

5th May 2020.

To: Councillors Phil Barnett; Jeff Beck; Billy Drummond; Nigel Foot; Roger Hunneman; Pam Lusby Taylor; Stephen Masters; Vaughan Miller; Andy Moore; Gary Norman; Tony Vickers

Substitutes: The remainder of the Council

Dear Councillor

You are summoned to attend a meeting of the **Planning & Highways Committee**
Monday 11th May 2020 at 7.00 pm.

The meeting is open to the press and public.

PLEASE NOTE: THIS MEETING WILL **NOT** BE HELD IN THE COUNCIL CHAMBER.

You can join the Zoom Meeting at:

<https://us02web.zoom.us/j/86891687378?pwd=Z1NcFVKYVRKMUw5R2NyZWIPSHZDUT09>

Meeting ID: 868 9168 7378

Password: 346490

Yours sincerely,

Hugh Peacocke
Chief Executive Officer

AGENDA

1. **Apologies**
Chief Executive Officer
2. **Declarations of Interest and Dispensations**
Chairperson
To receive any declarations of interest relating to business to be conducted in this meeting and confirmation of any relevant dispensations.
3. **Minutes (Appendix 1)**
Chairperson
To approve the minutes of a meeting of the Planning & Highways Committee held on Monday 20th April 2020 (already circulated).

4. Questions and Petitions from Members of the Public

Chairperson

5. Members' Questions and Petitions

Chairperson

6. London Road Industrial Estate Development Brief (Appendix 4)

Chairperson

To Note that Avison Young have been instructed by West Berkshire Council to help bring forward and deliver the regeneration of the London Road Industrial Estate.

To advise Avison Young of this Council's aims and objectives as set out in the Council's Strategy 2019-2024

7. Schedule of Planning Applications (Appendix 2)

Chairperson

To comment on the planning applications listed at the attached schedule

8. Schedule of Planning Decisions (Appendix 3)

Chairperson

To receive and comment as necessary on the planning decisions and recommendations of the planning authority listed at the attached schedule.

9. Neighbourhood Development Plan (Appendix 5)

Chairperson

To appoint Dr. Andrea Pellegram to advise the Council on the time and costs to produce Neighbourhood Development Plan, and the likely benefits in terms of increased influence on planning decisions and additional CIL contributions.

10. Update from The Western Area Planning Committee

Chairperson

To receive an update on any relevant business from the Western Area Planning Committee.

11. Forward Work Programme for Planning and Highways Committee meetings 2018/19 (Appendix 6)

Chairperson

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 by Virtual Meeting on Zoom Monday 20th April 2020 at 7.00pm.

Present

Councillors Phil Barnett; Jeff Cant (substitute); Billy Drummond; Nigel Foot; Roger Hunneman; Pam Lusby Taylor; Vaughan Miller; Andy Moore & Gary Norman (Chairperson)

In Attendance

Hugh Peacocke, Chief Executive Officer
Kym Heasman, Corporate Services Officer

182. Virtual Meeting

Proposed: Councillor Roger Hunneman

Seconded: Councillor Andy Moore

Resolved: That in view of the current Coronavirus crisis that this meeting of the Committee is conducted virtually.

183. Apologies

Councillors, Jeff Beck.

Absent: Councillors Stephen Masters and Tony Vickers.

184. Declarations of interest

The Chief Executive Officer declared that Councillors Phil Barnett, Jeff Cant 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.

The Chief Executive Officer made the following statement on behalf of Councillors Phil Barnett and Jeff Cant who are Members of West Berkshire Council Planning Committee and Councillor Andy Moore who is a Substitute Member of West Berkshire Council Planning Committee: "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."

In considering the following application, Councillor Andy Moore declared that he had a Personal interest: 20/00778/FULD.

185. Minutes

The Chief Executive Officer made the following comments regarding actions from the previous meeting:

- **Minute No.173: Sandleford/Warren Road Application** - A further extension to the deadline for determination to 14th May 2020 for the above application has been agreed with the applicant to provide time for the applicants to respond to the recent objection raised by Sport England as well as those objections raised by the Tree Officer, Education and the Principal Ecologist.
- **Minute No.169: Highways improvement programme 2020** – Schedule of improvements has been Circulated to all members.

Proposed: Councillor Phil Barnett

Seconded: Councillor Roger Hunneman

Resolved: That the minutes of the meeting of the Planning & Highways Committee held on Monday 30 March 2019, be approved, and signed by the Chairperson.

186. Schedule of planning applications

Resolved that the observations recorded at Appendix 1 to these minutes be submitted to the planning authority.

180. Schedule of prior approval applications

Resolved that the observations recorded at Appendix 2 to these minutes be submitted to the planning authority.

180. Schedule of planning decisions

Information was received and noted by the Committee.

180. Schedule of licensing applications

It was agreed that the following observation be submitted:

- Premises License 20/00360/LQN (New) –178 Andover Road, Newbury.

