

12th November 2019

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

Substitutes: Jeffery Cant, Martin Colston, Jo Day, Jon Gage, David Marsh.

Also: All Members of the Town Council for information.

Dear Councillor

You are summoned to attend a meeting of the **Planning & Highways Committee** to be held in the Council Chamber, Town Hall, Market Place, and Newbury on **Monday 18th November 2019 at 7.30pm**. The meeting is open to the press and public.

Yours sincerely,

Hugh Peacocke
Chief Executive Officer

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

3.1 To approve the minutes of a meeting of the Planning & Highways Committee held on Monday 28th October 2019 (already circulated).
(Appendix 1)

3.2 Report on actions from previous minutes.

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to continuing to make Newbury a
better place to live, work and visit

4. Questions and Petitions from Members of the Public

Chairperson

5. Members' Questions and Petitions

Chairperson

6. Schedule of Planning Applications (Appendix 2)

Chairperson

To comment on the planning applications listed at the attached schedule for which there are members of the public present.

7. Schedule of Appeal Decisions (Appendix 3)

Chairperson

To receive and comment as necessary on the appeal decisions listed at the attached schedule.

8. Town and Country Planning Act 1990

Application No: 19/01435/LBC2 for New signage to rear elevation For Camp Hopson, 7-11 Northbrook Street, Newbury.

Newbury Town Council's Comments: No objection.

Chairperson

To note that the above-mentioned Appeal is to be decided on the basis of an exchange of written statements. A copy of the document will be available at the meeting. Should the Council wish to make any comments at this stage, or withdraw, modify or add to any earlier comments the Council might have made, or request a copy of the decision letter, the Council should write to the Planning Inspectorate by Tuesday 3rd December 2019.

To consider next steps.

9. Update from The Western Area Planning Committee

Chairperson

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

10. Sandford Park Joint Working Group – Update

Chairperson

To receive an update on any relevant information.

11. Newbury Canoe Club (Appendix 4)

Chairperson

To resolve to support in principle the Canoe Club's proposals for a new access.

12. Key Performance Indicators (Appendix 5, all Council KPI's)

Chairperson

To note the KPI for this Committee and

To add any other appropriate KPIs for this Committee.

13. Speed Indicator Devices (Appendix 6)

Chairperson

To approve arrangements for the use of Speed indicator devices by trained Councillors and Volunteers within the Town Council boundaries.

14. Consultation on Variation of Off-Street Parking and Market Street Charges (Appendix 7)

Chairperson

To agree the Council's response to the consultation (if any)

15. Forward Work Programme for Planning and Highways Committee meetings 2018/19 (Appendix 8)

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 in the Council Chamber, Newbury Town Council, Town Hall, Market Place, Newbury on Monday 28th October 2019 at 7.30 pm.

Present

Councillors Phil Barnett; Nigel Foot; Roger Hunneman; Pam Lusby Taylor; Vaughan Miller; Andy Moore; Gary Norman (Chairperson); Tony Vickers.

In Attendance

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

74. Apologies

Apologies: Councillor Jeff Beck
Absent: Councillor Stephen Masters.

75. Declarations of interest

The Chief Executive Officer declared that Councillors Phil Barnett, Andy Moore 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.

The Chief Executive Officer made the following statement on behalf of Councillors Phil Barnett and Tony Vickers who are 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."

76. Election of chairperson and vice-chairperson

It was proposed by Councillor Tony Vickers and seconded by Councillor Vaughan Miller that Councillor Gary Norman be elected Chairperson of the Planning & Highways Committee. There were no other nominations.

Resolved: That Councillor Gary Norman be elected as Chairperson of the Planning & Highways Committee for the remaining 2019/2020 Municipal year.

Councillor Gary Norman presided over the remainder of the meeting.

It was proposed by Councillor Gary Norman and seconded by Councillor Roger Hunneman that Councillor Nigel Foot be elected Vice-Chairperson of the Planning & Highways Committee.

Resolved: That Councillor Nigel Foot be elected Vice-Chairperson of the Planning & Highways Committee for the remaining 2019/2020 Municipal year.

77. Minutes

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

- **Minute No.62:** Speen Moors Footpath - PR was issued stating that repairs were required in the interests of public safety. However, works could be delayed if the bridge and barriers are vandalised.
- **Minute No. 62:** The Court House and 20 Mill Lane - Committee members will receive a presentation from the developers at the meeting of the Planning & Highways Committee on Monday 9th December.
- **Minute No. 63:** Councillor Phil Barnett's Question - response was received from West Berkshire Council regarding the empty properties. Noted that they are holding a 'New in Newbury' conference on Monday 11th November.
- **Minute No. 64:** Hutton Close Redevelopment - response from David Wilson Homes, they allow contribution of £1000 per development, for community projects in the area of the development.
- **Minute No. 71:** BT Phone box (Shaw Road) - response to the consultation was submitted requesting that the phone box should be retained under BT reasonable Criteria, as there is a new housing development being developed in this area. It is also a very busy road and members feel that this service should be retained.
- **Minute No. 62:** BT Tower – BT advised that this matter would be considered by their infrastructure review team in November. The meeting asked the CEO to write to BT requesting permission to attend that meeting to make BT aware of the Council's views in this matter.

Proposed: Councillor Tony Vickers

Seconded: Councillor Roger Hunneman

Resolved: That the minutes of the meeting of the Planning & Highways Committee held on Monday 7th October 2019, be approved and signed by the Chairperson, with the amendment of Councillor Chris Foster's noted apologies.

78. Questions and petitions from members of the public

There were none.

79. Members' questions and petitions

Councillor Nigel Foot asked the following question:

"At a recent Town Council Surgery, two residents of Horseshoe End, Greenham, mentioned a problem young people with mopeds using the footpath. This footpath is heavily used by pedestrians and local residents are concerned that someone could be knocked over and injured by a moped. As winter approaches, this is even more of a concern as the footpath is unlit. We understand that there is a plan by West Berkshire Council to place anti-motorbike gates at either end of the path. Could we ask the Chief Executive Officer to make enquiries to WBDC to check if this plan is in place and to ask that it is implemented with all possible haste".

Chairperson replied with the following answer:

"We can ask the Chief Executive Officer to write a letter to West Berkshire District Council to get an up-date on this matter".

Councillor Philip Barnett asked the following question:

"In view of over 12 empty properties in Argyle Road under the ownership of Essex Wynter Trust, can this Planning & Highways meeting of Newbury Town Council write to the said Trust requesting what were their plans to encourage tenants to occupy these empty properties."

Chairperson replied with the following answer:

"We can send a letter to the Trust requesting details of their plans to encourage tenants to occupy these empty properties. We would like to see the properties in occupation as soon as possible, having regard to the current housing needs in this area."

80. Schedule of planning applications

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

In considering the following application, Councillor Tony Vickers voted to abstain in the decision: **19/01883/FULD**

81. Schedule of planning decisions

Information was received and noted by the Committee.

82. Town and Country Planning Act 1990

Planning Appeal re Application No: 19/01084/FULD for Erection of a mansard style roof extension to facilitate the provision of 4 no. self-contained dwelling houses comprising 2 no. 1 bed flats and 2 no. Studios. For Brook House, 60 – 62 Northbrook Street, Newbury.

The Committee agreed to reiterate their comments about the Car Club to the Planning Inspectorate and to advise WBDC of same. It was further felt that this decision contravened WBDC's environmental policy, which is to support the Car Club and its operation in Newbury.

83. Town Plan Progress Report

The Committee received an update on progress on various matters in the Town Plan, as at 18 October 2019.

The Committee considered the Council's response to the Local plan consultation and agreed to create a Working Group to review this before pursuing it further with the Planning Authority.

