

16/05/2023

**To:** Councillors Phil Barnett, Vera Barnett, Jo Day, Sam Dibas, Nigel Foot, David Harman, Roger Hunneman, Ian Jee, David Marsh, Vaughan Miller, Andy Moore and Tony Vickers

**Substitutes:** All remaining Members of the Council

Dear Councillor,

You are summoned to attend a meeting of the **Planning & Highways Committee** on **Monday 22 May 2023 at 7:30 pm.**

The meeting will be held in the Council Chamber, Town Hall, Market Place, Newbury, RG14 5AA. The meeting is open to the press and public, and, if required, streamed via Zoom:

Join Zoom Meeting:

<https://us02web.zoom.us/j/82484381674?pwd=VXU5a3VWaHlwYlZzYnRPSjRsNFRpZz09&from=addon>

Meeting ID: 824 8438 1674

Passcode: 591190

**Hugh Peacocke**  
**Chief Executive Officer**

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### **AGENDA.**

- 1. Apologies**
- 2. Declarations of Interest and Dispensations**  
**To receive** any declarations of interest relating to business to be conducted in this meeting and confirmation of any relevant dispensations.
- 3. Election of Chairperson and Deputy Chairperson**  
**3.1 To Elect** the Chairperson for the Committee for the coming year.  
**3.2 To Elect** the Deputy Chairperson for the Committee for the coming year.
- 4. Minutes (Appendix 1)**  
**To approve** the minutes of a meeting of the Planning & Highways Committee held on Monday 24/4/2023 (Appendix 1.1 and 1.2)

Town Hall, Market Place, Newbury, RG14 5AA

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we can all be proud of.

5. **Questions and Petitions from Members of the Public**  
Questions, in writing, must be with the CEO by 2:00 pm on Friday 19/05/2023.
6. **Members' Questions and Petitions**  
Questions, in writing, must be with the CEO by 2:00 pm on Friday 19/05/2023.
7. **Schedule of Planning Applications (Appendix 2)**  
**To Comment** on the planning applications listed at the attached schedule.
8. **Schedule of Licensing Applications (Appendix 3)**  
**To Comment** on the licensing applications received.
9. **Neighbourhood Development Plan Steering Group (Appendix 4)**  
**To Approve** the Terms of reference and the Membership of the Council's Steering Group for the Neighbourhood Development Plan.
10. **Working Groups (Appendix 5)**  
**To Approve** the Terms of reference and the Membership of the Committee's Working Groups  
(The Canal Corridor Working Group-Appendix 5.1  
The Heritage Working Group- Appendix 5.2  
The Sandleford Joint Working Group- Appendix 5.3  
The Town Centre Working group- Appendix 5.4)
11. **Update from The Western Area Planning Committee**  
**To Receive** an update on any relevant business from the Western Area Planning Committee.
12. **Forward Work Programme for Planning & Highways Committee (Appendix 6)**  
**To Note** and agree any other items that Members resolve to add to the Forward Work Programme.

**Minutes of a meeting of the Planning and Highways Committee held at 7:30 pm on Monday 24<sup>th</sup> April 2023, in the Council Chamber, Newbury Town Council, Town Hall, Market Place, Newbury,**

**Present**

Councillors Phil Barnett, Jeff Beck, Jo Day, Billy Drummond, Roger Hunneman, Pam Lusby Taylor, Vaughan Miller, Andy Moore and Gary Norman.

**In Attendance**

Hugh Peacocke (Chief Executive Officer)

**187. Apologies**

Apologies received from Councillor Nigel Foot, David Marsh and Tony Vickers.

**188. Declarations of Interest and Dispensations**

The CEO declared that Councillors Phil Barnett, Jeff Beck, Billy Drummond and Andy Moore are also Members of West Berkshire Council, which is declared as a general interest on their behalf and a dispensation is in place to allow them to partake in discussions relating to West Berkshire Council business.

Councillor Phil Barnett and Billy Drummond are also Members of Greenham Parish Council.

The CEO made the following statement on behalf of Councillors Phil Barnett and Jeff Beck who are members of West Berkshire Council Planning Committee and Councillor Andy Moore, who is a Substitute Member: "I wish to make it clear that any comments I make tonight are only being made in relation to the formulation of the Town Council's view and is not in any way prejudging the way that I may vote when any application is considered by West Berkshire District Council. At that time, I will weigh up all the evidence.

