

Minutes approved on:	
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## **DRAFT**

### **Minutes of a meeting of the Planning and Highways Committee held on Thursday 05 October 2017 in the John Heggadon meeting room at Shinfield Parish Hall, commencing 19:30 hrs.**

Present: Cllrs N Boyer, P Emment, A Grimes, P Hughes, D Lias, D Peer.

Attending: K Hughes (Deputy Clerk), Mr L James (Resident)

17/PH/45 **Public questions**  
There were none

17/PH/46 **Apologies and declarations of members' interests**  
46.1 Apologies for late arrival were received from Cllrs Grimes and P Hughes.  
46.2 There were no declarations of members' interests.

17/PH/47 **Minutes of the previous meeting**  
47.1 It was **RESOLVED** that the minutes of the meeting of 14 September 2017 were a correct record of the meeting, and these were signed by Cllr Peer.  
47.2 Matters arising:  
47.2.1 Meeting with planning consultants  
The Deputy Clerk reported that a meeting will be scheduled now that the Chairman has returned from holiday.  
47.2.2 Street naming  
The Deputy Clerk reported that she had contacted the street naming team at Wokingham Borough Council and had circulated a response from them.  
47.2.3 Invitation to B/Cllr Haitham-Taylor to attend the 9<sup>th</sup> October meeting with the University of Reading  
The Deputy Clerk confirmed that an invitation has been sent, but as yet no response has been received. Cllr P Hughes noted that no response has been received to the initial invitation to Alex Deans. He further noted that this lack of response had been raised with B/Cllr Haitham Taylor at the full meeting of the council on 11 September.  
47.2.4 Meeting with the Wokingham Paper.  
Members noted that a meeting with the Wokingham Paper to discuss concerns over Hyde End Road will be arranged following the meeting with the University of Reading on 9<sup>th</sup> October, if it is considered to be the next course of action.  
47.2.5 Civil Parking Enforcement  
Cllr Lias reported that he had been unable to attend the session at Shute End. The Deputy Clerk was asked to email Cllr Grimes to ask whether guidance had been given on identifying, and progressing possible sites for parking enforcement.  
47.2.6 Footpath 10A, Hollow Lane to Church Lane  
The Deputy Clerk reported that the conditions details for the Manor site are being received, and that work is anticipated to start on the site soon. Once work commences, the parish council will make contact with the site manager regarding the footpath.

17/PH/48	<b>Deposited plans:</b>			
<b>172623</b>	<b>Baycroft, Church Lane, Three Mile Cross, RG7 1HD</b>			
Proposal	Householder application for the replacement of the existing boundary fence adjacent to the highway (retrospective).			
Planning Officer	Gregory Smart	Comments by	12 October 2017	
Comment	No comment			
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<b>172706</b>	<b>Land west of Beech Hill Road, Spencers Wood,</b>			
Proposal	Application for advertisement consent for the erection of 17 Flag poles and 1 Sales Sign. (Retrospective)			
Planning Officer	Mohammed Islam	Comments by	Unknown	
Comments	Shinfield parish council objects to the continual practice by developers of the installation of advertising flag banners and retrospective request for planning consent. These flag banners should not be used in areas adjoining existing residential areas due to the noise created by the flapping and snapping of the cleats and cables and banners. The Parish Council feels that 17 is a highly excessive number.			
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<b>172732</b>	<b>43 Oatlands Chase, Shinfield, RG2 9FY</b>			
Proposal	Householder application for the proposed retention of the garage door and proposed additional parking to front.			
Planning Officer	Rasha Kohja	Comments by	16 October 2017	
Comment	No comment			
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<b>172738</b>	<b>41 Oatlands Chase, Shinfield, RG2 9FY</b>			
Proposal	Householder application for the proposed partial conversion of use from car port to store, plus additional parking to front.			
Planning Officer	Dariusz Kusyk	Comments by	23 October 2017	
Comments	No comment			
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<b>172860</b>	<b>Telephone Exchange, The Square, Spencers Wood, RG7 1BS</b>			
Proposal	Full planning application for the proposed installation an aluminium weather louvre to both windows to match existing louvres.			
Planning Officer	Omar Sharif	Comments by	01 November 2017	
Comment	No comment			
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#### 48.2 Planning decisions: Approvals