Proposed: Councilor Tony Vickers

Seconded: Councillor Vaughan Miller

Resolved: That the working group comprise Councillors Gary Norman, Tony Vickers, Nigel Foot and Andy Moore and report back to this Committee at a later date.

84. Update from the Western Area Planning Committee

The meeting was cancelled, so no additional applications to be discussed at this time.

85. Sandleford Park Working Group – update

No additional information to discuss currently.

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

Information was received and noted by the Committee. Members agreed to add the following items to the next agenda:

- SID training & Insurance
- Request and receive a presentation from Newbury Car Club and invite the Highways Authority to attend.

There being no other business the chairperson declared the meeting closed at 21.45 hrs

Chairperson

DRAFT

Planning & Highways Committee Meeting
Schedule of planning applications - Resolutions

Running Order	Resolutions	Application Number	Location and Applicant	Proposal
1	No objection	19/02428/HOUSE	7 Cavendish Court, Newbury for Mr Hemisoth	Demolition of conservatory and construction of single storey rear extension.
2	No objection	19/01858/ADV	Ridgeway Audi, Faraday Road, Newbury for Marshall Group	To display Audi branded signage on external showroom building and install free standing signage to the perimeter of the building.
3	No objection	19/02462/HOUSE	11 Middleton Court, Newbury for Susan Jones	Formation of new first floor extension over existing ground floor side extension to form new en-suite bathroom and wardrobe
4	Support	19/02542/FUL	34 Stanley Road, Newbury for E and E Architects International Limited	Single storey rear extension creating new entrance for disabled people
5	No objection	19/02439/HOUSE	10 Croft Lane, Newbury for J Embleton	Demolition of attached garage, erection of two storey side extension and rear extension
6	No objection	19/02573/HOUSE	The Gardeners Cottage, Tydehams, Newbury for Mr & Mrs L Arnold	Demolition of existing outbuildings and garage with new extension comprising double garages, store and family room with bedrooms above and attic den. Resubmission of approved application ref: 18/02575/HOUSE to include amendments to roof tiles and windows.
7	No objection	19/02444/HOUSE	10 Battle Road, Newbury for J Stanwell, E Stanwell & N Denniss	Rear and side extension. Alternative entrance with front porch. Rear dormer windows

8	No objection	19/02345/HOUSE	32 Meyrick Drive, Newbury for Mr & Mrs Brown	Demolition of existing garage and construction of a porch and two-storey extension.
9	No objection	19/02343/HOUSE	50 Valley Road, Newbury for Mr Rob Saint	S73 Variation of condition (2) approved plans of approved 19/00596/HOUSE - Demolition of existing conservatory and formation of two storey rear extension, new side door and windows with associated internal works.
10	No objection	19/02431/HOUSE	4 Barn Crescent, Newbury for Mr & Mrs Alsbury	Demolition of existing conservatory, creation of a new single storey rear extension and refurbishment of the existing house (ground floor only).
11	No objection	19/02447/HOUSE	8 Battle Road, Newbury for J Stanwell, E Stanwell & N Denniss	Rear and side extension. Alternative entrance with front porch. Rear dormer windows.
12	No objection	19/02415/HOUSE	68 Valley Road, Newbury for Mr & Mrs McCaffrey	Demolition of garage and erection of two storey side extension.
13	No objection	19/02482/HOUSE	53B Chandos Road, Newbury for Mr A Khan	Single storey, rear extension.
14	No objection	19/02514/HOUSE	69 Conifer Crest, Newbury for Mr & Mrs B Shrovrou	Single storey rear extension and extension /new pitched roof over existing garage with internal alterations and external render to extension and change roof finish to slate
15	No objection	19/02506/ADV	4 Monument Close, Essex Street, Newbury for The Co-operative Group	Illuminated projecting sign and delivery sign.
16	No objection	19/02575/HOUSE	32 Montgomery Road, Newbury for Mr & Mrs Chandler	Single storey rear extension to include additional living accommodation and bedroom with internal alterations.

17	No objection	19/02375/HOUSE	58 Lipscombe Close, Newbury for Mr Woolams-Seeny	Side conservatory.
18	No objection	19/02355/ADV	45 Northbrook Street, Newbury for Mr Booth	One replacement internally illuminated fascia sign and one internally illuminated double sided projecting sign.
19	Objection / comment: members feel the changes in size of the property are insufficient to withdraw their previous objection.	19/01883/FULD Amended Plans	1 Kennet Road, Newbury for Mr & Mrs Simmons	Partial demolition and refurbishment of 1 Kennet Road and the delivery of 3nr new dwellings with associated parking and gardens
20	Objection / comments: members feel that this does not respect the character of the area as reflected in 5.2 of the Town Plan and agree with the comments made by the Conservation Officer and the Highways Officer.	19/02543/FULD	Land to the North, No 37-39 Kennet Road, Newbury for Mr Horsey	Construction of new dwelling including integral ground floor parking area with hard surfaced drive to site front and landscaped garden to the rear.

**Planning and Highways Committee Meeting
Schedule of Planning Applications
Monday 18th November 2019**

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	19/02558/FULMAJ	Emerald House, Newbury Business Park, London Road, Newbury for Mountly Ltd	Increase the height of the building and replacement of mansard roof to include provision for a new third floor of residential accommodation (13 Units), provision of dormer windows on second floor and scheme of external design treatment to facilitate works.
2	Clay Hill	19/02734/HOUSE	Fidelio, London Road, Newbury for James Piper	Two storey side and rear extension, involving demolition of garage to side and extension to rear of kitchen.
3	Clay Hill	19/02762/HOUSE	179 Walton Way, Newbury for Matt Wyles	Proposed garage conversion, ground floor rear extension, floor plan redesign and all associated works.
4	East Fields	19/02525/HOUSE	79 Greenham Road, Newbury for Nicholas Pearson	Replace and raise roof on existing garage.
5	East Fields	19/02546/FULEXT	Sterling Industrial Estate, Kings Road, Newbury for Nelson Land Limited.	Section 73A: Variation of Condition 1 (approved Plans) of previously approved application (15/00319/FULEXT): Application for full planning permission for the demolition of existing buildings and structures, site remediation and the erection of 167 apartments, a new link road, carparking and landscaping.

6	East Fields	19/02672/ADV	McDonald's, Newbury Retail Park, Pinchington Lane, Newbury for McDonalds Restaurant Ltd	The installation of three new digital freestanding signs and a 15" digital booth screen.
7	East Fields	19/02691/FUL	Vets 4 Pets, 3 Adlam Villas, Greenham Road, Newbury for Stuart Metcalfe	Section73: Variation of Condition 3 (No other use) of previously approved application (03/00679/FUL): Change of use to Veterinary Surgery.
8	East Fields	19/02675/FUL	34 Stanley Road, Newbury for Oliver Campbell	Single storey rear extension creating new entrance for disabled people.
9	East Fields	19/02703/ADV	2A Hambridge Road, Newbury for Squeegie and Ink	LED Display to display business advertisements on the premises near the roadside where there are already signage posts.
10	East Fields	19/02768/HOUSE	61 York Road, Newbury for Husky Design Ltd.	Section 73: Variation of Condition 2 (Approved Drawings) of previously approved application (18/00547/HOUSE): Additional alterations to the rear of the premises, extending dormer and additional roof lights to front of the house.
11	East Fields	19/02759/HOUSE	1 Rose Villas, The Folly, Newbury for Mr & Mrs Williams	Proposed single storey rear and side extension to create dining area/garden room.
12	Speenhamland	19/02591/FULD	44 Donnington Square, Newbury for Mr C Roberts & Mrs D L Newton-Terry	Demolition of existing dwelling and erection of a replacement dwelling together with associated works.
13	Speenhamland	19/02279/FULD Amended Plans	Land Adjacent 4 Croft Lane, Newbury for G & R Wilson	New 3 Bed House.
14	Wash Common	19/02595/HOUSE	62 Elizabeth Avenue, Newbury for Mr & Mrs Hook	Demolition of garage and erection of extension to front and side.
15	Wash Common	19/02632/HOUSE	Allington Lodge, Round End, Newbury for Mr & Mrs Jones	Demolition of existing garage and dining room with internal alterations. Proposed ground floor side extension to include sitting room/kitchen/WC and dining room. New roof light in existing roof.
16	Wash Common	19/02681/HOUSE	Doric House, Tydehams, Newbury for Claire & Ian Barratt	New outdoor pool and summerhouse.