Cllr. Phil Barnett declared personal interests in Applications No. 2 and 16.

**189. Minutes of the Meeting of the Planning and Highways Committee held on Monday 27<sup>th</sup> March 2023.**

**Proposed:** Councillor Jeff Beck

**Seconded:** Councillor Billy Drummond

**Resolved:** That the minutes of the meeting held on 27/03/2023, be approved and signed by the Chairperson.

- 190. Actions from previous meetings**
- Consultation responses sent to West Berkshire District Council.
  - Committee response to the Cold Ash NDP sent.
  - Response received from Thames Valley police regarding electric scooters sent to Members.
  - Wrote to the Conservation Officer regarding listed buildings at risk, as requested by The Heritage working group. They are in touch with several of the owners and will assess the other buildings.
  - Vodafone and Cornerstone:
    - Wrote to Mr. Matthews and Mr. Knowles and thanked them for their attendance and the presentation
    - Sent a copy of the presentation to each member of the Committee
    - Wrote to the Mast providers and the PA re mast at Kiln Road.
    - *Per PA, they have run into difficulties with a gas main and need to submit a new planning application.*
    - Add this item to the agenda so that members and drafted a protocol for the Committee to consider for responding when consulted regarding mobile mast applications.
- 191. Questions from members of the public**  
None
- 192. Members' Questions and Petitions**  
None
- 193. Schedule of Planning Applications**  
Resolved that the observations recorded as Appendix 1.2 to these minutes be submitted to the planning authority.
- 194. Schedule of Licensing Applications**
- Applicant: podium Place: No objection
  - Applicant: Bite Express Ltd.: Close at 11.00 pm, having regard to nearby residents.
- 195. Infrastructure for Mobile Technology**  
The meeting considered the report from the Chief Executive Officer, which recommended a protocol for the council to follow when consulted by mobile infrastructure providers.
- Proposed:** Councillor Roger Hunneman  
**Seconded:** Councillor Vaughan Miller  
**Resolved:** That the Committee approves the protocol as presented.

**196. Responding to Planning Applications**

The meeting considered the report from the Chief Executive Officer, recommending that the Council review the process for responding to consultations on planning applications.

The meeting proposed the following amendments:

1. When notified of each planning application, NTC officers will decide which application should be brought to the agenda and letters sent out. In considering this matter, the officers should have regard to the following criteria:
  - a. All applications which require *national or local* Listed Building consent should be on the agenda
  - b. All applications which result in an extra dwelling should be on the agenda
  - c. Any substantial non-residential proposals should be on the agenda.
  - d. *If there are any objections on the WBC Planning Portal, or if any member of the public has written to NTC about an item, the application should be added to the agenda.*
2. Officers will send to each Committee member, each Friday, a weekly list of all applications notified and indicating which applications will be included on the agenda for the next committee meeting.
3. Any Committee member can request that any other application on the list be included on the agenda ( by 5.00 pm on the following Monday). In making such a request, the committee member will be required to declare that they have no “Disclosable Pecuniary interest” or personal interest in the application.

The meeting commented that following the District Council elections there might be a review of the notification process by the Planning Authority. In the circumstances, it was agreed to trail this process for 3 months.

**Proposed:** Councillor Jeff Beck

**Seconded:** Councillor Jo Day

**Resolved:** That the Council trials the process above for 3 months.

**197. Update on Newbury’s Neighbourhood Development Plan**

The meeting noted that the Steering Group was suspended until after the Town Council elections. The new Committee, meeting on 22 May, will elect Councillor members to the Steering Group to progress this matter.

**198. Update from The Western Area Planning Committee**

There had been no meetings of the Western Area Planning Committee since the last meeting of this Committee.

**199. Forward Work Programme for Planning & Highways Committee**

Noted.

Agreed to add Neighbourhood development plan to the agenda for 22 May and the review of the planning applications consultation process after 3 months.

**200. Chairman's outgoing remarks**

The chairman pointed out that this was the last meeting of this committee and the last official meeting of the current Council.

The Chairman told the meeting that he had received the following message from the CEO:

*It has been great to serve with you and your colleagues on what has been such a busy and important Committee.*

*The Committee has delivered great outcomes for the Council and the people of Newbury on a number of very significant items, such as the Local Plan Review, The Town Centre Master Plan, The Town Centre Draft Conservation Area Appraisal, having the Football ground listed as a Community Asset, The work of the Sandford Joint working Group and the emerging Neighbourhood Development Plan. All of this in addition to the Committee's ongoing work in responding to planning applications in Newbury on behalf of the local community.*

*Many thanks for your assistance and support and your huge voluntary contribution over the past 4 years.*

The Committee thanked the CEO and the council's staff for their work and support.

