

**Minutes of a meeting of**  
**Planning & Highways Committee**  
**Held on Wednesday 11<sup>th</sup> June 2025**  
**At School Green Centre commencing at 19:30**

Present: Cllrs Boyer, James, Lias, Masseron and Peer (Chair)  
Cllr Hoyle arrived at 20:32 after attending the Wokingham Borough Council Planning meeting as representative of Shinfield Parish Council

Attending: Cllr Tatla (Chair of Shinfield Parish Council)  
B Winton (Clerk)  
S Herring (Deputy Clerk)  
3 members of the public

**25/PC/60**

**Election of the Chair of the Planning & Highways Committee**

- 60.1 Cllr Peer was the only nomination for Chair of the Planning & Highways Committee for 2025/26.
- 60.2 Cllr Peer was elected as Chair of the Planning & Highways Committee for 2025/26
- Proposed: Cllr Masseron  
Seconded: Cllr Lias  
Approved: Unanimously
- 60.3 Cllr Peer signed a declaration of acceptance of office as Chair of the Planning & Highways Committee for 2025/26

**25/PC/61**

**Election of the Vice-Chair of the Planning & Highways Committee**

- 61.1 Cllr Boyer was the only nomination for Vice-Chair of the Planning & Highways Committee for 2025/26.
- 61.2 Cllr Boyer was elected as Vice-Chair of the Planning & Highways Committee for 2025/26
- Proposed: Cllr Masseron  
Seconded: Cllr Lias  
Approved: Unanimously
- 61.3 Cllr Boyer signed a declaration of acceptance of office as Vice-Chair of the Planning & Highways Committee for 2025/26

Draft minutes



9/07/25

**25/PC/62****Public Questions**

- 62.1 Nathan Hunt, Shinfield Community Church requested the support of Shinfield Parish Council in a proposal for a religious building to be included in the proposed Loddon Valley Garden development to serve the community.

He gave a presentation to highlight the community engagement activities organised and supported by the church, this included a number of non-religious activities, for example SHARE, Rainbow tots, coffee morning as well as the well-attended church services.

The Committee would be happy to support the proposals made to the University of Reading and subsequent developers. Members suggested that he may like to contact Arborfield Parish Council as the new development would be in their parish, as well as other bordering parish councils, and to contact Nigel Frankland, University of Reading (UoR).

**ACTION – Clerk to send Nathan Hunt contact details for neighbouring parish councils**

**25/PC/63****Apologies and declarations of Members' Interest**

- 63.1 Apologies had been received from Cllr Jahromi  
Cllr Fernandes did not attend the meeting or submit his apologies prior to the meeting.
- 63.2 There were no declarations of members' interests

**25/PC/64****Minutes of the Previous Meeting**

- 64.1 The minutes of the committee meeting of 14<sup>th</sup> May 2025 were approved and signed as such by Cllr Peer

Proposed: Cllr Lias  
Seconded: Cllr Boyer  
Approved: Unanimously

- 64.2 **Actions and Matters Arising from the meeting held on 14<sup>th</sup> May 2025**

- 24/PC/121.1 Clerk to establish whether there is a formal agreement with WBC that SPC is a 'Lighting Authority'

The Clerk advised that he had been unable to locate anything internally and had written to Wokingham Borough Council to confirm whether there were any formal agreements with WBC regarding street lamps.

**ACTION – Clerk to report back once a response had been received from WBC**



24/PC/121.1 Clerk to establish the cost of a new lighting column

The Clerk advised that a new lighting column to the current required specification would be £1,100 + VAT ancillary work including adoption by SSE would be a further £1,000 + VAT

25/PC/22.2 Clerk to update the committee on registering 'Assets of Community Value' at the next meeting

The Clerk was due to have a meeting with Richard Alexander, WBC responsible for Assets of Community Value on 28<sup>th</sup> May but had to cancel due to illness. This has been rescheduled for 25<sup>th</sup> June.

**ACTION – Clerk to update the committee on 'Assets of Community Value' at the next meeting after his meeting with Richard Alexander, WBC on 25<sup>th</sup> June**

25/PC/45.2 Clerk to request a progress report for RFS/2024/089113 The Lieutenants Cottage

A response from Mark O'Leary, Planning Enforcement Specialist, WBC confirmed that the owner had carried out repairs and maintenance. No alterations, extensions, or demolition (other than removal to repair and replace) had been carried out, and the owners' intentions were only to do repairs. WBC had requested that an application for listed building consent be submitted. It was acknowledged that the owner was taking time to complete the work and this was being monitored by WBC to ensure that there was no damage to the building or other works carried out.

No further action was required by the Committee. The Clerk would review the progress in six months.

25/PC/46.4 Deputy Clerk to arrange a meeting with WBC regarding Woodcock Lane

See minute 25/PC/69.2

25/PC/47.1 Clerk to update the draft Neighbourhood Development Plan to include the prompts generated from the analysis of other plans

This will be done in the next few days. The next meeting of the working party had been scheduled for Thursday 26<sup>th</sup> June at 19.30.

