

**Minutes of the Planning and Highways Committee Meeting held on Tuesday
4th June 2019 at 7.30 pm at the Council Offices, Thames Avenue, Haydon Wick**

In attendance: Councillors J Fuller (Chair), E Baker-Lee, L Brown, A John and V Manro
Non-Committee member: Councillor R Worman

Officers in attendance: Assistant Clerk: Caroline Roberts
Clerk: Georgina Morgan-Denn
Administrator: Laura Cutter

1 Apologies for Absence

Apologies for absence were received from Councillors A Roupelis (holiday) and S McDermott (family commitment).
The reasons for absence were accepted.

2 Declarations of Interest for items on the agenda

Councillor L Brown declared a personal and prejudicial interest in item 8.5

3 Public Participation

There were two members of the public present, who made no representation.

4 Chair's Announcements (if any)

None

5 Minutes

5.1 The minutes of the meeting held on 30th April 2019 were agreed.

**Proposed: Councillor L Brown Seconded: Councillor E Baker Lee
Vote: Agreed with one (1) abstention**

RESOLVED: That the minutes of the Planning & Highways Committee Meeting held on 30th April 2019 be signed as a correct record.

6 Election of Vice-Chair

The Chair asked for nominations for the position of Vice-Chair. Two nominations were received. Councillor Alex Roupelis was proposed by Councillor V Manro and seconded by Councillor A John. Councillor S McDermott was proposed by Councillor L Brown and seconded by E Baker Lee. A secret ballot was carried out to determine who would be elected. Councillor A Roupelis received two (2) votes and Councillor S McDermott received two (2) votes. The Chair took a casting vote and nominated Councillor S McDermott.

RESOLVED: that Councillor S McDermott be elected as Vice-Chair of the Planning & Highways Committee for the coming year.

7 Planning Applications

7.1 S/19/0625PIMO	Haydon Farm, Haydon End Lane	Erection of 12 no. dwellings, change of use of existing barn into 2 no. office units and associated works
<p>• Objections:</p> <ol style="list-style-type: none"> 1) Over development of the site 2) Insufficient provision for parking in view of the change of use to office units. 3) Any development should not be accessed from Haydon End Lane. This area was due to be pedestrianised under the master plan and is considered very narrow for vehicle access. In addition, the proposed access from Lucetta Rise is also considered too narrow and would exacerbate parking and access issues in this area. Concern was also raised about the access for emergency vehicles. 4) The Council supports the recommendation for refusal by the Lead Local Flood Authority in that the drainage proposals do not conform to current National Planning Policy, Local Planning Policy or best practice design guidance. 5) The Council supports the comments from Wiltshire Police, in that the design does not fulfil the requirements of the National Planning Policy Framework (NPPF) and Guidance in respect of crime prevention. 6) There is no rear access shown for Units 9,10, and 11. <p>In view of health and safety issues, and access for construction traffic, the Parish Council would like to see the following:</p> <ul style="list-style-type: none"> • Pedestrian Impact survey for Haydon End Lane, risk assessment and plan to protect pedestrians. • Detailed construction traffic management plan. • Traffic model for traffic generated by this development. <p>The Parish Council requested that this application be referred to SBC Planning Committee unless it should be refused under delegated powers.</p>		
7.2 S/19/0572RACH	Morrisons Supermarket, Thames Avenue	Erection of a single storey detached car sales building
<ul style="list-style-type: none"> • Objection: On the grounds that the proposed development will exacerbate the number of vehicles accessing and egressing the site. The Council notes that delivery vehicles regularly contravene the 7.5 tonne limit when accessing Morrisons from Thames Avenue. <p>The Parish Council also supports the Borough Transport Development Management Engineer's recommendation to refuse the application on the grounds of insufficient information to enable the scheme to be adequately assessed against local plan policy TR2.</p>		

7.3 S/19/0713FELY	1-11 Neptune House, 16 Metis Close, Oakhurst	Replacement UPVC windows to building
<ul style="list-style-type: none"> No objection. <p>The meeting questioned why a planning application was required for replacement windows. It was agreed to raise this with the Planning Officer.</p>		
7.4 S/HOU/19/0653LZWI	52 Cranborne Chase, Taw Hill	Erection of a single storey rear extension
<ul style="list-style-type: none"> No objection 		
7.5 S/HOU/19/0752LZWI	37A Primrose Close, Haydon Wick	Erection of a first floor side extension and loft conversion with 2 no. roof lights and 1 no. dormer window to rear
<ul style="list-style-type: none"> No objection 		
7.6 S/HOU/19/0631PEKO	3 Betony Close, Haydon Wick	Erection of a single storey rear extension
<ul style="list-style-type: none"> Objection: on the grounds that the proposed extension fails to comply with the 45o rule as referred to in sections 2.16 of the Swindon Borough Council Residential Extensions & Alterations SPD (Oct 2011), in that the design of a residential extension must ensure there is no material detracton of light to a neighbouring property. 		
7.7 S/HOU/19/0721LZWI	3 Thursday Street, Haydon End	Erection of a two storey rear extension, raise of roof height and loft conversion
<ul style="list-style-type: none"> No objection 		

