



ECCLESFIELD PARISH COUNCIL

TO ALL MEMBERS OF THE ENVIRONMENTAL PLANNING COMMITTEE

13th September 2019

Summons

Dear Sir / Madam,

You are respectfully summoned to attend the next meeting of the Environmental Planning Committee on **Thursday 19th September 2019 at 6.30pm** at the Council Offices, Mortomley Lane, High Green.

Recording meetings

You can take photographs, film and audio-record the proceedings at Council and Committee meetings whilst they are open to the public. The recording has to be conducted under the direction of the Chair of the meeting and follow our protocol on audio and visual recording and photography at council meetings. Anyone wishing to record should let the Chair of the meeting know prior to, or at the start of, the meeting and the recording must be overt (i.e. clearly visible to anyone at the meeting), but non-disruptive.

Public Participation

To receive questions and petitions from members of the public under the direction of the chairman and in accordance with the Council's Standing Orders. (Members of the public should please note that the Council reserves the right to respond in writing if any matter requires further research or consideration and that reports should be submitted in writing beforehand so they can be dealt with under correspondence.)

Yours sincerely

CLlr T Bawden
Proper Officer to the Council

Councillors: T. Bawden (ex officio), J. Brownrigg, A. Henstock, A. Hooper, G. Lakin, Mrs C. Levery, D. Ogle and J Swift.

AGENDA

17. To receive apologies for absence from members and to consider the reasons for absence.


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18. To receive any declarations of personal and/or disclosable pecuniary interests from members on items to be discussed at this meeting.
19. To identify items for discussion which may require the exclusion of the press and public.
20. To consider the Draft Planning Consultation Policy (attached)
21. To reconsider the Planning Committee Terms of Reference (attached)
22. Policies list to be considered (attached).
23. Response from Sheffield City Council, Transport and Traffic – re: Jeffock Road, High Green
24. Minutes of the previous meeting held on the 8 August 2019 for information (pages attached).
25. Planning Proposals - to consider applications received.

Planning Nos / respond by	Planning proposal address and proposal details
1 19/02909/FUL 28/08/19	146 Ecclesfield Road, Chapeltown, Sheffield, S35 1TE Demolition of rear conservatory and erection of single-storey rear extension to dwellinghouse
2 19/02835/FUL 29/08/19	Appletree Nursery, The Pavilion, Main Street, Grenoside, Sheffield, S35 8PQ Extension of tarmac area to provide 1x disable parking space and bin storage area
3 19/03009/FUL 5/09/19	103 Town End Road, Sheffield, S35 9YX Demolition of conservatory and outbuilding, erection of two-storey rear extension with 2no. Juliet balconies and single-storey rear extension including integral garage, alterations to roof to form habitable accommodation and alterations to fenestration
4 19/03109/FUL 16/09/19	115 Jumble Lane, Sheffield, S35 9XJ Erection of first floor extension over existing single-storey rear extension with Juliet balcony (Resubmission planning application 19/01168/FUL)
5 19/02582/FUL 17/09/19	15 Park View Road, Chapeltown, Sheffield, S35 1WL Demolition of single-storey side/rear extensions and garage, erection of two/single side extension

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	including integral garage, single-storey side/rear extension and alterations to roof to increase overall ridge height
6 19/03144/FUL 19/09/19	Whitley Hall Hotel, Elliott Lane, Sheffield, S35 8NR Erection of single-storey rear extension to hotel
7 19/03183/FUL 20/09/19	23 Penistone Road, Grenoside, Sheffield, S35 8QH Excavation to front garden to allow formation of hardstanding including dropped kerb
8 19/03246/FUL 25/09/2019	19 Newton Gardens, Sheffield, S35 2YW Erection of a two-storey front/side extension and erection of a single-storey rear extension to dwellinghouse
9 19/03256/FUL 26/09/2019	10 Park Avenue, Chapeltown, Sheffield, S35 1WE Demolition of side porch, erection of a single-storey infill side extension and first floor side extension over attached garage of dwellinghouse
10 19/03319/FUL 1/10/2019	44 Cinder Hill Lane, Sheffield, S35 8NG Erection of single-storey side/rear extension to dwellinghouse
11 19/03325/FUL 1/10/2019	70 Vicarage Road, Grenoside, Sheffield, S35 8RG Erection of single-storey side extension to dwellinghouse

26. Licence Applications – none received.
27. Correspondence – to consider items requiring a reply or a response.
- Response received from Sheffield City Council re- Chapeltown Swimming Baths site.
 - Email from resident regarding Land Development at Wheel Lane, Grenoside.
28. Closure of the meeting and date of next meeting.

