

Minutes of a meeting of the Planning and Highways Committee held on Tuesday 26 May 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).

15/PH/01 Election of Chair

Cllr Peer was proposed as committee Chair, nominated by Cllr Greenway and seconded by Cllr Grimes. Cllr Peer was duly elected.

15/PH/02 Public questions

There were none.

15/PH/03 Apologies and declarations of members' interests

- 3.1 Apologies were received and accepted from Cllr I Montgomery.
- 3.2 Cllr Greenway declared an interest in application F/2015/1026 and Cllr P Hughes declared an interest in application F/2015/0944.

15/PH/04 Terms of Reference

- 4.1 Members reviewed the Terms of Reference. Cllr Grimes proposed, Cllr Greenway seconded, and the Terms of Reference for the committee were duly adopted.

15/PH/05 Minutes of the previous meeting

- 5.1 The Assistant Clerk apologised and noted to members that the action items on the minutes were incorrect. It was proposed and RESOLVED that the minutes of the meeting of 23 April 2015 were a correct record of the meeting, subject to the note that the action items were incorrect, and these were signed by the Chair.
- 5.2 The following matters arising from the 23 April 2015 minutes were discussed:
 - 5.2.1 Minutes format
Members discussed a change in the format for minutes and the Assistant Clerk was asked to add this to the agenda for the next Communication and Policies Committee.
 - 5.2.2 HGV CCTV
Members discussed the HGV CCTV camera in Church Lane. Following extensive discussion, members asked the Clerk to write to Wokingham Borough Council and request that the camera be taken out of operation or that the necessary action be taken to amend the signage, so that the camera data can be used. Members requested that if the camera be taken out of operation, that it be left in situ, to act as a visual deterrent.
 - 5.2.3 Enforcement
Members raised one enforcement matter and asked the Assistant Clerk to follow up with WBC.
 - 5.2.4 Statistics
Members requested that the Assistant Clerk add a running total of numbers of plans reviewed to the minutes, along with the numbers of commented plans that are approved or refused by the borough council.

15/PH/06 **Schedule of deposited plans**

F/2015/0699 Proposal	3 Arborfield Road, Shinfield, RG2 9DY Proposed erection of a part single, two storey side extension and a first floor rear extension to dwelling,
Planning Officer Comment	Pooja Kumar Comments by 27 May 2015 The parish council considers this is an acceptable development
F/2015/0911 Proposal	8 Devitt Close, Shinfield, RG2 8EF Proposed erection of single storey front extension to porch
Planning Officer Comment	Jackie Sabatini Comments by 21 May 2015* The parish council considers this is an acceptable development
F/2015/0940 Proposal	219 Hyde End Road, Spencers Wood, RG7 1BU Proposed erection of 4 bedroom dwelling with associated access and landscaping following the demolition of existing store/shed.
Planning Officer Comment	Mark Croucher Comments by 12 June 2015 The parish council considers this is an acceptable development
F/2015/0944 Proposal	5 Arborfield Road, Shinfield, RG2 9DY Proposed erection of a single storey side extension to dwelling, and side open porch and rear open sided veranda.
Planning Officer Comment	Rosie Rogers Comments by 20 May 2015* The parish council considers this is an acceptable development
RM/2015/1019 Proposal	Land east of Basingstoke Road, Basingstoke Road, Spencers Wood. Reserved Matters application pursuant to Outline Planning Consent O/2013/0565 for the erection of 100 dwellings – matters of appearance, landscaping, layout and scale to be considered.
Planning Officer Comment	David Smith Comments by 08 June 2015 The parish council requests that the eastern boundary be retained in its existing format, with the enclosed footway (footpath 20). The parish council requests that grass areas adjacent to roadways are protected from parking by active measures such as knee-high rails / fencing. We request that allocation of parking to each household be consistent with borough policy, and that the management company sets up a parking control plan, which it enforces.
F/2015/1026 Proposal	M's building supplies, Swallowfield By Pass, Swallowfield, RG7 1LZ Proposed erection of a detached storage building.
Planning Officer Comment	Cris Lancaster Comments by 08 June 2015 The parish council considers this is an acceptable development
F/2015/1032 Proposal	46 Grazeley Road, Three Mile Cross, RG7 1BJ Proposed erection of a single storey front extension to dwelling
Planning Officer Comment	Jasmine Singh Comments by 25 May 2015 The parish council considers this is an acceptable development
F/2015/1215 Proposal	106 Hilmanton, Lower Earley – Adjoining parish consultation Proposed erection of two storey side extension with first floor extension over existing garage, plus conversion of existing loft to additional habitable accommodation with rear dormer windows. (Amendment to planning consent F/2012/1920).
Planning Officer Comment	James McCabe Comments by 15 June 2015 Shinfield Parish Council considers that this is over development of the site. We express concern over the lack of additional parking provision, given the increase in habitable rooms, and concern for overlooking of properties to the rear of this site, from the new upper bedrooms.
A/2015/1115 Proposal	Hyde End Road, Spencers Wood, RG7 1DD. Application for advertising consent for the proposed erection of one ACM panel

