), Mr and Mrs Mumford (Residents), Mr and Mrs Eaves (Residents), Mr and Mrs Plummer (Residents), Mrs D Maslen (Resident), Mrs S Beardmore (Resident), Mr R Grenville (Resident), Mr J Peer (Resident).

Cllr Peer welcomed residents to the meeting, and members introduced themselves. Cllr Peer declared an interest in the item for public questions, and left the meeting.

Cllr Peer left the meeting at 19:35hrs

Cllr P Hughes was nominated by Cllr P Emmet and seconded by Cllr J Greenway to chair the meeting for this agenda item.

15/PH/39 **Public questions**

Mrs Barbara Mumford gave a presentation on residents' objections to a proposal for development of a property in the garden of 317 Hyde End Road, Spencers Wood.

Residents raised concern over the accuracy of information within the planning application, and expressed a number of concerns in relation to the application.

Following general discussion, the residents left the meeting at 20:10 hrs.

The following comment on the application was agreed by the committee:

152106	317 Hyde End Road, Spencers Wood, RG7 1DD		
Proposal	Full application for the proposed erection of 1no two storey dwelling.		
Planning Officer	Daniel Hay	Comments by	22 September 2015
Our comment	<p>The parish council expresses a wish to protect the amenity of the existing path which is not in traffic use. The parish council requests that the planning officer check the land ownership to determine whether permitted, unrestricted access to the highway from the rear of 317 Hyde End Road does exist.</p> <p>Careful consideration should be given to ensure a safe access onto the Hyde End Road, given the traffic speeds and increased volume of traffic along this road.</p> <p>The parish council requests that a proper arboreal survey be carried out, of the impact of the proposed works on the TPO Oak tree, and that an environmental survey of the surrounding vegetation required to be removed for this application be considered, to ensure that any valuable wildlife habitats be suitably protected.</p>		

Cllr Peer rejoined the meeting at 20:35hrs. Cllr P Hughes stepped down as Chair of the meeting, and this role was resumed by Cllr Peer.

15/PH/40 **Apologies and declarations of members' interests**

- 40.1 Apologies were received and accepted from Cllr I Montgomery.
- 40.2 Cllr Peer declared an interest in item 39 (See above).

15/PH/41 **Minutes of the previous meeting**

- 41.1 It was RESOLVED that the minutes of the meeting of 20 August 2015 were a correct record of the meeting, and these were signed by the Chair.
- 41.2 No matters arising from the 20 August 2015 minutes were discussed.

15/PH/42 **Schedule of deposited plans**

150153 Proposal Planning Officer Our comment	Calleva, Brookers Hill, Shinfield, RG2 9BX Householder application for erection of a single storey side extension. Justin Turvey Comments by 18 September 2015 The scale of this development is acceptable to the parish council. We request that the planning officer ensures that the development complies with the borough design guide.
152021 Proposal Planning Officer Our comment	Fourwinds, Brookers Hill, Shinfield, RG2 9BX Householder application for proposed rear extension at ground, first and second floor level. Rosie Rogers Comments by 5 October 2015 The parish council feels this is an acceptable development proposal.
152065 Proposal Planning Officer Our comment	250 South Oak Way, Shinfield Full planning application for proposed erection of a single storey extension and modifications to the fascia and entrance of site, plus new pavilion structure and deck, updating cladding for the gym and nursery, taxi drop-off point and associated improvements to the public realm Mark Croucher Comments by 22 September 2015 No comment
152090 Proposal Planning Officer Our comment	24 Leyland Gardens, Shinfield, RG2 9AN Householder application for a single storey rear extension to dwelling Katie Herrington Comments by 17 September 2015 No Comment
152099 Proposal Planning Officer Our comment	Land to the North of Croft Road, Spencers Wood Application for removal of condition 24 (CFSH code 4 requirements) from planning consent F/2014/2323 Alex Thwaites Comments by 30 September 2015 The parish council seeks clarification from the planning officer as to whether a change in building regulations needs to be applied retrospectively. The parish council seeks to encourage development of accommodation with the highest possible standards of sustainability.
152106 Proposal Planning Officer Our comment	317 Hyde End Road, Spencers Wood, RG7 1DD Full application for the proposed erection of 1no two storey dwelling. Daniel Hay Comments by 22 September 2015 The parish council expresses a wish to protect the amenity of the existing path which is not in traffic use. The parish council requests that the planning officer check the land ownership to determine whether permitted, unrestricted access to the highway from the rear of 317 Hyde End Road does exist. Careful consideration should be given to ensure a safe access onto the Hyde End Road, given the traffic speeds and increased volume of traffic along this road. The parish council requests that a proper arboreal survey be carried out, of the impact of the proposed works on the TPO'd Oak tree, and that an environmental survey of the surrounding vegetation required to be removed for this application be considered, to ensure that any valuable wildlife habitats be suitably protected.