Applicant: Shelly Seward

No objection on the assumption that the business is already a legitimate business being run by the applicant.

190. Members Questions

The Chairman allowed a question from Cllr. Phil Barnett:

“residents in Kings road are deeply concerned that the proposed parking arrangements that formed part of the 2015 Stirling Cables site planning application proposal is likely to change, resulting in limited residents parking.

Can this planning and highways committee of Newbury Town council establish with WBC whether there have been any changes to the original plans?”

The meeting agreed to contact WBC in this matter and to request that the Town Council should be consulted should any such changes be proposed.

191. Update from the Western Area Planning Committee

Western Area Planning Committee Meeting has not recently been convened.

192. Request for new bus stops in Oxford Street, Newbury

Members support the addition of the new open bus stop in this area as it is a positive added service to this area. However, the positioning may be better placed further down towards The Broadway, where there is more space and traffic might be less obstructed as the road is not so narrow and the road surface is not so steep.

193. Forward work programme for Planning and Highways Committee meetings 2019/20

Consideration of a Neighbourhood Development Plan be added as an Agenda item for the next scheduled meeting of Planning & Highways committee Monday 11th May 2020.

There being no other business the chairperson declared the meeting closed at 20.08 hrs

Chairperson

**Planning & Highways Committee Meeting
Schedule of planning applications - Resolutions**

Running Order	Resolutions	Application Number	Location and Applicant	Proposal
1	No objection.	20/00778/FULD	23 Newport Road, Newbury for Mr Martin Hawkins	Conversion of part of the property to form a separate dwelling.
2	No Comment	20/00769/FUL	Unit 1, Newbury Retail Park, Pinchington Lane, Newbury.	Section 73A: Variation of condition 2 'approved plans of previously approved application 18/01412/FUL: Changes to front, side and rear elevations.
3	No Comment	20/00720/HOUSE	12 Jubilee Road, Newbury for Mrs L Price	Proposed single storey rear extension.
4	No objections but should be referred to Building Control	20/00801/HOUSE	30 Battery End, Newbury for Phillip & Catherine Somerville Reed	Conversion of an existing garage into one-bedroom accommodation. Accommodation is designed for full time carer for disabled owner.
5	No objection	20/00746/FUL	KFC, 11 Wharf Road, Newbury for SBR Enterprises Ltd	New entrance door and redecoration of shopfront and rear doors. Introducing replacement windows into existing window openings.
6	No objection	20/00747/ADV	KFC, 11 Wharf Road, Newbury for SBR Enterprises Ltd	New fascia with existing trough light, New internally illuminated KFC letters, new internally illuminated Colonel Bucket to existing portal. Vinyl graphics to windows and building facade.
7	Objection on the grounds of Over Development, overlooking, loss of privacy, Noise Pollution, and loss of light.	20/00827/FULD	Lincoln House, Newtown Road, Newbury for Harrison Chandler	Proposed demolition of existing dwelling and outbuildings and the erection of 5no. New dwellings with associated parking and amenity.

8	No Comment	20/00789/HOUSE	6 Spa Meadows Close, Greenham, Thatcham for Mr & Mrs Pethybridge	Side and rear link extension between main house and garage. Part conversion of existing garage into utility.
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APPENDIX 2

Application for Prior Approval

Running Order	Resolution	Application Number	Location and Applicant	Proposal
1	No Comment	20/00764/PASSHE	69 Elizabeth Avenue, Newbury for Ian Fletcher	Single storey rear extension to form large kitchen/dining room and playroom. Dimensions 4m from rear wall, 2.88m Maximum height, 2.45m eaves height.

**Planning and Highways Committee Meeting
Schedule of Planning Applications
Monday 11 May 2020**

Members are requested to consider the following planning applications, details of which will be tabled at the meeting and which are available for reference at the town hall prior to the meeting.

Running Order	Ward	Application Number	Location and Applicant	Proposal
1	Clay Hill	20/00898/HOUSE	34 Turnpike Road, Newbury for Mr & Mrs C Davies	Demolition of existing garage and erection of two storey side extension for double garage and additional first floor bedrooms with internal alterations.
2	Clay Hill	20/00939/HOUSE	6 Ludlow Close, Newbury for Mr & Mrs S Plain	Conservatory.
3	East Fields	20/00889/FUL	Unit 11 & 12 Newbury Retail park, Pinchington Lane, Newbury for F and C Commercial Property Holdings Ltd	Alteration to both shop front and external paving and parking.
4	East Fields	20/00927/ADV	Unit 9B Newbury Retail Park, Pinchington Lane, Newbury for Lidl Great Britain Ltd	Lidl corporate fascia signs on front and side elevation; poster display unit to front of store.
5	East Fields	20/00996/HOUSE	27A Priory Road, Newbury for Mr & Mrs Dan Smith	Demolition of existing conservatory and side lean to outhouse, construction of new rear summer room and single storey side extension to form breakfast room and additional shower room with associated internal alterations.
6	Wash Common	20/00928/HOUSE	159 Andover Road, Newbury for Mr S Lythcoe	Single storey rear and side extension.

