

Minutes approved on:	
----------------------	--



Clerk: Mike Balbini
Shinfield Parish Hall
School Green
Shinfield
Reading
RG2 9EH
Tel: (0118) 988 8220
E-mail: clerk@shinfieldparish.gov.uk
www.shinfieldparish.gov.uk

DRAFT

Minutes of a meeting of the Planning Committee held on Thursday 2 July 2020 by video conference, commencing 19:30 hrs.

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

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

Ref Minute

20/PC/45 **Public Questions**

45.1 There were no public questions

20/PC/46 **Apologies and declarations of members' interests**

46.1 Apologies were received from Cllr N Boyer

46.2 There were no declarations of interest.

20/PC/47 **Minutes of the previous meeting**

47.1 The minutes of the previous meeting of Thursday 4 June 2020 were agreed as a correct record of the meeting and signed by Cllr. Peer.

20/PC/48 **48.1 Actions**

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.

The Clerk gave an overview of the current situation. West Berkshire Council had confirmed that they could not action a complaint unless contamination existed on site and the enforcement team at WBC was insufficiently resourced currently meaning that they would not be able to meet with SPC until August at the earliest.

Cllr. Emmment confirmed that the vehicles stored on site were not goods vehicles and therefore they were not covered by goods vehicle operating licence legislation.

The Clerk noted that he is scheduling a meeting between Susan Parsonage, CEO, Chris Howard, Wayne Smith of WBC and Cllr. Grimes and Cllr. Peer, SPC to discuss ongoing issues either w/c 06th July or w/c 20th July.

49.1 Clerk to follow up on potential barrier installation from Shinfield Meadows onto Hyde End Road.

The Clerk confirmed that the temporary herras fencing closing the footpath had been removed, that white lines would be painted on the road and that vegetation had been cut back on the road

to allow improved sight for pedestrians.

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 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.

19.2 Clerk to approach RPS for quote to carry out traffic survey in Spencers Wood

This item was noted as ongoing.

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

The Clerk noted the response from Reading Buses circulated prior to the meeting which had confirmed their intentions to arrange a site meeting with representatives from the WBC transport team to identify potential locations for bus stops on both sides of Hyde End Road between Croft Gardens and the Basingstoke Road. It also noted that there were no plans to relocate the bus stops on the Basingstoke Road near St Michael's Hall and the Hyde End Road junction.

The Clerk undertook to respond to Reading Buses requesting that further consideration was given to the placement of additional bus stops on the Basingstoke Road to ensure that guidelines stating that bus stops should be located so that public transport trips involved a walking distance of less than 400m from the nearest bus stop, issued by the Chartered Institution of Highways and Transportation in 'Planning for Public Transport in New Developments', were adhered to.

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

Cllr. Lias confirmed that he had approached John Russell at Motion regarding two issues. The first being, the second being

It was **PROPOSED** that SPC accept the two fixed fees put forward by Motion:

- £750 + VAT to act on behalf of SPC to challenge permission granted by WBC to create two entrances to Crosfields School amid concerns over the impact on traffic and;
- £1250 + VAT to prepare a report to support SPC's position on speeding issues in Grazeley.

Proposed: Cllr. Peer Seconded: Cllr Jahromi Unanimously Agreed

Cllr. Lias undertook to provide Motion with speeding data obtained by Cllr. Boyer.

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

See above item 25.3

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 the resident had refused the chevron banners printed by SPC as he was now planning to sell the property. This item is now complete.

37.0 Clerk to request an explanation of how the decision was made regarding planning application 200312 Graveley Farm given a request made by SPC to keep operations within a five mile radius of the site

The Clerk confirmed that the relevant planning officer at WBC had responded and stated that the

request by SPC to keep operation within a five-mile radius of the site were not reasonable.

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.
It was **AGREED** that this issue would be raised at the meeting provisionally scheduled to take place in July as outlined in item 85 above.

40.1 Planning and Highways budget review to take place
Cllr. James confirmed that this item was complete.

40.1 Cllr. Grimes to speak with John Halsall, Leader of the Council, regarding progress on the local update plan.
This item was noted as ongoing.

40.1 Meetings to be arranged between SPC, the WBC planning team and Wayne Smith to better understand the planning process.
See item 85 above.

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.
This item was noted as complete.

43.1 Cllr. Lias to furnish the Administrator with content on the issue for the SPC website and situation to be monitored.
Cllr. Lias confirmed that he would forward content to the administrator to be placed on the SPC website requesting that residents respond to the Wokingham consultation on speed limits, stating that comments were factual and not emotional.

48.2 Matters Arising
There were no further matters arising.

19/PC/49

49.1 Schedule of Deposited Plans

Application No: 201210

Site Address: 282a Hyde End Road Spencers Wood Wokingham RG7 1DN

Description: Householder application for the proposed erection of a single storey extension to south elevation of existing annex, alterations to roof to create larger first floor habitable accommodation, replacement of existing flat roof to pitched roof, plus the insertion of 9no. roof lights.

SPC response: No comment

List of plans approved:

Application Number: 201087

Site Address: 3 Hollow Lane, Shinfield, RG2 9EG

Description: Householder application for proposed erection of a single storey side/rear extension including the insertion of 1no. roof light, first floor side extension, plus changes to fenestration.