The Committee also noted that this was Cllr. Jeff Beck's last meeting as he was not running for election in May. The meeting acknowledged Cllr. Beck's contribution to the council and community over the past 23 years.

**There being no other business, the Chairperson declared the meeting closed at 9.17 pm**

Signed: \_\_\_\_\_  
Chairperson

Date: \_\_\_\_\_

**Planning and Highways Committee Meeting**  
**Schedule of Resolutions on Planning Applications**  
**Made at the meeting held on 24/04/2023**

<b>Application Number</b>	<b>Location and Applicant</b>	<b>Proposal</b>	<b>Resolution/ Comments</b>
<a href="#"><u>23/00688/HOUSE</u></a>	21 Kiln Road, Newbury for Mr & Mrs Curtis	Demolition of existing single storey garage; new garage with storage space above; and enlarged car parking area for 3 cars by extending parking area with gabion basket type retaining wall to western boundary	Objection: Poor design of the new storage area over the garage and concerns about the retaining wall
<a href="#"><u>23/00740/HOUSE</u></a>	3 Riverside Lane, Newbury for Mr D Paul & Mrs J S Talmage	Remove existing wooden 5 bar gates and pedestrian side gate and replace with 2m high black wrought iron gates which will be automated	The Town council supports this application
<a href="#"><u>23/00811/FUL</u></a> <b>(Adjacent parish)</b>	9 - 11 Highwood Close, Shaw, Newbury for Mr G Oliver	Proposed single storey rear extensions.	No objection.
<a href="#"><u>23/00698/HOUSE</u></a>	107 Boundary Road for Ms E Cleaver & Mr S Tolloczcko	Single storey rear extension	No objection, subject to compliance with officers' recommendations
<a href="#"><u>23/00699/HOUSE</u></a>	11 Greenlands Road, Newbury for Mr & Mrs Castello	Single storey front extension	No objection.
<a href="#"><u>23/00073/FUL</u></a>	Innovation House, Abex Road, Newbury for I.T.S.	Extension to existing warehouse and production facility	No objection.
<a href="#"><u>23/00810/HOUSE</u></a>	Floral Bank, Greenham Road, Newbury for Mr David Fitton	First floor extension	No objection.
<a href="#"><u>23/00808/HOUSE</u></a>	50 Newtown Road, Newbury for Mr & Mrs Bailey	Single storey extension to the rear of the property	No objection.

<b>Application Number</b>	<b>Location and Applicant</b>	<b>Proposal</b>	<b>Resolution/ Comments</b>
<a href="#">23/00692/HOUSE</a>	12 Donnington Square, Newbury for Mr Tom Liddell	Section 73: Variation/removal of condition 2 (Approved plans) of approved 22/00551/HOUSE – Single storey rear/side extension, first floor side extension, basement accommodation, new external swimming pool and associated landscaping plus alterations and external repairs / energy improvements to the existing property	No objection.
<a href="#">22/02492/FUL (Amended Plans)</a>	Aldi Foodstore Ltd, London Road for Aldi Foodstores Ltd	<b>Original Plans:</b> Demolition of the existing office building, and the extension and reconfiguration of the existing foodstore car park, with other associated works	No Objection.
<a href="#">23/00554/HOUSE</a>	19 Meadow Road, Newbury for Mr & Mrs Pender	Proposed two storey side extension to include the installation of solar panels	No Objection.
<a href="#">23/00578/FUL</a>	York House, 50 Andover Road, Newbury for Mr Alexander Glen	Change of Use from C2 to C3. (Conversion of single dwelling from previous commercial use)	No Objection, subject to compliance with the Highways Officer.
<a href="#">23/00649/HOUSE</a>	35 Paddock Road, Newbury for Mr Ramki Krishnamoorthy	Proposed demolition of existing Garage/Storage space; replaced with single storey side extension, enlarged living space with internal renovations, conversion of part roof from Hip to Gable, small side roof dormer and Velux windows	No Objection, subject to compliance with the Highways Officer. Also, the PA should the impact on privacy and sunlight to the neighbouring property.
<a href="#">23/00701/HOUSE</a>	2 Dormer Close, Newbury for Mr & Mrs L Rawlings	Addition of single storey rear and two storey side extensions to main dwelling and new attached single garage	No Objection, subject to compliance with the Highways Officer and the CMS
<a href="#">23/00684/HOUSE</a>	19 Wendan Road, Newbury for Mr & Mrs Marriage	Single storey rear extension	No Objection.
<a href="#">23/00732/HOUSE</a>	180 Andover Road, Newbury for Mr Matthew Baillie	Two storey extension to side/rear of property, new driveway and new vehicular access to Andover Road	Objection- design and location of windows on the ground floor and the first floor.
<b>Application Number</b>	<b>Location and Applicant</b>	<b>Proposal</b>	<b>Resolution/ Comments</b>