<b>170284</b>	<b>5 Hawthorn Cottages, Pump Lane, Grazeley, RG7 1JX</b>			
Proposal	Householder application for the proposed two storey side extension and single storey rear extension to dwelling			
Our comment	No comment			
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<b>171808</b>	<b>Thames Valley Science Park, Cutbush Lane, Shinfield</b>			
Proposal	Application for advertisement consent for the installation of 4no internally illuminated signs, and 6no directional information signs around Thames Valley Science Park.			
Our comment	No comment			
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<b>171826</b>	<b>289 Hyde End Road, Spencers Wood, RG7 1DB</b>			
Proposal	Householder application for proposed erection of single storey side/rear extensions to include 2no. glazed roof lanterns plus erection of pitched roof garage, following demolition of existing side/rear of dwelling and existing garage.			
Our comment	No comment			
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<b>172051</b>	<b>Land adjacent to 202, Hyde End Road, Spencers Wood,</b>			
Proposal	Application for advertisement consent for the erection of 6no static banner poles (retrospective).			
Our comment	Shinfield Parish Council objects to the continual practice by developers of the installation of advertising flag banners and retrospective request for planning consent. These flag banners should not be used in areas adjoining existing residential areas, due to the noise created by the flapping and 'snapping' of the cables, cleats and banners.			
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<b>172097</b>	<b>1 Salmond Road, Reading, RG2 8QN</b>			
Proposal	Application to vary condition 3 of planning permission VAR/2000/2396 for the change of			

Our comment use of dwelling house to residential institution to enable an increase in residents to 9.  
No comment

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**172105**  
Proposal **33 Fawn Drive, Three Mile Cross, RG7 1WN**  
Our comment Householder application for proposed erection of two storey rear extensions to dwelling.  
Shinfield Parish Council objects to this application on the basis of :

- Overdevelopment of the plot
- Reduction in the minimum distance between the rear of two properties (they will no longer have a gap of 22m between)

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**172302**  
Proposal **Land west of Basingstoke Road: south of Three Mile Cross and north of Spencers Wood, RG7 1AZ**  
Our comment Screening Opinion application for an Environmental Impact Assessment for a proposed development of up to 123 dwellings  
Shinfield Parish Council requests that an Environmental Impact Assessment for this site be carried out to identify the likely impacts of this development, due to the site being outside of the Strategic Development Area, and forming the green separation space between the two settlements, as per the MDD DPD and the adopted Shinfield Neighbourhood Plan.

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**172324**  
Proposal **44 Clares Green Road, Spencers Wood, RG7 1DY**  
Our comment Householder application for a single storey rear extension plus front/rear dormer extensions to dwelling and part conversion of the existing garage to pantry.  
No comment

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**172682**  
Proposal **211 Shinfield Road, Reading, RG2 8HA**  
Our comment Consultation from Reading Borough Council for the following proposal 'installation of additional shop entrance and alterations to westward side elevation and external seating area'  
No comment

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17/PH/49 **Enforcement**  
There were no enforcement updates to report.

17/PH/50 **Highways, Street lighting and footpath matters**

50.1 Speed Indicator Devices

Cllr Boyer gave a verbal report on the SIDS training received on Monday 25<sup>th</sup> September, and displayed details of the first download of data from the recently installed SID currently sited on the northbound carriageway of the Basingstoke Road, between Three Mile Cross and Spencers Wood.

Members expressed unanimous appreciation for the extent and quality of the information obtainable from the devices.

The Deputy Clerk was asked to circulate information via social media on the data obtained so far.

*Cllr Grimes and Cllr P Hughes joined the meeting*

Following discussion, the Deputy Clerk was asked to obtain a quote from Traffic Technology for the purchase of 2 further SID devices, and some further software options for the devices, which members recommend for approval by the full council.

The Deputy Clerk was asked to investigate signage for the devices and for the bracket units.

The Deputy Clerk was asked to add a standing item on the committee's agenda, to review SID data.