List of Plans appealed:

There were no plans appealed.

List of plans refused

There were no plans refused.

19/PC/50

Terms of Reference for the Monday Planning Email

Draft Terms of Reference setting out a decision-making framework to be used by the committee in response to the newly adopted process of circulating a weekly e-mail, detailing new planning applications, and seeking feedback on them had been circulated prior to the meeting. Members agreed

that the process was working well overall and should continue, noting that this was enabling SPC to meet the 21-day deadline for comments. Cllr. Peer noted the low response rate to some e-mails and reminded members of the importance of replying.

It was **AGREED** that a simple traffic light system be used for decision making and added to the terms of reference as follows:

- Green: Straightforward planning application, no action needed
- Amber: Some grey areas, committee to discuss
- Red: Serious concerns raised, committee to take action

20/PC/51 **Enforcement Notices**

51.1 An enforcement update had been received from WBC. The Clerk confirmed that there were no changes from the previous table circulated.

51.2 Update on WBC/SPC meeting on enforcement
See above item 48.1 85.0

51.3 Verbal update from the Enforcement Working Party on progress
See above item 48.1 85.0

20/PC/52 **Highways, street lighting and footpath matters**

52.1 Highways
The Clerk undertook to find out from WBC about the closure of Ryeish Lane for road works.

52.2 Lighting Matters
There were no lighting matters.

52.3 Footpath Matters
There were no footpath matters.

20/PC/53 **Correspondence Items**

53.1 **Report of an Audit of Stiles in Wokingham Borough**
The committee **NOTED** the audit report of stiles in the Borough of Wokingham Borough submitted by the Loddon Ramblers. The Clerk undertook to contact the Loddon Ramblers to understand whether there was an intention to approach SPC for funding for gates where these had been recommended within the report.

53.2 **Article on New Planning Regulations**
An article detailing radical changes to planning regulations in order to kick start the construction industry as announced by the Prime Minister was **NOTED**. Concerns were raised that this may lead to further large developments in the parish.

53.3 **Phone Masts**
The Clerk confirmed that he had received confirmation that work taking place on masts in the area was an upgrade to the existing radio base station for MBNL on behalf of Hutchison 3G UK Limited and was compliant with National Planning Policy guidance to utilise existing radio base stations. The work was required as a result of the surge in use of the network as a result of the pandemic.

53.4 **Footpath Leading to Bungalows on Millworth Lane**
The Clerk highlighted a complaint had been received from a resident about inadequate resurfacing work carried out on a footpath leading to Bungalows housing elderly people. A resident had fallen on the path since the work was completed. It was **AGREED** that the Clerk would write to WBC requesting that they rectify the situation urgently as it was a matter of health and safety.

53.5 **Heras Fencing on Spine Road**
The Clerk undertook to contact WBC to ascertain when Heras fencing would be installed to ensure that

the construction site was fenced off and therefore safe.

20/PC/54 **Project Schedule**

It was **AGREED** that the Clerk would update the schedule to reflect that item PS 19, Mere oak pedestrian crossing, would be placed on hold until at least 2021

The project schedule was **NOTED**.

20/PC/55 **Date of Next Meeting:** 06 August 2020

The meeting ended at 9:00

Action points

Ref:	Action:	By whom:
85.0, 38.2, 40.1	Clerk to schedule meeting in July between representatives of WBC and SPC to discuss various issues including enforcements and planning processes.	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
19.4	Clerk to respond to Reading Buses requesting that further consideration was given to the placement of additional bus stops on the Basingstoke Road to ensure that guidelines stating that bus stops should be located so that public transport trips involved a walking distance of less than 400m from the nearest bus stop were adhered to.	Clerk
25.3	Crosfields School planning application: Motion to be instructed to go ahead with challenging planning decision and provided with speeding data collated by Cllr. Boyer	Cllr. Lias
27.1.5	Motion to be instructed to prepare a report to support SPC's position on speeding in Grazeley	Cllr. Lias
40.1	Cllr. Grimes to speak with John Halsall, Leader of the Council, regarding progress on the local update plan.	Cllr. Grimes
43.1	Cllr. Lias to furnish the Administrator with content relating to the WBC speeding consultation for the SPC website	Cllr. Lias
50.0	Traffic Light decision-making process to be added to committee TOR for planning e-mails	Clerk
52.1	Clerk to find out about possible closure of Ryeish Lane for roadworks	Clerk
53.1	Clerk to contact the Loddon Ramblers to understand whether there was an intention to approach SPC for funding for gates where these had been recommended within the report.	Clerk
53.4	Clerk to write to WBC requesting that they rectify the footpath leading to bungalows on Millworth Lane urgently as it was a matter of health and safety.	Clerk
53.5	Clerk to contact WBC to ascertain when Heras fencing would be installed to ensure that the Spine Road construction site was fenced off and therefore safe.	Clerk
54.0	Clerk to update status of ps19, Mere oak Pedestrian access on project list to 'On Hold'	Clerk

Planning stats:

Number of plans reviewed (Civic year to date)	104
---	-----