

Minutes approved on:	
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3.1



Clerk: Mike Balbini
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DRAFT

Minutes of a meeting of the Planning Committee held on Thursday 5 December 2019 at the Shinfield Parish Hall, commencing 19:30 hrs.

Present: Cllrs P Emmet, A Grimes, L James, P Jahromi, D Lias, D Peer (Ch)

Attending: Jo Skidmore (Committee Secretary)

Ref Minute

19/PC/108 Public Questions

108.1 There were no public questions.

19/PC/109 Apologies and declarations of members' interests

109.1 Apologies were received from Mike Balbini, Clerk

109.2 There were no declarations of interest.

109.3 Members **APPROVED** the appointment of Cllr. Darley to the Planning and Highways committee.

Proposed: Cllr. Emmet Seconded: Cllr Lias Unanimously Agreed

19/PC/110 Minutes of the previous meeting

110.1 The minutes of the previous meeting of Thursday 7 November 2019 were agreed as a correct record of the meeting and signed by Cllr. Peer.

19/PC/111 110.1 Actions

49.1 Clerk to obtain a letter from Reading University seeking permission to carry out maintenance and if authorised seeking assurance that SPC would be insured copying Andy Glencross and discuss pedestrian access onto Hyde End Road by the concrete bridge.

The Clerk had previously agreed to follow up with Nigel Frankland about pedestrian access onto Hyde End Road by the concrete bridge. This item was carried forward.

54.4 Cllr. Boyer to provide training on how to use the WBC planning portal

This item was noted as ongoing

85.0 Clerk to follow up enforcement action taken at Carneys Yard

The Clerk had previously confirmed that he had sent photos of the lorries to WBC but had not had a response. This item was carried forward.

96.1.3 Cllr. Lias to present report on speeding issues in the parish to the next Planning committee

Cllr. Lias confirmed that he had tried to contact relevant personnel to progress the issue but had been unsuccessful to date.

97.1 Clerk to contact WBC to ascertain when the increase would be effective from, which areas in the parish would be targeted and how many additional hours of resource would be provided. A document listing enforceable locations in the parish would be requested. The Clerk would invite Parking Wardens to visit SPC to meet staff. The Administrative Assistant would be asked to put a question on SPC Facebook page asking residents if they had seen traffic wardens in Shinfield?

The Clerk noted at the previous meeting that he had contacted WBC and was awaiting a response. This item was carried forward.

90.0 Cllr James to produce text regarding our legal framework to place in our Standing Orders regarding our procedure for contracts and work orders.

Cllr. James confirmed that this would be debated at the next F&GP meeting.

106.1 Clerk to send Joint Venture table to BCllrs

This item was noted as complete

107.6 Clerk to send letter to S Parsonage to as an example of the standard of letters sent from enforcements

This item was noted as complete

107.8 Cllr. Jahromi to investigate the purchase of a Go-Pro camera.

Cllr. Jahromi confirmed that he had identified several types of camera ranging from £129 to £329 and presented his findings. It was confirmed that the Clerk had previously been tasked with researching GDPR implications for the use of a camera. It was **AGREED** that in order to ensure compliance with GDPR, terms of reference defining its purpose would need to be established by the Clerk and bought back to the Planning committee. It was confirmed that if approved expenditure could be signed off by this committee.

111.2 Matters Arising

There were no further matters arising

19/PC/112 **112.1 Schedule of Deposited Plans**

192323 Site Address: 35 Hyde End Lane Spencers Wood Wokingham RG7 1EP

Description: Householder application for the erection of a proposed single storey rear extension.

Shortcut to proposal <https://planning.wokingham.gov.uk/FastWebPL/results.asp?ApplicationNumber=192323&AddressPrefix=&Postcode=&KeywordSearch=&Submit=Search>

Our comments No Comment

192915 Site Address: 69 Hyde End Lane, Spencers Wood, Wokingham RG7 1EX

Description: Householder application for the proposed erection of a single storey side and rear extension with 8 no. rooflights plus front bay window, following removal of existing side porch and detached garage, and internal alterations.