ECCLESFIELD PARISH COUNCIL

DRAFT PLANNING CONSULTATION POLICY

Ecclesfield Parish Council may grant delegated powers to the Parish/Administration Officer to respond to planning application consultation received from Sheffield City Council within the given deadline on behalf of the Parish Council.

Areas the local planning authority can normally consider:

- Overshadowing
- Overlooking and loss of privacy
- Adequate parking and servicing
- Overbearing nature of proposal
- Loss of trees
- Loss of ecological habitats
- Design and appearance
- Layout and density of buildings
- Effect on listing building(s) and conservation areas
- Access and highways safety
- Traffic generation
- Noise and disturbance from the scheme
- Disturbance from smells
- Public visual amenity (not loss of private individual's view)
- Flood risk

All planning applications submitted will be considered on its own merit. Areas where conditions are attached are:

- No objection subject to consultation with occupants of neighbouring properties
- No objection subject to consultation with the Environment Agency/Environmental Health Department/Highways Agency or Authority/Internal Drainage Board

Ecclesfield Parish Council agreed the following guidelines for objecting to planning applications:

- Internally illuminated signs, and particularly to internally illuminated projecting signs due to there being a detrimental impact on the character of the surrounding area by virtue of the design and location of the sign and its associated lighting which applies to residential areas

- Advertising signage which is not in keeping with the nature of the building/architecture and appearance on the surrounding area
- Overdevelopment of sites due to it being (visually) detrimental to the (appearance of) surrounding area which would have an adverse effect on the residential amenity of the neighbouring properties
- Potential for flooding – run off and drainage on a development with significant increase in hard areas without appropriate water attenuation measures in place
- Back garden development in principle (*reasons may include off street parking and overdevelopment of the area*)
- Signs and Hoardings that are unsightly due to their positioning (*potentially cause a traffic distraction, may detract from residential visual amenity*)
- External or solid internal security shutters/roller shutters detracts from visual amenity of the town and could create a hostile atmosphere which is likely to deter people from walking around the Parish which actually increases the probability of trouble therefore being counter productive
- Lack of sufficient off street parking facilities provided for developments/change of use to properties (*minimum 1 parking space per residence, preferably 2*)
- Traffic generation in excess of capacity of local road network
- Retrospective applications – applicants should have submitted a planning application prior to working commencing
- Tree removal must be carried out by a qualified tree surgeon as long as there is no Tree Preservation Order on the proposed tree. That removal of any mature trees is discouraged however, if the tree has to be removed it be replaced with a tree of an appropriate age
- The Parish Could object to trees being felled but if it is absolutely necessary then the tree should be replaced with a mature native species planted in its place
- Conservation Area – the design, materials and colour should be in keeping within the conservation area
- No vinyl will cover more than 25% of the window of a retail premises
- The Parish Council regret the lost of retail to financial/professional services

Listed Buildings

- No alterations to the external appearance of a listed building should be made unless it is in keeping with the surrounding area
- Any internal alterations/modifications should be reversible, ie stud walls separating rooms not brick walls

Exceptions

Delegated powers are not delegated to the Parish Clerk for:

- Applications which may affect considerable areas of the Parish
- Applications which are of a significant size (eg five dwelling units or more, or similar size if non-residential developments)
- Applications which directly affect the Parish Council property or any property, land, residence or business in which any Parish Councillor or member of the Parish Council Staff has known interest.

Such applications shall be considered by Full Council.

Reporting and Feedback

The Parish Clerk/Administration Officer will submit a list of all planning responses made on behalf of the Parish Council to the next available Parish Council meeting. This enables Council to check that this policy is achieving the desired responses and enables Council to amend this Policy if necessary.



Planning Committee Terms of Reference

That the clerk/advisor to Council will convene ordinary meetings of the committee and the chairman will convene extraordinary meetings. The committee will approve the minutes of each meeting and the minutes would be presented to Council for ratification.

A full description of what the committee is appointed to do, with specific reference to any decision making powers that full council may give the committee

The number of members that the committee will have (including any non councillor advisory members) (in some circumstances non councillors are entitled to a vote - check these with YLCA but note that this provision does not apply to a finance or staffing committee of a council)

The quorum of the committee (it is recommended that the quorum of a committee is one half of the members) but check that this accords with the council's standing orders.