7	Wash Common	20/00647/HOUSE	8 The Glade, Newbury for Mr J Stevenson	Proposed two-storey side extension and single-storey rear extension, extend driveway parking and access.
8	Wash Common	20/01012/HOUSE	32 Bartlemy Close, Newbury For Mr & Miss Robertson & Kirby	Loft conversion, single storey rear lean-to garage link extension and single storey garden office extension with internal access from main dwelling.
9	West Fields	20/00893/HOUSE	1 St Davids Road, Newbury for Mr William Hunter	Formation of new rear mono-pitched lean-to veranda area with open stove and chimney.
10	West Fields	20/00890/HOUSE	1 St Davids Road, Newbury for Mr William Hunter	Retrospective application of the existing Sauna room and garden store within existing rear garden.
11	West Fields	20/00905/MDOPO	1 West Street, Newbury for Rissance Land No 56 Limited	Modification of planning obligations of planning permission 18/00207/OUTMAJ (outline application for development of 20 residential apartments. Matters to be considered: access, Layout and scale).
12	West Fields	20/00988/MDOPO	31 – 34 Bartholomew Street, Newbury for Rissance Land No 3 Limited	Modification of Planning Obligations of Section 1.1 and the third paragraph of the First schedule, planning permission 16/01942/OUTMAJ (Outline application development of 14 no: 2 bed apartments and an A1 unit – matters to be considered – access, layout and scale).
13	West Fields	20/00983/HOUSE	Land To The Rear Of 81 Bartholomew Street, Newbury for Brickwood Estates Pension Fund	Erection of two number one bed houses and demolition of outbuilding.
14	West Fields	19/03159/FULD	3 London Road, Newbury for Goldfinch Apartments	Conversion of existing office accommodation on three floors to 3no Flats, one at each floor level with 7 bedrooms, each with en-suite bathrooms, as HMO with a shared kitchen and lounge for each flat.
15	West Fields	20/01003/FULD	27 Northbrook Street, Newbury for M & C McGrath Partnership	Change of use of part of the building from a shop (Class A1) to a single dwelling (Class C3) (dwelling houses) and associated minor alterations.

**Planning and Highways Committee Meeting
Monday 11 May 2020**

**Schedule of planning decisions & recommendations made by West Berkshire Council
(WBC)**

Application No.	Location And Application	Proposal	NTC Observations
20/00464/HOUSE	Upcot, Tydehams, Newbury for Brian Willis	2 Storey gable extension.	No objection
WBC Final Decision – Refused.			

Application No.	Location And Application	Proposal	NTC Observations
19/02691/FUL	Vets for Pets, 3 Adlam Villas, Greenham Road, Newbury for Stuart Metcalf	Section 73: variation of condition 3(no other use) of previously approved application (03/00679/FUL): Change of use to veterinary surgery.	No objection
WBC Final Decision – Refused			

Application No.	Location And Application	Proposal	NTC Observations
20/00530/HOUSE	7 Balfour Crescent, Newbury for Mr & Mrs Robinson	Two storey side extension, full width single storey rear extension and minor internal alterations.	Objection – the proposed extension is too large and will cause loss of light to the amenity of the neighbouring property.
WBC Final Decision – Approved			

24 April 2020

Mr H Peacocke
Newbury Town Council
The Old Town Hall
Marketplace
Newbury
RG14 5AA

Dear Mr Peacocke

London Road Industrial Estate Regeneration - Development Brief

Avison Young is instructed by West Berkshire Council to help bring forward and deliver the regeneration of the London Road Industrial Estate.

The regeneration of the London Road Industrial Estate area is a key objective of the Council's, as detailed within the Newbury Vision 2014. You may also be aware of the Council's previous proposals for the Estate.

The Council is now seeking to progress its vision with a Development Brief and Indicative Masterplan. This will act as a framework for the future regeneration of the Estate. It will include a proposed mix of uses and their physical relationship.

Avison Young, together with other consultants, is working to produce a draft Development Brief for review by the Council and then for public consultation. It is envisaged that the first draft will be ready at the beginning of Summer 2020 with a view to having the Brief completed in Autumn 2020.

We would like to hear from you and your thoughts on the proposed regeneration of the Estate. Your responses will help inform the first draft Brief. There will be a FAQ section on the Council's website in due course.

If you wish to comment can you please provide your response by 22nd May 2020. Please address them to myself at charles.trustrameve@avisonyoung.com.

We are seeking to contact all occupants of the Estate directly, but to help ensure that we have not missed anyone, we would be grateful if you could forward this letter to any tenants you may have that are in occupation of all or part of your accommodation.