Shortcut to proposal <https://planning.wokingham.gov.uk/FastWebPL/results.asp?ApplicationNumber=192915&AddressPrefix=&Postcode=&KeywordSearch=&Submit=Search>

Our comments	No Comment
193011	<p>Site Address: 17 Falcon Avenue Shinfield Wokingham RG2 8EL</p> <p>Description: Householder application for the proposed erection of a single storey side/rear extension to existing dwelling, to include 1no roof light and changes to fenestration, following demolition of existing side extension. Erection of a single storey outbuilding to the rear of the property following demolition of existing outbuilding.</p>
Shortcut to proposal	https://planning.wokingham.gov.uk/FastWebPL/results.asp?ApplicationNumber=193011&AddressPrefix=&Postcode=&KeywordSearch=&Submit=Search
Our comments	This is acceptable to SPC providing it is not used as a habitable space.
192607	<p>Site Address: 4 Salmon Close Spencers Wood Wokingham RG7 1EG</p> <p>Description: Householder Application for the proposed single storey front extension to existing porch and two storey rear extension to existing dwelling.</p>
Shortcut to proposal	https://planning.wokingham.gov.uk/FastWebPL/results.asp?ApplicationNumber=192607&AddressPrefix=&Postcode=&KeywordSearch=&Submit=Search
Our comments	No comment
<u>112.2 Late List</u>	
193195	<p>Site address: Shinfield Parish Council Office, School Green Shinfield Wokingham RG2 9EH</p> <p>Description: Application for non-material amendment to planning consent 191387 to allow structural alterations, changes to fenestration and design changes.</p>
Shortcut to proposal	https://planning.wokingham.gov.uk/FastWebPL/results.asp?ApplicationNumber=193195&AddressPrefix=&Postcode=&KeywordSearch=&Submit=Search
Our comments	No comment
193162	<p>Site address: Church Lane Grazeley RG7 1LD</p> <p>Description: Householder application for the proposed alterations to layout and elevations of existing detached garage building including changes to fenestration.</p>
Shortcut to proposal	https://planning.wokingham.gov.uk/FastWebPL/results.asp?ApplicationNumber=193162&AddressPrefix=&Postcode=&KeywordSearch=&Submit=Search
Our comments	No comment
192935	Site address: Swallowfield Service Station Swallowfield Bypass Swallowfield Wokingham

RG7 1LZ

Description: Full application for the proposed erection of a single storey sales building (Use Class A1) following demolition of existing sales building and de-linking of existing forecourt canopy, plus installation of 2 no. new jet wash bays, new fenced timber bin store and 12 no. new parking bays.

Shortcut:<https://planning.wokingham.gov.uk/FastWebPL/results.asp?ApplicationNumber=192935&AddressPrefix=&Postcode=&KeywordSearch=&Submit=Search>

Our
comments

No comment

112.3 Planning Decisions

List of plans approved:

192910 Site address: 335 Whitley Wood Lane Shinfield RG2 8PX

Description: Householder application for the proposed erection of a first floor side and single storey rear extension with 1 no. lantern rooflight, plus internal alterations.

<https://planning.wokingham.gov.uk/FastWebPL/results.asp?ApplicationNumber=192910&AddressPrefix=&Postcode=&KeywordSearch=&Submit=Search>

192892 Site address: Roseville Church Lane, Three Mile Cross Wokingham, RG7 1HD

Description: Householder application for the proposed single storey side extension following the removal of existing conservatory to include roof alteration to existing single storey side porch to existing dwelling.

<https://planning.wokingham.gov.uk/FastWebPL/results.asp?ApplicationNumber=192892&AddressPrefix=&Postcode=&KeywordSearch=&Submit=Search>

192392 Site address: 3 Halfacre Close Spencers Wood Wokingham RG7 1DZ

Description: Householder Application for the proposed first floor side extension to existing dwelling.

