

To all members of Planning & Highways Committee

Notice is hereby given and you are summoned to attend a meeting of the Planning and Highways Committee on Wednesday 13th May 2026, at the School Green Centre, RG2 9EH, commencing 19:30.



Bruce Winton
Chief Executive and Clerk to the Parish
Council
8th May 2026

Members: Cllrs Boyer, Hoyle, Jahromi, James, Masseron and Peer (Chair)

Agenda

45. Public Questions

- 45.1 To **RECEIVE** and **CONSIDER** public questions

46. Apologies and declaration of members' interests

- 46.1 To **RECEIVE** and **CONSIDER** approval of apologies for absence
46.2 To **RECEIVE** members' declarations of interest, and any related person interest in respect of the agenda

47. Minutes of the previous meeting

- 47.1 To **RECEIVE** and **APPROVE** the minutes of the Planning and Highways Committee held on 8th April 2026 as a correct record of the meeting and to authorise the Chair to sign the same*
47.2 To **CONSIDER** matters arising from the minutes of the meeting held on 8th April 2026

48. Schedule of Deposited Plans

- 48.1 Planning applications are being reviewed weekly. Plans deposited following the most recent Thursday planning email which require urgent attention will be forwarded as received

49. Appeals

- 49.1 To **RECEIVE** and **CONSIDER** planning inspectorate appeals relating to Shinfield Parish*

50. Enforcement Notices

- 50.1 To **RECEIVE** and **NOTE** the Closed Enforcements tables for May 2026* (for information only)
- 50.2 To **RECEIVE** and **NOTE** the Outstanding Enforcements tables for May 2026* (for information only)

51. Highways, Street Lighting and Footpath Matters

- 51.1 To **RECEIVE** and **CONSIDER** a verbal update on footpaths (including footpath 12)
- 51.2 To **RECEIVE** and **CONSIDER** a verbal update on traffic matters
- 51.3 To **RECEIVE** and **CONSIDER** a verbal report on any other Highways, Street Lighting and Footpath Matters

52. Renewal of Neighbourhood Development Plan

- 52.1 To **RECEIVE** and **CONSIDER** a verbal update from the Neighbourhood Plan Renewal Working Party
- 52.2 To **RECEIVE** and **CONSIDER** any update on registering Assets of Community Value

53. Correspondence

- 53.1 To **RECEIVE** and **NOTE** any correspondence received

54. Future Meetings

- 54.1 To **NOTE** the next meeting of the Planning & Highways Committee meeting is Wednesday, 10th June 2026

* indicates papers attached

** indicates papers to follow

Minutes of a meeting of
Planning & Highways Committee
Held on Wednesday 8th April 2026
At School Green Centre commencing at 19:30

Present: Cllrs Boyer, Hoyle, James, Masseron and Peer (Chair)

Attending: S Herring (Deputy Clerk)
BCllr Glover

4 members of the public

26/PC/34

Public Questions

- 34.1.1 Two residents of Church Lane, Shinfield had gathered a petition of residents affected by the traffic on Church Lane from the start to the end of the “access only” signs (28 houses, 3 of which were currently unoccupied). The petition was to request that the road was closed to all through traffic and 82% were in favour. They intended to send in the petition to Wokingham Borough Council (WBC) and requested the support of Shinfield Parish Council (SPC). This issue had been raised at the Traffic Working Party where WBC officers had been in attendance.

Members of the committee AGREED to support the proposal to close Church Lane, Shinfield to all through traffic.

Proposed: Cllr Boyer
Seconded: Cllr James
Approved: Unanimously

- 34.1.2 Beke Avenue/Westall Street crossroads

A member of the public raised concerns over the junction at Beke Avenue/Westall Street where several accidents had taken place, the latest involving a bus and a van; he had also had near misses on his motorcycle. The road signage was non-existent and while appreciating that road users were not applying the rules of the Highway Code, it was evident that with the volume of traffic and number of accidents more signage was required before lives were lost.

The road had not yet been adopted by WBC and was currently the responsibility of Vistry (the developers), however, it was felt that WBC did have a duty to enforce safety issues. Cllr Boyer drew attention to the change from the original traffic assessment where the bus gate had subsequently been removed and requested that a letter be sent to the Highways Department, WBC to ask if a reassessment had been carried out.

