

Minutes of a meeting of
Planning & Highways Committee
Held on Wednesday 10th September 2025
At School Green Centre commencing at 19:30

Present: Cllrs Boyer (Vice-Chair), James, Lias, and Masseron

Attending: S Herring (Deputy Clerk)
R Emberson-Poole (Customer Care Team Member)

1 member of the public

Cllr Boyer, as Vice-Chair of the Committee chaired the meeting in the absence of Cllr Peer, Chair.

25/PC/86 Public Questions

86.1 To receive and consider public questions.

A member of the public requested to raise a question in relation to Footpath 12 from Lidl to Hollow Lane. This was discussed under minute 25/PC/92 Highways, Street Lighting and Footpath Matter.

25/PC/87 Apologies and declarations of Members' Interest

87.1 Apologies had been received from Cllr Hoyle, Jahromi and Peer and B Winton, Chief Executive Officer and Clerk to the Parish Council

87.2 There were no declarations of members' interests

25/PC/88 Minutes of the Previous Meeting

88.1 The minutes of the Planning and Highways Committee held on 9th July 2025 were approved and signed as such by Cllr Boyer

Proposed: Cllr James
Seconded: Cllr Lias
Approved: Cllr Unanimously



15/10/25

88.2 **Actions and Matters Arising from the meeting held on 9th July**

- 25/PC/75.1** ➤ Clerk to pass on details of the next meeting of the Shinfield Meadows residents group to the members of public present at the meeting

This had been done.

- Clerk to arrange for the residents' petition to be published in the next SPC newsletter

This had been done.

- Clerk to investigate when the road would be adopted by WBC

The Clerk had requested this information from Chris Howard, WBC on 21st August and was still awaiting a response

- Council to consider including relevant traffic improvements in the Neighbourhood Development Plan

This would be discussed at the Neighbourhood Development Plan working party.

- Residents to contact Yuan Yang, MP and the Borough Councillors to raise awareness of safety concerns of the roads around the Shinfield Meadows estate

Residents were present at the meeting. There had been no further feedback. It was reported that BCllr Gray was raising this with Wokingham Borough Council (WBC).

25/PC/77.2

- 25/PC/53.5** Clerk to raise the issue of a taxi operation at Bismillah House with the Transport Commissioner

The Clerk had reported this to the Transport Commissioner on 7th August and was awaiting a response.

ACTION – Deputy Clerk to add to the agenda of the next meeting.

- 25/PC/57.3** Clerk to report back once he had received a response from WBC regarding the proposal for a Spencers Wood Village Centre

The Deputy Clerk reported on correspondence received from Chris Easton, WBC that was far from positive. Cllr Masseron requested that the proposed Spencers Wood Village Centre be included in the Neighbourhood Development Plan and pointed out that the council were not proposing increasing facilities, just relocating existing ones.

Members of the committee **AGREED** that this be delayed for the time being.

- 25/PC/78.1** ➤ Clerk to feedback the Committee's requests for items to be considered in the budget process for 2026/27 to the Finance and General Purposes Committee

This would be done

- Clerk and Cllr Peer to bring forward costings for a monitoring officer

A cross Council meeting was held on 19th August. Initial discussion with WBC about full engagement on Loddon Garden Village Monitoring would need to take place. It was suggested that time for clarifying what was required be scheduled and presented to the meeting in October prior to a request for approval at Finance and General Purposes Committee.

The Deputy Clerk reported that Stephen Conway, WBC had been invited to the next meeting of ALIGN on 2nd October 2025.

ACTION –

- Clerk to arrange a meeting to clarify with members of the committee what would be required from a monitoring officer
- Clerk to add to the agenda of the next meeting of Planning and Highways Committee

- 25/PC/79.2** Deputy Clerk to respond to the PA250005 reinforcing the previous objection of the Council and requesting that appropriate party wall rights had been obtained

Comments had been submitted. This had now been approved.

- 25/PC/79.3** Deputy Clerk to submit an objection to PA251536, 14 Grovelands Road, based on Cllr Lias comments

Cllr Boyer declared an interest, as a neighbour of the property concerned.

Comments had been submitted.

Cllr Boyer reported that WBC had requested that the application be resubmitted as change of use.

- 25/PC/82.1** ➤ Presentation by Jules Shaw, UoR on pump tracks to be added to the agenda of the next Facilities Committee meeting

This will be on the agenda for the October Facilities Committee meeting. Members of the Planning and Highways Committee to be invited to attend the presentation.