We would have liked the opportunity to speak to you in person but this is not possible at present given the restrictions resulting from COVID-19. We are happy to arrange a call with you either by phone or video conference as may suit you.

Yours faithfully

Charles Trustram Eve
Director

To: The Planning and Highways Committee

Meeting on Monday 11 May 2020.

Re: Agenda Item 4. **London Road Industrial Estate Regeneration - Development Brief**

To note that Avison Young, consultants, have been instructed by West Berkshire Council to help bring forward and deliver the regeneration of the London Road Industrial Estate.

To Advise Avison Young of this Council's position in this matter, as set out in the Council's Strategy, 2019-2024

To assist members in this matter, the following policies and statements from the Council's Strategy are suggested for consideration in the Council's response to Avison Young:

Making Newbury a town we can all be proud of

1. Help make Newbury a unique, welcoming, safe and well cared for town

F. Help deliver a well-presented town with high quality public amenities that support well-being, safety and visitors

3. Well-being:

a) work with West Berkshire District Council to identify what additional signage and footpaths are required for walking and cycling routes to and from the Town Centre and local schools, and agree a programme for their delivery

4. Safety:

b) Provide defibrillators in appropriate locations and assist other bodies who wish to provide them

c) Support community safety, working with partners as appropriate, including Town Centre CCTV, footway lighting etc as required

G. Provide a strong voice for Newbury to push the following with WBC, Newbury BID, etc:

1. Lobby West Berkshire Council to adopt the following into their new Local Plan, expected in Q1/Q2 2020:

b) An environmentally sustainable approach to transport that promotes modal shift to no / low carbon modes of transport, especially walking, cycling and public transport

2. London Road Industrial Estate redevelopment

- a) Institute regular meetings with West Berkshire Council following each meeting of the LRIE Project Board to ensure prompt updates and opportunity for NTC to provide input
- b) Ensure full participation and input into any consultation on the redevelopment of the LRIE – timing dependent on WBC

4. Lobby WBC to:

- a) Provide a suitable permanent home for Newbury Football Club in the parish of Newbury with facilities equal to or better than the old ground. The ground should have good walking and cycling access to the town centre, good public transport links, and adequate parking

12. Use our role as statutory consultee for Planning to:

- a) Encourage diverse shopping and eating out options with a significant number of independents
- b) Encourage a modal shift in transport by prioritising walking, cycling and public transport
- c) Maintain pressure for significant provision of social housing, including houses for social rent
- d) Improve environmental standards and reduce carbon footprint of new building and infrastructure projects
- g) Request the planning authority to address the flood risks associated with development proposals and ensure that these are properly addressed

3: Take actions to address the climate emergency

B. Encourage and support actions that will make Newbury as a whole more environmentally sustainable

6. Lobby WBC to:

- a) Update their planning guidelines to require key environmental features in order to receive planning support, e.g. solar panels for electricity and hot water, electricity storage batteries, ground / air source heat pumps, electric car changing point, etc. This should also be added to their Local Plan review
- c) Develop an environmentally sustainable approach to transport that promotes modal shift to no / low carbon modes of transport, especially walking, cycling and public transport. This should also be added to their Local Plan review
- d) Support the wider use of electric vehicles (cars and bicycles), and to install an adequate number of charge points in suitable, secure parking spaces that are reserved for those vehicles
- e) Radically expand the range of materials and product types that are collected kerbside for recycling

4: Focused support for young people, the elderly and the vulnerable

B. Support initiatives to make Newbury a more inclusive town

5. We will strive to ensure that our policies and actions do not exclude any sections of the community, and that our services are accessible by all citizens of the town

Newbury Town Council

Public Report

To: Planning and Highways Committee

Date of meeting: 11th May 2020

Agenda item No. 9: Neighbourhood Development Plan

Decisions Required: To appoint Dr. Andrea Pellegram to advise the Council on the time and costs to produce Neighbourhood Development Plan, and the likely benefits in terms of increased influence on planning decisions and additional CIL contributions.

Background/ Introduction

In 2016 the Council considered options for making a Neighbourhood Development Plan (NDP) to address the lack of detailed provisions in the Local Plan for the future development of Newbury. These concerns extended to the entire settlement area of Newbury and not just the limits of the Town Council boundary. The Council noted the legal requirements and costs associated with an NDP and the fact that it would be limited to the Town Council area. For these reasons, the Council prepared a Town Development Plan (2019 to 2036) designed to inform and influence the review of the Local Plan, 2019 to 2036, currently underway by the planning authority, West Berkshire District Council. The Town Plan addresses the Newbury Settlement area, not just the area within the parish boundary and set out the development objectives and aspirations of the Council at the time it was approved.