SPC were aware of the issues and had previously raised these with WBC. It was felt that upright road signs (either 'Give Way' or 'Stop') should be installed and the road markings repainted as a matter of urgency.

The Clerk had already received a communication from Adrian Betteridge, WBC regarding the junction and they were looking to advise Vistry if a change was considered necessary.

ACTION – Clerk to write to the Highways Dept, WBC to ask if the junction had been reassessed following the decision to remove the bus gate from the original planning application.

- 34.1.3 Following on from the matter above, the resident also raised the issue of parking on the street on the Shinfield Meadows estate. There were covenants in the lease that restricted parking, however, cars were parking near bollards and junctions that increased danger to all road users. This was not being enforced. It had been noted that the 600 bus had experienced difficulties in passing narrow gaps where cars had parked close to central bollards.

The member of public was advised to contact BCllr Gray and Yuan Yang MP to ask if any pressure could be applied to Vistry regarding enforcement. This issue may also be enhanced by a residents petition.

ACTION – Deputy Clerk to ask if the local Speedwatch could gather some evidence on the Shinfield Meadows estate

26/PC/35

Apologies and declarations of Members' Interest

- 35.1 Receive and consider approval of apologies for absence

Apologies had been received from the Clerk

- 35.2 Declarations of Interests

There were no declarations of members' pecuniary interests.
There were no declarations of related person interest in respect of the agenda.

Cllr Hoyle declared that he was related to BCllr Glover

Minutes of the Previous Meeting

- 36.1 The minutes of the Planning and Highways Committee held on 18th March 2026 were approved and signed as such by Cllr Peer.

Proposed: Cllr Boyer
Seconded: Cllr James
Approved: Unanimously

- 36.2 Actions and Matters Arising from the meeting held on 18th March 2026

- 26/PC/15.3 Clerk to arrange promotion of the council's submission in response to the Loddon Garden Village planning application 252498

This had been done.

- 26/PC/18.3 Clerk to arrange a Teams meeting with Rebecca Brooks including Cllrs Boyer and Peer to discuss potential improvements to bus services

This had been reported at the Full Council Meeting held on 25th March 2026 minute 26/37.1.

- 26/PC/26.2 Clerk to arrange the submission of the council's response to Planning Application 252498, Loddon Garden Village, to Wokingham Borough Council

This had been done.

- 26/PC/26.2 Clerk to share the submission with Clerks of adjoining parishes and towns and the University of Reading as a courtesy

This had been done.

- 26/PC/29.1 Clerk to acquire a single unit of the solar powered CCTV camera for testing at Ryeish Green Pavilion

This was in the process of being installed.

ACTION – Deputy Clerk to ensure that signage is put up to inform the public that CCTV was in operation

- 26/PC/29.3 Clerk to submit Expressions of Interest for the Safer Speed Limits programme

This will be done.

- 26/PC/30.2 Clerk to report back to committee when a decision had been made on the Assets of Community Value submissions

This was on the agenda – see minute 26/PC/41.2

26/PC/37**Schedule of Deposited Plans**

- 37.1 Planning applications were circulated to members weekly. Plans deposited following the most recent Thursday planning email which require urgent attention will be forwarded as received.

26/PC/38**Appeals**

- 38.1 Planning inspectorate appeals relating to Shinfield Parish
- There had been no new cases in February.
- 38.2 Land at Gravelly Bridge Farm, Grazeley Green Road, RG7 1LG – planning inspectorate decision
- Members noted the decision of the planning inspectorate. Details of Appeal Reference APP/X0360/C/25/3374730 had been circulated with the papers.

26/PC/39**Enforcement Notices**

- 39.1 Closed Enforcements tables for February 2026
- This month there were
- 2 cases deemed no breach
 - 4 cases were identified as voluntary compliance
 - 1 case saw an application submitted
 - 1 case saw notice served
- Members **NOTED** the Closed Enforcement Tables
- Cllr Peer reported that she had attended an online meeting of the Borough and Parish Liaison Forum where a useful presentation had been given by Enforcement. It was reported that there was very little regulation regarding building at the rear of properties.
- 39.2 Outstanding Enforcements tables for end February 2026
- It was noted that there were now 9 live enforcement notices for Bismillah House
- Storage of vehicles and containers
 - Construction of extended area of hard standing – investigation ongoing
 - Tree works application 223088 replanting not undertaken
 - Unauthorised workshop
 - Refusal of 252320
 - TPO removal to facilitate hard standing at the rear
 - Unauthorised siting of portakabins
 - Extensions to existing outbuildings
 - Unauthorised fencing

2 additional new cases in addition to those outlined above.