152141	22 Hollow Lane, Shinfield, RG2 9BT
Proposal	Application to remove condition 12 of planning consent F/2014/1308 for the erection of a two-storey building containing 6no self-contained flats (4 x 1 bed and 2 x 2 bed) with associated parking, cycle and bin stores, and repositioning of access, following demolition of the existing redundant care home, to allow condition 12 relating to the code for sustainable homes to be removed.
Planning Officer	Stephen Thwaites
Our comment	Comments by 29 September 2015 The parish council seeks clarification from the planning officer as to whether a change in building regulations needs to be applied retrospectively. The parish council seeks to encourage development of accommodation with the highest possible standards of sustainability.
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152163	Land adjacent to Rose Cottage, Croft Road, Spencers Wood
Proposal	Full application for the proposed erection of 4no detached dwellings with associated landscaping and new access.
Planning Officer	Alex Thwaites
Our comment	Comments by 1 October 2015 The parish council does not object to the application, but request to retain as much green screening as possible, in order to retain the rural feel of Croft Road as much as possible, as identified in the SDL masterplan.
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152196	Salamanca House, Stanbury park, Wellington Court, Spencers Wood
Proposal	Householder application for the proposed erection of a single storey side extension to dwelling.
Planning Officer	Rosie Rogers
Our comment	Comments by 09 October 2015 No comment
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152240	33 School Green, Shinfield, RG2 9EE
Proposal	Householder application for the proposed erection of a single storey extension at rear of dwelling.
Planning Officer	Pooja Kumar
Our comment	Comments by 29 September 2015 No comment
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152269	19 Clares Green Road, Spencers Wood, RG7 1DY
Proposal	Householder application for proposed rear single storey extension and first floor rear extension to existing dwelling.
Planning Officer	Katie Herrington
Our comment	Comments by 23 September 2015 No comment
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152330	Land North of (Lane End Farm) Cutbush Lane, Cutbush Lane, Lower Earley
Proposal	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 and associated works including landscaping and engineering works plus, erection of boundary wall and fence adjoining Shinfield Road / Access Road. Part demolition and reformation of façade of Stable Buildings at Lane End Farm and demolition of existing farm buildings.)
Planning Officer	David Smith
Our comment	Comments by 18 September 2015 No comment
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152366	Land South of Croft Road, Spencers Wood, RG7 1DR
Proposal	Application to vary conditions 2 (application drawings JNY254-SCR-102 Rev D & JNY7254-SCR-1-3 rev D) and 45 (approved flood risk assessment) of planning consent F/2013/0347 (Full planning permission for the erection of 276 dwellings with associated access, landscaping and open space following demolition of existing dwelling and ancillary buildings (214a Hyde End Road), dated 22/07/2014).
Planning Officer	Chris Howard
Our comment	Comments by 25 September 2015 The parish council feels that this proposal is beyond the limits of our expertise in this matter. We request, however, that the conditions specified by the Environment Agency be adhered to in relation to this application.
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152246	Russett House Farm, Lambwood Hill Grazeley
Proposal	Existing certificate of lawfulness application for the use of the land as a dwelling house in breach of condition 5 of planning consent 02132.
Planning Officer	David Maguire
Our comment	Comments by 08 October 2015 No comment
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152311 81 Clares Green Road
 Proposal Application to remove condition 3 of planning consent F/2013/1913 (04/02/2014) - code level 4 for sustainable homes.
 Planning Officer Daniel Hay Comments by 15 October 2015
 Our comment The parish council seeks clarification from the planning officer as to whether a change in building regulations needs to be applied retrospectively. The parish council seeks to encourage development of accommodation with the highest possible standards of sustainability.