<a href="#">23/00723/LBC</a>	3 Bowdown Court, Bartholomew Street, Newbury for Stonewater South East	Proposed replacement windows and doors	No Objection.
<a href="#">23/00746/FUL</a>	4 & 5 Bowdown Court, Bartholomew Street, Newbury for Stonewater South East	Proposed replacement windows and doors	No Objection.
<a href="#">23/00671/FUL</a>	3 London Road, Newbury for Ashmere Homes Ltd	Change of use and conversion of office accommodation on three floors to 3 nos. HMOs and 1 no self-contained flat on the ground floor with improvements to bin store and cycle store	No objection, subject to a condition that the fire escape/ exit door to the courtyard is an alarmed fire door.
<a href="#">22/03094/FUL</a> <b>(Amended Plans)</b>	The Old Farmhouse, 3 Kennet Road, Newbury for	<b>Original Plans:</b> A building providing secure storage for properties 1, 3 and 4 The Old Farmhouse, storage for landlord furniture and maintenance equipment, and revised parking and turning configuration.  <b>Amended Plans:</b> The main changes are: Amended block plan and proposed plans received	No Objection, subject to a condition that the height of the proposed building does not exceed the height of the existing buildings on site.
<a href="#">23/00661/HOUSE</a>	120 Craven Road, Newbury for Ms Joanna Kempshall	Demolition of existing outbuilding. Erection of a single storey rear extension and new rooflights	No Objection.
<a href="#">23/00749/HOUSE</a>	1 Enborne Road, Newbury for Mr & Mrs Mark Brown	Replacement of existing single storey side extension with two storey extension to provide new staircase, utility room, first floor bathrooms	No Objection.
<a href="#">23/00773/HOUSE</a>	The Old Coach House Salcombe Road Newbury for Mrs D Arden-Hunt	Proposed removal of existing pre-fabricated garage, replace with a single storey rear extension to provide a living room, shower room and associated internal alterations.	No Objection.
<a href="#">23/00805/HOUSE</a>	88 Russell Road, Newbury for Mr & Mrs Simon Pearson	Front car port and single storey rear extension	No Objection.

**Planning and Highways Committee Meeting**  
**Schedule of Planning Applications to be considered**  
**22/05/2023**

Running Order	Ward	Application Number	Location and Applicant	Proposal
1.	Clay Hill	<a href="#">23/00963/OUTMAJ</a>	Land at Kennet Reach Ham Mill London Road Newbury for Mr C R Muller	Application for Outline Planning Permission with some matters reserved: Redevelopment of the site to provide a care home (Use Class C2) with associated car parking, landscaping, and access. Matters to be considered: Access, Appearance, Layout and Scale.
2.	Clay Hill	<a href="#">21/01452/FULEXT</a> (Amended plans)	Land South Of, Waller Drive, Newbury for CALA Management Ltd	<p>PROPOSAL: Full planning application for the redevelopment of the site for 48 dwellings (Use Class C3), public open space, play space, drainage, parking and associated access, infrastructure, landscape, ancillary and site preparation works, including demolition of existing structures and removal of existing hardstanding.</p> <p><b>Amendments to layout to include:</b></p> <ul style="list-style-type: none"> <li>- Increase garden size of plot 1, amendments to improve relationship between plot 33 and 32</li> <li>- Removal of parking spaces from the northern boundary to increase landscaping and tree retention</li> <li>- Justification for loss of trees on site</li> <li>- Amended hard and soft landscaping, change from ornamental to native hedgerows</li> <li>- Amended parking layout changing some garages to car ports</li> <li>- Amended drainage strategy including additional SuDS to include rainwater diffuser units and rain garden planters</li> <li>- Biodiversity Net Gain report and matrix</li> </ul>
3.	Wash Common	<a href="#">23/00980/HOUSE</a>	2 Bunkers Hill, Newbury for Mr M Eminovs	First floor side extension.