- Breach of condition for PA 222304 – Land adjacent to Lane End House, RG2 9BB
- Installation of CCTV without permission

Members **NOTED** the outstanding Enforcement tables

26/PC/40

Highways, Street Lighting and Footpath Matters

40.1 A verbal report on Highways, Street Lighting and Footpath matters

Footpath 12

The Deputy Clerk had observed that there had been some work carried out clearing the vegetation on the footpath. BClr Glover was still awaiting an update from Andy Glencross, Wokingham Borough Council (WBC)

ACTION – BClr Glover to request and update from Andy Glencross, WBC

40.2 Traffic Working Party

See minute 26/PC/34.1 regarding Church Lane, Shinfield.

Since the meeting of the Traffic Working Party, attended by officers of WBC, some of the outstanding items had now been completed:-

- Box markings on Black Boy roundabout at the exit to the Shinfield Road. More road closures had been published for 15th to 18th April and it was anticipated that additional road marking would be completed.
- 30mph for Hollow Lane had now been completed
- Village gates had now been installed on the Arborfield Road

ACTION –

- Clerk to inform members of the Traffic Working Party of the date of the next meeting
- Clerk to add a standing item to the agenda of the Planning and Highways Committee in the form of a spreadsheet detailing the progress of requests from SPC to WBC to enable these to be monitored on a monthly basis

40.3 A verbal report on Highways, Street Lighting and Footpath matters

Clr Masseron reported:-

- That overhanging trees on footpath 3 had been cut back
- The Active Travel Plan review had been well received by the Neighbourhood Development Plan consultant

16/PC/41

Renewal of Neighbourhood Development Plan (SPNDP)

- 41.1 A verbal update from the Neighbourhood Plan Renewal Working Party meeting held on 26th March 2026.

Cllr Peer reported that the working party were impressed by the consultant who had attended the meeting.

SPC were at a point where most of the development within the Parish was now complete and the council needed to weigh up the balance of the cost of renewing the plan with the benefits. The Consultant had given the impression that SPC were in a good position and well informed.

The meeting of the working party was usually scheduled for the day after the Full Council meeting, however, this would be dependent on receipt of the consultant's report and the committee felt it may be appropriate to delay the next meeting until May to give members the opportunity to read it through.

ACTION –

- Clerk to ask the Consultant for the anticipated date of her report
- Clerk to set the date of the next meeting of the Neighbourhood Plan Renewal Working Party once he had received a response from the Consultant

- 41.2 A verbal update on registering Assets of Community Value (ACV)

The Clerk had not received any further communication from WBC regarding the ACV that had been submitted.

ACTION - Clerk to report back to committee when a decision had been made on the Assets of Community Value submissions

26/PC/42

Monitoring Officer

- 42.1 As previously reported, the proposal for a developer paid Monitoring Officer working on behalf of the town and parish councils to represent their interests in future discussions on Reserved Matters for Loddon Garden Village had been included with the council's submission to the planning application.

It was deemed important to ensure that any S106 money was spent locally and not used to fund infrastructure in other areas of the Borough.

ACTION – Clerk to ask BCllr Gray to check with WBC on the proposals for the use of the S106 money that would be attached to the developments East and West of Hyde End Road

26/PC/43**Correspondence**

- 43.1 Help shape the future of Loddon Valley Garden Village – draft Strategic Design Code

This document had previously been circulated with the papers.