152386 Land West Of Hollow Lane, South Of Church Lane Hyde End Road Shinfield, RG2 9EP
 Proposal 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.
 Planning officer Chris Howard Comments by No date specified
 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.

152463 56 Grazeley Road Three Mile Cross Wokingham RG7 1BJ
 Proposal Application for submission of details to comply with the following condition 3 of planning consent F/2013/2518 dated 16/04/2015.
 Planning Officer Graham Vaughan Comments by 6 October 2015
 Our comment No comment

With reference to application **152366**, the Assistant Clerk was asked to contact the Planning Officer and request a presentation from the developers on the nature of these proposed changes.

42.2 List of plans approved:

F/2014/2691 Roman Road Service Station, Basingstoke Road, Three Mile Cross
 Proposal 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 tanks, two new jet wash bays and drive thru car wash facility, car parking, landscaping, car care facilities and other associated works.
 Our comment 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/2015/0483 Etudieltawjus. Sussex Lane, Spencers Wood
 Proposal Proposed erection of single storey front, side and rear extensions plus detached rear garage following the demolition of existing rear extension and garage.
 Our comment No comment

RM/2015/0630 Land North of Lane End Farm, Cutbush Lane, Shinfield
 Proposal Reserved Matters application pursuant to Outline Planning Consent O/2009/1027 for the development of phase 1A of proposed Thames Valley Science Park, comprising the construction of a gateway building and all associated landscaping and ancillary works, plus temporary car parking arrangements – Appearance, Landscaping, Layout and Scale considered.
 Our comment 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.
 The parish council has no comments on the proposed changes to the elevations.

CLP/2015/1238 Proposal	44 Ducketts Mead, Shinfield, RG2 9GY Application for a certificate of lawfulness for the proposed use of part of dwelling for art studio.
Our comment	The parish council does not consider this to be a sensible application unless a proper travel and parking plan can be provided to show anticipated additional traffic likely to be generated by a local tutoring business running from the site, particularly with regard to the present parking issues on this development.
150272 Proposal	77 Oatlands Road, Shinfield, RG2 9DN Householder application for the proposed erection of single storey front porch extension, single storey rear extension to form conservatory and two single storey side extensions to dwelling.
Our comment	No comment
151110 Proposal	2 Church Cottage Church Lane, Shinfield, Reading, RG2 9DD Householder application for the replacement of windows and doors in a conservation area.
Our comment	No comment
151124 (VAR/2015/0839) Proposal	Shinfield Court, Church Lane, Three Mile Cross, RG7 1HB Application to vary condition 5 and 22 of planning consent F/2009/1229 for the erection of a gospel hall. Condition 5 relates to vehicular access visibility splays and condition 22 is for the substitution of drawings RG.10.03 Q, RG.10.02.L and RG.10.01.M with RG.10.03.N, RG.10.02.I and RG.10.01.H
Our comment	No comment
151127 Proposal	Land at Hyde End Road & Hollow Lane, South of Church Lane, Shinfield, RG2 9EP Full application for surface water drainage attenuation basin.
Our comments	No comment
152040 Proposal	Haslemere, Basingstoke Road, Three Mile Cross. RG7 1AX Householder application for proposed single storey rear extension with 3no rooflights. Shinfield Parish Council feels this is an acceptable application

42.3 List of plans refused:

150270 Proposal	80 Oatlands Road, Shinfield, RG2 9DN Erection of a single storey rear extension to dwelling as detailed on plan No. PBC/2300.
Our comments	No comment

In relation to application CLP/2015/1238, the Assistant Clerk was asked to seek clarification over why the conversion of a garage to use as a site for a business is classed as a change to 'habitable accommodation'.

15/PH/43 **Enforcement**

Members noted all enforcement items.

15/PH/44 **Neighbourhood Development Plan progress report**

The Assistant Clerk reported that work was currently being undertaken to revise the parking, transport and access section of the plan, and that some small amendments to the environmental section were also being made. The Assistant Clerk reported that a revised version of the plan should be released to Wokingham Borough Council by the end of September.