25/PC/53.2 Clerk to add five year planning requests for S106 and WBC CIL to the agenda of the Finance and General Purposes Committee

This had been added to the agenda for the meeting on the 18<sup>th</sup> June.

25/PC/53.3 Clerk to arrange for the response to Planning Application 250517 to be published on SPC social media

This had been done.



25/PC/53.5 Clerk to investigate whether there was an 'operator's licence' linked to the premises of Bismillah House, Brookers Hill

The Clerk had not been able to establish from the Traffic Commissions Website whether there was an 'operator's licence' for Bismillah House, Brookers Hill. There had been reports of many 'taxi' vehicles parked on the property that could be seen from the M4. The Clerk would check again once the name of the company had been established. If there was no 'operator's licence' then this could be reported to Enforcement at Traffic Commission.

**ACTION – All to investigate the name of the taxi company operating out of Bismillah House**

25/PC/57.3 Clerk to write an article, to be agreed by members of this Committee, for the SPC Newsletter, to gauge the opinion of local residents regarding a Spencers Wood Village Centre

81 responses had been received to date to a simple questionnaire in the monthly newsletter, the results were as follows:-

- Majority of responses are from those who live in Spencers Wood
- 89% agree with principle of a Village Centre
- But only 35% had any thoughts about location
  - Near industrial units
  - Near SW Rec
  - RG Pavilion
  - Between Fullbrook Avenue and Bolton Drive
- Don't do anything that adds congestion
- Other comments are per website

**ACTION – Clerk to present the proposal to WBC.**

25/PC/57.3 Clerk to add to the agenda of the Neighbourhood Plan Working Party, the proposed Spencers Wood Village Centre

This is already Identified in the Neighbourhood Plan.

25/PC/58.3 Clerk to forward the request of an extension to the path from Bloomfield Hatch Lane to Mere oak to WBC and copy in BCllrs

The resident had not yet received a response from WBC.

25/PC/58.3 Clerk to inform the resident who requested an extension to the path from Bloomfield Hatch Lane to Mere oak, that this would be raised with WBC

This would be done.

25/PC/58.5 Clerk to send the link for comments on the 'Lambourn Neighbourhood Development Plan: Consultation on the Strategic Environmental Assessment and Habitats Regulations Assessment' to members

This had been done.



25/PC/65

**Terms of Reference**

Members **AGREED** the Terms of Reference for the Planning and Highways Committee

Proposer: Cllr Masseron  
Seconder: Cllr Peer  
Approved: Unanimously

25/PC/66

**Schedule of Deposited Plans**

66.1 Planning applications were circulated to members weekly and comments noted on the WBC planning portal.

66.2 Planning application 241861 – Land at Church Lane and Hyde End Lane, Spencers Wood and Three Mile Cross, RG7 1HB

The application had been discussed at the Wokingham Borough Council (WBC) Planning Committee immediately prior to this meeting. The application had received approval.

66.3 Planning Application 251086 – Land at Stanbury House, Basingstoke Road, Spencers Wood, RG7 1AJ

A draft response to the application was circulated to members prior to the meeting.

Members unanimously **APPROVED** the response previously circulated.

**ACTION –**

- Deputy Clerk to submit the response to Planning application 251086 to WBC Planning Department
- Clerk to arrange for publication of the response to residents

66.4 Planning Application 242484 – Land to the north of Arborfield Road west of Shinfield Eastern Relief Road

Members considered the revised layout of the development that had been circulated with the Agenda and supporting papers.

Members **NOTED** the revised layout.

66.5 Planning Application 233038 – Land East of Hayes Drive North of Three Mile Cross

There had been no update from the Planning Inspectorate appeal. This had now been submitted to the Secretary of State.



|                 |                                                                                                                                                                                                                                                                                                                                                                              |
|-----------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>25/PC/67</b> | <b>Appeals</b>                                                                                                                                                                                                                                                                                                                                                               |
| 67.1            | There had been no changes from the previous month.                                                                                                                                                                                                                                                                                                                           |
| <b>25/PC/68</b> | <b>Enforcement Notices</b>                                                                                                                                                                                                                                                                                                                                                   |
| 68.1            | <p>Closed Enforcement Notices</p> <p>Five items deemed to have been "No Breach".</p> <ul style="list-style-type: none"> <li>- Last one referring to the the bus in The Swan Public House was of particular interest but as long as it stays mobile it doesn't become an issue</li> </ul> <p>One item had an application submitted</p> <p>Members <b>NOTED</b> the report</p> |
| 68.2            | <p>Live Enforcement Notices</p> <p>There had been four new cases this month.</p> <p>Members <b>NOTED</b> the report</p>                                                                                                                                                                                                                                                      |
| <b>25/PC/69</b> | <b>Highways, Street Lighting and Footpath Matters</b>                                                                                                                                                                                                                                                                                                                        |
| 69.1            | <p>Footpath matters</p> <p>The Ramblers report had been published in the SPC newsletter.</p> <p>Cllr Masseron reported that BCllr Adrian Betteridge was now responsible for Active Travel. Potential options for a path from the 'Six Bells' to St Mary's church were moving forwards.</p>                                                                                   |
| 69.2            | <p>Woodcock Lane</p> <p>Andy Glencross, WBC and Laura Buck, WBC had agreed to a Teams meeting to discuss the PRoW.</p> <p>The date of the meeting had not yet been decided.</p> <p>Cllrs Hoyle and Lias would like to be involved in the meeting</p> <p><b>ACTION – Deputy Clerk to send round a meeting invite once the date was set</b></p>                                |



