

Minutes of a meeting of the Planning and Highways Committee held on Thursday 14 January 2016 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 (Ch).

Attending: K Hughes (Assistant Clerk), Mr Edward Day (WBC Street Works Team), Mr Graham Barnwell (WBC Street Works Team).

15/PH/89 Discussion on WBC's street works co-ordination in Shinfield Parish

Members received a verbal report from Edward Day and Graham Barnwell on the borough council's street works program for the area, the process for planning and implementing street works and on steps to achieve collaborative working between service providers. Members discussed the co-ordination of street works in relation to the major development commencing in the parish and members reviewed the use of www.roadworks.org as a tool for viewing information on current and planned highways maintenance work within the parish.

Members noted the need to include references to traffic and street works conditions in comments on planning applications, where relevant.

Members highlighted concerns over the siting of the new island near the entrance to Croft Gardens, Hyde End Road, as it does not sit on the natural curve of the road, is not lit and members had witnessed incidents of drivers, travelling towards School Green, narrowly missing the kerb as they pass.

Members highlighted concerns over parking on the grasscrete along Basingstoke Road, Spencer Wood.

Members discussed a parking issue on Brookers Hill, adjacent to the M4 footbridge, and the Assistant Clerk was asked to follow up with the local PCSOs on the matter.

Mr Edward Day and Mr Graham Barnwell left the meeting at 20:10 hrs

15/PH/90 Public questions
There were none

15/PH/91 Apologies and declarations of members' interests

- 91.1 Apologies were received and accepted from Cllr Montgomery.
- 91.2 There were no declarations of members' interests.

15/PH/92 Minutes of the previous meeting

- 92.1 It was RESOLVED that the minutes of the meeting of 21 December 2015 were a correct record of the meeting, and these were signed by Cllr P Hughes
- 92.2 Matters arising:
No matters arising were raised.

153241
The Oaks, Croft Road, Spencers Wood, RG7 1DR
 Proposal Householder application for the proposed erection for the raising of the roof to create first floor and part two storey part single storey side/rear/front extensions to dwelling

Planning Officer Mark Croucher Comments by 18.01.2016
 Our comment Shinfield Parish Council feels this application is unacceptable as it does not take note of the existing consent for the adjoining houses (F/2014/2323) – specifically plot 1 of this development, and should be revised to ensure windows do not overlook one another and that it is appropriately designed with relation to plot 1 of this development.

153258
Marlborough House, Basingstoke Road, Spencers Wood, RG7 1AE
 Proposal Full application for the proposed conversion, alteration and extension of existing office building to provide 15 flats (12no 1bed, & 3no 2beds)including front and side extensions, the removal of the existing front facade including the existing shop front, and the re- construction of the existing facade to facilitate the proposed extensions, new vehicular entrance, with security gates, changes to existing roof line to increase roof height, addition of windows, dormers, roof lights and Juliette balconies in the side and rear elevations, the erection of a cycle and bin stores and hard and soft landscaping.

Planning Officer Andrew Chugg Comments by 02.02.2016
 Our comment Shinfield Parish Council feels this application is unacceptable as it does not have sufficient parking provision for a development of this size. We request the Planning Officer review the parking provision to ensure that the proposal meets the adopted parking standards set out in the MDD Local Plan.

153273
12 Leyland Gardens, Shinfield, RG2 9AN
 Proposal Householder application for the proposed erection of a single storey rear extension, conversion of garage to additional habitable accommodation, conversion of loft to additional habitable accommodation and rear dormer extension.

Planning Officer Daniel Ray Comments by 02.02.2016
 Our comment No comment

153497
4 Uffcot Close, Earley, RG6 4BQ
 Proposal Householder application for the proposed insertion of two windows in existing rear dormers and three roof lights to side and front elevation.

Planning Officer Mark Croucher Comments by 03.02.2016
 Our comment No comment

160011
Shinfield Eastern Relief Road, Between Arborfield Road, Cutbush Lane and the Black Boy Roundabout, Shinfield.
 Proposal Application for a minor material amendment to planning consent F/2010/1428 (as amended by VAR/2014/2133) for the construction of the Shinfield Easter Relief Road to allow for minor revisions to the alignment of the Arborfield Road tie in.

Planning Officer David Smith Comments by 02.02.2016
 Our comment No comment

93.2 List of plans approved:

151482 (F/2015/0876) **Hartley Court Lodge, Hartley Court Road, Three Mile Cross, RG7 1NH**
 Proposal Householder application for the proposed erection of a two storey rear extension to dwelling and erection of entrance porch, following demolition and removal of existing single storey rear extension, with the change of use from two dwellings to a single dwelling (part retrospective)

Our comment No comment

152021 Proposal	Fourwinds, Brookers Hill, Shinfield, RG2 9BX Householder application for a two storey and single storey rear extensions, plus a rear dormer extension in roof space.
Our comment	The parish council feels this is an acceptable development proposal.