sign and two flag poles (retrospective)
 Planning Officer Anastasia Bernard Comments by 16 June 2015
 Comment The parish council considers that these poles, without planning permission, should be removed. Permission should only be granted if the advertising poles are positioned such that they become symmetrical with the David Wilson poles, at the entrance to the new road.

F/2015/1118 38 Cutbush Lane, Shinfield. RG2 9AH
 Proposal Proposed erection of a detached ancillary building in rear garden.
 Planning Officer Rosie Rogers Comments by 15 June 2015.
 Comment The Parish Council requests a condition to this application that the proposed development is not used for residential purposes and that the site is not subdivided in the future.

6.2 List of plans approved:

F/2014/2786 339 Whitley Wood Lane
 Proposal Proposed erection of a two storey and first floor side extensions to dwelling with pitched roof over existing kitchen and rear dormer window to existing bedroom.
 Our comment No comment

F/2014/2871 Sussex Cottage, Sussex Lane, Spencers Wood.
 Proposal Proposed erection of part two storey part single storey side extension and first floor side extension over garage with the conversion of existing garage to habitable accommodation following the demolition of existing conservatory.
 Our comment No comment

F/2015/0556 Oakview, Basingstoke Road, Spencers Wood.
 Proposal Proposed erection of a single storey side and rear extension, construction of raised patio to the rear with steps down to the garden and rear dormer window extension to existing loft conversion.
 Our comment No comment

F/2015/0561 2 Century Drive, Spencers Wood.
 Proposal Proposed erection of a single storey side extension to dwelling.
 Our comment No comment

F/2015/0584 1 Regis Close, Shinfield, RG2 4AT
 Proposal Proposed erection of single storey side extension and single storey front extension to create porch following demolition of existing side and front extensions. Partial demolition and repositioning of existing front garden wall to include integral gate.
 Our comment No comment

F/2015/0588 Pendower, Shinfield Road, Shinfield.
 Proposal Proposed erection of a single storey rear extension to dwelling to form a conservatory.
 Our comment No comment

A/2015/0696 Shinfield Service Station, Arborfield Road, Shinfield.
 Proposal Application for advertisement consent for the proposed erection of 5no illuminated hanging signs and 15no non-illuminated hanging signs.
 Our comment No comment

6.3 List of plans refused:

F/2014/2111
Proposal 1 Pascal Crescent, Shinfield.
Proposed change of use from residential (C3) use to house of multiple occupation (7no bedrooms) sui generis use and to include conversion of existing garage to additional habitable accommodation.

Our comment We object to this application based on the lack of parking provision, the detrimental impact the on-street parking will have on access for vehicles (Emergency vehicles, refuse vehicles etc) and on the negative impact on the street scene from the loss of the front garden. With regard to the parking – we note the prohibition of waiting order proposed for Halls Lane and Westlands Avenue, and the impact of application F/2014/1307 on existing parking problems in this area – we draw the planning officer’s attention to the likelihood of similar issues being created on the Shinfield Park development if additional HMO permissions are granted.