That membership of the committee will be reviewed annually at the annual meeting of the parish council in May

The committee will have the power to elect a chairman who will be elected at the first meeting following annual appointment of the committee

Define who will provide secretariat services to the Committee, ie parish clerk

Minutes of the planning committee to be ratified by Ecclesfield Parish Council

That the committee will follow the rules for convening its meetings as those applied to meetings of the full council, ie public notice, summons/agenda to members and minutes taken and retained.

ECCLESFIELD PARISH COUNCIL

POLICIES & PROCEDURES REVIEW

DOCUMENT	COMMITTEE / COUNCIL	DATE OF REVIEW	NEXT REVIEW DATE
BASIC GOVERNANCE			
Standing Orders	Council	5.9.19	May 2020
Financial Regulations	Council	5.9.19	May 2020
Code of Conduct			
Code of Conduct – Members of the Public	Council	6.12.18	
Member’s Interests Log	Council		
Dispensation Request form	Council		
Councillor Substitution form	Council		
Councillor attendance register	Council		
Planning register	Planning Committee		
Committee Terms of Reference	Council	6.6.19 and 5.9.19	
OPENNESS AND ACCOUNTABILITY			
FOI Publication Scheme	Council		
Recording of Meetings Policy	Council	5.7.18	
FOI Policy	Council		
FOI Vexatious Requests Policy	Council		
Complaints Policy / Procedure	Council		
Press & Social Media Policy	Council	5.9.19	
Website Policy and Procedure	Council		
Transparency Code compliance checklist	Council		
DATA PROTECTION / GDPR			
Data / information Audit	Council	6.12.18	
Record Management Policy	Council	5.7.18	
Disposal and Retention Policy	Finance Committee	September 2019	
Privacy notice – general	Council	6.12.18	
Privacy notice – employees, councillors, role holders and volunteers	Council	6.12.18	
Security Incident Policy	Council		
Data Protection Policy	Council	October 2018	

DOCUMENT	REVIEWED COMMITTEE / COUNCIL	DATE OF REVIEW	NEXT REVIEW DATE
FINANCIAL			
Asset Register	Finance Committee		
Risk Assessment	Finance Committee		
Financial Risk Assessment	Finance Committee		
Insurance claim register / log	Finance Committee		
Grant awarding Policy	Finance Committee	14.8.19	
Grant application form	Finance Committee		
Internal Controls checklist / procedure	Finance Committee		
EMPLOYMENT / PERSONNEL			
Contract of Employment / Written Statement of Particulars	Staffing Committee		
Recruitment Policy	Council	5.9.19	
Appraisal procedure Policy	Staffing Committee		
Equal Opportunities Policy	Council	5.9.19	
Expenses Policy	Staffing Committee		
Expenses claim form	Staffing Committee		
Working from home Policy	Staffing Committee		
Sickness and Absence Policy	Staffing Committee		
Equality and Diversity Policy	Staffing Committee		
Grievance and Disciplinary Policy	Council	5.3.19	
Health and Safety Policy	Council		
Computer / IT use Policy	Council		
Mobile phone use Policy	Council		
Bullying and Harassment / Dignity at Work Policy	Staffing Committee		
Procedure for requesting annual leave	Staffing Committee		
Training and Development Policy	Council		
Pensions Policy	Staffing Committee		
Lone worker Policy	Council		
Flexible working Policy	Staffing Committee		

Jeffcock Road, High Green - Traffic Issues - Confirm 377760 Inbox

Botterill Simon <Simon.Botterill@sheffield.gov.uk>
to me, transport@sheffield.gov.uk

Wed, 4 Sep, 12:40 (9 days ago)

For the attention of the Council Environmental Planning Committee

I refer to your letter dated 16th August citing concerns about the traffic using Jeffcock Road.

Firstly, I have received the latest accident information for Jeffcock Road and I can report that the City Council has no record of any injury accidents occurring on the road in the five year period 2014 to 2018. In addition, there has not been any incidents reported to us this current year, but that information is provisional. That does not imply that there has not been incidents on the road, but any incidents have not resulted in the Police being called.

However, based on this information, the Council could not justify spending funds at this location to improve safety. We have many location around the city where there are injury accidents and our funding must be directed toward those locations.

I agree that Jeffcock Road is a narrow road, although I am surprised that you say that there are buses and lorries using it. There seems to be very little advantage to using Jeffcock Road rather than staying on Greengate Lane and Mortomley Lane.