<https://planning.wokingham.gov.uk/FastWebPL/results.asp?ApplicationNumber=192392&AddressPrefix=&Postcode=&KeywordSearch=&Submit=Search>

192746 Site address: Yaffles Beech Hill Road Spencers Wood Wokingham RG7 1HT

Description: Householder application for the proposed erection of a two storey detached garage with gym and garaging at ground floor level and games room at first floor level.

<https://planning.wokingham.gov.uk/FastWebPL/results.asp?ApplicationNumber=192746&AddressPrefix=&Postcode=&KeywordSearch=&Submit=Search>

192804 Site address: 20 Hollow Lane Shinfield Wokingham RG2 9BT

Description: Householder application for the proposed erection of a single storey rear extension following the demolition of existing garage and conservatory, single storey front extension with pitched roof to create new porch plus, internal alterations and changes to fenestration.

<https://planning.wokingham.gov.uk/FastWebPL/results.asp?ApplicationNumber=192804&AddressPrefix=&Postcode=&KeywordSearch=&Submit=Search>

192739 Site address: 60 Ryhill Way Earley RG6 4AZ

Description : Householder application for the proposed conversion of the garage to habitable accommodation and relocation of the front door to form a new enclosed porch.

<https://planning.wokingham.gov.uk/FastWebPL/results.asp?ApplicationNumber=192739&AddressPrefix=&Postcode=&KeywordSearch=&Submit=Search>

192471 Site address: 253 Shinfield Road Reading RG2 8HF

Description: Householder Application for the erection of a single storey front extension to existing porch and two storey rear extension to existing dwelling (Part retrospective).

<https://planning.wokingham.gov.uk/FastWebPL/results.asp?ApplicationNumber=192471&AddressPrefix=&Postcode=&KeywordSearch=&Submit=Search>

192737 Site address: 337 Hyde End Road Spencers Wood RG7 1DD

Description : Householder application for the proposed dropped kerb.

<https://planning.wokingham.gov.uk/FastWebPL/results.asp?ApplicationNumber=192737&AddressPrefix=&Postcode=&KeywordSearch=&Submit=Search>

192651 Site address: Gravelly Bridge Farm Grazeley Green Road Grazeley Wokingham RG7 1LG

Description: Application for a certificate of existing lawful development for the use of land at Gravelley Bridge Farm for the parking of HGVs.

<https://planning.wokingham.gov.uk/FastWebPL/detail.asp?AltRef=192651&ApplicationNumber=192651&AddressPrefix=&Postcode=&KeywordSearch=&Submit=Search>

List of plans refused:

192505 Site address: 44 Falcon Avenue, Shinfield Wokingham RG2 8EL

Description: Full application for the erection of a two-storey building adjacent to 44 Falcon Avenue, creating 2 no 2-bedroom flats with associated parking and rear gardens.

<https://planning.wokingham.gov.uk/FastWebPL/results.asp?ApplicationNumber=192505&AdressPrefix=&Postcode=&KeywordSearch=&Submit=Search>

192296 Site address@ Land to the rear of 30 Grazeley Road, Three Mile Cross, Wokingham, RG7 1BJ

Description: Fill application for proposed erection of one 3no. bedroom dwelling with associated works.

<https://planning.wokingham.gov.uk/FastWebPL/results.asp?ApplicationNumber=192296&AdressPrefix=&Postcode=&KeywordSearch=&Submit=Search>

1910974 Site address: 22 Cutbush Lane, Shinfield, Wokingham RG2 9AH

Description: Householder application for the erection of a part single storey part two storey side/rear extension, loft conversion including roof lights to create habitable accommodation plus a rear Juliet balcony

<https://planning.wokingham.gov.uk/FastWebPL/results.asp?ApplicationNumber=190947&AdressPrefix=&Postcode=&KeywordSearch=&Submit=Search>

112.3.1 It was requested that the Clerk send Cllr. Clarke a copy of the returning officers report on refusal of planning application 192296.

List of Plans Appealed

There were no plans appealed.

