

Minutes of a meeting of
Planning & Highways Committee
Held on Wednesday 9th July 2025
At School Green Centre commencing at 19:30

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

Attending: B Winton (Clerk)
S Herring (Deputy Clerk)
3 members of the public

25/PC/75

Public Questions

- 75.1 Two members of the public raised concerns over the safety of roads around the Shinfield Meadows estate by vehicles travelling too fast along the roads. This was of particular concern as there were many children that cross the road by Church Lane / Deardon Way / Bolton Drive every morning and afternoon without any safety measures in place. The Clerk explained that the road had not been adopted by Wokingham Borough Council (WBC) and still belonged to the developers, therefore the Highways Authority could not take any action until adopted, however, even after adoption it was unlikely that any changes would be made, as the original planning permission was approved by WBC's Highways Improvement Board, unless there were reports of death or serious injuries.

Concern was also expressed that vehicles were using Church Lane as a 'rat run' to cut through to Bolton Drive when signage clearly stated that this road was for access only. The Clerk explained that the road could not be blocked as there was insufficient room for a turning circle for larger vehicles delivering to the houses.

ACTION –

- Clerk to pass on details of the next meeting of the Shinfield Meadows residents group
- Clerk to arrange for the residents' petition to be published in the next SPC newsletter
- Clerk to investigate when the road would be adopted by WBC
- Council to consider including relevant traffic improvements in the Neighbourhood Development Plan
- Residents to contact Yuan Yang, MP and the Borough Councillors to raise awareness of safety concerns


10.9.25

25/PC/76 Apologies and declarations of Members' Interest

- 76.1 There were no apologies for absence.
- 76.2 There were no declarations of members' interests

25/PC/77 Minutes of the Previous Meeting

- 77.1 The minutes of the Planning and Highways Committee held on 11th June 2025 were approved and signed as such by Cllr Peer

Proposed: Cllr Lias
Seconded: Cllr Jahromi
Approved: Unanimously

77.2 Actions and Matters Arising from the meeting held on 11th June

- 25/PC/62.1 Clerk to send Nathan Hunt contact details for neighbouring parish councils

This had been done.

25/PC/62.2

- 24/PC/121.1 Clerk to report back once a response had been received from WBC regarding who was the 'Lighting Authority'

There has been no response from Wokingham's Street lighting team. The Clerk advised that it was his expectation that there was no formal relationship with WBC regarding street lighting. We were, therefore back at the point where as long as we maintained our street lighting correctly there was no requirement to upgrade to latest standard. If we added a new streetlamp we would need to ensure that it was installed to the current standards.

This item could now be removed from the agenda.

- 24/PC/22.2 Clerk to update the committee on 'Assets of Community Value' at the next meeting after his meeting with Richard Alexander, Wokingham Borough Council (WBC) on 25th June

This was on the agenda – see minute 25/PC/83.2

- 25/PC/53.5 All to investigate the name of the taxi company operating out of Bismillah House

This was believed to be ABC Taxis / Cars

ACTION – Clerk to raise with Transport Commissioners

NB

25/PC/57.3 Clerk to present the proposal for a Spencers Wood Village Centre to WBC

The Clerk had recently written to Chris Easton, WBC to ask how this matter could be taken forward.

ACTION – Clerk to report back once he had received a response from WBC regarding the proposal for a Spencers Wood Village Centre

25/PC/66.3 Deputy Clerk to submit the response to Planning application 251086 to WBC Planning Department

This had been done.

Clerk to arrange for publication of the response to residents

This had been published in the July Newsletter.

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

This had been done. The meeting had been arranged for 10th July at 15:30 and was on the agenda – see minute 25/PC/82.2

25/PC/70.1 Purchase of the land adjacent to Alder Grove School to be added to the agenda of the next joint meeting between SPC and UoR

This would be done. It was also raised at the recent Education Working Party meeting with BCllr Bray, Ming Zhang and Oliver Gill, WBC and would be discussed further at the WBC Executive meeting in September.

