

Minutes approved on:	
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Minutes of a meeting of the Planning Committee held on Thursday 6 June 2020 by video conference, commencing 20:00 hrs.

Present: Cllrs. N Boyer, A Grimes, L James, D Lias, D Peer (Ch)

Attending: Mike Balbini (Clerk); Jo Skidmore (Committee Secretary)

Ref Minute

20/PC/33 **Public Questions**

33.1 There were no public questions

20/PC/34 **Apologies and declarations of members' interests**

34.1 Apologies were received from Cllr P Emmet.

34.2 There were no declarations of interest.

20/PC/35 **Minutes of the previous meeting**

35.1 The minutes of the previous meeting of Thursday 5 March 2020 were agreed as a correct record of the meeting and signed by Cllr. Peer.

20/PC/36 **36.1 Actions**

85.0 Clerk revert to West Berkshire Council advising that lorries were stored on un-made land therefore oil and other liquid contaminants are leaching into the ground and water course with no protection and ask for monthly update from WBC enforcement officer.

The ongoing issues with enforcement were discussed. The Clerk confirmed that he had spoken with Jason Varley, WBC who confirmed that Enforcement were understaffed but that recruitment will be over in July so fully operational from August. It was **AGREED** that the Clerk would follow the matter up with David Hare, Community Environmental Officer, Susan Parsonage, CEO, Wayne Smith.

The Clerk undertook to request an update from Cllr. Emmet on the license they are using

49.1 Clerk to write to resident to confirm action taken to date regarding pedestrian access.
This item was noted as complete.

49.1 Clerk to follow up on potential barrier installation from Shinfield Meadows onto Hyde End Road.
The Clerk confirmed that he was waiting for the results of a safety audit on the exit to ascertain whether a barrier was required.

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.
This item was noted as ongoing.

- 11.5 Clerk to provide update on the provision of a tool from Charlie Harding to get usable data from the air quality monitors
It was requested that the Clerk identify from the report the times of day during which maximum values were recorded to see if a pattern could be established.

This item was noted as ongoing.

- 7.1 Cllr. Lias to draft a letter to WBC outlining the requests in relation to speeding measures, asking what needed to be done by SPC to move them forward and asking for a resource to be allocated to assist SPC
Cllr. Lias confirmed that this action had been superseded by the news that a consultation would be taking place on this subject.

It was agreed that the Clerk would proceed with sending the locations of village gateway signs featuring the wording 'Welcome to xxx' to WBC seeking authority to erect.

- 10.4. Clerk to send letter to headteacher of Shinfield Infant School clarifying access routes to it for lorries
This item was noted as complete.

- 19.2 Clerk to approach RPS for quote to carry out traffic survey in Spencers Wood
The Clerk confirmed that he had approached RPS for a quote but was awaiting a response. It was **AGREED** that the Clerk would ask John Russell, of Motion to see if they could quote for carrying out the service. Motion had agreed to the survey but was postponed due to COVID restrictions.

- 19.4 Clerk to ask the Administrator to place a message on SPC's Facebook page to make people aware that the location of bus stops in the parish was under consideration and noting that representatives of Reading Buses would be attending the next Full Council meeting which residents were welcome to attend.

This item was noted as complete

The Clerk undertook to write to Reading Buses to ask them to investigate the possibility of a bus stop on The Basingstoke Road near the t junction with Hyde End Road where there was a long gap in bus stops requiring residents to walk considerable distances for public transport.

- 9.1 Clerk to arrange a meeting with committee members and the developers of the Stanbury House development.
This item was noted as complete.

- 25.2 Clerk to obtain copy of the planning officers report in respect of application 191655 Crosfields School
The Clerk confirmed that the report had been circulated and that it was now available on the WBC planning portal.

- 25.3 Crosfields School planning application: Clerk to request the draft cover plan affording the opportunity to comment on it.

A discussion took place as to whether to challenge the decision-making process used in granting permission for two new entrances to the school given the anticipated impact that this would have on traffic.

It was **AGREED** that Cllr. Lias would seek advice from John Russell at Motion on next steps.

- 26.2.3 Clerk to ask David Hare to investigate enforcement at Carney's Yard
This action was carried forward as part of item 85.0 (see above)

27.1.5 Cllr. Peer to speak to John Russell, Motion to ascertain costs for preparing a report to support SPC's position on speeding in Grazeley

It was requested that responsibility for the action changed from Cllr. Peer to Cllr. Lias and confirmed that the matter was ongoing.

27.1.6 Cllr. Lias to suggest to the resident that banners be placed on his fence printed with temporary chevrons funded by SPC

The Clerk confirmed that speed chevron banners would be placed outside the relevant property in Grazeley during week commencing 8 June 2020.

31.0 Clerk to complete consultation form on joint minerals and waste plan.

This item was noted as complete.

36.2 Matters Arising

There were no matters arising.

19/PC/37

37.1 Schedule of Deposited Plans

Application No: 200400

Site Address: 16 Cutbush Lane Shinfield Wokingham RG2 9AH

Description: Householder application for proposed erection of a single storey rear extension including the insertion of 1no. roof light, following demolition of existing single storey rear extension.

SPC response: No comment

List of plans approved:

Application Number: 200312

Site Address: Gravelly Bridge Farm, Grazeley Green Road, Grazeley, Wokingham. RG7 1LG

Description: Full approval for the temporary change of use of the agricultural land to soil and aggregate production with a single storey site office and bunds (retrospective)

The Clerk undertook to request an explanation of how the decision was made regarding this application since the SPC were clear that they wished the operation to be local and within 5 miles radius of the site.