8 Schedules to Permission

8.1 S/HOU/19/0402/CHHI	4 Eastville Road, Haydon Wick	Erection of a single storey rear extension
8.2 S/HOU/19/0428/RACH	27 Haydon View Road,	Erection of a single storey rear extension
8.3 S/HOU/19/0394/FELY	7 Seaton Close, Haydon Wick	Erection of a first floor front extension
8.4 S/HOU/19/0345/FELY	4 Wood Hall Drive, Woodhall Park	Erection of a single storey rear extension
8.5 S/HOU/19/0450/RACH	37 High Street, Haydon Wick	Erection of rear/side single storey extensions to create an annex with storage in roofspace
8.6 S/18/2006/CHHP	Unit C1, North Swindon District Centre	External alterations, reconfiguration internal area to create additional mezzanine floorspace, econfiguration of external garden

		centre for additional parking and revised servicing arrangements
8.7 S/HOU/19/0363/FELY	Bridleway House, Pond Street, Haydon Wick	Erection of a detached garage
8.8 S/HOU/19/0472/LOMO	44 High Street	Conversion of 1 no. dwelling into 2 no. dwellings (amendments to permission S/18/1754)
8.9 S/HOU/19/0516/FELY	12 Elsham Way, Abbey Meads	Erection of a single storey side extension
9.0 S/HOU/19/0487/FELY	29 Sigerson Road	Erection of a single storey side/rear extension

9 Clerk's Report

- Reported on responses to questions raised at the Question time meeting with Councillor M Penny.

Response received from Traffic Enforcement team on the outstanding issue of vehicles parking in the bus layby on Haydonleigh Drive

One particular vehicle is parked there at 5.15 am and 7pm onwards on a regular basis. The Operations Lead in Parking Management & Enforcement has confirmed that this is on their radar and that they do patrol Haydonleigh Drive. They will continue to patrol during normal shift times. As reported at the meeting, the staff commence work at 6am Monday to Saturday (later on Sunday) so they are not in a position to patrol at 5.15am. A patrol was carried out on the evening of Monday 29 April, however there was nothing parked in the bus layby.

The Operations Lead in Parking Management & Enforcement has provided the complainant with the number for the Parking kiosk to call when the vehicle is parked.

It was noted that the Borough Council is shortly due to take on four new Planning Enforcement Officers who would be working various shift patterns.

A report on the issue raised regarding the sharp bend outside of Morrisons is due to be provided shortly.

- An update on the encroachment of Council land at Jason Close has now been passed to the Borough Council Property Assets Department who confirmed that the residents have been written to on 3 previous occasions, but without success. A final letter has been sent out and if no response is received within the next 2 weeks then the matter will be referred to the Borough Legal Department.
- A response to the replacement barrier from Avonmead to the Brow has been received from the Borough Highways to say there are no plans to install any replacement to the barrier that has been removed. To be DDA compliant a preferred width of 1.8m (absolute minimum width of 1.5m) should be available to anyone passing along the path, particularly those in a wheelchair or with a

pushchair. Often unfortunately, where the Council has been able to achieve this standard with the introduction of a bollard or similar, it means that those on bikes and motorbikes are not discouraged from using the path.

As the footpath is close to Haydon Wick School, it was agreed to monitor the situation and provide any feedback from residents.

- Planning Training. The Committee was advised that the Borough is re-running an afternoon training session open to all parish councils, date to be confirmed. Borough Planning have been contacted to see if an Officer is available to attend a future P & H Committee meeting to carry out planning training and provide a series of available dates and times.
- Notification has been received that the application S/18/1546RM, The Boundary House, 1 The Street, erection of a canopy and siting of storage container to existing car park for use as car wash/valeting bays, is due to be considered by the Borough Planning Committee on 11th June 2019. However, due to an early start at next week's Amenities & Leisure Meeting, there will be no representative available to attend. The Committee asked if Councillor David Renard could be contacted to see if he would be willing to reiterate the Committee objections at the meeting.

10 Councillor Reports

Councillor E Baker Lee: Reported that there have been complaints about parking in The Street and on grass verges on facebook and the Haydon Wick Community site.

Councillor L Brown: Noted signage indicating that the road layout to Mead Way has changed, however, this is misleading as the road layout has changed to the right, heading to Ridgeway Farm. It was noted that change of road layout should only be Displayed for a period of three months.
Action: Contact Borough Highways to ask for its removal.

Councillor V Manro: Reported that when submitting planning application comments on developments, the committee is required to start providing information on what they would like S106 or CIL monies allocated to.

Councillor J Fuller: Noted that the condition of the noticeboard by Greenmeadow shops is in a poor condition. It was agreed to refer this to the Amenities & Leisure Committee to consider replacing.

