

# BURGHFIELD PARISH COUNCIL

## Minutes of the Infrastructure Committee Meeting

**Date:** Thursday 24<sup>th</sup> November 2016 **Time:** 7.30pm

**Place:** Burghfield village hall committee room

**Present:** Mr C Greaves (Chair) Mr P Wilkins  
Miss M Cresser Mr D Godding  
Dr R Longton Mr P Lawrence  
Mr D Godwin Mr R Hannington

**Attending:** Clerk to the Parish Council

**Apologies:** Mr T Ansell

**1. To receive written requests for Disclosable Pecuniary Interest dispensations from members and verbal notification of any personal interests members present may have on any items on the agenda**

There were no items upon the agenda that necessitated a member to present a written request for dispensations of a Disclosable Pecuniary Interest.

**2. Minutes of the last meeting of the Committee**

The minutes of the last meeting of the Planning Committee held on 20 October and the draft minutes from the 10 November having been circulated, were confirmed a correct record and signed by the presiding Chairman.

**3. Matters Arising on the Minutes**

- i) Dr R Longton attended the Mans Hill appeal hearing on behalf of the parish council.

**4. Neighbourhood Plan**

- i) To receive an update from the NDP Steering Committee and give consideration to any specific actions points raised by the Steering committee for progress

Dr R Longton provided a verbal update to members regarding the NDP Steering Committee and its progression to date.

A further request was presented to the NDP group for an action plan highlighting the format the committee would be taking to progress the NDP, thus providing reassurance the various legal procedures will be followed. It was reiterated that professional assistance is sought from an external organisation specialising in the production of NDP's to assist in moving forward. Further enquires are being made in conjunction with West Berks Council in relation to the requirement for a Housing Needs Survey. A proposal is to be presented to full council in January.

Following members' suggestion at the last meeting to include a newsletter article in the December edition encouraging further community involvement, the NDP group were advised that the copy deadline date had now passed.

Due to the late issue of the agenda, the NDP steering committee was advised that the meeting scheduled for Tuesday 22 November was to be cancelled. Members of the steering committee advised they had continued to meet informally with Bramley NDP Group to ascertain the overall process undertaken for the production of their plan. The clerk advised that a full report was to be provided at the next steering committee meeting to ensure all members were up to date. It was also reiterated that due to the meeting being informal, no decisions could be taken with the exercise being purely "fact finding". Members were also reminded by the clerk the importance of ensuring all proceedings were legally compliant and transacted openly and transparently. The NDP committee were also asked to ensure all meeting agendas are published within the legal requirements of three clear days, not including weekends or the day of the meeting to avoid any further cancellations.

**5. Housing**

- i) To submit observations on Planning Applications currently before the Committee

<u>App. No:</u>	<u>Location and Proposal</u>
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- |                   |  |
|-------------------|--|
| 1. 16/02992/HOUSE | 10 Saxon Gate, Burghfield<br>Conversion of garage to play room |
|-------------------|--|

<b>Parish Council</b>	<b>No Objection</b>
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2. **16/03068/HOUSE Jasmine House, Reading Road, Burghfield**

Extension to house at ground and first floor

**Parish Council No Objection**

- ii) To receive and note any Planning Application Decisions received and deal with any other planning related matters

**PC Decision**                      **Application no.**                      **Description**                      **WBC Decision**

Notification of the appeal for 4 Moatlands Cottages, Mill Road (15/02369/FUL) having been dismissed had been forwarded by the Planning Inspectorate.

Members present delegated authority to Mr P Lawrence & Mr C Greaves to review any planning application received requiring a response during the festive break and prior to the next committee meeting scheduled for Thursday 12<sup>th</sup> January 2017.

- iii) To consider any changes in Planning legislation and its impact upon Burghfield

The decision following the Appeal Hearing for Mans Hill is awaited.

- iv) To give consideration to the Community Infrastructure Levy Regulation 123 List Consultation

As part of the administration of CIL, Regulation 123 of the Community Infrastructure Levy Regulations 2010 (as amended) sets out the requirement for the CIL Charging Authority to publish a list of the infrastructure which may in whole or in part be funded through the CIL.

From Friday 11 November 2016 until 5pm Friday 23 December 2016, West Berks Council is carrying out a consultation on the Revised Draft CIL Regulation 123 List.

In general, the changes have been proposed to clarify the types of infrastructure that may be funded through CIL. Mr P Lawrence is to draft a formal response to the consultation for circulation via email and subsequent approval by members prior to the submission date.

6. **Transport**

- i) To consider any Highway or Road Safety improvements for implementation within the parish

West Berks Council forwarded confirmation of the Prohibition of Heavy Commercial Vehicles on Kirtons Farm Road,

A request is to be forwarded to the BNAG group to identify the current location of the speed gun held by Thames Valley Police and purchased by Burghfield Parish Council some years ago.

WBC is to be asked to review the painting of the SLOW sign and the white lines on Clayhill Road, opposite to Omers Rise.

Concerns were raised in relation to flooding on main footpath on Clayhill Road between the junctions of Birch Road and School Lane. WBC is to be advised and asked to investigate accordingly.

Reading buses are to be contacted to request a list of codes for bus stops for the 2 and 2A bus routes within the parish.

7. **Green issues**

- i) To give consideration to any green issues within the parish requiring action

WBC is to be asked to provide a list of dates for leaf clearance within the parish. Concerns have been raised in relation to the same road having been addressed twice within a short space of time.

- ii) To receive an update in relation to BPC owned street lights and the LED replacement programme

The next phase of the installation of street lights has been confirmed with SSE with an installation date being determined for the New Year.

8. **To receive an update in relation to Section 106 projects within the parish**

- i) To confirm the location for the proposed hand rails on the footpath between Pine Ridge Road and Clayhill Road

Confirmation was provided that a handrail will be installed to assist pedestrians, particularly in bad weather conditions on the footpath between Pine Ridge Road and Clayhill Road.

Members **resolved** unanimously the proposed locations presented by WBC by way of a diagram addressed the main safety concerns raised. WBC is to be requested to install the handrails as soon as possible.

**9. To determine future agenda items for discussion** – No items were identified by members present for future discussion.

**10. To receive items for information only**

**Conclusion:** The Chairman declared the meeting closed at 20.30pm

**Chairman:**