However, the Town Plan did not go through referendum or examination and does not have the statutory weight of an NDP. Furthermore, it does not attract the additional Community Infrastructure Levies which go to town and parish councils which have NDP's (25% of the levies, whereas without an NDP the levies are only 15%)

Since the Town Plan was adopted, the Council has declared a Climate Emergency and amended its response to the Local Plan review to reflect this. The Council has also adopted a new Strategy for the period 2019 to 2024, which includes the following aims and objectives:

1. Lobby West Berkshire Council to adopt the following into their new Local Plan,
 - a) The relevant parts of the Newbury Town Plan 2019-2036
 - b) An environmentally sustainable approach to transport that promotes modal shift to no / low carbon modes of transport, especially walking, cycling and public transport
 - c) Opposition to the use of Permitted Development Rights for change of use to residential in established employment areas and request the planning authority to seek article 4 directions in this matter.

2. London Road Industrial Estate redevelopment
 - a) Institute regular meetings with West Berkshire Council following each meeting of the LRIE Project Board to ensure prompt updates and opportunity for NTC to provide input – Q4 2019
 - b) Ensure full participation and input into any consultation on the redevelopment of the LRIE – timing dependent on WBC
3. Newbury Vision 2036
 - a) Lobby WBC to ensure NTC is represented on the core project team for the development of the new Newbury Vision 2036
 - b) Ensure the Newbury Town Plan 2019-2036 and the views of our residents form a central part of the input to any consultation on the new Newbury Vision 2036.
4. Lobby WBC to:
 - a) Provide a suitable permanent home for Newbury Football Club in the parish of Newbury with facilities equal to or better than the old ground.

The ground should have good walking and cycling access to the town centre, good public transport links, and adequate parking

- b) Devolve to NTC powers under Section 215 of the Planning Act to enable us to take action against owners of lands or buildings which detract from the amenity of the area
- c) Complete a Conservation Area Appraisal for the town.

The Strategy further sets out criteria to which the Council will have regard when responding to planning applications within the Town Council area and adjoining its boundaries:

- a) Encourage diverse shopping and eating out options with a significant number of independents
- b) Encourage a modal shift in transport by prioritising walking, cycling and public transport
- c) Maintain pressure for significant provision of social housing, including houses for social rent
- d) Improve environmental standards and reduce carbon footprint of new building and infrastructure projects
- e) Lobby, encourage and assist WBC in enforcing Section 215 repairs to land and buildings that diminish the town's appearance
- f) Continue to pressure WBC to maintain, respect and protect our Conservation Area
- g) Request the planning authority to address the flood risks associated with development proposals and ensure that these are properly addressed
- h) Lobby the Local Planning Authority as appropriate on issues of importance for the wellbeing and prosperity of the people of Newbury

In pursuance of these objectives, the Strategy aims to

- a) By end 2020, explore the time and costs to produce Neighbourhood Development Plan, and the likely benefits in terms of increased influence on planning decisions and additional CIL contributions, and
- b) By end Q1 2021: decide whether to move forward with a Neighbourhood Development Plan based on both the cost benefit investigation and the success or otherwise of the objectives above.

Issues arising/ Options considered

“Neighbourhood planning gives communities direct power to develop a shared vision for their neighbourhood and shape the development and growth of their local area. They are able to choose where they want new homes, shops and offices to be built, have their say on what those new buildings should look like and what infrastructure should be provided, and grant planning permission for the new buildings they want to see go ahead. Neighbourhood planning provides a powerful set of tools for local people to plan for the types of development to meet their community’s needs and where the ambition of the neighbourhood is aligned with the strategic needs and priorities of the wider local area.”

However, NDPs must go through a rigorous process, including referendum and examination. There are also considerable costs involved, including consultancy costs, referendum costs, as well as staff and members time. However, the Council will be eligible for a grant from Locality of at least £9,000 plus free technical support, while the planning authority (WBDC) would pay for the referendum.

In line with the objectives in the Strategy, as outlined above, the Chief Executive Officer invited 4 planning consultants to work with the Council to explore the time and costs to produce Neighbourhood Development Plan, and the likely benefits in terms of increased influence on planning decisions and additional CIL contributions. Two of the practices approached did not wish to be considered for the work and of the 2 quotations received, the CEO recommends that the Committee approves the quotation from Dr. Andrea Pellegram (The quotation and Dr. Pellegram’s CV are attached).

Dr. Andrea Pellegram was known to us from presentations to the SLCC conference and her work on NDP’s. The other practices were selected from the RTPI register, based on proximity to Newbury. The second quotation received was for £2,800 but without any maximum and additional fees may have arisen. In the circumstances, Dr. Pellegram’s quotation is deemed to offer best value to the Council and is recommended for approval.

Considerations:

1. Reference to Council Strategy 2019-2024

This is set out in detail above.