15/PH/45 **Highways, Street lighting and footpath matters**

- 45.1 The Assistant Clerk reported an update on the bus shelter at School Green. She reported that there had recently been further damage to the shelter, which has resulted in the shelter roof coming free of the upright supports, and that, based on the advice of the council's insurer, the shelter will be removed for safety reasons. Work to remove the shelter is scheduled for Tuesday 22 September. The Assistant Clerk reported that the WBC Highways and Street Works teams, as well as Reading Buses, have been informed of the scheduled work. Members requested that signage explaining the reason for the removal be placed at the site.
- 45.2 The Assistant Clerk reported that, owing to an item in the recent issue of Loddon Reach magazine, further reports of faulty street lights are being received by the parish council, and these are being reported to either WBC or SSE directly for repair.

- 45.3 The Assistant Clerk tabled a report on a Major Projects Meeting at Shute End on 15 September. She reported on work being planned by SSE to bring power cables under the M4 motorway to provide supplies for the developments off Croft Road and the West of Shinfield development, which will involve temporary traffic restrictions and localised road closures during October and November.
She reported on planned work proposed for the early 2016 to install gas piping along Cutbush Lane to service the Thames Valley Science Park.
She reported on planned overnight resurfacing of the Basingstoke Road from the A33 to Church Lane, scheduled for March 2016. Further details on exact road closures and traffic restrictions will follow.
- 45.4 The Assistant Clerk reported that an update on Wokingham Borough Council's LED streetlight project has been circulated electronically to members. No further action from the parish is required at this time.
- 45.5 Cllr Grimes reported concern over the loss of the defined footpath on the parish walk 4, near to Sheepbridge Court Farm. The Assistant Clerk was asked to raise the issue to the borough council.
- 45.6 Cllr P Hughes reported concerns over a footpath leading from Leyland Gardens to Hollow Lane, via concrete steps, which is in a poor state of repair. The Assistant Clerk was asked to follow up to determine ownership of the route, in order to request repairs.

15/PH/46 **Correspondence**

The following correspondence items were reviewed:

- Response from Mrs Elaine Butler from Wokingham Veteran Tree Association regarding trees within the parish.
- Response from Claire Lawrence (WBC) regarding a request for planning officer attendance at a parish planning committee meeting.
- License application for Spencers Wood Village Store Ltd.
- Proposed base station upgrade works at CS(124024 – (VF)86772 – Earley Water Tower – Shinfield Road, Reading, Berkshire, RG2 9BL.
- Notice of planning appeal for:
 - 219 Hyde End Road.
 - Shinfield Lodge, Church Lane.
- Notice of review by WBC planning committee on 16 September of
 - RM/2015/1019 – Land east of Basingstoke Road, Spencers Wood.
 - RM/2014/2062 – That at the Manor, Brookers Hill, Shinfield.
- Householder prior notification for 7 Grazeley Road, Three Mile Cross, RG7 1BL.
- Notice of planning appeal decision for APP/X0360/W/15/3006326 – Royal Oak, 39 School Green.
- Notification of work to divert the overhead power cable at the rear of Shinfield Parish Hall.
- Notice of examination timetable and procedure for the application by Highways England for an Order Granting Development Consent for the proposed M4 junctions 3 to 12 Smart Motorway.
- Notice of CIL workshop on 28 October from 4 to 6pm at Shute End.
Cllrs Greenway and Peer expressed a wish to attend this training session.
- Update from WBC on the procurement for the street lighting upgrade project.
- Proposed access changes and renaming of Cutbush Lane

15/PH/47 **Date of next meeting**

The Assistant Clerk noted the date for the next meeting as **Monday 19 October 2015**.

The meeting ended at 22.05 hrs.

Action points:

Ref:	Action:	By whom:
42	Contact the Planning Officer and request a presentation from the developers on the nature of the proposed changes for application 152366.	Assistant Clerk
42	Follow up with the Planning Officer about CLP/2015/1238 – conversion of garage to business use	Assistant Clerk
45.1	Put up signage explaining the removal of the bus shelter	Assistant Clerk

45.5	Follow up on footpath 22 / 22A	Assistant Clerk
45.6	Follow up on Leyland Gardens footpath	Assistant Clerk

Planning stats:

Number of plans reviewed (Civic year to date)	60
Number of commented plans refused	3
Number of supported plans approved	10
Number of opposed plans approved	6