152269 Proposal	19 Clares Green Road, Spencers Wood, RG7 1DY Householder application for proposed rear single storey extension and first floor rear extension to existing dwelling.
Our comment	No comment

152846 Proposal	European Centre for Medium Range Weather Forecast, Shinfield Road, RG2 9AX Full application for the continued use of two storey modular building.
Our comment	The parish council is concerned about the loss of a parking space through the partial conversion of the garage.

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

153011 Proposal	Roman Road Service Station, Basingstoke Road, Spencers Wood. Variation application to conditions 16 (opening hours) and 26 (delivery times) of planning consent F/2014/2691 for the 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, car parking, landscaping, car care facilities and other associated works.
Our comment	Shinfield Parish Council requests that the amendment to condition 26 include more restricted hours for Sundays and bank or public holidays, and suggest reasonable hours of 9am until 5pm, in order to limit the noise disturbance to neighbouring residential properties.

93.3 List of plans refused:

152922 Proposal	Land R/O The Anchorage and The Oaks, Basingstoke Road, Three Mile Cross, RG7 1AS Full application for the proposed erection of 2no detached dwellings.
Our comment	The proposed dwellings, by virtue of their siting to the rear of The Anchorage and The Oaks, Basingstoke Road, would result in a contrived form of development that fails to provide an adequate new street frontage, out of character with the existing pattern of development in the locality. The proposal would also present future opportunities for unacceptable tandem development that would have an adverse impact upon the character of the surrounding area. The proposed dwellings therefore represent inappropriate development of a residential garden which is not considered to make a positive contribution to the character of the area, contrary to Core Strategy Policies CP1 and CP3, Adopted Managing Development Delivery Local Plan Policies CC01, TB06, and TB21 and the relevant guidance contained within the Borough Design Guide SPD.

93.4 List of plans withdrawn:

153142 Proposal	2 Hollow Lane, Shinfield, RG2 9DX Outline application for the erection of up to 9no dwellings, together with access roads, footpaths, parking areas and ancillary development to be considered.
Our comment	Shinfield Parish Council feels there is insufficient information to make an informed decision on this application. The council notes that the resident of 4, Hollow Lane, has a right of access through the site to the garage in the rear of the property, and the plans appear to show a unit that will restrict or remove this access.

15/PH/94 **Enforcement**
Enforcement matters were reviewed and noted.

15/PH/95 **Neighbourhood Development Plan progress report**
Members discussed a response from Wokingham Borough Council regarding the Shinfield Neighbourhood Development Plan. The Assistant Clerk confirmed that a meeting has been scheduled with WBC to progress the plan forward.

15/PH/96 **Highways, Street lighting and footpath matters**

Members consented to the continuation of the meeting beyond 22:00 hrs.

96.1 The Assistant Clerk reported that, unfortunately, a quote for a replacement lantern for Falcon Avenue has not yet been received. Members agreed to review the quote via email, once received. The Assistant Clerk reported on a second lantern in Hyde End Road that also requires replacement. A quote for this work has been requested and will be circulated upon receipt.

96.2 The Assistant Clerk reported on a response from the University of Reading regarding a request to improve the footway leading to the Millworth Lane entrance to Langley Mead SANG. Members asked the Assistant Clerk to follow up with Chris Young, from Shinfield Association, to clarify ownership of the land between the tennis club entrance and the path.

96.3 Cllr Greenway reported on the extent of flooding at Langley Mead. Members requested that the Assistant Clerk forward photographs of the flooding on to the University of Reading.

15/PH/97 **Correspondence**

Members noted the following:

97.1 Copy correspondence from Mr Dennis Hind and Mrs Sheila Davis in relation to Spencers Wood Post Office.

Members expressed concern over the issues raised and requested that the Clerk write to the new owners detailing the concerns.

97.2 Notification from Wokingham Borough Council in relation to an application to upgrade a telecommunications base station

97.3 Responses from Twyford and Hurst parish councils re WBC charges for paper copies of planning applications. Members discussed a letter received from Clare Lawrence at Wokingham Borough Council, in relation to paperless working. The Assistant Clerk reported on two paperless working practices meetings scheduled at Shute End on Tuesday 19th January and on Friday 22 January.

The Assistant Clerk was asked to request places at the Tuesday meeting for Cllrs Greenway and P Hughes and a place at the Friday meeting for Cllr Peer.

15/PH/98 **Date of next meeting**

The Assistant Clerk noted the date for the next meeting as **Thursday 4 February 2016**

The meeting ended at 22.10 hrs.

Action points:

Ref:	Action:	By whom:
89	Raise parking issue on Brookers Hill to local PCSOs	Assistant Clerk
96.1	Circulate lantern replacement quotes to members once received	Assistant Clerk
96.2	Follow up with Chris Young regarding ownership of the land beyond the tennis club entrance, to the path to Langley Mead	Assistant Clerk
96.3	Forward Langley Mead flooding photographs to the University of Reading	Assistant Clerk
97.1	Write to the Spencers Wood Post Office to express residents' concerns	Clerk / Assistant Clerk
97.3	Request places for members at paperless planning training sessions	Assistant Clerk

Planning stats:

Number of plans reviewed (Civic year to date)	102
Number of commented plans refused	5
Number of supported plans approved	26
Number of opposed plans approved	15