25/PC/72.1 Deputy Clerk to send out a diary invite to members of the committee of the Neighbourhood Development Plan

This had been done.

25/PC/72.2 Clerk to add Assets of Community Value to the agenda in July 2025

This was on the agenda – see minute 25/PC/83.2

25/PC/72.3 Clerk to alert WBC traffic enforcement and request they investigate and request looking at installing double yellow lines on the corners of Wychem Road / Hollow Lane.

The following response had been received from Traffic Management, Wokingham Borough Council

“Thank you for bringing to our attention, we have very recently conducted 2 site visits at this location for this potential issue and unfortunately found no road safety concern highlighted at this time. The highway is wide enough to accommodate parked vehicles on the street and vehicles were parked legally leaving 10m junction clearance.

AB

We aim to prioritise road safety engineering initiatives in line with council budgets and priorities across the Borough, and at present this area is not considered for double yellow line parking restrictions. However, it is on our list to closely monitor over the next couple of months to see if any further issues are highlighted.

Would you kindly signpost residents to report any road safety concerns via the website, so we can monitor requests and collate data of sites and concerns, when assessing intervention possibilities.

If any intervention is adopted in due course such as parking restrictions after monitoring we will let you know."

25/PC/78

Budget requirement for 2026/27

78.1 Budget requirement for the Planning and Highways for 2026/27

Cllr James clarified that these were items that would come from revenue rather than capital budgets. Items that members would like to be considered in the budget process for 2026/27 were considered.

Revenue items

Increased consultancy fees
Provision for a Monitoring Officer
for SPC

Capital items

Crossing on Whitley Wood Lane
Footpath improvements / crossings, etc

Cllr James expressed caution as SPC did not want to set a precedent for WBC to request money from the parish council.

ACTION –

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

25/PC/79

Schedule of Deposited Plans

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

79.2 Planning application 250005 - 52 Oatlands Road.

The Committee **NOTED** that this was a retrospective planning application. The work completed had illegally joined onto the neighbouring house and the only option now, in the Committee's view, was for them to take legal action.

ACTION – Deputy Clerk to respond to the application reinforcing the previous objection of the Council and requesting that appropriate party wall rights had been obtained

79.3 Planning Application 251536 - 14 Grovelands Road

Cllr Boyer declared an interest in this application as a neighbour.

Cllr Lias had submitted legitimate observations that would be fed into the Council response.

ACTION – Deputy Clerk to submit an objection based on Cllr Lias comments

25/PC/80

Appeals

80.1 Planning inspectorate appeals relating to Shinfield Parish

There had been no changes since the previous month.

25/PC/81

Enforcement Notices

81.1 Closed Enforcements tables

- 4 cases were deemed no breach
- 1 case – application submitted
- 1 case – voluntary compliance
- 2 cases – Penalty Charge Notice served
- 1 case – not expedient

Members **NOTED** the report

81.2 Outstanding Enforcements tables

There were three cases new to the committee

- one showing as a new case this month relating to Pulleyn Transport Ltd
- two cases showing awaiting information

Members **NOTED** the report

25/PC/82

Highways, Street Lighting and Footpath Matters

82.1 Footpath matters

Cllr Masseron reported on the following:-

- She had attended a meeting with Jules Shaw from UoR.
- Local Active Travel Plan (LATP) proposal 5.1 - UoR are upgrading Footpath (FP) 17 from FP16 to the bottom The Ridge (north side), starting work in August 2025. She had requested they continued with the upgrade along the far end to connect with the part of the path that joins Church Lane.
- Proposal 3.1 (route A) - UoR would consider putting in a FP on this side of Church Lane if a potential pump track went ahead at Six Bells end of their land. Jules Shaw would give a presentation about pump tracks at the next Facilities Committee meeting.



- Proposal 3.1 (route B) - St Mary's Church Diocese have replied that if, in the future, they sell their land at this site for development, they would recommend a FP be part of the development plan.
- Hyde End Lane FP - WBC and Taylor Wimpey were in dispute as to who is responsible for maintaining the end of the path nearest to Fullbrook Avenue. WBC were not willing to cut back the overgrowth as it was not their land, therefore, SPC could not offer to assist with the maintenance either. It would appear that residents were trying their best to cut back the overgrowth.