Running Order	Ward	Application Number	Location and Applicant	Proposal
4.	Wash Common	<a href="#">23/00841/TELE56</a>	Telecommunications Mast, Monks Lane, Newbury for Cornerstone	Application to determine if prior approval is required for a proposed: Proposed Base Station upgrade to the existing 11m High Flagpole. Proposed removal and replacement of existing 11m High Flagpole with proposed 20m High Hutchinsons Engineering Apollo Street Pole, existing 1No. meter cabinet with proposed 1No. meter cabinet and existing 3No. cabinets with proposed 1No. cabinet and sidepod. Proposed installation of proposed 3No. Antennas, 1No. GPS Module and associated ancillary works. Existing 2.0m high bushes to be cleared and treated for proposed tower.
5.	West Fields	<a href="#">23/00870/FUL</a>	The Old Farmhouse, 3 Kennet Road, Newbury for Four Acre	Change of use of outbuilding to one dwelling.
6.	Thatcham West	<a href="#">23/00989/FULMAJ</a> (Adjacent Parish)	Hambridge Lake Hambridge Road, Newbury for Mr Steve Hamilton	Construction of 9 holiday chalets and clubhouse with access from Hambridge Road, parking areas, new pedestrian links and ancillary works.

**Planning and Highways Committee Meeting  
Schedule of Licensing Applications  
22/05/2023**

Resolutions	Licence	Applicant(S)	Premises
	Licensing Act 2003 (Premises Licences & Club Premises Certificates) Regulations 2005 Premises Licence – <b>New/variation</b>  Ref: 21562	<b>Applicant:</b>  PODIUM PLACE LIMITED	<b>Location:</b> Podium Paddock, Unit C, 31 Bone Lane, RG14 4SH  <b>Proposal:</b> Revised application: Live Music, Recorded Music, Supply of Alcohol Monday to Sunday 00:00 – 24:00  <b>Previous application:</b> Supply of Alcohol Wednesday and Thursday 09:00 – 17:00 Friday 09:00 – 21:00 Saturday and Sunday 09:00 – 16:00

**Newbury's Neighbourhood Development Plan Steering Group  
Terms of Reference**

**Name:**     **NEWBURY'S NEIGHBOURHOOD DEVELOPMENT PLAN STEERING GROUP (Newbury's NDP SG)**

**Governance:** The Planning and Highways Committee (P&H) of Newbury Town Council (NTC) will set up Newbury's Neighbourhood Development Plan (NDP) Steering Group (SG). P&H will also determine when the Steering group may be discontinued.

**Purpose:** To deliver a draft neighbourhood Development Plan for consideration by P&H

**Members:**   **6 Councillors, to be appointed by P&H**  
                  **6 Members of the Public, to be invited by NTC**

The SG membership will be a cross-section of the Newbury community and will include 6 Newbury Town Councillors and 6 volunteers from the Newbury community.

The SG may recruit additional members if considered necessary.

If a member of the SG fails to attend 3 consecutive meetings without sending prior apologies, the member will be deemed to have resigned from the SG, unless otherwise agreed by the SG. Any member may resign from the SG provided they give written notice of their resignation to the Chairperson.

**Steering Group Roles:**

Chairperson and Deputy-Chairperson –

The Chairperson and Deputy-Chairperson can be any member of the Steering Group, elected to the position by the Steering Group.

The Chairperson's principal duties are to oversee the smooth running of meetings.

Should the Chairperson be unable to attend any meeting of the SG, the Deputy-Chairperson will chair the meeting.

The Chairperson will:

- Be consulted by the project manager on any reports coming from the SG.
- undertake their duties in a transparent and fair manner, ensuring that all views can be expressed at SG meetings
- ensure that these Terms of Reference are met

Secretary –	Responsible for the production of minutes and agendas for the SG and TSGs and maintaining the register of members attendance.
Project Manager –	Responsible for the day-to-day operations of the SG, filling out the project timeline/plan, and ensuring that the NDP keeps to this plan. They will be responsible for the production of updates and reports that will be presented to the Planning & Highways Committee, as well as NTC's Full Council meetings. These reports will detail the progress being made and how risks and hurdles are being managed.