19/PC/113 **Enforcement Notices**

There was no update available.

Cllr. Peer confirmed that a meeting would be taking place the next day between residents, Stuart Munro (WBC) and herself regarding enforcement at the One Stop Shop. It was hoped that a meeting would take place with the owner of the shop a surveyor and a WBC councillor during the following week.

19/PC/114 **Highways, street lighting and footpath matters**

114.1 Highways

There were no highways matters

114.2 Hollow Lane Roundabout upgrade

There was no update available.

114.3 Lighting Matters

There were no lighting matters.

114.4 Footpath Matters

Cllr. Emmet noted that the condition of footpath 17 had deteriorated due to works being carried out by a digger. It was requested that the Clerk contact the University of Reading, who had responsibility for the path, to ask them to make repairs to it.

It was **NOTED** that photos of the new Deardon Allotments had been circulated showing them

under water.

19/PC/115 **Air Quality**

The report from the Clerk regarding his meeting with TFL about air quality monitoring and circulated prior to the meeting was **NOTED**.

A question was raised as to whether the data was still needed. It was **AGREED** that it was useful as it provided base line information. It was requested that the Clerk provide an update on action 1 in the report in which Charlie Harding had undertaken to get access to the data provided by the monitors and create a tool to provide the data into a usable format.

19/PC/116 **Correspondence Items**

116.1 Potential traffic survey between SPC and WBC

See action 96.1.3

116.2 Traffic Speed, Road Signage and Paving

With reference to an e-mail received from a resident on the issues above the Clerk was asked to respond to the bullet points as follows:

- 1 30mph speed limit Spencers Wood: A project was already underway to address this point.
- 2 Hyde End Road Rumble strips: This was a matter for highways. Clerk to decide whether to forward the request or signpost the resident.
3. Speed Limit Signage Croft Gardens: As above
4. Paving at Fulbrook Avenue: This was a matter for the developer as the estate had not yet been adopted. Clerk to decide whether to forward the request or signpost the resident.

116.3 Land situated South of Cutbush Lane

It was **AGREED** that Cllr. Grimes would speak to B/Cllr Frewin regarding SPC's role in the public inquiry on the planning application for land situated South of Cutbush Lane.

The meeting ended at 20:37

Action points

Ref:	Action:	By whom:
54.4	Cllr. Boyer to provide training on the WBC planning portal.	Cllr. Boyer
85.0	Clerk to chase response from WBC on enforcement action taken by WBC at Carneys yard.	Clerk
49.1	Clerk to follow up with Nigel Frankland about pedestrian access onto Hyde End Road by the concrete bridge.	Clerk
96.1.3	Cllr. Lias to present report on speeding issues in the parish to the next Planning committee	Clerk/Cllr. Lias
97.1	Clerk to contact WBC to ascertain when the increase would be effective from, which areas in the parish would be targeted and how many additional hours of resource would be provided. A document listing enforceable locations in the parish would be requested. The Clerk would invite Parking Wardens to visit SPC to meet staff. The Administrative Assistant would be asked to put a question on SPC Facebook page asking residents if they had seen traffic wardens in Shinfield?	Clerk
90.0	Cllr James to produce text regarding our legal framework to place in our Standing Orders regarding our procedure for contracts and work orders.	Cllr James
107.8	Clerk to identify GDPR relating to use of go pro and define TOR to be brought	Clerk

	back to this committee.	
112.3.1	Clerk to send Cllr. Clarke a copy of the returning officers report on refusal of application 192296.	Clerk
114.4	Clerk to contact UoR to ask them to repair footpath 17	Clerk
115	Clerk to provide update on the provision of a tool from Charlie Harding to get usable data from the air quality monitors	Clerk
116.2	Clerk to respond to resident as directed by SPC to email of 27 Nov.	Clerk
116.3	Cllr. Grimes to consult B/Cllr Frewin on role in public enquiry on development plans for South Cutbush Lane	Cllr. Grimes

Planning stats:

Number of plans reviewed (Civic year to date)	74
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