17	Wash Common	19/02673/HOUSE	6 Gwyn Close, Newbury for Miss A Barefoot	Proposed part two storey part first floor side extension following part demolition of existing single storey extension, part garage conversion and replace single storey flat roof over porch/garage with pitched roof.
18	Wash Common	19/02707/FUL	Park Cottage and Warren Road, Newbury for Donnington New Homes & Mr & Mrs Norgate	Improvements and enhancements to Warren Road to serve Warren Road to serve New Warren Farm following demolition of Park Cottage with associated landscaping and trees.
19	Wash Common	19/02630/FULD	1 Gilroy Close, Newbury for Mr G Howe	New 2 storey 2-bed dwelling with minor internal alterations to 1 Gilroy Close, Newbury and associated external works.
20	Wash Common	19/02798/HOUSE	25 Sutherlands, Newbury for Mr & Mrs Bell	Two-storey rear extension, dormer windows and associated works.
21	West Fields	19/02626/LBC2	17 The Broadway, Newbury for David Luff	Repair works to existing Cornice and repair works to existing first and second floor windows.
22	West Fields	19/02257/ADV	63 Bartholomew Street, Newbury for Alexander Smith	Replacement fascia sign to front elevation with new small projecting shop sign perpendicular to building.
23	West Fields	19/02258/LBC2	63 Bartholomew Street, Newbury for Alexander Smith	New external signage to replace existing and internal alterations to include new fixed furniture and removal of modern suspended ceiling.
24	West Fields	19/02679/HOUSE	7 Rectory Close, Newbury for Mr & Mrs Thomas	Single storey rear extension wit internal alterations and timber frame car port to side includes demolition of existing garage.
25	West Fields	19/02676/HOUSE	37A Russell Road, Newbury for Peter Richardson	Section 73: Variation of Condition 2 – Approved plans of previously approved application 18/00541/HOUSE: Demolish single-storey garage and rear conservatory. Proposed two-storey side and rear extension and loft conversion, to create large family home. Widen existing dropped kerb access to provide four off road parking spaces.

26	West Fields	<u>19/02702/LBC2</u>	23-24 Northbrook Street, Newbury for Shuropody	New non-illuminated sign, decorate shopfront and internal shop fit.
27	West Fields	<u>19/02767/COMIND</u>	Newbury Baptist Church, Mereton Hall, Cheap Street, Newbury for Mr P Davey	Redevelopment of site compromising retention of main church building; demolition of single and two storey elements and erection of part single, part two storey extension to main church building to provide enlarged and enhanced community facility.
28	West Fields	<u>19/02787/FUL</u>	21 Market Place, Newbury for The Sushi Maki Newbury Ltd.	Addition of internal stud walls to create storage room and entrance for toilet, wood cladding the walls and concrete finish – change of use from A1 to A3.
29	West Fields	<u>19/02788/LBC2</u>	21 Market Place, Newbury for The Sushi Maki Newbury Ltd.	Addition of internal stud walls to create storage room and entrance for toilet, wood cladding the walls and concrete finish – change of use from A1 to A3.

**Planning and Highways Committee Meeting
Monday 18th November 2019**

Schedule of Appeal Decisions Made by The Planning Inspectorate

Application No.	Location And Application	Proposal
<u>19/00020/FULD</u>	Land to the Rear of 378 London Road, London Road, Benham Hill for Catherine Hall	3 x 1 Bed flats.
<p>NTC Observations: Objection / comment: This is effectively the same as application 18/02910, to which we have the same objections. 1) There is insufficient space on the site for vehicle turning. Reverse exiting from the site onto the heavily used Fir Tree Lane would be dangerous. 2) Constant traffic queuing occurs in Fir Tree Lane at the junction with London Road. Such queuing would interfere with cars seeking to enter the site from the south. 3) The Juliet balconies for the northern elevation would overlook the playing fields of Fir Tree Primary School, the trees which formerly provided screening having been cut down. 4) The building would be out of keeping with the houses in that part of Fir Tree Lane, which date from the 1920's and 1930's and have a unique design. 5) Its distance from Fir Tree Lane, at about 2 metres, would not respect the building line of the neighbouring properties. 6) The site would be cramped and provide insufficient amenity space, contrary to the terms of Quality Design SPD Part 2 clause 1.16.5</p>		
Planning Inspectorate's Decision – The Appeal Is Dismissed		

NEWBURY CANOE CLUB REDEVELOPMENT PROJECT



Public access under the A339 road bridge and to the Canoe Club

Background

The main Newbury Canoe Club redevelopment is completed and the club is on the way to becoming a thriving family orientated canoe club in the centre of Newbury. Our first aim is to have an active membership of over 100 participants (we are up to 46 at present) and build on our position as part of the fabric of Newbury providing sports/outdoor water sports opportunities for all.



The old derelict club house has been replaced with a new building incorporating: changing rooms, showers, toilets, club room, and catering. New equipment purchases have been made to enable the operation of timetabled sessions on the water to allow local people to experience canoeing in a safe and supportive environment.

We have held our first two 6 week programmes at the club with two groups of 8 Newbury and Thatcham residents now competent to canoe on their own with the clubs boats and equipment. A further programme is planned and “come and try” taster sessions are also scheduled.

The new facility will also safeguard the continued running of the Waterside Series of marathon races, the largest regular mass participation event on the marathon canoeing calendar (with 1500 participants) and vital training for the annual Devizes to Westminster canoe race.

Access to the club house and into Newbury

The wharf and its surrounds are to some extent the centrepiece of Newbury. We believe the new canoe club has enhanced this area and we would like to continue with this work.

Our new building is accessed from the wharf car park, by walking under the A339 road bridge. In addition the general public frequently access the town centre from the eastern side of the A339 by walking under the bridge. This corner of the wharf car park needs improvement and Newbury Canoe Club would like to take the lead on this and also improve the access for people to the canoe club and under the A339. At present the walk under the bridge is unwelcoming. The surfacing is rough. There is no lighting under the bridge and it is not clear that the canoe club is around the corner. The area does get used as a sleeping place for homeless and some anti-social behaviour takes place under the bridge.

The ground levels are such that we are just able to get a van under the A339 road bridge and to the canoe club (for works, collection of equipment and emergency access) and we need to maintain this facility.



Proposed improvements

The attached plan indicates the works we would like to carry out. This incorporates the following:

- A bound or paved pedestrian/wheelchair suitable surface from the tarmac in the car park all the way to the canoe club compound gate and then on internally to the canoe club front door.
- The bound/paved surface will also significantly improve the existing and well used Right of Way under the A339 bridge from the base of the eastern stairway down from the AA39 and then under the bridge to the wharf car park. This will improve pedestrian access to the town centre, the wharf and the library from the eastern side of the A339.
- Lighting under the bridge to make out of hours and winter access safer and more welcoming for canoe club users and the general public using the ROW.
- Painting of the concrete work under the bridge – anti-graffiti light grey paint
- A resurfacing of the unbound area under the bridge to improve aesthetics
- Signage – on the bridge or a self-standing sign indicating the way to the Canoe Club
- An interpretive board explaining the history of Canoeing in Newbury and the history of the Devises to Westminster race. Note there would be scope in the future to have a Newbury Canoe trail and this could be the start and information point for this.
- Planters alongside bridge (similar to the excellent work at Newbury Lock) – maintained by Newbury Canoe Club volunteers

A draft plan for discussion (see appendix 1) and further work to produce a full specification is attached. To take this project forward we are seeking the financial and in kind support of Newbury Town and West Berkshire Councils.

