**Minutes of a meeting of the Planning and Highways Committee**

**held in the Council Chamber, Newbury Town Council, Town Hall, Market Place, Newbury**

**15/11/2021 at 7:30pm/19:30.**

**Present**

Councillors; Nigel Foot (Chairperson); Gary Norman (Deputy-Chairperson); Phil Barnett; Jeff Beck; Jo Day; Billy Drummond; Roger Hunneman; David Marsh; Vaughan Miller; Andy Moore; and Tony Vickers

**In Attendance**

Darius Zarazel, Democratic Services Officer

**97. Apologies**

Apologies received from Councillor Pam Lusby Taylor. Councillors Jeff Beck and Andy Moore have registered their apologies for being late to the meeting.

Councillors Phil Barnett and Billy Drummond left the meeting at 22:00.

**98. Declarations of Interest and Dispensations**

The Democratic Services Officer declared that Councillors Phil Barnett, Jeff Beck, David Marsh, Andy Moore, Billy Drummond, and Tony Vickers 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. Councillors Phil Barnett, Billy Drummond, and Tony Vickers are also Members of Greenham Parish Council.

The Democratic Services Officer made the following statement on behalf of Councillors Phil Barnett and Tony Vickers who are Members of West Berkshire Council Planning Committee and Jeff Beck and Andy Moore who are Substitute Members 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.”

Councillor Roger Hunneman declared a general interest in item 6 of Appendix 6 and will not vote on the application.

Councillor Vaughan Miller declared a general interest on item 8 of Appendix 2 and will not vote on the application.

**99. Minutes**

**99.1 Proposed:** Councillor Phil Barnett

**Seconded:** Councillor Billy Drummond

**Resolved:** That the minutes of the meeting of the Planning & Highways Committee held on 25/10/2021, be approved, and signed by the Chairperson.

**99.2 Officer’s Report on Action from Previous Meeting:**

A) An update on Councillors Nigel Foot’s motion about safe late-night travel as a licencing requirement under the ‘Public Safety’ licencing objective, was received and noted by the Committee.

B) On Councillor Roger Hunneman and Chris Foster’s members question about writing to the Secretary of State for Levelling Up, Housing and Communities to request that the Sandleford appeal decision be deferred until the consequences of the Environment Bill, and the ancient woodland review in the NPPF, is known, the Council has sent this request but has not yet received any response.

C) On the resolution to ask the WBC Executive for a further public consultation on the Monks Lane Sports Hub Application, reference [21/02173/COMIND](http://planning.westberks.gov.uk/rpp/index.asp?caseref=21/02173/COMIND), given the amended application and the publication of the costs associated with the Sports Hub, this question is on the agenda for their next meeting on the 18th of November.

D) An update on the WBC Licensing Sub-Committee meeting at 10:00am on the 16th of November where the ‘review of licence’ application for the Newbury Real Ale Festival will be debated was received and noted by the Committee.

**100. Questions and Petitions from Members of the Public**Questions received from Paula Saunderson:

1. The Neighbourhood Development Plan will require lots of visual presentation of data and maps so please can Councillors ensure the Officers have enough budget to obtain the necessary licences, and access to data services such as GIS, Ordnance Survey & Hydrological/Geological sources.
2. What is happening about a Newbury Flood Forum, and if it is to progress, what are the next steps?

Response from the Chairperson:

“Thank you very much for these questions.

1. On the Neighbourhood Development Plan (NDP), when this Council resolved to undertake a NDP we also resolved to approve the use of the £7,000 earmarked for this in the budget. In addition, the Council also approved to apply for the (up to) £18,000 in grant funding available to the Council from Locality. We believe that this amount would be sufficient for the Steering Group to gather the appropriate evidence needed, and to properly present, the draft NDP document.
2. On the potential Greater Newbury Flood Forum, as this would be dependent on the cooperation of the Lead Local Flood Authority, it is critical that Forum would have buy in from them. In West Berkshire Councils (WBCs) Local Flood Risk Management Strategy they stated that “it is not considered that any other areas would benefit from a Flood Forum” (pg. 55). We requested that this be amended and if it is, the Council would consider proposals for this Forum.

**101. Members’ Questions and Petitions**There were none.

**102. Schedule of Planning Applications**

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

**103. Schedule of Prior Approval Applications**

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

**104. Schedule of Licensing Applications**

Resolved that the observations recorded as Appendix 3 to these minutes be submitted to the licencing authority.