2. **Legal:** The Council has powers under the Localism Act 2011, the Neighbourhood planning Act 2017 and the regulations made thereunder to progress a Neighbourhood Development plan for Newbury.
3. **Financial:** The quotation received is for a maximum of £2,000, and the Council has provided for this in the budget 2020-21.
4. **Climate/ Environmental issues:** These do not arise at this exploratory stage.
5. **Crime and Disorder** (Local Councils must exercise their functions with due regard to their likely effect, if any, on crime and disorder (including anti-social and other behaviour adversely affecting the local environment), the misuse of drugs, alcohol and other substances and re-offending in its area and the need to prevent them (Crime and Disorder Act, 1988, S.7): does not arise at this exploratory stage.
6. **Risk assessment:** This project will address the issues around the making of a Neighbourhood Development Plan.
7. **Equality and Diversity:** These issues do not arise at this exploratory stage.
8. **Consultation:** These do not arise at this exploratory stage.

Conclusion/ Recommendation

To appoint Dr. Andrea Pellegram to advise the Council on the time and costs to produce Neighbourhood Development Plan, and the likely benefits in terms of increased influence on planning decisions and additional CIL contributions.

Report Author: Hugh Peacocke, (Chief Executive Officer)

Date: 1 May 2020.

Andrea Pellegram is an experienced and skilled manager and town planner who can inject energy and a refreshing style into a range of contexts to meet your objectives. She is expert in resolving conflicts in development situations and in building community consensus through negotiated planning results.

With a unique insight gained from experience across public, private and community sectors, Andrea Pellegram can provide valuable support in complex managerial situations or in facilitating development whether housing, waste/infrastructure or other commercial schemes.

Andrea Pellegram supports clients to identify local issues and translate them into strategic planning responses. She has successfully managed detailed community engagement initiatives, created local and strategic planning strategies and helped generate fruitful and productive partnerships.

ROLES AND EXPERIENCE

Andrea Pellegram Ltd., September 2014 to present

ANDREA PELLEGRAM LTD, SEPTEMBER 2014 TO PRESENT

- Neighbourhood planning support to a range of local councils in Shropshire, Oxfordshire, Gloucestershire and Swindon. Current clients include;

Client	Preparatory Stage	Vision and report	Evidence Gathering	Regulation 14	Regulation 16	Examination
Ashchurch Rural						
Bishop's Castle						
Chinnor						
Chippenham						
Cleobury Mortimer						
Long Wittenham						
Preston						
Salisbury						
Standish						
Stratton St Margaret						

Stoke Orchard and
Tredington

Upper Rissington

Woodmancote

- Launched new online planning training resource service for local councils: planninglocal.co.uk
- Town Planning trainer for Society of Local Council Clerks
- Planning consultant for Honda of the UK Manufacturing Ltd.
- Planning Inquiry and Appeals experience in Oxfordshire, Tewkesbury, Bedfordshire.
- Extensive training programme in town planning for local councils.
- Technical support for West Sussex County Council on appeal against partial grant of Certificate of Lawful Use for an anaerobic digester ancillary to agricultural use.
- Supported Cirencester Town Council to establish policy and evidence as the basis for negotiation with developers on a major urban extension.
- Worked with Tetbury Town Council to prepare a response to local plan consultation.
- Former member of Defra working party looking at definition of waste with a view to increase materials reuse.
- Wrote Wiltshire Waste Contract tender bid sections on Corporate Social Responsibility, Compliance (Health, Safety and Environmental Quality), and business continuity planning for Hills Waste Solutions Ltd.
- Recruited specialist staff for new waste company operating internationally.

Technical Services Manager, Hills Waste Solutions, 2011-2014

- Held overall responsibility for client side planning and permitting processes for landfill sites and waste management facilities.
- Responsible for regulatory compliance with the local planning authority, the Environment Agency and Health and Safety Executive. Managed planning and environmental regulatory compliance across Hills Waste Solutions landfill sites and waste management facilities, through planning and permit applications and variations.
- Delivered planning permission for the Amesbury Waste Transfer Station, the Portmarsh Materials Recovery Facility and subsequent S73 applications.
- Established a public engagement strategy to support planning and development activities including a consultation website, various publications aimed at enhancing the company's profile, winning awards such as Wiltshire Business of the Year, running consultation events and other consultation activities.
- Worked with local communities in regular liaison committees and other activities to demonstrate the company's commitment to being a good neighbour. This included establishing a Well-Driven? initiative across the Hills Group and working to provide a local community building.
- Accountable for Health and Safety, Environmental Management and Quality (OHSAS 18001; ISO 14001, ISO 9001) and lead on company initiative "Year of Health and Safety"
- Conceived and set up new third sector partnership, The Repair Academy, for dealing with reusable bulky waste and community benefits. This included establishing apprenticeships, foundation learning links with local colleges and partnership with local charities supplying furniture and goods to local people in need.