ACTION –

- Deputy Clerk to set up a pre-meeting to discuss the proposal for a pump track prior to the next Facilities Committee meeting
- Deputy Clerk to invite members of the Planning and Highways Committee to the presentation by Jules Shaw, UoR on pump tracks prior to the next Facilities Committee meeting



- Clerk to carry out a search to find out who owns the land for the Hyde End Lane footpath via the Land Registry

ACTION – This item would be carried forward to the next meeting

25/PC/82.2 Deputy Clerk to add Woodcock Lane to the next agenda of the committee

This was on the agenda – see minute 25/PC/92.3

25/PC/83.2 Clerk to apply for Assets of Community Value for the Manor Ground Pavilion and land; High Copse Pavilion and land; and land adjacent to Alder Grove School

The Clerk will proceed with this action on return from annual leave.

25/PC/89 **Schedule of Deposited Plans**

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

89.2 Planning application 233038 – Land east of Hayes Drive of 3 Mile Cross.

Members **NOTED** that the decision had been delayed to 30th September 2025

89.3 Planning Application 242598 for the fitness Centre at Millworth Lane

Following an objection from Sport England, the Clerk had spoken to them to explain the current plans for the fitness centre and they had agreed to withdraw their objection. Revised plans had been submitted and the deadline for comments was 12th September.

ACTION – Cllr Johnson to speak to BCllr Rance regarding her objection to the application.

89.4 Planning Application 241861-Spencers Wood Primary School

Conditional approval had now been received for the Spencers Wood Primary School.

25/PC/90 **Appeals**

90.1 Planning inspectorate appeals relating to Shinfield Parish

There was one change this month. Planning application 240307 Front Plot At Shinfield Court Three Mile Cross – appeal decided in favour of the Plymouth Brethren. SPC had objected to this application.



Suggestions put forward for improvements were:-

- a) Improved lighting
- b) Removal of all unnecessary foliage
- c) Improvement to the path up to Hollow Lane

Cllr Lias pointed out that this was the responsibility of WBC.

SPC were not against supporting improvements, however, there would need to be a formal proposal. It was noted that no funding was approved at this meeting.

ACTION – Member of public to put forward a formal proposal for further consideration

92.3 Update on Woodcock Lane, Footpath 25, Three Mile Cross

An online meeting was held on 10th July with Laura Buck and Andy Glencross, WBC, Cllrs Hoyle, Lias, BCllr Glover and the Deputy Clerk.

There was a process for reclassification of the path from a BOAT to a Bridleway via a Definitive Map Modification Order (DMMO). Laura had sent the appropriate forms for completion if the Committee wished to go ahead with this process, however, it was explained that there needed to be justification for the change. Evidence needed to be gathered by speaking to local people with the submission of written evidence of usage, sourcing historical records followed by a consultation. If there was an objection it would need to be presented to the Planning Inspectorate. Lengthy timescales are involved with an estimated timescale of 2027-2028 before it was likely to be resolved.

It was evident that this would be a lengthy piece of work that was not considered a priority at the current time.

25/PC/93

Renewal of Neighbourhood Development Plan (SPNDP)

93.1 Neighbourhood Development Plan (NDP)

The next meeting was scheduled for 25th September 2025 at 19:30. It was reported that the current plan did not have an end date but would lose its purpose if it deviated too far from the Local Plan.

It had been agreed to obtain expert advice and the Clerk was obtaining quotes for a consultant. The cost would require Full Council approval.

25/PC/91

Enforcement Notices

91.1 Closed Enforcements tables for August and September 2025

- 15 cases were deemed no breach
- 1 case – application submitted
- 2 cases – voluntary compliance
- 1 case – Notice served
- 2 cases – other

Members **NOTED** the report

91.2 Outstanding Enforcements tables for August and September 2025

There were six cases new to the committee

- two showing as a new case (37 Caribou Walk and 3 Simonds Grove)
- one showing as a new case in August was subsequently deemed 'no breach' (262 Hyde End Road)
- three cases showing investigation ongoing (1 Woodsend Close and two for Shire Hall)

Members **NOTED** the report

25/PC/92

Highways, Street Lighting and Footpath Matters

92.1 Footpath matters

Cllr Masseron had submitted a written report that was circulated with the agenda. The main points were:-

- The signposting on Bolton Drive/Beke Avenue and Fulbrook Avenue had been delayed by WBC.
- The University of Reading (UoR) had carried out a surface upgrade on Footpath 16.
- The University of Reading (UoR) had carried out a surface upgrade on Footpath 15
- Shinfield Volunteers Group had removed a tree stump from footpath 13.