Budget

We anticipate using a mix of volunteers and contractors to complete the works with a budget of £15,000 + VAT. This may change as we receive input from engineers and others (in particular re power supply for lighting).

Newbury Canoe Club have £3,000 which we can contribute to this project. We will be hoping to put together a package of funding to get the work done and hope that both West Berkshire Council and Newbury Town Council can make a meaningful contribution.

Once the specification is agreed with all relevant parties we will go out to tender for the works.

Next steps

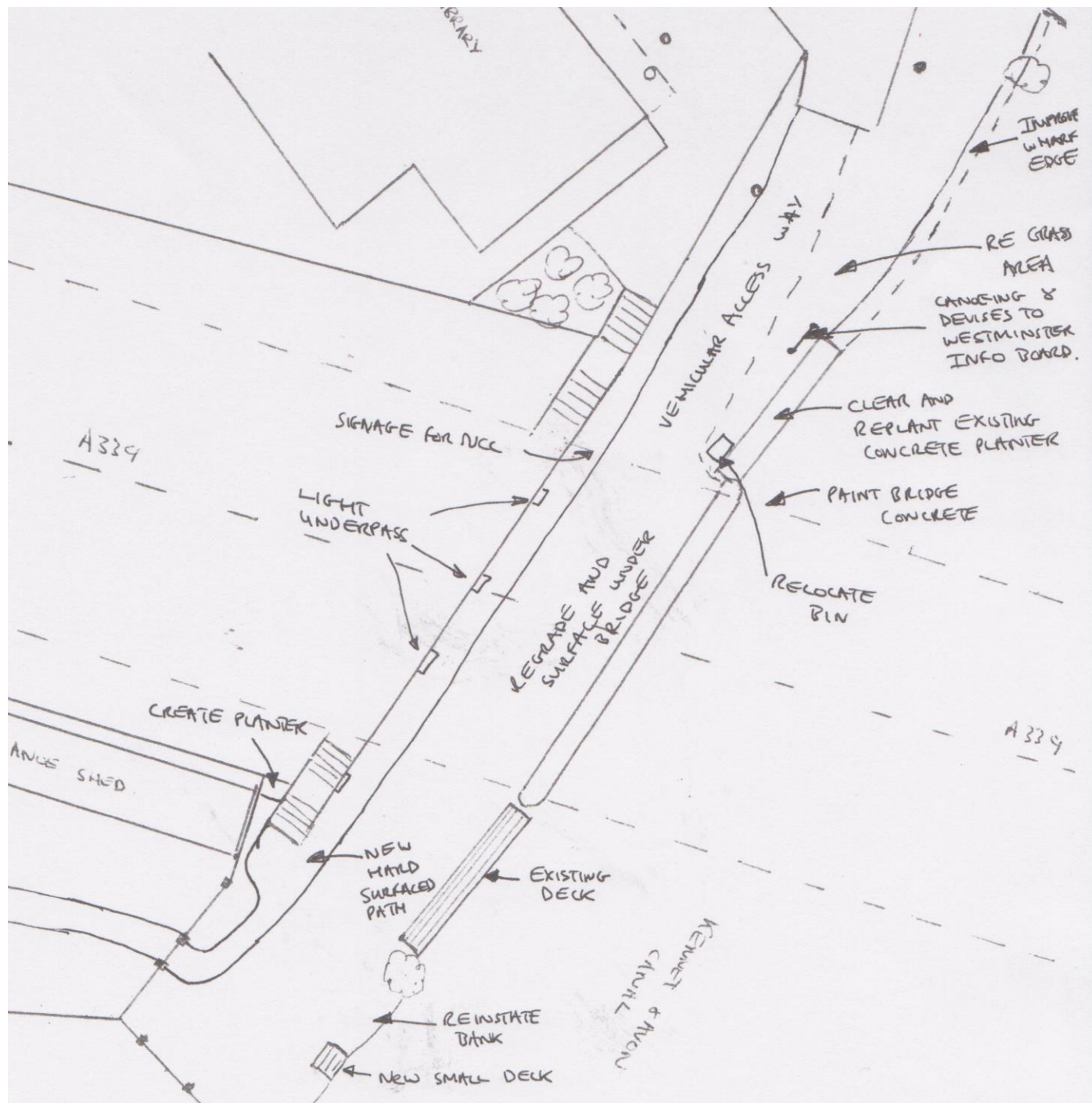
At this stage Newbury Canoe Club is seeking the in principle support from the Town and District Councils and an indication of the potential for some funding. We will then consult with Highways and bridge engineers to agree the specification for the works.

Yours Sincerely

the Trustees of Newbury Canoe Club



Appendix 1 – NCC Access plan version 1 for discussion



Newbury Town Council Key Performance Indicators 2019-20

Appendix 9

Indicator	Frequency											
Accounts	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR
Percentage of invoices paid within 30 days of receipt by Corporate Services Team (excluding disputed invoices)				all but one invoice								
Council expenditure to be within 5% budget												
Amount of bad debt over £500 and more than 3 months old (aim to reduce this over the year)	£2,737.50											
Achieving budgeted income from chamber lettings (£7,000)	£0	£505 - 7%	£795-11%	£1,101-16%	£1,853-27%	£2396-34%						
Achieving budgeted income from Suite Lettings (£38,000)	£2,610 - 7%	£4,715 - 12%	£9025-24%	£11,448-30%	£13943-37%	£18,125-48%						
Unqualified financial audit												
Website/social media												
Number of Facebook followers (aim for 10 new p.m. 120 pa)	1954	1981	2086	2147	2158							
Number of Twitter followers (aim for 10 new pm, 120 pa)	4078	4131	4153	4183	4210							
Number of hits on website (sessions) to increase in year	2492	3507	2587	2963	2905							
All agendas published within 3 clear days prior to the meeting												
Communication with Public												
Publish minutes of meetings within 2 working days of Corporate Services being advised they are approved by the chairperson						within 5 days						
Produce draft minutes of all Council and Committee meetings within 3 working days of committee meeting												
Complaints dealt with within 5 working days												
Produce 4 press releases each month	3 - purdah	4	4	4	5	7						
Produce a newsletter every month	purdah	purdah			prepared, not published							
Community Services												
Undertake monthly detailed play area inspections												
Market Income in line with budget (£40,000)	£2364 -6%	£4835-12%	£7274-18%	£9,972-25%	£13,168-33%	£15,786-40%						
Allotment income in line with budget (£21,000 - due 1.4.18)	£20528-98%	£20,964-99%										
Shaw Cemetery income in line with budget (£45,000)	£0	£4,818-11%	£8757-20%	£10,169-23%	£12,367-28%	£14,415-32%						
Shrub and flower beds weeded as per contract	2 weeks behind	90% completed	1 week behind		50% done							
pond cleaned 6 times pa or more if needed												
Contractors quote for Unscheduled Works within a week	2 weeks	3 weeks		3 weeks	2 weeks	2 weeks						
Frequency of grass cutting – based on length of grass	20% of sites unacceptable	smaller areas missed	apart from allotments	bar 1 site	not done	some missed						
Frequent litter picking, based on times per site per contract		2 misses										
Contractors inspecting playgrounds weekly & competently			last month's report not yet recd	last 2 mnths reports not seen	? Sheets not received	not known						
Number of vacant allotment plots below 17	14	12	7	13	14	0						
Planning and Highways												
Planning comments made at meetings of the committee should be submitted to WBC within 2 working days of the meeting being held		3 working days	3 working days	4 working days								
Staff												
Total staff Time Off In Lieu (TOIL) carried forward	121.38	165.72	145.27	217.75	136.55	139.4						
Each staff member to undertake 6 hours training per quarter (pro-rata)				10/11								
number of staff working days lost to sickness - target no more than 4 per month	7	3	6	0	1	3						

Explanation of colours in chart

	Green = target met
	Yellow = target close but not met
	Red = target not met

Newbury Town Council**Public Report****To: Planning and Highways Committee****Meeting Date: 18 November 2019****Agenda Item 15: Speed Indicator Devices**

To approve arrangements for the use of Speed indicator devices by trained Councillors and Volunteers within the Town Council boundaries.