### **Quorum:**

6 of the official group membership, including at least 3 Councillors and 3 non-Councillors.

### **Goals:**

To oversee the process whereby the Newbury NDP is drafted and consulted upon.

The draft NDP prepared by the SG will be considered by the P&H Committee, then go for approval from the full Council of NTC, before being submitted to a referendum.

The SG will aim to ensure that the NDP represents the views of the Newbury community, whilst complying with the Regulations in the National Planning Policy Framework and the Local Planning Authorities (Emerging) Local Plan.

### **Tasks and Deliverables:**

The SG will:

- deliver the overall scope and objectives of the NDP as agreed by P&H
- oversee all stages of the NDP's production
- manage the process of preparing and monitoring the draft plan
- consult the Newbury community to as great an extent as possible, seeking contributions from all demographics and communities
- communicate with the Local Planning Authority (West Berkshire Council) in the manner detailed in the Service Level Agreement
- communicate and engage with key stakeholders to seek to negotiate policies and outcomes that are fit for purpose and are best representative of the Newbury community
- oversee the consultation process

- form Topic Sub-Groups (TSGs) whose purpose is to make progress on individual policies, as determined by the SG
- oversee and agree the scope, quality, and coverage of the evidence prepared by each TSG, and make recommendations or amendments to these TSG as appropriate
- Present the draft Plan for consideration by the Council's P&H committee (P&H will review the draft plan and make any recommendations to Full Council that the committee considers appropriate. The draft plan must be approved by Newbury Town Council before going to referendum).

The TSGs will:

- elect a Chairperson and Deputy-Chairperson at their first meeting,
- manage the process of preparing and collecting planning evidence in support of the topic,
- consult with the Newbury community to as great an extent as possible, seeking contributions from all relevant demographics and communities when identifying problems and considering options,
- regularly report back to the SG about their progress and accept recommendations about the TSGs direction and rate of progress

### **Declaration of Interests:**

All members of the SG will agree to declare any pecuniary, non-pecuniary, or personal interests that may be perceived as being relevant to any decision of the SG

- 'interests' include public issues that individuals have championed in the past, work or social commitments to a group or issue, ownership of land or a business that is connected with the NDP, or any other matter that might be considered relevant
- Such interests shall be recorded and made publicly available.

### **Conduct:**

All members of the SG and all TSGs will agree to the following:

- that members will seek to put the interest of the Newbury Community before their own,
- that members will fairly represent all sectors of the Newbury community,
- agree to be bound by the Seven Principles of Public Life (the 'Nolan Principles'),
  - o These are: Selflessness, Integrity, Objectivity, Accountability, Openness, Honesty, and Leadership.
- that members will register their apologies and an explanation as to their non-attendance of any scheduled meetings wherever possible,

- that members will participate fully, constructively, and complete any agreed tasks between meetings,
- that members will maintain the good reputation of the Newbury NDP SG and NTC,
- that members will treat all staff and other members respectfully,
- that members will not communicate with the press or via social media about the NDP in their role as members of the SG without prior agreement of the Chairperson of the SG and the NTC CEO.
- that the secretary of the SG and TSGs will also produce agendas (with associated papers) 5 days before the meeting and minutes of their meetings in accordance with NTC's administrative guidelines and the Standing Orders. These will be circulated to all members of the SG and TSG and copied to the Town Council.
- And that members will read the papers and being prepared for meetings

### **Resources and Budget:**

Uses NTC meeting rooms, administration resources, and Officer time as approved by the P&H Committee.

The NDP SG has authority to expend any budget allocated to it by P&H. Such expenditure will be carried out in accordance with NTC Financial regulations.

NTC will administer all funding and payments according to its financial regulations.

### **Finance:**

All grants and funding will be applied for and held by the NTC. These funds are earmarked for NDP related expenditure only.

### **SG Governance:**

Proposals by members are decided through majority vote, with the Chairperson issuing a casting vote if necessary.

### **Dissolving the Steering Group:**

Upon the conclusion of the NDP, and the NDPs assent into planning law via a public referendum, NTC and the SG should discuss any future workings of the SG.

NTC reserves the right to dissolve the SG by a resolution of P&H.



**Additional Notes:**

The group will meet as required to efficiently and effectively progress its work.

The WG and TSGs may meet in person, virtually, or via a combination of the two.