Members thanked Cllr Boyer for his hard work and pro-active attitude in getting the SID project underway and the devices up and running.

50.2 Brake Speed Awareness Week banners

Following discussion, members **RESOLVED** to purchase 2 Speed Awareness Week banners, style 'E', at a cost of £275 + VAT each, for display within the parish during November. Suggested

locations include the junction of Church Lane and Hollow Lane, the A33 junction, the Church Lane playground fencing or the junction of Back Lane and Basingstoke Road.

50.3 Update on Taylor Wimpey meeting in Three Mile Cross

Cllr Peer reported on the meeting with Taylor Wimpey at Parklands to view the layout of the proposed housing development.

Cllr Peer noted that draft minutes had been received from Daniel. She reported that the Deputy Clerk had reviewed the minutes and queried items related to additional land at Lieutenants Cottage, and the visual impact of new housing to be sited on the highest point of the land, and its visibility from the Basingstoke Road. Draft minutes with suggested amendments will be sent by the Deputy Clerk to Cllr Peer for further comment.

Cllr Lias queried about the land adjacent to Lieutenants Cottage, and the query raised at the meeting about what was happening with this parcel of land. The Deputy Clerk was asked to raise this with Daniel at Meeting Place Communications.

50.4 Update on highways works in Three Mile Cross

Cllr Lias reported on a recent meeting with residents in Three Mile Cross regarding the north of Church Lane development parcel.

He reported that the SSE cables adjacent to the new roundabout will be put underground from 12 October 2017, and that the road is expected to be closed from 23<sup>rd</sup> October for one week for the final road surface to be added. The temporary traffic lights are expected to be in place until mid-November.

The Deputy Clerk reported that the bus gate work is expected to be carried out in December, and the junction works to Church Lane / Basingstoke Road to be carried out early in 2018.

50.5 Grazeley speed signs

The Deputy Clerk reported that the grey flashing speed signs that should operate at school times were not working. These were reported to the highways team at Wokingham and one has since been repaired. The second sign has been reported again, and a request has been made to remove the now obsolete black signs.

17/PH/51 **Correspondence**

The following correspondence items were noted:

- Report on the recent Major Projects Meeting at WBC
- Table of SDL housing completions to the end of August 2017
- Report on the recent Taylor Wimpey / Three Mile Cross meeting (27/09/2017)
- Explanation from street naming and numbering team
- TPO decision for 2, Mitford Close, Shinfield, RG2 8JQ
- Correspondence from WBC on the distribution of printed plans
- Notice of withdrawal of 171809 - Householder application for proposed erection of single storey front extension to dwelling
- Copy of the summary document for the Royal Borough of Windsor and Maidenhead Local Plan 2013-2033

17/PH/52 **Date of next meeting**

The date of the next meeting was confirmed as Monday 30<sup>th</sup> October 2017

*The meeting ended at 21.25 hrs.*

**Action points:**

Ref:	Action:	By whom:
47.2.1	Schedule a meeting with planning consultants to discuss support	Deputy Clerk
47.2.5	Contact Cllr Grimes for a report on the Parking Enforcement session at Shute End on 25 September 2017	Deputy Clerk
50.1	Obtain a quote for additional SIDs and software	Deputy Clerk
50.1	Organise stickers and signage for the SID devices	Deputy Clerk

50.1	Add SID report as a standing item to the agenda	Deputy Clerk
50.2	Order Speed Awareness Week banners from Brake	Deputy Clerk
50.3	Raise query with Daniel at MPC about the land adjacent to Lieutenants Cottage	Deputy Clerk

**For follow up:**

<b>Ref:</b>	<b>Action:</b>	<b>When?</b>	<b>By whom:</b>
16/85.2.3	Identify areas requiring parking enforcement	Autumn 2017	All members
17/4.2.2	Write to developer regarding footpath 10A once development commences	Unknown	Deputy Clerk / LVR
17/23.2.3	Consider street lighting situation outside Shinfield Infant and Nursery School	Autumn 2017	Deputy Clerk

**Planning stats:**

Number of plans reviewed (Civic year to date)	51
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