Background

West Berkshire District Council (WBDC) operates a Speed intervention Programme when responding to complaints about speeding (Appendix A). The Programme involves trained volunteers and Councillors using their speed indicator devices on the public highway. WBDC provides training for councillors and volunteers who wish to be involved in the programme.

Issue

WBDC operates this programme at Town and Parish Council level. Accordingly, it requires those Councils to cover the activity under their public liability insurance. Our insurers have confirmed that where approved by the Town Council, Councillors and Volunteers participating in the programme would be covered by our PL insurance. However, they have also expressed the view that we would not be liable where we have no control over the procedure.

Options considered: The Council wishes to participate in the programme.

Consultation (if any): WBDC

Implications Addressed:

- **Legal:** The Council has the authority under the general Power of Competence to participate in the programme.
- **Financial:** There are no direct costs to this Council. All of the training and equipment is provided by WBDC.
- **Environmental:** None
- **Risk assessment:** This is carried out by WBDC
- **Equality:** The training is open to all.
- **Crime and Disorder:** participation in the programme should lead to a reduction in speeding offences and improved public safety within our boundaries.

Recommendation:

That the Town Council agrees to participate in WBDC's Speed Intervention Programme with the following arrangements:

1. All potential SID operators have to be nominated by Newbury Town Council.
2. WBDC to inform the Council when SID training is successfully completed and also send a copy of the signed operators' agreements. (WBDC has now supplied a list of trained operators)
3. WBDC completes a standard risk assessment and asks the trained operator to work within those guidelines and report any issues so they can then assist to ensure everyone on the highway is safe.
4. Before the equipment is deployed, the operator or WBDC advises Newbury Town Council stating when and where this is to happen and what issue is being addressed.

Report Author: Hugh Peacocke

Chief Executive Officer

Date: 12 November 2019

Road Safety

Speed Intervention Programme

Before tackling an issue with speeding, we need to work out exactly what the problem is and how it happens. We do this by gathering speed data. The data we collect means we're able to make an informed decision about a solution or potential next steps.

Speed data is collected using different types of equipment, with some being operated by West Berkshire Council, and others operated by parish councillors. The data collection equipment that might be used includes:

Vehicle Activated Signs (VAS)

We've introduced these at sites which comply with our VAS Policy.

Site selection - Before the decision to install a permanent VAS is made, it is important to undertake

- An audit of existing furniture, fixed signs, road condition and road makings to assess their standard and condition.
- Monitoring of traffic speeds to establish that a problem with inappropriate speed exists

We also have a number of mobile VAS which displays the speed limit with 'Slow Down'. These are used at sites normally for a period of one week, where results of traffic surveys have shown that vehicles are consistently speeding.

If further survey results show that vehicles continue to speed then the location will be subject to further action under the SIP.

Operators will be restricted to West Berkshire Council officers



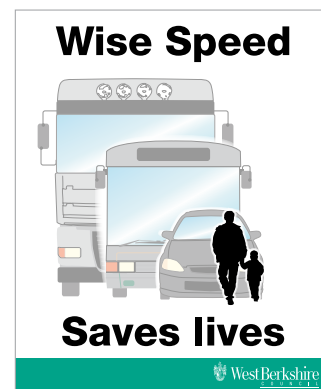
Temporary Posters

Four basic designs should primarily be used as an educational tool to effect change in driver/ rider behaviour with a view to tackle community concern and support a safer environment.

Site selection - Before the decision to deploy Temporary posters is made, it is important to undertake:

- Data collected by SID or SDR has been interrogated and the results justify the need to deploy the temporary posters.
- A full risk assessment of the site, this includes an audit of existing furniture, fixed signs, road condition and road makings to assess their standard and condition.
- Sight lines and the potential for obstruction to the highways and pathways.
- Should be deployed for a maximum of 6 weeks in any one location.

Operators will be restricted to West Berkshire Council officers



Speed data recorder (SDR)



These data recorders are used in locations where there is community concern in respect of road safety or for monitoring purposes (speed and volume) for engineering projects and speed limit reviews.

Data is collected 24/7 (battery life depends on the road usage).

Site selection - Before the decision to erect an SDR is made, it is important to undertake

- An audit of existing furniture, fixed signs, road condition and road makings to assess their standard and condition.
- Sight lines and the potential for obstruction to the highways and pathways.
- Complete an assessment of the surrounding area. For the optimum performance the unit should not be mounted:
 - Near a junction, petrol station
 - Near where vehicles are likely to park
 - In a position that causes the radar head to be at an extreme angle
 - Near where pedestrians are likely to be crossing
 - Where the Radar's view is obstructed
 - Not near power lines or generators
- All SDR sites are approved, numbered, photographed and listed by the Road Safety Team for future reference.
- All data collected will be downloaded and interrogated and a summary of the data obtained will be available on request.

Operators will be restricted to West Berkshire Council officers

Community SpeedWatch (CSW)

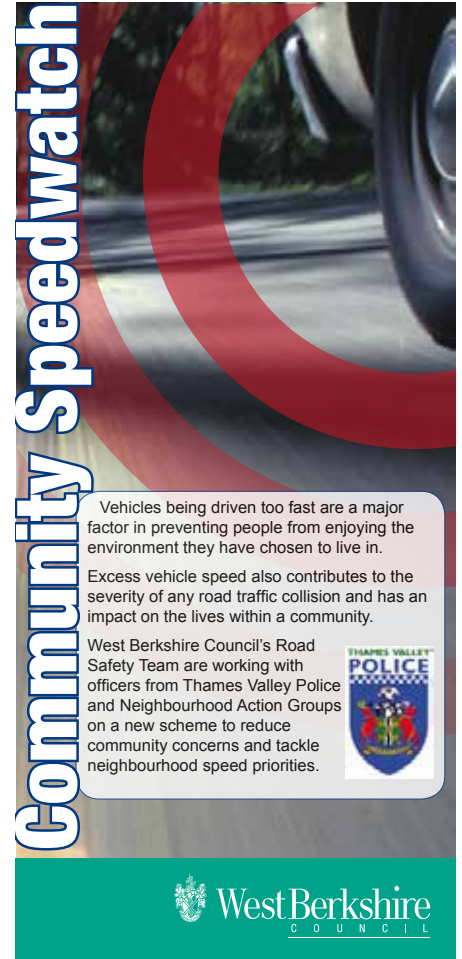
Community SpeedWatch (CSW) can be set up in any village, small town, or urban area, governed by either a 20, 30 or 40 miles per hour speed limit. A CCTV camera takes video clips of vehicles exceeding the speed limit threshold. Vehicle indexes are identified and the information is passed onto the police. A letter is sent to the registered keeper of the vehicle.