Any changes required to this ToR must be approved by the P&H Committee.

30/05/2022

Ian Blake, John Brownell, Paul Millard, Anthony Pick, Louise Sturgess, and Kim Whysall-Hammond and Councillors Nigel Foot, Martin Colston, David Marsh, Vaughan Miller, Gary Norman, Martha Vickers appointed as members of the NDP Steering Group 2022-23

There is currently a vacancy for a lay-member, to be considered at the next Steering group meeting.

**Canal Corridor Working Group  
Terms of Reference**

**Name:** NEWBURY TOWN COUNCIL CANAL CORRIDOR WORKING GROUP (CCWG)

**Members:** Minimum 3 members to be appointed by NTC

( 22-23: Councillors Gary Norman, Roger Hunneman, Steven Masters, Tony Vickers, Martha Vickers, and Vaughan Miller appointed as NTC's members of the Working Group.)

**Other partners to be invited by NTC**

Membership will include key stakeholders around the Canal Corridor, from official bodies, local business, or individuals. Members can be added/removed as agreed at any meeting.

**Chairman:**

To be chaired by one of the elected members of Newbury Town Council.

**Quorum:**

4 of the official group membership, including at least 1 Councillor.

**Goals:**

To create an action plan, add necessary items, and assign ownership of those items with the goal of protecting, developing, and promoting the Newbury Canal Corridor.

**Deliverables:**

Outputs as defined in goals.

**Scope/Jurisdiction:**

The scope of the Canal Corridor Working Group will be to focus on the Canal Corridor between Guyers Lock and Ham Lock.

**Guidance from the Council:**

Input/recommendations may be provided through the Planning & Highways Committee.

**Resources and Budget:**

Uses Town Council meeting rooms, administration resources, and Officer time as approved by P&H. Secretarial support (agendas, meeting notes, circulation of information) is provided by NTC.

The Canal Corridor has separate budget lines defined within the Annual Budget. Any additional funding authorisation is sought from parent Committee.

**Governance:**

The Working Group will discuss proposals to be added to the action plan, proposed by members, and decided through majority vote, with the chair's casting vote if necessary.

**Additional Notes:**

The Working Group will communicate through email, phone, and meetings, both formally and informally. Relevant electronic documentation is stored on the Town Council IT data store.

The group will meet 3 times a year or as required.

These Terms of Reference may be reviewed and changed as necessary by the parent committee.

30<sup>th</sup> May 2022

**Heritage Working Group (HWG)  
Terms of Reference**

**Name:** NEWBURY TOWN COUNCIL HERITAGE WORKING GROUP (HWG)

**Members:** 3 members to be appointed by NTC  
Others as agreed by HWG

Members can be added / removed as agreed at any meeting.

**Chairperson:** The Chairperson must be an elected member of Newbury Town Council.

Secretarial support (agendas, meeting notes, circulation of information) is provided by NTC.

**Quorum:** 4 of the official group membership including at least 1 Councillor.

(Councillors Gary Norman, Nigel Foot, and Billy Drummond appointed as NTC's members of the Working Group, 22-23)

**Goals:**

1. To strengthen the protection of character buildings in Newbury Town Parish either by:
  - Seeking to formally list them via English Heritage – i.e. putting them on the national list
  - Getting them onto a 'local list' – including identification and assessment within Newbury civic parish in line with process published by West Berkshire Council. This extends protection to buildings which do not meet all the criteria for the national list.
  - Additionally, to strengthen and correct existing listings, where necessary Using dendro-chronology as required.
  - Seeking to achieve conservation area appraisals for all Newbury conservation areas.
2. To review and propose extensions to existing and new conservation areas in Newbury Town Parish, when consulted by West Berkshire District Council.
3. To provide input (and / or implementation plans) to proposed plaques / interpretation panels / information boards within Newbury ensuring accurate historic reflection of people, places, and buildings.
4. To respond to relevant consultations as they arise.
5. To provide relevant links with other like-minded groups and organisations.
6. Encouraging public involvement in Newbury's Heritage
7. Promote the Heritage Walks availability to the public in Newbury

**Deliverables:**

Outputs as defined in goals.

**Scope / Jurisdiction:**

As defined in goals.

**Guidance from the Council:**

Input / recommendations may be provided through the Planning & Highways Committee.

There will be close liaison, as appropriate, with the WBC Conservation Officer.

**Resources and Budget:**

Uses Town Council meeting rooms, administration resources and officer time as approved by P & H.