Andrea Pellegram Town and Community Planning, 2008-2011

- Project Managed and wrote the Cirencester Community Plan for Cirencester Town Council
- Non-salaried Planning Inspector
- Associate for Addison Associates (town planning and local government management)

Director of Development Services, Cotswold District Council, 2005-2007

- Corporate Director: Development Control, Heritage and Design, Building Control, Land Charges

Head of Service Development, Surrey County Council, 2003-2005

- Primary role to modernize the Planning & Countryside Service of 170 staff
- Change Manager tasked with taking the Sustainable Development Directorate of 850 people (Planning, Countryside, Transport, Waste Disposal, Trading Standards) through a period of significant corporate change

Head of Minerals, Waste and County Development, Surrey County Council, 1999-2003

- Senior officer for minerals, waste and Regulation 3 developments; forward planning, development control and enforcement
- Lead officer for development management at committee and public face of the Council.
- Experience of many contentious planning scenarios and innovative public engagement.

Port Planner, Port of London Authority, 1994-1999

- In-house planner with the task of halting the redevelopment of riparian land
- Wrote PLA Port Development Strategy which remains the basis of London Plan policy with regard to the safeguarding of wharves on the River Thames.
- Worked closely with port operators and developers to safeguard and promote their commercial interests with local authorities in the context of demand for riverside housing.
- Represented port operators in regulatory discussions with the Environment Agency to maintain viable port operations.

Earlier roles

- Senior Planner, London Planning Advisory Committee
- Assistant regional planner, SERPLAN
- Planning Assistant, Regional Plan Association, New York
- Teaching Assistant in Statistics, Research Assistant, Columbia University, New York

EDUCATION

- PhD in Social Anthropology, University College London
- MSc in Urban Planning, MA in Cultural Anthropology, Columbia University, New York
- BA in Cultural Anthropology, University of Washington, Seattle

PUBLICATIONS

- *“Negotiate a better outcome in planning: A guide through the town planning system for Parish and Town Councillors in England”* (2016)
- *Council Focus*, Local Council Review, Summer 2015
- *Rethink Reuse*, CIWM Journal, March 2015
- *Climbing out of the “waste” mindset*, Materials Recycling Review, 7 February 2015
- *The Broken Market*, CIWM Journal, October 2014
- Hills Waste Solutions Communities Website
- *Strategic Land use planning for freight: the experience of the Port of London Authority, 1994 – 1999*, Transport Policy, 8(2001) 11-18

CURRENT AND RECENT WORKING GROUPS

- Acting advisor to Defra on Definition of Waste working group (HWRC sub-group)
- Wiltshire and Swindon LEP, High Value Manufacturing Core Group
- Swindon Council Routes to Employment
- Health and Safety Executive – support for SMEs (Waste Industry Health and Safety)

OTHER INFORMATION

- Dual national (British and German)
- UK resident since 1987
- Member of the Royal Town Planning Institute since 1991
- Member of the Chartered Institute of Waste Management since 2012

SELECTED PROJECT EXPERIENCE

Neighbourhood Plan support

I offer full support to local councils as they prepare their neighbourhood development plans from assistance in obtaining the initial grant and making the decision to proceed, to leading community consultation events where the vision and policy direction is established, to coaching and advising on necessary evidence, to drafting policies and agreeing them with the planning authority, to Reg. 14 consultation and submission. I also write NDPs and prepare background documents such as policy reviews and site assessments for land allocations.

Training and development for local councils

Local councils have a greater role than ever before in the planning system. However, there are severe skills shortages in the sector and local clerks and councillors sometimes struggle to meet the planning challenges they face. I run a well-subscribed training programme across a number of counties and run a training website, planninglocal.co.uk, that enables local councils to obtain advice specific to their sector.

Planning policy for Cirencester

I have been working closely with Cirencester Town Council to create a robust negotiating position in the face of a major urban extension and emerging local plan. The policy statement will enable the town council to justify its stance to the Local Planning Authority when seeking to secure developer contributions on matters of transport, housing type, open space and recreation provision, and town centre improvements.

Planning consultation strategy for Hills Waste Solutions

When I took on the role of Technical Services Manager at Hills, it was clear that the local community was distrustful of the company, despite its excellent record of supporting local community initiatives. On taking the role, I identified the need to change the manner in which the company communicated with its public in anticipation of meeting the requirements of the Statement of Community Involvement. To this end, I put in place a series of consultation events, created a new micro-website dedicated to planning and the community, and enhanced the role of the company's existing liaison committees.

Major waste planning applications for Hills Waste Solutions

Across the country, local authorities and their contractors are seeking new ways of managing waste that does not involve landfill. As a major landfill provider, Hills Waste Solutions needed to make speedy and dramatic changes to the way it did its business. I was brought on board to secure planning permission for a number of large-scale and contentious new developments. I have won planning permission for a 60,000 tonne per annum waste transfer station; a 12,000 tonne per annum paper/card/plastic recycling facility and various other planning applications. I managed consultants, internal and external stakeholders and handled the communications.