F/2014/2573
Proposal 6 Pascal Crescent, Shinfield.
Proposed change of use and conversion of 1no residential dwelling (use Class C3) into a house of multiple occupation (Use Class Sui Generis)

Our comment The parish council feels that it is inappropriate to base the parking provision for this application on Reading’s standard for HMOs. Additionally, in WBCs current parking standards, a garage is only considered to be half a parking space, where this is referencing the double garage as two usable spaces. The parish council urges the highways department to review the parking situation on this development, particularly in light of the number of vehicles that park on the road and on verges, causing concern over access for refuse and emergency vehicles.

F/2015/0205
Proposal Land adjacent to Grange Lodge, Cutbush Lane, Shinfield.
Proposed erection of 2no 4 bedroom detached dwellings with detached garages and new crossovers.

Our comment The parish council requests that the access to the site preserves the mature trees and requests that the developer provide a proper landscape plan for the site.

F/2015/0450
Proposal Shinfield Lodge, Church Lane, Three Mile Cross
Proposed erection of 1no detached dwelling. Demolition of existing dwelling and garage.

Our comment No comment

F/2015/0558
Proposal 1 Bernards Cottage, Recreation Lane, Spencers Wood.
Proposed erection of two storey side extensions and a single storey rear extension to dwelling.

Our comment The Parish Council requests that any existing trees in the garden are protected.

15/PH/07 **Enforcement**
7.1 Three enforcement items were reported to members.

15/PH/08 **Neighbourhood Development Plan progress report**
Cllr P Hughes gave a verbal update on the progress with the Neighbourhood Development Plan.

15/PH/09 **Highways, Street lighting and footpath matters**

9.1 The Assistant Clerk reported on a correspondence item forwarded from Wokingham Borough Council requesting additional street lighting along Hyde End Road, near Dobbies Garden Centre. Members discussed the matter and noted that, as a rural road, there was no appetite for the urbanising effect of additional lighting within this area.

9.2 Cllr Greenway reported that she had received a request from parents of pupils at Oakbank School to improve the lighting between the school and Church Lane. Members discussed the matter.

9.3 Cllr P Hughes spoke about the road for the proposed bus route through the green space.

15/PH/10 **Correspondence**

The following correspondence items were reviewed:

- Copy correspondence to Hochtief regarding working hours on the Eastern Relief Road
- TPO – 13 Salmond Road, Shinfield.
- Shared solution to building control – press release from Wokingham Borough Council
- TPO relating to trees on land west of The Grove and North East of Church Lane, Shinfield.
- Submission of details in respect of conditions 37 (Drainage), 74 (Skylark mitigation) and 76 (programme of advanced planting) of planning permission VAR/2014/0624 – Shinfield West.
- Submission of details to comply with conditions for planning permission C/2015/0437 – 55 Hyde End Road.
- Submission of details to comply with conditions for planning permission C/2015/0641 – 28 The Square
- Householder prior notification for 23a Hyde End Lane, Ryeish Green, RG7 1EP
- Householder prior notification for 1, Regis Close, RG2 8TA.
- Request to meet with Viv Conlon to discuss street names for new developments.
- Copy correspondence regarding HGVs accessing the South of Croft Road site.
- Proposed minor amendment to application F/2013/0347 (drainage arrangements)

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

Members discussed the request from Viv Conlon regarding street naming for new developments. Members requested that correspondence proposing a name for the Crest Nicholson development be sent to Crest Nicholson. Cllr Grimes suggested taking names from the Shinfield and Spencers Wood War Memorial for new road names.

15/PH/11 **Date of next meeting**

The Assistant Clerk noted the date for the next meeting as 15 June 2015.

The meeting ended at 22.05 hrs.

Action points:

Ref:	Action:	By whom:
5.2.1	Add review of minute style to the C&P agenda	Clerk
5.2.2	Liaise with Clerk to write to WBC regarding HGV CCTV	Assistant Clerk / Clerk
5.2.3	Follow up on one enforcement item	Assistant Clerk
5.2.4	Add planning statistics to minutes	Assistant Clerk
10	Liaise with Viv Conlon to arrange meeting	Assistant Clerk

Planning stats:

Number of plans reviewed (Civic year to date)	10
Number of commented plans refused	
Number of supported plans approved	