The HWG has separate budget lines defined within the Annual Budget.

Grant funding from outside bodies may be sought for specific projects.  
Any additional funding authorisation is sought from parent Committee.

**Governance:**

The Working Group will discuss proposals proposed by members and decide through majority vote, with the chair's casting vote if necessary.

**Additional Notes:**

The Working Group will communicate through email, phone, and meetings, both formally and informally.

Relevant electronic documentation is stored on the Town Council IT data store.

The group will meet 3 times a year or as required.

These Terms of Reference may be reviewed and changed as necessary by the parent committee.

30<sup>th</sup> May 2022

### **Sandleford Park Joint Working Group of Newbury Town Council and Greenham Parish Council**

#### **Terms of Reference**

##### **Purpose**

1. The purpose of the Joint Working Group is to make recommendations to the constituent Councils (Newbury Town Council and Greenham Parish Council) addressing issues regarding development proposals for Sandleford Park.
2. This document records the parties' agreement to the objectives, parameters and scope of the work, and the process the Joint Working Group will use to develop these principles.

##### **Background**

3. The Planning Authority, West Berkshire District Council is empowered to deal with planning applications for proposed development at Sandleford Park, Newbury. The constituent parish councils are statutory consultees in the planning process.
4. The Sandleford Park lands cross the boundaries of both parish councils.
5. Both parish councils agree that they could benefit by working together and sharing local knowledge and expertise when considering the development proposals and any amendments or revisions to the development proposals, including where appropriate, "Applications for the Approval of Details Reserved by Condition".

##### **Objectives**

6. To make recommendations to each parish council when considering development proposals for Sandleford Park and any amendments or revisions to the development proposals, including where appropriate, "Applications for the Approval of Details Reserved by Condition".

##### **Membership**

7. The Joint Working Group shall comprise 3 Councillors from each Council

##### **Meetings**

8. Either of the constituent Councils may request a meeting of the Joint Working Group.

##### **Quorum**

9. The quorum for meetings of the JWG shall be 4, with at least 2 members from each Council.

##### **Support**

10. The Clerks of the Councils will provide secretariat support to the Joint Working Group as required.

Councillors Roger Hunneman, David Marsh, and Tony Vickers appointed as NTC's members of the Joint Working Group, 2022-23

**Newbury Town Council**

**Town Centre Working Group**

**Remit:** To make recommendations regarding items related to the Town Centre in :

- NTC Strategy 2019-2024,
- The Newbury Neighborhood Development Plan
- Vision 2036 and
- The BID Business Plan Term III

**Town Centre area:**

North boundary: Bath Road- London Road

East: Boundary Road- Robin Hood Roundabout

South: The railway line

West: Kennet Road-West Street

**Membership:** The following organisations invited to nominate up to 4 members:

NTC (The Chairs of P & R, P &H and Community Services),  
WBC, BID, TVP

The Working Group may also invite any other person whose expertise/ experience they require.

**Reporting:** To the Planning and Highways Committee, every quarter

**Support/ Admin:** To be provided by Newbury Town Council

**Budget:** As allocated by NTC. Other parties also welcome to contribute.

**Term:** To be approved at the first meeting of the Planning and Highways Committee in each municipal year.

**Newbury Town Council**

Forward Work Programme for Planning and Highways Committee: 22 May 2023.

**Standing Items on each (ordinary meeting) agenda:**

1. Apologies
2. Declarations of Interests and Dispensations
- 3.1 Approval of Minutes of previous meeting
- 3.2 Officer's report on actions from previous meeting
4. Questions/Petitions from members of the Public
5. Questions/Petitions from Members of the Council
6. Schedule of Planning Applications
7. Schedule of Prior Approval Applications (if any)
8. Schedule of Licensing Applications (if any)
9. Schedule of Appeal Notifications (if any)
10. Schedule of Appeal Decisions (if any)
11. Neighbourhood Development Plan – Update (if any)
12. The Western Area Planning Committee – Update

At the first Committee meeting after the annual meeting of the Council	Election of Chair/ Deputy
	Approval of ToRs and memberships of Working Groups
June/September/December/March (Quarterly)	Updates on Section 215 of the Town and Country Planning Acts.
Each November	Review of KPI's for Planning and Highways Committee
	Send Budget and Strategy proposals to RFO
2023	
11 September	Review of Planning Applications consultation arrangements