92.2 A member of the public raised concern about a fire to a tree on the footpath 12 from Lidl to Hollow Lane and continuing anti-social behaviour (ASB). Pictures were submitted showing rubbish that had been collected by the SVG showing empty bottles of alcohol. The path was in a poor state, was unlit and secluded making it an attractive area for groups gathering and engaging in ASB. There were three protected trees along the path that restricted work to improve the path. WBC had stated that they did not know when the path would be upgraded.

The member of public requested Shinfield Parish Council (SPC) to sponsor a project to make the area less attractive to those involved in ASB. The path was used to access the number 3 bus and school buses.



“The proposal supports the Council’s Climate Emergency Action Plan, contributing to local renewable energy generation and reducing reliance on fossil fuels. The site is already identified for this purpose in the CEAP.

ACTION – Members were invited to comment on the notification

25/PC/96

Date of the next meeting

96.1 The date of the next meeting will be Wednesday, 8th October 2025

The meeting ended at 21:00


25/10/20

93.2 Assets of Community Value (ACV)

The Clerk would proceed with applying for Assets of Community Value for the Manor Ground Pavilion and land; High Copse Pavilion and land; and land adjacent to Alder Grove School on his return from annual leave.

ACTION – Clerk to apply for Assets of Community Value for the Manor Ground Pavilion and land; High Copse Pavilion and land; and land adjacent to Alder Grove School

25/PC/94 Spencers Wood Village Centere

94.1 This had been previously covered under minute 25/PC/88.2 (57.3)

25/PC/95 Correspondence

95.1 Outline planning application was due to be submitted for 90 new homes on a proposed development by City and Country to the east of Trowes Lane, Swallowfield.

Members **NOTED** the information.

95.2 Royal Elm Park Development

An invitation had been received to attend a VIP reception on 2 October 2025 from 12:30 to 13:30 in the Directors Suite at the Select Car Leasing Stadium to view the next phase of the plans for the Royal Elm Park.

The Royal Elm Park development secured outline planning permission in 2018, reserved matters approval is now being sought for the access, appearance, landscaping, layout, and scale details linked to Phase 5 of the Hybrid Planning Permission.

ACTION – Deputy Clerk to circulate the invitation to members of the committee

95.3 Charvil Neighbourhood Plan consultation

Cllr Lias had drawn attention to an article in The Reading Chronicle dated 3rd September regarding the Charvil Neighbourhood Plan.

ACTION – Members to read through the Charvil Neighbourhood Plan and report back on any observations

95.4 Solar Canopies at MereOak Park and Ride

SPC had received a communication from David Smith, Development and Planning Manager – Commercial property, WBC setting out information relating to a prior Approval Notification for the installation of solar canopies over the existing parking bays at MereOak Park and Ride.

List of actions

25/PC/82.2

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| 25/PC/78.1 | ➤ Clerk to arrange a meeting to clarify with members of the committee what would be required from a monitoring officer | Clerk |
| | ➤ Clerk to add to the agenda of the next meeting of Planning and Highways Committee an item to discuss a monitoring officer for the LGV development | Clerk |
| 25/PC/82.1 | ➤ Deputy Clerk to set up a pre-meeting to discuss the proposal for a pump track prior to the next Facilities Committee meeting | Deputy Clerk |
| | ➤ Deputy Clerk to invite members of the Planning and Highways Committee to the presentation by Jules Shaw, UoR on pump tracks prior to the next Facilities Committee meeting | Deputy Clerk |
| | ➤ Clerk to carry out a search to find out who owns the land for the Hyde End Lane footpath via the Land Registry | Clerk |
| 25/PC/89.3 | Cllr Johnson to speak to BCllr Rance regarding her objection to Planning Application 242598 for the fitness centre at Millworth Lane | Cllr Johnson |
| 25/PC/93.2 | Clerk to apply for Assets of Community Value for the Manor Ground Pavilion and land; High Copse Pavilion and land; and land adjacent to Alder Grove School | Clerk |
| 25/PC/95.2 | Deputy Clerk to circulate the invitation to attend a VIP reception on 2 nd October 2025 regarding the Royal Elm Park Development to members of the committee | Deputy Clerk |
| 25/PC/95.3 | Members to read through the Charvil Neighbourhood Plan and report back on any observations | All members of the committee |
| 25/PC/95.4 | Members were invited to comment on the notification regarding Solar Canopies at MereOak Park and Ride | All members of the committee |