**105. Consultation: Sovereign Housing Association Proposed Redevelopment of Newbury House, Andover Road**

The Committee noted the consultation and agreed that the following comments be submitted to Sovereign:

* Could Sovereign confirm if there will be social rent charged?
* Potential road safety and parking issues on Dormer Close was mentioned.
* The Committee would appreciate the opportunity to discuss these proposals with a representative from Sovereign.

**106. Planning & Highways Key Performance Indicators**

**106.1** The current KPIs for the Committee were noted.

**106.2** The Committee did not add any further KPIs.

**107. Town Council Strategy 2019-2024**

The following Strategy recommendations were agreed to be sent to the Policy & Resources Committee for their consideration.

* Update point G.1. ‘Neighbourhood Development Plan’, from:

“1. Neighbourhood Development Plan:

a) Complete 20/21: 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

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 G1-G4 above”

to,

“1. Neighbourhood Development Plan:

Have the Neighbourhood Development Plan Steering Group produce a draft document before the end of 2022.”

* Update point G.2.from:

“Work with and support the Canal Corridor Working Group to prepare an action plan by the end of Q3 2021 for the future development and protection of the Canal Corridor.”

to,

“Progress with the Canal Corridor Action Plan for the for the future development and protection of the Canal Corridor.”

* Update the dates on points G.4 from:

“Work with Newbury BID and other relevant organisations to lobby WBC for the permanent pedestrianisation of the Market Place, excluding Mansion House and Wharf Streets. Aim for decision by end of Q3 2021 (was Q3 2020)”

to,

“Work with Newbury BID and other relevant organisations to lobby WBC for a permanent vehicle restricted zone in the Market Place, excluding Mansion House and Wharf Streets. Aim for a decision by Q1 2022”.

* Clarify the strategy on point G.8.b, from:

“Lobby WBC to… Take action where appropriate under S215 of the Planning against owners of lands or buildings which detract from the amenity of the area (See also 1.G.11.e)”

to,

“Lobby WBC to… Take action where appropriate under S215 of the Planning Act against owners of lands or buildings which detract from the amenity of the area and to support and encourage WBC to devolve this power to the Town Council.”

* Amend the P&H Sub-Committees under the ‘our structure section’ to:

“Planning & Highways – 12 Members, 5 Subs, every 3 weeks

Canal Corridor Working Group

Heritage Working Group

Sandleford Joint-Working Group

Neighbourhood Development Plan Steering Group

Town Centre working group”

* Add in an additional Strategy Point to:

“Lobby WBC for Newbury to develop better integrated travel points, for example at the Newbury Train Station.”

* Add in an additional Strategy Point to:

“Work towards establishing a Greater Newbury Flood Forum with the Lead Local Flood Authority and Surrounding Parishes. Aim for establishment by Q2 2022.”

**Proposed:** Councillor Gary Norman

**Seconded:** Councillor Tony Vickers

**Resolved:** That the business of the meeting can be concluded by 22:30 and accordingly that the meeting be extended.

**108. Planning & Highways Committee Budget 2022-23**

**Proposed:** Councillor Nigel Foot

**Seconded:** Councillor Gary Norman

**Resolved:** Thatthe following Budget recommendations be sent to the Policy & Resources Committee for their consideration:

* That the same budget amounts for items funded by the Precept be applied from 2021/22 to 2022/23 and that any unspent amounts from items funded by CIL revenue or Reserves be rolled over to those same items in the financial year 2022/23.
* This is except for the earmarked ‘Canal Corridor’ budget line (600/4820) which is suggested to be reduced from £10,000 to £5,000, and the ‘Heritage Working Group’ budget line (600/4805) which is suggested to be raised from £3,000 to £3,500.

The additional recommended budget for the Heritage Working Group will look to cover the interpretation/information boards proposed by Councillor Stuart Gourley.

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

**Proposed:** Councillor Tony Vickers

**Seconded:** Councillor Gary Norman

**Resolved:** That the Terms of Reference for the Neighbourhood Development Plan Steering Group, listed as Appendix 4 to these minutes, be approved.

**110. Update from the Sandleford Joint Working Group**

An update from the SJWG was received and noted by members.

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

An update from the WAP Committee was received and noted by members.