11 Committee Terms of Reference

The Committee considered the revised Terms of Reference (TOR) presented by the Assistant Clerk. The recommendation is to amend the current TOR to give delegated power to the committees to be able to make decisions and give delegated responsibility to the Clerk. Section 101 of the LGA 1972 gives a parish council the power to delegate decisions to a committee, subcommittee reporting to a committee or the Clerk, being the Council's proper officer.

The Assistant Clerk explained that a committee membership of 9 councillors plus the Chairman and Vice-Chair as ex-officio members was large enough to support the proposed delegated structure. The amended TOR means that each committee will agree their minutes at the next meeting and will no longer need to note them at Full Council. It was noted that this has proven to be unnecessary administrative work and causes confusion at most meetings. It was further noted that all Councillors are sent agendas to every meeting and can read the previous minutes accessible from the councillor partition.

The Clerk also confirmed a full Scheme of Delegation will be presented at the Full Council in June. Following a discussion, the committee resolved to recommend the revised Terms of Reference for Full Council in June.

Proposed: Councillor V Manro
Vote: Agreed

Seconded: E Baker Lee

RESOLVED: To recommend to Full Council that the amended Terms of Reference authority and Scheme of Delegation will be considered by Full Council on 18th June 2019.

12 Swindon Borough Council - Statement of Community Involvement (SCI) in Planning

The meeting discussed the revised Statement of Community Involvement (SCI) in Planning, which was reviewed in February 2019, and published on the Borough Council's website following Cabinet approval. The document sets out how to get involved in the planning progress within Swindon Borough, and is divided into 3 main sections: plan making, planning applications and neighbourhood planning.

There is requirements for Swindon Borough Council to review its SCI regularly:

- (i) The Neighbourhood Planning Act (April 2017) included requirements for Local Planning Authorities to review at regular intervals and to include information on how local authorities will support neighbourhood planning groups.
- (ii) This review will also take account of the increased use of the internet and social media, structural changes within SBC (including a move towards

13 Speeding

At the Council's Annual Meeting, Councillor S Callen highlighted issues relating to speeding on Thamesdown Drive and by the junction of Westfield Way and Bryony Way, and a need for traffic calming measures.

After discussion, it was agreed that speeding would come under the remit of the North Swindon Community Group's Terms of Reference. The group has a direct line to the Police and Borough Council Highways and this could result in faster action being taken.

14 Items for Next Agenda

Nomination received to join Planning & Highways Committee.

15 Exclusion of Public & Press

RESOLVED: In accordance with Standing Order 3 (d) that 'in view of the confidential nature of the business about to be transacted and in the public interest, that the press and public be temporarily excluded and they be instructed to withdraw'. Reason: Contractual

16 Bus Hard Standings

The Committee received details of proposals from Councillor V Manro, Seconded by Councillor A John, and three quotes relating to the installation of bus hard standing (tarmac) at bus stops in the parish. Discussion took place on each of these.

Proposal 1:

We propose to take £975.35 already in budget for bus hard standings, to pay for Friday Street (junction with Queen Elizabeth Drive) bus stop hard standing that we committed to install around 2 years ago using Section 106 money, leaving £1401.65 in budget for additional

Proposal 2:

We propose to take £977.35 already in budget for bus hard standings, to pay for Oakhurst Way (Voyager Drive) bus stop hard standing that we committed to install around 2 years ago using Section 106 money, leaving £424.30 in budget for additional bus stops.

Proposal 3:

We propose to take £424.30 already in budget for bus hard standings, and add an additional £977.41 from general reserves, to pay for Queen Elizabeth Drive (Tawny Owl) bus stop hard standing that we committed to install around 2 years ago using Section 106 money.

This will leave us with no remaining budget in 2019/2020 financial year and an overspend of £977.41, but we can look at additional sites through the year, and factor them into budgets for 2019/2020, if we wish to install hard standing for our community at additional bus stops throughout the parish.

Proposal 4:

We propose to assign £4000 to 2020/2021 budget for future bus hard standing projects throughout the parish. We are unlikely to receive any further S106 monies for this due to the lack of development opportunities in the parish. If we as a parish are committed to improving hard standing we need to assign budgets accordingly.

Following a discussion, an amendment was put forward to remove proposal 2 and to recommend to the next Full Council to agree to proposals 1 and 3.

**Proposed: Councillor L Brown
Vote: Agreed**

Seconded: Councillor E Baker Lee

RESOLVED: To recommend to the next Full Council that approval is given to proposals 1 and 3.

An amendment was put forward to change proposal 4 to an aspiration for budget setting in 2020/21.

**Proposed: Councillor E Baker Lee
Vote: Agreed**

Seconded: Councillor V Manro

RESOLVED: To recommend to the next Full Council that proposal 4 is changed to an aspiration for budget setting in 2020/21.

The meeting closed at 9.05 pm

Chair _____