Persistent offenders will receive up to two warning letters, and on a third occasion, offenders can expect further action by the police.

Site selection - Before the decision to deploy CSW is made, it is important to undertake:

- Data collected by SID or SDR has been interrogated and the results justify the need to deploy the CSW camera.
- A full risk assessment of the site, this includes an audit of existing furniture, fixed signs, road condition and road makings to assess their standard and condition.
- Sight lines and the potential for obstruction to the highways and pathways.

Operators will be restricted to West Berkshire Council officers



Vehicles being driven too fast are a major factor in preventing people from enjoying the environment they have chosen to live in.

Excess vehicle speed also contributes to the severity of any road traffic collision and has an impact on the lives within a community.

West Berkshire Council's Road Safety Team are working with officers from Thames Valley Police and Neighbourhood Action Groups on a new scheme to reduce community concerns and tackle neighbourhood speed priorities.

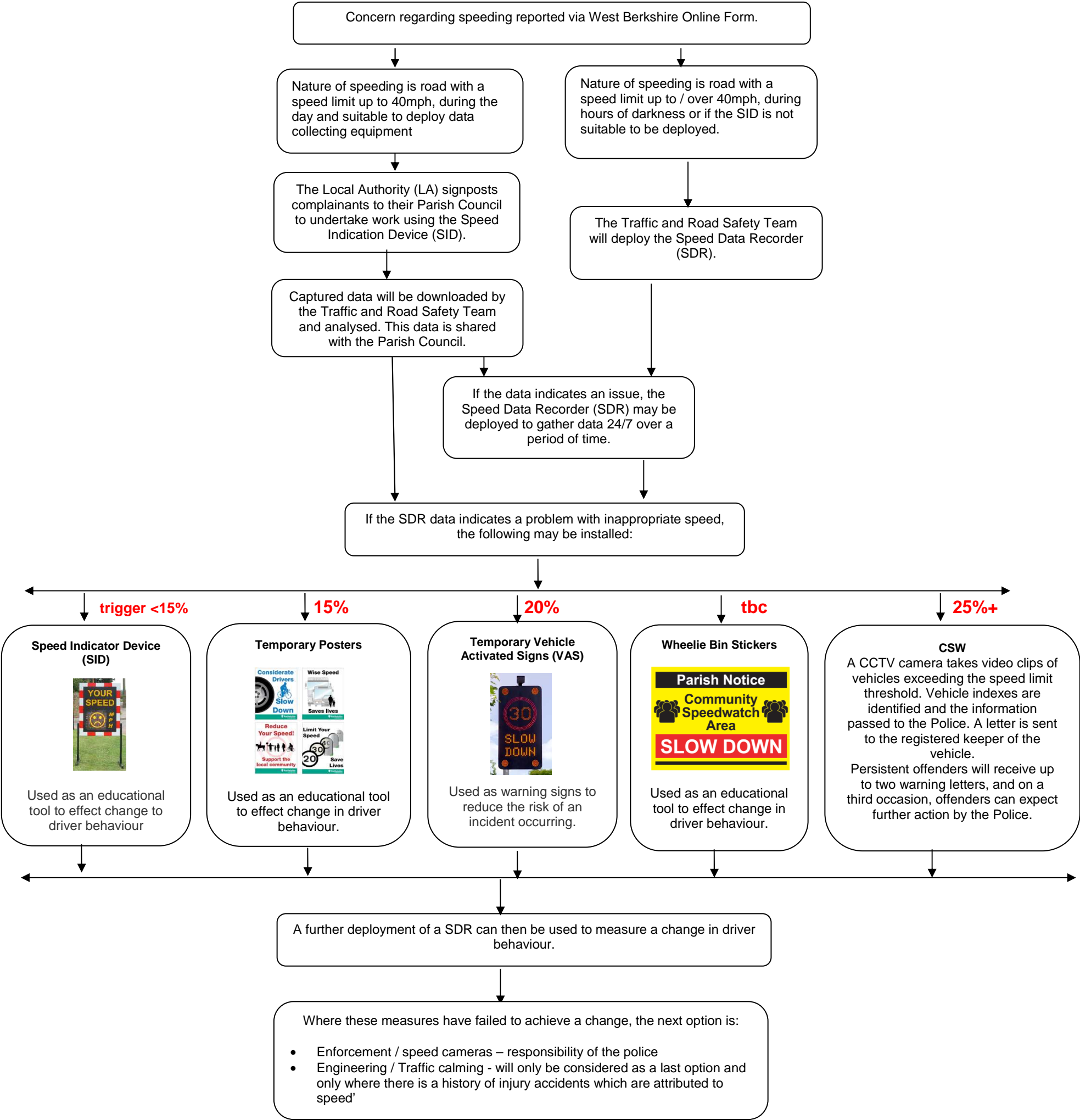


Who to Contact

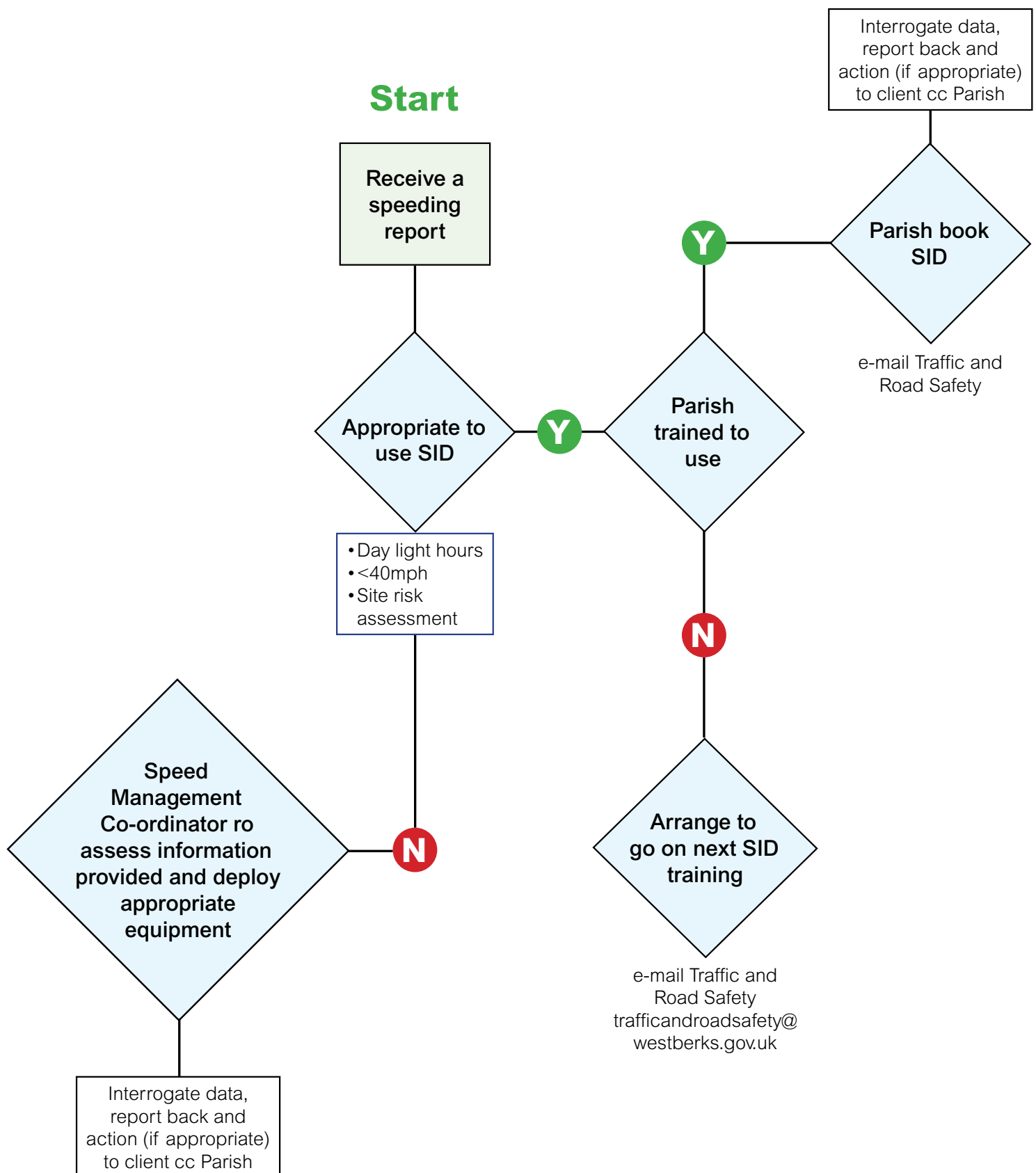
West Berkshire Council Traffic and Road Safety Team
e-mail: trafficandroadsafety@westberks.gov.uk Tel: 01635 519080