Repair Academy

I conceived and delivered an innovative joint venture between Hill Waste Solutions and seven local charities called the Repair Academy. This independent social enterprise will maximise the potential of the bulky HRC waste by working with local re-use charities, Wiltshire Wildlife Trust, Community First and Wiltshire and

Swindon Colleges. Reusable items are brought to a central location where a range of training opportunities are used to teach young people, particularly those not in education, employment or training (NEET) about repair and resale, but also to provide them with a positive re-introduction to education and employment. The project received significant grant funding and a national award before its launch date in April 2014 and has enjoyed very favourable press coverage.

Our Future Cirencester community plan

I initially obtained funding for Cirencester Town Council to undertake the development of a community plan and then was fortunate enough to be able to do the work. I began the project in 2008 and undertook extensive consultation with literally hundreds of people. The plan highlighted 18 different projects and was adopted by the Town Council. The Chief Executive used it as the basis of his forward work programme and staff re-organisation. Five years on, almost all the projects have been completed or have evolved into other projects. The biggest of these was the Green Spaces Strategy where a group of around 20 professionals donated their time and expertise to develop a strategic development plan for the town. This has now split into further community groups and has attracted significant levels of funding and recognition.

Business improvement for Hills Waste Solutions

In my time at Hills, I introduced a range of business improvements designed to meet the changing expectations of Wiltshire Council, the company's primary client, and the evolving regulatory framework. In a series of initiatives working with middle managers and frontline staff, I secured a number of changes across the company such as a training and succession programme for middle and lower managers; the "Year of Health and Safety" campaign; a refreshed company website including communities micro-site; business continuity planning for all sites; improved internal and external annual reporting; profile raising activities such as winning business awards and radio interviews; good driving scheme, roll-out of in-cab IT systems..

Peer review for Addison Associates: London Borough of Harrow planning decision

I was brought in to investigate and peer review a questionable planning permission and process. I examined all the public records and undertook extensive interviews with affected officers and neighbours. I gave constructive suggestions to how the service could be improved but also delivered some harsh messages about what had gone wrong and what should be done differently in future.

Strategic Director in local government

At Cotswold District Council I sat on the strategic management team and was the direct liaison of the relevant political portfolio holders. I fully participated in the prevailing restructuring and helped to secure significant cost savings. I led the transition of the front-of-house service to a one stop shop, restructured my teams and delivered cost savings whilst improving performance on statutory indicators in development management.

Surrey County Council determined that it would move County Hall into the county of Surrey and out of London Borough of Kingston upon Thames. I was one of two senior managers in the Sustainable Development Directorate tasked with making this move happen. We considered many issues including moving all management systems into SAP; reducing desk availability and hot-desking; staff reductions and savings; rationalisation of service delivery. I liaised closely with managers and staff within our Directorate and across the Council, working at times with the Chief Executives' department.

Decision on three concurrent planning applications for energy from waste plants

Almost from the first day in my new post as Head of Minerals and Waste Planning at Surrey, I was presented with one of the UK's most difficult planning decisions at the time. Our authority had, as part of a major PFI scheme, entered into a contract with a waste management company which was contingent upon receipt of planning permission for two energy-from-waste-facilities. One of the unsuccessful tenderers decided to throw their own hat in the ring and submitted a planning application for their failed proposal in the hope that it would be proven preferable to the County's chosen bidder. What ensued was one of the most complex planning situations at that time: government policy was in flux about the value of energy from waste, our own planning policies were not up to date and all three affected communities were in strong opposition to each scheme. I managed the three teams and trained the Members to reach a decision that stood up to scrutiny from the Secretary of State. Unfortunately, while I was on maternity leave, the decision was overturned at the High Court on a technicality.

Newbury Town Council

Future Work Programme for Planning and Highways Committee Meetings: 11 May 2020.

Standing Items on each (ordinary meeting) agenda:

1. Apologies
2. Declarations and Dispensation
3. Approval of Minutes of previous meeting
 - 3.1 Report on actions from previous minutes
4. Questions/ Petitions from members of the Public
5. Questions/ Petitions from Members of the Council
6. Schedule of Planning Applications
7. Schedule of Planning Decisions (if any)
8. Schedule of Prior Approval Applications (if any)
9. Schedule of Licensing Applications (if any)
10. Update from The Western Area Planning Committee
11. Sandlesford Park Joint Working Group – Update

To be confirmed	The Future of the Kennet Centre
	A presentation on CIL collections
	Paths that have Cycle ban signs to be reviewed.
	A survey of all pathways/rights of way
	Strategy Working group requests P & H to set out “Green Credentials” and related issues which this Council should lobby to have included in the Local Plan Review
	Request and receive a presentation from Newbury Car Club and invite the Highways Authority to attend.
	Property of the Essex Wynter trust at Argyle road, Newbury.
June/ Sept/ December/ March (Quarterly)	Updates on Section 215 of the Town and Country Planning Acts
<i>Each April/ October</i>	<i>To review progress on the implementation of the Town Plan</i>
Each November	Review of KPI’s for Planning and Highways Committee
Each December	Send Budget proposals to RFO