**Proposed:** Councillor Tony Vickers

**Seconded:** Councillor Gary Norman

**Resolved:** That Councillor Vaughan Miller be approved as NTCs representative for the site visit for the Faraday Road Football Ground applications, [20/01966/COMIND](http://planning.westberks.gov.uk/rpp/index.asp?caseref=20/01966/COMIND) and [20/01530/OUT](http://planning.westberks.gov.uk/rpp/index.asp?caseref=20/01530/OUT), for the ‘renewal and expansion of the existing football pitch to form a new 3G main pitch and a smaller 3G training/practice pitch’, and ‘outline permission for replacement of clubhouse and new spectator stand at Newbury Football Ground. Matters to be considered: Access and Layout’, at 8:00am on the 18th of November 2021, and that they put NTC’s comments on these applications to the relevant WAP Committee meeting.

**112. Newbury Community Football Ground**

No further update was received beyond the matters already discussed.

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

It was agreed to add the following item to the Forward Work Programme for Monday 6th December 2021:

* That the Station Manager for the Newbury Station is to be invited to present the Committee on the redevelopment.

The meeting was adjourned at 22:14 and the following business on the agenda was agreed to be discussed at the resumption of the Planning & Highways Committee meeting at 7:30pm/19:30 on the 30th of November:

1. **Exclusion of the Press and Public**

*Chairperson*

**To move** that under Section 1, Paragraph 2, of The Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for the following items of business because publicity would be prejudicial to the public interest by reason of the confidential and personal nature of the business to be transacted.