[More contact information for Traffic and Road Safety Team](#)

Responding to Complaints about Speeding – Speed Intervention Programme



SID Equipment deployment



WEST BERKSHIRE DISTRICT COUNCIL (OFF STREET PARKING PLACES) (CIVIL ENFORCEMENT AND CONSOLIDATION) ORDER 2009 (CORN EXCHANGE (BEAR LANE) AND (CENTRAL NORTH (LIBRARY) CAR PARKS NEWBURY) AND [STATION ROAD CAR PARK HUNGERFORD) (AMENDMENT NO 12) ORDER 20[]

NOTICE IS HEREBY GIVEN that WEST BERKSHIRE DISTRICT COUNCIL proposes to amend THE WEST BERKSHIRE DISTRICT COUNCIL (OFF STREET PARKING PLACES) (CIVIL ENFORCEMENT AND CONSOLIDATION) ORDER 2009 ("The Principal Order") and THE WEST BERKSHIRE DISTRICT (OFF STREET PARKING PLACES) (CIVIL ENFORCEMENT AND CONSOLIDATION) Order 2009 (CORN EXCHANGE (BEAR LANE) AND (CENTRAL CAR PARK NEWBURY) AMENDMENT (NO 9) ORDER 2016 ("Amendment No 9") to the extent as set out below. In all other respects the Principal Order remains in force.

It is proposed that the Order will come into operation on the [] day of [] 20[] and may be cited as WEST BERKSHIRE DISTRICT COUNCIL (OFF STREET PARKING PLACES) (CIVIL ENFORCEMENT AND CONSOLIDATION) ORDER 2009 (CORN EXCHANGE (BEAR LANE)) AND (CENTRAL NORTH (LIBRARY) CAR PARKS NEWBURY) AND (STATION ROAD CAR PARK HUNGERFORD) (AMENDMENT NO 12) ORDER 20[]

It is proposed to amend the Principal Order and the West Berkshire District Council (Off Street Parking Places) (Civil Enforcement and Consolidation) Order 2009 (Corn Exchange (Bear Lane)) and (Central Car Park Newbury) Amendment No 9) Order 2016 to provide either pay on foot and pay and display parking in the Corn Exchange (Bear Lane) Car Park) and the Central North (Library) car park and the Station Road Car Park Hungerford as detailed in Schedule 1 of the Principal Order as follows:-

SCHEDULE 1

PAY ON FOOT CAR PARKS

Name of Parking Place	Special Classes of Vehicles (if any)	Days of Operation Hours of Operation	Charging Days and Charging Hours	Maximum period for which vehicles may be parked	Daily Charges	
Central Car Parks (Corn Exchange (Bear Lane)		All days	Monday to Sunday (including Bank Holidays)		No season tickets available Monday to Sunday 8.00 a.m. to 6.00 p.m.	
		All Hours	24 hours			
					Up to 1 hour	£1.50
					Up to 2 hours	£2.70
					Up to 3 hours	£3.90
					Up to 4 hours	£5.20
					Up to 6 hours	£7.20
					Up to 8 hours	£8.70
					Up to 10 hours	£12.00
					Monday to Sunday: Evening Charge 6.00 p.m. to 8.00 a.m.	£2.00

Name of Parking Place	Special Classes of Vehicles (if any)	Days of Operation Hours of Operation	Charging Days and Charging Hours	Maximum period for which vehicles may be parked	Daily Charges	
Central Car Parks Central North (Library) Car Park		All days	Monday to Sunday (including Bank Holidays)		Season tickets available Monday to Sunday 8.00 a.m. to 6.00 p.m.	
		All Hours				
					Up to 1 hour	£1.50
					Up to 2 hours	£2.70
					Up to 3 hours	£3.90
					Up to 4 hours	£5.20
					Up to 6 hours	£7.20
					Up to 8 hours	£8.70
					Up to 10 hours	£12.00
					Monday to Sunday: Evening Charge 6.00 p.m. to 8.00 a.m.	£2.00

PAY AND DISPLAY CAR PARK

Name of Parking Place	Special Classes of Vehicles (if any)	Days of Operation Hours of Operation	Charging Days and Charging Hours	Maximum period for which vehicles may be parked	Daily Charges Monday to Saturday 6.00 a.m. to 6.00 p.m.	
Station Road Car Park Hungerford		All Days	Monday to Saturday 6.00 am to 6.00 pm			
		All Hours			Up to 1 hour	£0.80
					Up to 2 hours	£1.30
					Up to 3 hours	£1.70
					Up to 4 hours	£2.00
					Up to 10 hours	£4.00
					Over 10 hours	£6.00

The Principal Order will also amend the Interpretation Clause in Part 1 Clause 2 the following words:

"Alternative approved method of payment" means (1) in the Corn Exchange (Bear Lane) and the Central North (Library) where the usual method of payment is by pay on foot that pay and display may be used by the Council when need demands or (2) in all car parks the payment of the parking charge by the use of pay by mobile phone and where a parking ticket is not produced"

The Principal Order will also amend the Interpretation Clause in Part 1 Clause 2 the following words:

"Alternative approved method of payment means (1) the Station Road Hungerford car park where the current method of payment is by pay and display that pay on foot will be used by the Council when need demands or (2) in all car parks the payment of the parking charge by the use of pay by mobile phone and where a parking ticket is not produced"

The Principal Order will amend and add in Part 3 clause 29 the following words:

"Means of Payment

29. (1) Charges referred to in the preceding Article shall be payable in the manner as advertised at that parking place;
- (2) In the Corn Exchange (Bear Lane) and the Central North (Library) car parks where the usual method of payment is by Pay on Foot that pay and display may be used by the Council when need demands;
- (3) In the Station Road Car Park Hungerford where the current method of payment is by Pay and Display that Pay on Foot will be used by the Council until a further notice of a change of payment method. Payment by mobile phone will continue to be a payment option in all car parks when the need demands "

The Order will amend THE WEST BERKSHIRE DISTRICT COUNCIL (OFF STREET PARKING PLACES) (CIVIL ENFORCEMENT AND CONSOLIDATION) ORDER 2009 AND WEST BERKSHIRE DISTRICT COUNCIL (OFF STREET PARKING PLACES) (CIVIL ENFORCEMENT AND CONSOLIDATION) ORDER 2009 (CORN EXCHANGE (BEAR LANE) AND (CENTRAL CAR PARK NEWBURY) (AMENDMENT NO 9) ORDER 2016 only insofar as it relates to the changes indicated above, the Principal Order will remain in full force and effect in all other respects

FURTHER INFORMATION

For further information please contact the Parking Manager, Martyn Baker (01635 519211) Transport and Countryside Market Street Newbury Berkshire RG14 5LD