ACTION –

- Presentation by Jules Shaw, UoR on pump tracks to be added to the agenda of 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

82.2 Woodcock Lane

BCllr Glover had submitted a detailed report regarding Woodcock Lane.

A meeting had been arranged for 10th July at 15:30 with Laura Buck and Andy Glencross, WBC. BCllr Glover, Cllrs Hoyle and Lias had been invited to attend the Teams meeting.

Members thanked BCllr Glover for her work and detailed report.

ACTION – Deputy Clerk to add to the next agenda of the committee

25/PC/83

Renewal of Neighbourhood Development Plan (SPNDP)

83.1 Neighbourhood Development Plan (NDP)

A meeting was held on 26th June 2025. The current draft of NDP was issued to members of the Working Party after the last meeting.

Cllr Lias suggested including the land next to Aldergrove School and the proposed Spencers Wood Primary School.

The next meeting of the working party had been arranged for Thursday, 24th July at 19:30.

21:01 Cllr Jahromi left the meeting

83.2 Assets of Community Value (ACV)

The meeting with Richard Alexander had taken place but the promised appearance of someone to advise on Assets of Community Value did not happen and therefore we were no further forward in closing down the original ACV requests.

The next applications would be for:-

- Manor Ground Pavilion and land



- High Copse Pavilion and land
- Land adjacent to Alder Grove School (to allow for future enlargement of the school if required)

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/84

Correspondence

- 84.1 Letter to residents from Wrenbridge regarding the demolition of Shinfield Park.

Members **NOTED** the information previously circulated

- 84.2 Update from the University of Reading (UoR) on sewage and drainage supply for Loddon Garden Village

The UoR had supplied a response from Thames Water to the concerns of the committee. This had been included with the supporting papers.

Members **NOTED** the response from Thames Water.

- 84.3 Speed Limit changes

WBC had announced that the reduction in speed limit from 40 mph to 30 mph on Hollow Lane was implemented on 30th June 2025. There is phased work across the borough to change the signage.

- 84.4 The Swan Pub renovations

Cllr Lias drew attention to an article in the Bracknell News publicising

“The Swan pub in Three Mile Cross has won permission to create a new kitchen, dining area, and outdoor space.”

Members **NOTED** the article

- 84.5 West Berkshire Local Plan Review

The following two documents had been circulated to members of the committee prior to the meeting.

- 2023-2041 Adoption Statement
- Post Adoption Statement – June 2025

Members **NOTED** the statements.

25/PC/85

Date of the next meeting

- 85.1 The date of the next meeting will be Wednesday, 10th September 2025

The meeting ended at 21:06

List of actions

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	Clerk
	➤ Clerk to arrange for the residents' petition to be published in the next SPC newsletter	Clerk
	➤ Clerk to investigate when the road would be adopted by WBC	Clerk
	➤ Council to consider including relevant traffic improvements in the Neighbourhood Development Plan	NHDP Working Party
	➤ Residents to contact Yuan Yang, MP and the Borough Councillors to raise awareness of safety concerns	Residents present at the meeting
25/PC/77.2		
25/PC/53.5	Clerk to raise the issue of a taxi operation at Bismillah House with the Transport Commissioner	Clerk
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	Clerk
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	Clerk
	➤ Clerk and Cllr Peer to bring forward costings for a monitoring officer	Clerk and Cllr Peer
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	Deputy Clerk
25/PC/79.3	Deputy Clerk to submit an objection to PA251536, 14 Grovelands Road, based on Cllr Lias comments	Deputy Clerk
25/PC/82.1	➤ Presentation by Jules Shaw, UoR on pump tracks to be added to the agenda of 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/82.2	Deputy Clerk to add Woodcock Lane to the next agenda of the committee	Deputy Clerk
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	Clerk

NS