Making a road one-way is likely to be unpopular with a significant number of people. These people would be disadvantaged by the one-way in that their journeys would be extended. A one-way requires a Traffic Regulation Order (TRO). This process invites people to object and I could see, even on Jeffcock Road, the number of objections might exceed the number of people in support.

Importantly, we know that one-way streets are likely to see an increase in vehicles speeds. That could lead to increased difficulty for people trying to manoeuvre in and out of their premises and also, the potential for more incidents rather than less. The Council is unlikely to promote a one-way on this road without some method of also controlling vehicle speeds. The most common form of traffic calming being speed cushions, but here, road humps might be more appropriate. That would raise the cost considerably.

In similar situations, the Police have objected to one-way proposals not only for the above reason, which is a safety issue, but also because they feel that the restriction is likely to be abused and this would leave them with an enforcement liability.

The Transport Service does not have the funds to promote a one-way restriction with traffic calming, to solve what appears predominantly a nuisance matter. It would not score highly enough to be prioritised. I would guess that such a scheme would cost in excess of £ 70,000. I am also not sure that the Council would support this scheme even if external funding was offered.

If the issue is related to damage to parked vehicles and the difficulty of moving along the street then the most appropriate solution to this would be use of waiting restrictions to prevent parking. The Highway Authority has no obligation to provide on-road parking for residents, but it does to the movement of traffic along a road. This would be the most cost effective solution to the problem.

That said, I recognise that there is a balance to maintain and that is probably why the suggestion of the one-way has been made, which seeks to maintain resident parking. I would be very reluctant to disturb the status quo.

I would be interested to know whether the bus use is regular as this is not a service route that I know. Is it coaches to the school? Similarly, if there are regular lorries using the route, it might be worth contacting the firm to ask them to instruct their drivers to avoid Jeffcock Road.

I hope I've answered your letter fully, but if you have any queries, I'd be happy to help.

Regards

Simon Botterill
Transport and Traffic, Design and Delivery Manager
Strategic Transport and Infrastructure

City Growth Department

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ECCLESFIELD PARISH COUNCIL

Minutes of the Environmental Planning Committee meeting of Ecclesfield Parish Council held on 8 August 2019

Present:

A Henstock (Chair), T Bawden (ex officio), G Lakin, Mrs C Lavery and 12 members of the public.

Attendance:

Miss Laura Tickle – Administration Officer (servicing the meeting).

- 7 **Apologies for absence**
Cllr J Swift

- 8 **To receive any declarations of personal and/or disclosable pecuniary interests from members on items to be discussed at this meeting**
None received.

- 9 **To identify items for discussion which may require the exclusion of the press and public**
None received.

10. **Adrian Crossdale and Keith Nutter - Morbaine – presentation re: Lane End Proposed Food Store consultation (15 mins)**
Three representatives from Morbaine attend the planning meeting to give the Committee and members of the public present an update on the consultation application for the proposed Food Store, Lane End.

A consultation event in April by Morbaine was attended by residents who live near the proposed store. Feedback was received by Morbaine and the key issues raised were:

- Concerns regarding increase in traffic congestion;
- Access to bus services;
- Crossing of the busy road; and
- Loss of light, noise increase and poor air quality/pollution.

Current update provided by Morbaine:

- It will be a retail development with residential properties included there will be both pedestrian and vehicle access to and from the development.
- Idea to open up potential market share.
- Deliver a mixed used scheme for the properties/retail development.
- Accessible to pedestrians and on various bus routes.

It will be in Chapeltown and national retailers have contacted Morbaine about the site.

- Ongoing consultation with the local authority.
- Working with the Council to go through other elements within the development.
- Have to follow the national planning policy framework (NPPF).
- Doesn't have same issues as other local stores.

Morbaine responses re key issues;

- Reassure changes have been made to address the issues – due to it being a small site there is not a lot that can be done to the size of the development.
- Traffic movement in developments will always affect some other properties.
- Reduce in size of the retail development.
- Addressed the layout of the development to address the residents' concerns.
- Plans to reduce and rotate the store from the corner of the site.
- Proposed zebra crossing to access bus services and the store.
- Only overshadowing will be on the new properties due to the rotation of the store – whole point of rotation so it doesn't affect existing properties.
- Congestion and traffic concerns – thorough traffic analysis people already shopping – passing traffic already there - no more would be generated.