Copies of the consolidated Order and explanatory statement can be inspected during the hours of 9.00 a.m. to 4.30 p.m. Monday to Fridays at the offices of West Berkshire District Council (at main reception on the ground floor) Council Offices Market Street Newbury Berkshire RG14 5LD. These are also available for view and comment on the Council's website at www.westberks.gov.uk/consultations

Objections to the Proposals together with the grounds on which they are made should be sent in writing to the undersigned quoting reference 006232MS by not later than 14 November 2019

Dated 24 October 2019

**Jon Winstanley, Head of Transport and Countryside West Berkshire District Council Council Offices
Market Street Newbury Berkshire RG14 5LD**

WEST BERKSHIRE DISTRICT COUNCIL (OFF STREET PARKING PLACES) (CIVIL ENFORCEMENT AND CONSOLIDATION) ORDER 2009 (CORN EXCHANGE (BEAR LANE) AND (CENTRAL NORTH (LIBRARY) CAR PARKS NEWBURY) AND [STATION ROAD CAR PARK HUNGERFORD) (AMENDMENT NO 12) ORDER 20[]

STATEMENT OF REASONS

1. At the present time, the car parks at Corn Exchange (Bear Lane) and Central North (Library) are shown in the 2009 Principal Order (as amended) as Pay on Foot car parks and there is a pay by mobile phone facility. The changes being proposed will allow the Council to use either pay on foot machines and/or pay and display machines should there be a long term power supply failure or major equipment failure or a communications failure between the Kennet Centre Car Park Office and these car parks rendering the pay stations and other equipment unusable. Pay by mobile phone will be available as an alternative method of payment.
2. At the present time, the Station Road Car Park at Hungerford is shown in the 2009 Principal Order (as amended) as a Pay and Display car parks and the changes being proposed will allow the Council to use pay on foot machines and/or pay and display machines should there be a long term power supply failure or major equipment failure or a communications failure between the Kennet Centre Car Park Office and the Station Road Car Park at Hungerford rendering the pay stations and other equipment unusable. Pay by mobile phone will be available as an alternative method of payment.

WEST BERKSHIRE DISTRICT COUNCIL (OFF STREET PARKING PLACES) (CIVIL ENFORCEMENT AND CONSOLIDATION) ORDER 2009 (CORN EXCHANGE (BEAR LANE) AND (CENTRAL NORTH (LIBRARY) CAR PARK NEWBURY) AND [STATION ROAD CAR PARK HUNGERFORD) (AMENDMENT NO 12) ORDER 20[]

WEST BERKSHIRE DISTRICT COUNCIL in exercise of its powers under Section 32 and 35 of and Part IV of Schedule 9 to the Road Traffic Regulation Act 1984 ("the 1984 Act") and all relevant powers under Part 6 of the Traffic Management Act 2004 and all enabling powers in accordance with the Local Authorities Traffic Orders (Procedure) (England and Wales) Regulations 1996 and after consultation with the Chief Officer of Police in accordance with Part III of Schedule 9 to the 1984 Act **HEREBY MAKES** the following Order which amends or varies the West Berkshire District Council (Off Street Parking Places) (Civil Enforcement and Consolidation) Order 2009 ("the Principal Order") and **THE WEST BERKSHIRE DISTRICT (OFF STREET PARKING PLACES) (CIVIL ENFORCEMENT AND CONSOLIDATION) Order 2009 (CORN EXCHANGE (BEAR LANE) AND (CENTRAL CAR PARK NEWBURY) AMENDMENT (NO 9) ORDER 2016** ("Amendment No 9") to the extent as set out below.

Commencement and Citation

1. This amendment Order shall come into operation on the [] day of [] 20[] and may be cited as the **WEST BERKSHIRE DISTRICT COUNCIL (OFF STREET PARKING PLACES) (CIVIL ENFORCEMENT AND CONSOLIDATION) ORDER 2009 (CORN EXCHANGE (BEAR LANE) AND (CENTRAL NORTH (LIBRARY) CAR PARK NEWBURY) AND [STATION ROAD CAR PARK HUNGERFORD) (AMENDMENT NO 12) ORDER 20[]**

2. In this Amendment Order except where the context otherwise requires "the Principal Order" shall mean the **WEST BERKSHIRE DISTRICT COUNCIL (OFF STREET PARKING PLACES) (CIVIL ENFORCEMENT AND CONSOLIDATION) ORDER 2009** and Amendment No 9 shall mean **THE WEST BERKSHIRE DISTRICT (OFF STREET PARKING PLACES) (CIVIL ENFORCEMENT AND CONSOLIDATION) Order 2009 (CORN EXCHANGE (BEAR LANE) AND (CENTRAL CAR PARK NEWBURY) AMENDMENT (NO 9) ORDER 2016**

3. Any reference in this Amendment Order to any enactment shall be construed as reference to that enactment as amended by any subsequent enactment

4. The Interpretation Act 1978 or any replacing Act shall apply for the interpretation of this Order as it applies for the interpretation of any Act of Parliament

5. The Principal Order and Amendment No 9 are hereby amended under the Schedules but only so far as it relates to the amendment of the Corn Exchange (Bear Lane) and the Central North (Library) car parks and the Station Road Car Park Hungerford and the addition of new charging bands as described in the Schedules in all other respects the Principal Order remains the same

6. The Principal Order is hereby amended with the following changes to Clauses 2 of Part 1 and Clause 29 in Part 3

The Principal Order will also amend the Interpretation Clause in Part 1 Clause 2 the following words:

"Alternative approved method of payment" means (1) in the Corn Exchange (Bear Lane) and the Central North (Library) where the usual method of payment is by pay on foot that pay and display may be used by the Council when need demands or (2) in all car parks the payment of the parking charge by the use of pay by mobile phone and where a parking ticket is not produced"

The Principal Order will also amend the Interpretation Clause in Part 1 Clause 2 the following words:

"Alternative approved method of payment means (1) the Station Road Car Park Hungerford where the current method of payment is by pay and display that pay on foot will be used by the Council when need demands or (2) in all car parks the payment of the parking charge by the use of pay by mobile phone and where a parking ticket is not produced"

The Principal Order will amend and add in Part 3 clause 29 the following words:

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- (3) In the Station Road Car Park Hungerford where the current method of payment is by Pay and Display that Pay on Foot will be used by the Council until a further notice of a change of payment method. Payment by mobile phone will continue to be a payment option in all car parks when the need demands "

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PAY AND DISPLAY CAR PARK

Name of Parking Place	Special Classes of Vehicles (if any)	Days of Operation Hours of Operation	Charging Days and Charging Hours	Maximum period for which vehicles may be parked	Daily Charges	
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		All Hours			Up to 1 hour	£0.80
					Up to 2 hours	£1.30
					Up to 3 hours	£1.70
					Up to 4 hours	£2.00
					Up to 10 hours	£4.00
					Over 10 hours	£6.00

THE COMMON SEAL OF WEST BERKSHIRE

DISTRICT COUNCIL hereunto affixed this
day of 20[]

Is authenticated by:

Authorised Signatory

Newbury Town Council

Future Work Programme for Planning and Highways Committee Meetings: 18 October 2019

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. Sandleford Park Joint Working Group – Update

28 October	To review Town Plan Progress
	Cllr. Norman to attend meeting with Mr. B. Lyttle re Conservation area Appraisals on 10th October and will report back at the next meeting of this Committee after this.
18 November	Review of KPI's for Planning and Highways Committee
9 December	Approve Canal Corridor Chapter for Town Design Statement
	Proposals for Budget 20-21
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
	Secure arrangements for Town Centre bike parking
	<i>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</i>
June/ Sept/ December/ April (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