1. **Newbury’s Neighbourhood Development Plan**

*Chairperson*

**2.1 To resolve** to approve volunteers for the NDP Steering Group (Appendix 1).

**2.2 To resolve** to recruit a NDP Planning Consultation (Appendix 2).

**Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Chairperson**

**Appendix 1**

**Planning and Highways Committee Meeting**

**Schedule of Planning Applications**

**15/11/2021**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Running Order** | **Resolutions** | **Ward** | **Application**  **Number** | **Location and Applicant** | **Proposal** |
| 1. | No objection subject to Highways. | Clay Hill | [21/02525/HOUSE](http://planning.westberks.gov.uk/rpp/index.asp?caseref=21/02525/HOUSE) | 37 Regnum Drive, Shaw, Newbury, RG14 2HF, for Mr & Mrs Hillier | Proposed rear extension and associated alterations. |
| 2. | No objection. | Clay Hill | [21/02603/HOUSE](http://planning.westberks.gov.uk/rpp/index.asp?caseref=21/02603/HOUSE) & [21/02604/LBC2](http://planning.westberks.gov.uk/rpp/index.asp?caseref=21/02604/LBC2) | 69 Shaw Road, Newbury, RG14 1HG, for Mr J. Jones | Proposed Single Storey Rear Extension to Create a bathroom/Wet Room, Partially Open Up Existing Dining Area Creating an Open Plan Area and a Pitched Roof with Vaulted Ceiling. |
| 3. | No objection. | East Fields | [21/02757/HOUSE](http://planning.westberks.gov.uk/rpp/index.asp?caseref=21/02757/HOUSE) | 3 Chesterfield Road, Newbury, RG14 7QB, for J. Holland | Single storey rear extension and entrance gates to existing crossover. |
| 4. | No objection. | East Fields | [21/02755/HOUSE](http://planning.westberks.gov.uk/rpp/index.asp?caseref=21/02755/HOUSE) | 125 Greenham Road, Newbury, RG14 7JE, for Mr & Mrs Jones-White | Proposed single storey rear extension following demolition of conservatory and existing kitchen. Replacement garage. |
| 5. | No objection. | Speenhamland | [21/02664/HOUSE](http://planning.westberks.gov.uk/rpp/index.asp?caseref=21/02664/HOUSE) | 16 Almond Avenue, Newbury, RG14 1LT, for Mr & Mrs King | Ground and first floor side extension following demolition of existing porch and WC. Ground floor rear extension following demolition of existing outbuilding. |
| 6. | No objection. | Wash Common | [21/02614/HOUSE](http://planning.westberks.gov.uk/rpp/index.asp?caseref=21/02614/HOUSE) | 7 Glendale Avenue, Newbury, RG14 6SG, for Mr & Mrs Hailey | Conversion of garage to habitable room, alterations to front porch and roof, single storey side extension, alterations to fenestration, internal alterations and associated works. |
| 7. | Objection in line with previous NTC objection. However, on point 1, the Council remained concerned about noise pollution, light pollution, impact on trees, parking, and the facilities scalability (to higher ‘steps’) over time despite the amended documents.  In addition, we object based on:  - The proposed parking at Newbury College is undesirable and the number of spaces available are still inadequate.  - It doesn’t meet NTC strategy aims of being within short walking distance from the Town Centre, meaning that town businesses are unlikely to benefit from increased football, and the site footprint is small, limiting the site to Step 4 and thus removing aspirations for senior teams to progress.  - Would like to see plans for the development of Faraday Road considered alongside this proposed replacement site.  Cllr Tony Vickers, Phil Barnett, and Jeff Beck abstained.  Comment:  NTCs Strategy regarding Football in Newbury is to:  “Provide a first-class football ground and stadium to enable Newbury’s Men’s, Ladies and Youth teams to aspire to play football at a level equivalent to the size and importance of the town (National League for a men's team, Southern Premier for a women's team). The aspiration of this council is for the ground to remain within a short walking distance of the town centre, allowing for footfall to increase as the clubs grow up their league structures and attract more home and away fans, with all the benefits to the town's businesses that that implies.  Inability to provide a suitable alternative site should result in the ground on Faraday Road being redeveloped with 3G pitches, providing higher availability for matches and training for the community, and be scalable so it can grow from an initial Step 4 level to higher levels up to Step 1 (National League/Southern Premier) should our teams' success require it. | Wash Common | [21/02173/COMIND](http://planning.westberks.gov.uk/rpp/index.asp?caseref=21/02173/COMIND) | Newbury Rugby Football Club, Monks Lane, Newbury, RG14 7RW, for Alliance Leisure Services | The proposed development is for a single storey sports pavilion building and car park providing facilities and social space to support a proposed artificial turf pitch, F2(C). The proposed artificial turf pitch forms part of this application and includes fencing, storage, spectator seating and artificial lighting. The building will provide approximately 400m² of internal floor space of use class F2(B).  **Amended:**  In response to consultation comments and officer feedback the following details have been submitted: Statement responding to Sport England comments, Amended location plan to include land in blue line, Amended proposed site plan, Amended proposed pitch layout plan, Amended proposed ATP plan, Amended proposed AGP construction details and storage, Amended Flood Risk Assessment, Construction Environmental Management Plan (CEMP), Land Environmental Management Plan (LEMP), Biodiversity Metric, Amended Ecology assessment, Amended design and access statement, Amended plans, Amended tree survey, protection, Tree planting schedule, Amended Transport statement, Amended noise impact assessment, Amended floodlighting report, Amended floodlighting plan, Amended drainage section, Additional AGP Technical Information to Support Planning.  **Previous NTC Comment:**  Objection based on:  1) Failure to give adequate information about: noise pollution, light pollution, its impact on trees, transport (including active travel), impact on parking, and the facilities scalability (to higher ‘steps’) over time.  2) It is not a like-for-like replacement of the Faraday Road site: this proposed site is limited to Step 4, Faraday Road has the potential to go to Step 2.  3) The sports hub is unambitious on BREAM rating. 4) There are factual inaccuracies in the planning documents. For example, the site is within the Newbury Settlement boundary but is not described as such (on page 6 of the Design and Access statement).  Cllr Jeff Beck abstained. |
| 8. | Objection due to the extension over the garage being overbearing and causing loss of light to the neighbour.  Comment: The Block plans do not accurately show the extent of the proposed extension. | Wash Common | [21/02582/HOUSE](http://planning.westberks.gov.uk/rpp/index.asp?caseref=21/02582/HOUSE) | 12 Gwyn Close, Newbury, RG14 6JB, for Mr & Mrs Muir-Stokes | Removal of conservatory and replacement with rear and side extension and first-floor extension over garage. |