Members NOTED the information in the draft Strategic Design Code

25/PC/44**Date of the next meeting**

- 44.1 The date of the next meeting will be Wednesday, 13th May 2026

The meeting ended at 18:38

DRAFT

List of actions

Minute	Action	Responsibility
26/PC/34.1.2	Write to the Highways Dept, WBC to ask if the junction at Beke Avenue/Westall Street had been reassessed following the decision to remove the bus gate from the original planning application.	Clerk
26/PC/34.1.3	Ask if the local Speedwatch could gather some evidence on the Shinfield Meadows estate.	Deputy Clerk
26/PC/29.1	Ensure that signage is put up to inform the public that CCTV was in operation at Ryeish Green Pavilion.	Deputy Clerk
26/PC/40.1	Request an update from Andy Glencross, WBC on Footpath 12.	BCllr Glover
26/PC/40.2	Inform members of the Traffic Working Party of the date of the next meeting.	Clerk
26/PC/40.2	Add a standing item to the agenda of the Planning and Highways Committee in the form of a spreadsheet detailing the progress of requests from SPC to WBC to enable these to be monitored on a monthly basis.	Clerk
26/PC/41.1	Ask the Consultant for the anticipated date of her report.	Clerk
26/PC/41.1	Set the date of the next meeting of the Neighbourhood Plan Renewal Working Party once he had received a response from the Consultant.	Clerk
26/PC/41.2	Report back to committee when a decision had been made on the Assets of Community Value submissions.	Clerk
26/PC/42.1	Ask BCllr Gray to check with WBC on the proposals for the use of the S106 money that would be attached to the developments East and West of Hyde End Road.	Clerk

Planning Inspectorate Appeals for RG2 & RG7 within Shinfield Parish as at :-

7th May 2026

Item 49.1

Case Reference	Site Address	Post Code	Case Type	Linked	PA	Status	Decision Date	Comments
APP/X0360/C/25/3374730	Land at Gravelley Bridge Farm	RG7 1LG	Enforcement Notice Appeal		N/A	3	10/03/2026	The appeal is dismissed, the enforcement notice is upheld and planning permission is refused on the application deemed to have been made under section 177(5) of the 1990 Act as amended.
APP/X0360/W/23/3329586	Land adjacent to 176 Hyde End Road	RG2 9ER	Planning (W)		231229 223646	3	22/05/2024	WBC refused PA. Developers Appeal to PI was dismissed
APP/X0360/D/24/3337926	253 Shinfield Road	RG2 8HF	Householder (HAS)		232141	3	05/04/2024	WBC refused PA. Developers Appeal to PI was dismissed
APP/X0360/W/23/3326997	Belamie Gables, 210 Hyde End Road	RG7 1DG	Planning (W)		223802	3	08/02/2024	WBC refused PA. Appeal to PI was dismissed
APP/X0360/C/23/3314060	Uplands, Basingstoke Road READING	RG7 1AP	Enforcement Notice	L2	222052	3	17/11/2023	WBC refused PA. Developers Appeal to PI succeeded in part. WBC Enforcement Notice modified to allow for wall to be reduced in height
APP/X0360/W/22/3309384	Uplands Basingstoke Road READING	RG7 1AP	Planning (W)	L2	222052	3	17/11/2023	WBC refused PA. Developers Appeal to PI was dismissed
APP/X0360/W/22/3311543	Parkside House Lambs Lane READING	RG7 1JE	Planning (W)		222478	4	23/05/2023	WBC refused PA. Developers Appeal was upheld. Change of use of land to residential and erection of detached building to house domestic garaging and ancillary storage with first floor games room

KEY	
1 =	New case not previously report
2 =	Case in progress
3 =	Complete - WBC original decision upheld
4 =	Complete - WBC original decision overturned
5 =	Complete - Appeal withdrawn
Lx =	Linked cases
xxxx	Indicates changed since previous report

Closed Enforcement Notices

Item 50.1

As at 7th May

Reference Number	Site Address	Received Date	Description	Closed Date	Outcome
RFS/2026/091155	Riding Stables Land adjacent Blackmoor Basingstoke Road Three Mile Cross Wokingham RG7 1AS	24/02/2026	fence over 1m in height erected adjacent to the highway	21/04/2026	Not expedient
RFS/2026/091169	19 Salmond Road Shinfield Reading RG2 8QN	26/02/2026	Outbuilding in rear garden without PP	09/04/2026	No breach
RFS/2026/091193	Land Adjacent to Lane end House Shinfield Road Shinfield RG2 9BB	06/03/2026	Breach of Condition 12 (CEMP) of 222304	21/04/2026	Not expedient
RFS/2026/091324	THE HAPPY BEE PLACES LEISURE HYDE END ROAD RYEISH GREEN RG7 1ER	20/04/2026	STREET TRADING CONSENT	20/04/2026	Other
RFS/2026/091326	21 Oatlands Road Shinfield Wokingham RG2 9DW	20/04/2026	Foundation issues & working hours causing a nuisance	27/04/2026	No breach
RFS/2026/091337	81 Garrett Drive Shinfield RG2 9LD	23/04/2026	Extension built without permission	27/04/2026	No breach