In the consultation concerns were about the busy road and speeding.

Morbaine had looked at accidents recorded on Thorncliffe Lane and Thorncliffe View and there had only been two accidents recorded.

Putting in a crossing would make it safer for residents – slow traffic coming down the hill into the development.

HGV – 2-3 a day for deliveries – 7.30 am morning deliveries – 2 deliveries during the day – analysis from other store 6pm – no more deliveries after that Store will close at 8pm.

The development would provide a high-quality development on a long-standing vacant site.

Morbaine want to minimise the impact on the residents and their properties.

Questions were raised by Councillors and the Public:

Why is Morbaine persistent on something the public don't need or want as there are already 13 retail outlets in the Chapeltown and High Green area?

Working with the retailers for the opportunity to develop the store in this area –retailers want to be in Chapeltown and there has been an analysis on where people come from – in order to develop more in certain areas.

Why is there 2 planning applications – 1 for the retail development and 1 for the residential development?

There is only 1 planning application which is an outline planning application – not separated the plans 1 application for both the site and the residential properties.

1 Ecclesfield store have 13 HGV deliveries a day – how can this store only have 2-3 a day?

Morbaine responded that the data had come from the survey of the same stores.

Which route will the HGV's take to access the store?

Morbaine responded that they were not sure which route they will take – no report from highways yet. No restrictions during the day – no deliveries early morning as the retail store manager must be available to receive the deliveries.

Those in attendance were reassured that there would be no disturbance early morning and late at night. Morbaine want to ensure amicable relationships with the local residents goes forward during the development of the site.

The Chair thanked Morbaine for attending and the representatives left the meeting at 7.00pm

11. **To consider applying to the relevant authority for a one-way road system at Jeffcock Road, on behalf of the local residents.**

Cllr Lakin has been contacted by several members of the public regarding accidents on Jeffcock Road, High Green. Jeffcock Road is a narrow road and with cars parked, buses and lorries using the road, cars are finding it difficult to get through. The public feel that nothing has been done by Sheffield City Council (SCC) to alleviate the road in order to make it safer.

Cllr Lakin suggested Ecclesfield Parish Council (EPC) Planning Committee write to SCC to consider making the road a one-way road. The Planning Committee agreed.

RESOLVED: That Ecclesfield Parish Council, Environmental and Planning Committee send a letter to Sheffield City Council, Highways Department, to consider making Jeffcock Road a one-way Road.

12. **Minutes of the previous meeting held on the 27 June and 18 July 2019 for approval.**

RESOLVED: That the minutes from the Environmental & Planning Committee meetings held on the 27 June and 18 July be approved as a correct record of the meetings.

13. **Planning Proposals - to consider applications received.**

Four planning applications had been received to be considered. No objections had been received for three of them, neutral comments had been received in for one.

The Planning Committee considered these applications and could see no grounds for any objections. Comments would be submitted to Sheffield City Council Planning department to this effect.

14. **Licence Applications** – none received.

15. **Correspondence – to consider items requiring a reply or a response.**
Letter received from Sheffield City Council Planning department regarding planning application 19/02084/FUL 2 Avon Grove for information. This planning application was discussed at the previous planning meeting on the 27 June. The Committee fully supported the residents' objections. This application was granted by Sheffield City Councils Planning Department.

Cllr Housley informed the Chairman about a complaint received in from a member of the public regarding the state of the old Chapeltown Swimming Baths site. The Chairman informed Cllr Housley that an email had been sent off to Sheffield City Council and Ecclesfield Parish Council were waiting on a response from them.

RESOLVED: That

- i) **The letter from Sheffield City Council be noted with regard to 2 Avon Grove; and**
- ii) **That the Committee await further information from Sheffield City Council with regard to the old Chapeltown Swimming Baths site.**

16. **Closure of the meeting and date of next meeting**

Meeting closed at 7.10pm. The date of the next Environmental Planning Committee meeting to be held on the 19 September 2019 at 6.30pm.

COUNCIL CORRESPONDENCE – 19 SEPTEMBER 2019

DATE RECD	RECEIVED FROM	SUBJECT	TYPE	Ref Planning	No.
14/08/2019	Sheffield City Council – Environmental Protection Service	Chapelton Bath Site – re: demolition waste	Letter	19/09/2019	1
10/09/2019	Resident	Planning application 19/03073/FUL – Land between 94 and 98 Wheel Lane	Email	19/09/2019	2