| 9. | No objection subject to no increase in flooding risk. | Wash Common | [21/02627/HOUSE](http://planning.westberks.gov.uk/rpp/index.asp?caseref=21/02627/HOUSE) | 17 Conifer Crest, Newbury, RG14 6RS, for Mr & Mrs Smith | Proposed first floor extension. |
| 10. | No objection. | Wash Common | [21/02625/HOUSE](http://planning.westberks.gov.uk/rpp/index.asp?caseref=21/02625/HOUSE) | 17 Falkland Drive, Newbury, RG14 6JQ, for A. Whyatt | Replacement roof & adding a first floor roof extension with dormers and associated fenestrations. |
| 11. | No objection. | Wash Common | [21/02700/HOUSE](http://planning.westberks.gov.uk/rpp/index.asp?caseref=21/02700/HOUSE) | 19 Bartlemy Road, Newbury, RG14 6LD, for Mr & Mrs Gibson | Single storey rear extension. |
| 12. | No objection. | Wash Common | [21/02674/HOUSE](http://planning.westberks.gov.uk/rpp/index.asp?caseref=21/02674/HOUSE) | Windgarth, Tydehams, Newbury, RG14 6JT, for Mr S. Stearn | Construction of double garage. |
| 13. | No objection. | Wash Common | [21/02768/HOUSE](http://planning.westberks.gov.uk/rpp/index.asp?caseref=21/02768/HOUSE) | 14 Three Acre Road, Newbury, RG14 7AN, for Mr A. Whatley | Single storey rear extension, first floor extension and garage alterations/enlargement. |
| 14. | No objection.  Cllrs Tony Vickers, Phil Barnett, and Vaughan Miller abstained. | Wash Common | [21/02395/FULD](http://planning.westberks.gov.uk/rpp/index.asp?caseref=21/02395/FULD) | 19 Henshaw Crescent, Newbury, RG14 6ES, for J. Murray | To divide this property into two separate address , the amendments needed to do so is add a front door , block off internal access door , services gas and electric and to put up a fence to spilt the garden into two , by doing so this will create a four bed mid terrace house with 2x off road parking and a three bed end of terrace house with 2x off road parking. |
| 15. | Objection based on lack of evidence for continuation of licence, the desire to preserve the protected trees on footpath 5, and the lack of evidence shown in the planning document. | Wash Common | [21/02655/FUL](http://planning.westberks.gov.uk/rpp/index.asp?caseref=21/02655/FUL) | New Warren Farm, Warren Road, Newbury, RG14 6NH, for Mr M. Norgate | Continuation of use of livestock barn as B8 storage or distribution. Continuation of use of machinery store as B2 use. Both continuing after expiry of planning permission (temporary) [17/00848/FULC](http://planning.westberks.gov.uk/rpp/index.asp?caseref=17/00848/FULC). |
| 16. | No objection. | West Fields | [21/02424/FULD](http://planning.westberks.gov.uk/rpp/index.asp?caseref=21/02424/FULD) | 61 Russell Road, Newbury, RG14 5JX, for Mr S. Bartlett | Demolition of existing dwelling and erection of four dwellings. |
| 17. | No objection. | West Fields | [21/02572/HOUSE](http://planning.westberks.gov.uk/rpp/index.asp?caseref=21/02572/HOUSE) | 43 Russell Road, Newbury, RG14 5JX, for Mr R. Axten | Single Storey Rear Extension. |
| 18. | No objection. | West Fields | [21/02558/FULD](http://planning.westberks.gov.uk/rpp/index.asp?caseref=21/02558/FULD) & [21/02560/LBC2](http://planning.westberks.gov.uk/rpp/index.asp?caseref=21/02560/LBC2) | 152 Bartholomew Street, Newbury, RG14 5HB, for KAS (Newbury) Ltd | Change of use of first and second floors, to create a two bedroom flat with alterations to the ground floor layout and new entrance. |
| 19. | No objection. | West Fields | [21/02617/FUL](http://planning.westberks.gov.uk/rpp/index.asp?caseref=21/02617/FUL) | 28 Cheap Street, Newbury, RG14 5DB, for Lochailort Newbury Ltd | Temporary change of use from Use Class E (Commercial, business and service uses) to bar/lounge area ancillary to the adjacent Sui Generis Amusement Arcade at 25-27 Cheap Street (planning permission reference [20/02132/FUL](http://planning.westberks.gov.uk/rpp/index.asp?caseref=20/02132/FUL)) for a three year temporary period. |
| 20. | Objection based on the building not being sympathetic to the conservation area and overbearing the neighbouring building.  Cllr Andy Moore abstained. | West Fields | [21/02695/FULD](http://planning.westberks.gov.uk/rpp/index.asp?caseref=21/02695/FULD) | Motorists Discount Centre, Mayors Lane, Newbury, RG14 5DR, for Woolbro Homes | Demolition of existing building and construction of 3 storey residential apartment block, associated refuse and cycle store, landscaping, and parking. |
| 21. | We support this application.  Cllr Vaughan Miller abstained. | West Fields | [20/01210/FULD](http://planning.westberks.gov.uk/rpp/index.asp?caseref=20/01210/FULD) & [20/01212/LBC2](http://planning.westberks.gov.uk/rpp/index.asp?caseref=20/01212/LBC2) | 41 and 41A Cheap Street, Newbury, RG14 5BX, for Mursell & Company (Newbury) Ltd | Alterations to ground floor retail space and conversion of part of ground floor and first floor into a 6 bed HMO.  **Amended:**  The description of the proposal has been amended to: "Alterations to ground floor retail space and conversion of part of ground floor and first floor into a 6 bed HMO."  Amended proposed plans and elevations submitted.  Additional space retained for the retail space at ground floor.  HMO will consist of a kitchen, 6 bedrooms with ensuite bathrooms and shower, communal area, rear bin area and cycle facility.  Amended windows on the rear elevation.  Amended lightwells elevation - new window to southwest lightwell elevation and enlarged windows to northwest elevation.  **Previous NTC Comment(s):**  Support (20/07/2020)  Support (14/10/2020) |
| 22. | No objection. | West Fields | [21/02770/HOUSE](http://planning.westberks.gov.uk/rpp/index.asp?caseref=21/02770/HOUSE) | 108 Craven Road, Newbury, RG14 5NR, for Mr & Mrs Mulvany | Ground floor rear and side extension with internal alterations following demolition of existing conservatory, increasing width of single-storey rear wing. |
| 23. | We support this application. | West Fields | [21/02176/FUL](http://planning.westberks.gov.uk/rpp/index.asp?caseref=21/02176/FUL) &  [21/02181/LBC2](http://planning.westberks.gov.uk/rpp/index.asp?caseref=21/02181/LBC2) | 26, 28 and 28A Bartholomew Street, Newbury, RG14 5EU, for Barts Newbury Ltd | Change of use of 28 and 28A from office use (Class E) to hotel use (Class C1) and use of 26 as a restaurant with ancillary flexible work space (as permitted under the current use of the building under Class E). |
| 24. | No objection. | West Fields | [21/02753/ADV](http://planning.westberks.gov.uk/rpp/index.asp?caseref=21/02753/ADV) | Unit G20 68 Parkway Shopping Centre, Newbury, RG14 1AY, for HMV | Proposed 1no internally mounted main sign, 1no projecting sign and 1no high level vinyl run. |