Live Enforcement Notices

Item 50.2

As at 7th May 2026

Reference Number	Site Address	Received Date	Description	Closed Date	Outcome
RFS/2026/091185	12 -14 Grovelands Road Spencers Wood Wokingham RG7 1DP	03/03/2026	PP 251536 withdrawn re amenity lane		
RFS/2026/091186	14 Grovelands Road Spencers Wood Wokingham RG7 1DP	03/03/2026	Breach of condition re replacement tree planting		
RFS/2026/091258	6 Marlow Place Shinfield Wokingham RG7 1UF	26/03/2026	Installation of CCTV without permission		
RFS/2025/090264	Bismillah House Brookers Hill Shinfield Wokingham RG2 9BX	10/04/2025	Tree works application 223088 replanting not undertaken.		
RFS/2025/090984	Bismillah House Brookers Hill Shinfield Wokingham RG2 9BX	15/12/2025	Unauthorised workshop		
RFS/2026/091040	Bismillah House Brookers Hill Shinfield Wokingham RG2 9BX	14/01/2026	refusal of 252320		
RFS/2026/091137	Bismillah House Brookers Hill Shinfield Wokingham RG2 9BX	13/02/2026	TPO removal to facilitate hardstanding at the rear		
RFS/2026/091138	Bismillah House Brookers Hill Shinfield Wokingham RG2 9BX	13/02/2026	unauthorised siting of portakabins		
RFS/2026/091170	Bismillah House Brookers Hill Shinfield Wokingham RG2 9BX	26/02/2026	Unauthorised fencing		
RFS/2026/091195	Bismillah House Brookers Hill Shinfield Wokingham RG2 9BX	06/03/2026	Extensions to existing outbuilding		
RFS/2025/090266	Bismillah House (formerly Foxglade) Brookers Hill Shinfield Wokingham RG2 9BX	10/04/2025	Construction of extended area of hardstanding.		
RFS/2025/090896	Bismillah House (formerly Foxglade) Brookers Hill Shinfield Wokingham RG2 9BX	14/11/2025	Storage of vehicles and containers		
RFS/2026/091130	Blackmoor Three Mile Cross Basingstoke Road	11/02/2026	High brick wall across frontage of the house.		
RFS/2025/090880	Land At Stanbury House Basingstoke Road Spencers Wood Reading RG7 1AJ	10/11/2025	U/A works on site without PP		
RFS/2025/090934	Land North Of Croft Road Spencers Wood Reading RG2 9EX	27/11/2025	BofC re landscaping		
RFS/2025/090858	Land North of Church Lane Church Lane Three Mile Cross	03/11/2025	Non-compliance with conditions on 250435		
RFS/2026/091036	Land North of Church Lane Church Lane Three Mile Cross	12/01/2026	Erection of poles with lighting and cameras		
RFS/2025/090909	Land To The North Of Croft Road Spencers Wood Reading	18/11/2025	death of these trees on site		

Items below are new since last Report

RFS/2026/091283	Shire Hall Shinfield Park Shinfield Reading RG2 9XY	01/04/2026	Site vibrations
RFS/2026/091302	The Forge Basingstoke Road Three Mile Cross Wokingham RG7 1AT	08/04/2026	U/A advertising boards & vehicles obstructing the public pavement
RFS/2026/091304	19 Salmond Road Shinfield Reading RG2 8QN	09/04/2026	Building materials and digging near protected trees
RFS/2026/091305	12 Coningham Road Shinfield Wokingham RG2 8QP	10/04/2026	installed a large plastic waste storage tank - 1m from boundary
RFS/2026/091333	(Land east of) Croft House Croft Road Spencers Wood Wokingham RG2 9EY	22/04/2026	BofC re working hours on site
RFS/2026/091346	5 Anson Crescent Shinfield Wokingham RG2 8JT	24/04/2026	Compliance check with Condition 4 of permission 231640
RFS/2026/091350	1 Ilbury Close Shinfield Wokingham RG2 9DE	27/04/2026	Looks like seriously large construction been put up
RFS/2026/091367	14 Blackwater Close Spencers Wood Wokingham RG7 1DT	06/05/2026	BofC 4 - 6 PP193340