- 25/PC/70**                      **Joint meeting of Shinfield Parish Council (SPC) and University of Reading (UoR)**
- 70.1                      The meeting on 29<sup>th</sup> May had been attended by Cllrs Clarke, James, Masseron, Peer, Tatla and the Deputy Clerk.
- Notes of the meeting had been circulated to members of the Committee prior to the meeting.
- Regarding  
                                  'Land next to Alder Grove School – option for an extension to the school runs out in 2026 and needs to be progressed as soon as possible. UoR advised SPC to speak to Piers Brunning, WBC,'  
 it was suggested that SPC investigate the possible purchase the land from the UoR to protect it should a school extension arise in the future.
- ACTION – Purchase of the land adjacent to Alder Grove School to be added to the agenda of the next joint meeting between SPC and UoR**
- 20:32                      *Cllr Hoyle joined the meeting*
- 25/PC/72**                      **Renewal of Neighbourhood Development Plan (SPNDP)**
- 72.1                      Neighbourhood Development Plan Project Group
- The next meeting was scheduled for Thursday 26<sup>th</sup> June at 19.30
- ACTION - Deputy Clerk to send out a diary invite to members of the committee**
- 72.2                      Assets of Community Value (ACV)
- The Clerk had arranged a meeting on this subject with WBC for 25<sup>th</sup> June.
- ACTION – Clerk to add to the agenda in July 2025**
- 25/PC/73**                      **Correspondence**
- 73.1                      Sonning Neighbourhood Plan
- Members **NOTED** the draft Sonning Neighbourhood Plan
- 73.2                      Reading Borough Council Local Plan Partial Update
- Members **NOTED** the Reading Borough Council Local Plan Partial Update
- 73.3                      Parking on Wychelm Road
- Received a request from residents to see if anything can be done.
- ACTION – Clerk to alert WBC traffic enforcement and request they investigate and request looking at installing double yellow lines on the corners of Wychelm Road / Hollow Lane.**

**25/PC/74**

**Date of the next meeting**

74.1

The date of the next meeting will be Wednesday, 9<sup>th</sup> July 2025

**The meeting ended at 20:45**

### List of Actions

|                   |                                                                                                                                                                         |              |
|-------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|
| 25/PC/62.1        | Clerk to send Nathan Hunt contact details for neighbouring parish councils                                                                                              | Clerk        |
| <b>25/PC/62.2</b> |                                                                                                                                                                         |              |
| 24/PC/121.1       | Clerk to report back once a response had been received from WBC regarding who was the 'Lighting Authority'                                                              | Clerk        |
| 24/PC/22.2        | Clerk to update the committee on 'Assets of Community Value' at the next meeting after his meeting with Richard Alexander, WBC on 25 <sup>th</sup> June                 | Clerk        |
| 25/PC/53.5        | All to investigate the name of the taxi company operating out of Bismillah House                                                                                        | All members  |
| 25/PC/57.3        | Clerk to present the proposal for a Spencers Wood Village Centre to WBC                                                                                                 | Clerk        |
| 25/PC/66.3        | Deputy Clerk to submit the response to Planning application 251086 to WBC Planning Department                                                                           | Deputy Clerk |
|                   | Clerk to arrange for publication of the response to residents                                                                                                           | Clerk        |
| 25/PC/69.2        | Deputy Clerk to send round a meeting invite once the date was set to discuss the PRoW, Woodcock Lane with WBC                                                           | Clerk        |
| <b>25/PC/70.1</b> | Purchase of the land adjacent to Alder Grove School to be added to the agenda of the next joint meeting between SPC and UoR                                             | Clerk        |
| <b>25/PC/72.1</b> | Deputy Clerk to send out a diary invite to members of the committee of the Neighbourhood Development Plan                                                               | Deputy Clerk |
| <b>25/PC/72.2</b> | Clerk to add Assets of Community Value to the agenda in July 2025                                                                                                       | Clerk        |
| <b>25/PC/72.3</b> | Clerk to alert WBC traffic enforcement and request they investigate and request looking at installing double yellow lines on the corners of Wychelm Road / Hollow Lane. | Clerk        |



09/07/25.