List of Plans appealed:

There were no plans appealed.

List of plans refused:

There were no plans refused.

20/PC/38

Enforcement Notices

38.1 Clerk shared list of outstanding enforcement cases with the committee.

38.2 The Clerk was asked to ascertain from WBC why ongoing cases relating to the One Stop shop/Mallards or Carneys were not listed and to obtain more information on the case relating to Milestone Cottage.

38.3 The enforcement table submitted by WBC was **NOTED**

20/PC/39 **Highways, street lighting and footpath matters**

39.1 Highways

The Clerk and Cllr Lias raised the fact that WBC were running a consultation on 30mph throughout the urban borough.

39.2 Lighting Matters

There were no lighting matters

39.3 Footpath Matters

The Clerk confirmed that footpath 11 was now complete and that residents had responded positively to the action taken. The Clerk undertook to get signs put up stating that the work had been organised by SPC.

20/PC/40 **Planning Strategy**

40.1 The committee considered the objectives of SPC's planning strategy and discussed issues affecting its ability to carry it out effectively. A number of decisions and actions were **AGREED** as a result of the discussion:

- Due to the limited resources available the committee should focus on larger developments taking professional advice where appropriate.
- There would be a stronger focus on raising awareness of planning issues in the community. The SPC website would be used to inform residents and encourage them to take action. Councillors would provide the Administrator with content.
- A review of the Planning and Highways budget would take place
- The Clerk would contact B/Cllrs to request that they respond to large developments
- The Clerk would circulate details of planning applications weekly (Monday email) in advance of each Planning meeting to gain consensus on what course of action to take. The three categories of action would be:
 1. No action
 2. Inform the community and respond
 3. Provide a professional response

The categories would be added to the committee terms of reference.

- Cllr. Grimes to speak with John Halsall, Leader of the Council, regarding progress on the local update plan.
- Meetings to be arranged between SPC, the WBC planning team and Wayne Smith to better understand the planning process.

20/PC/41 **Correspondence Items**

Alternative planning consultants

41.1 Consideration was given to the appointment of alternative planning consultants in the event of a conflict of interest declared by ET Planning.

41.2 It was **AGREED** that the Clerk would write to the two alternative consultants RAW Panning and AH Planning confirming that SPC would hold their details on record and contact them should their services be required.

20/PC/42 **Project Schedule**

The project schedule was **NOTED**.

20/PC/43 **Late entries**

43.1 A letter had been received from WBC noting that a traffic speed survey had been conducted at Grazeley near the site of a fatal accident earlier in the year. It was noted that no action would be

taken regarding speeding enforcement until after the inquest had been held. It was requested that Cllr. Lias furnish the Administrator with content on the issue for the SPC website and that the situation was monitored.

43.2 Cllr. Lias stated that planning permission for 6 caravans to be sited near wellington country park had been granted but that there had been no consultation with residents. The matter was **NOTED**.

20/PC/44 **Date of Next Meeting:** 2 July 2020

The meeting ended at 9:50

Action points

Ref:	Action:	By whom:
85.0	Clerk to revert to West Berkshire Council advising that lorries were stored on un-made land therefore oil and other liquid contaminants are leaching into the ground and water course with no protection and ask for monthly update from WBC enforcement officer. Cllr Emmet to check which licence they were using	Clerk Cllr. Emmet
49.1	Clerk to report on safety audit findings in relation to potential barrier installation from Shinfield Meadows onto Hyde End Road.	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
115	Clerk to identify from the air pollution data the times of day during which maximum values were recorded to see if a pattern could be established.	Clerk
7.1	Clerk to send locations of village gateway signs to WBC	Clerk
19.4	Clerk to write to Reading Buses to ask them to investigate the possibility of a bus stop on Basingstoke road by t junction with Hyde End Road west where a gap in stops requires residents to walk considerable distances for public transport.	Clerk
25.3	Crosfields School planning application: Cllr. Lias would seek advice from John Russell at Motion on next steps re Possible JR re statement that RBC increased congestion on the road due to their changes.	Cllr. Lias
27.1.5	Cllr. Lias to speak to John Russell, Motion to ascertain costs for preparing a report to support SPC's position on speeding in Grazeley	Cllr. Lias
27.1.6	Banners to be placed on resident's fence printed with temporary chevrons funded by SPC in Grazeley	Clerk
37.0	Clerk to request an explanation of how the decision was made regarding planning application 200312 Graveley Farm and no reference to local work within 5mile radius.	Clerk
38.2	Clerk to ascertain from WBC why ongoing cases relating to the One Stop shop/Mallards or Carneys were not listed and to obtain more information on the case relating to Milestone Cottage.	Clerk
40.1	Planning and Highways budget review to take place	Cllr. James/Peer
40.1	Categories of action to be taken to be added to committee TOR	Clerk
40.1	Cllr. Grimes to speak with John Halsall, Leader of the Council, regarding progress on the local update plan.	Cllr. Grimes
40.1	Meetings to be arranged between SPC, the WBC planning team and Wayne Smith to better understand the planning process.	Clerk
41.2	Clerk to write to two alternative consultants confirming that SPC would hold their details on record and contact them should their services be required	Clerk
43.1	Cllr. Lias to furnish the Administrator with content on the issue for the SPC website and situation to be monitored.	Cllr. Lias/All

Planning stats:

Number of plans reviewed (Civic year to date)	103
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