**Appendix 2**

**Planning and Highways Committee Meeting**

**15/11/2021**

**Schedule of Applications for Prior Approval**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Running Order** | **Resolution** | **Ward** | **Application**  **Number** | **Location and Applicant** | **Proposal** |
| 1. | No comment | East Fields | [21/02699/PASSHE](http://planning.westberks.gov.uk/rpp/index.asp?caseref=21/02699/PASSHE) | 11 Jubilee Road, Newbury, RG14 7NN, for Mr & Mrs Chessell | Proposed single storey extension. |

**APPENDIX 3**

**Planning and Highways Committee Meeting**

**15/11/2021**

**Schedule of Licensing Applications**

|  |  |  |  |
| --- | --- | --- | --- |
| **Resolutions** | **Licence** | **Applicant(S)** | **Premises** |
| No Comment. | Licensing Act 2003 (Premises Licences & Club Premises Certificates) Regulations 2005  Premises Licence – New  Ref: **21/00945/LQN** | **Applicant:**  Bart’s Newbury Ltd | **Location:**  The Newbury Bridge Hotel and Bart’s bar and restaurant  26-28a Bartholomew Street  **Proposal**:  The application provides for the supply of alcohol from 10.00 to 23.00 Monday to Wednesday, 10.00 to midnight Thursday to Saturday and 11.00 to 22.30 on Sundays. Late night refreshment to 00:30 Thursday to Saturday. |
| No comment. | Licensing Act 2003 (Premises Licences & Club Premises Certificates) Regulations 2005  Premises Licence – New  Ref: **21/00956/LQN** | **Applicant:**  Addington Stores Ltd | **Location:**  109 Bartholomew Street, Newbury, RG14 5HE  **Proposal:**  The application provides for the supply of alcohol from 07.00 to 23.00 Monday to Sunday (Off sales only). |

**Appendix 4**

**Newbury’s Neighbourhood Development Plan Steering Group**

**Terms of Reference**

**Name: NEWBURY’S NEIGBOURHOOD 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 –

Both the Chairperson and Deputy-Chairperson will be elected members of Newbury Town Council (NTC). Both the position of Chairperson and Deputy-Chairperson will be elected by the Planning & Highways (P&H) Committee.

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’),
  + 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.

09/11/2021