

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

Present: Cllrs N Boyer, R Hoyle, L James, N Masseron, D Peer (Chair) and H Pollock

Attending: B Winton (Clerk)
S Herring (Deputy Clerk)
BCllr Johnson
4 Member of the Public

26/PC/67

Public Questions

67.1 To receive and consider any public question.

A member of the public, who lived opposite the bakery on the Basingstoke Road, Spencers Wood, had been involved in a recent serious accident. It was reported that vehicles were travelling too fast despite the speed limit being reduced to 30mph. Parking was another issue that caused problems as individuals were ignoring double yellow lines, and parking on the pavements resulting in reduced visibility for those exiting driveways. Lorries delivering to the One Stop Shop were causing additional hazards.

Possible steps that could be taken were:-

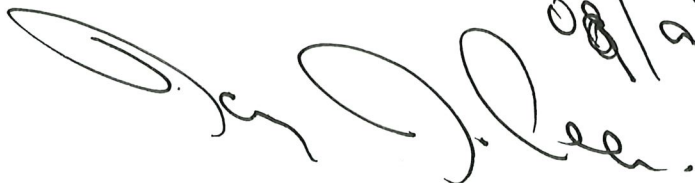
- The speed indicator device is relocated further along the road
- Community Speed Watch monitor this area of the Basingstoke Road
- Raise awareness with the Police
- Amend loading times for shops
- Introducing parking permits
- Hard physical changes to the road and parking

It was noted that the responsibility of this road was with WBC.

ACTION –

- Clerk to add to the list of traffic issues and discuss further with Wokingham Borough Council (WBC)
- BCllr Johnson to contact the Community Speed Watch team
- BCllr Johnson to ask for more volunteers for the Community Speed Watch team via social media

20:00 3 members of the public left the meeting



08/9/26

26/PC/68

Apologies and declarations of Members' Interest

- 68.1 Receive and consider approval of apologies for absence

Apologies had been provided by Cllr Jahromi and BCllr Glover

- 68.2 Declarations of Interests

Cllr Hoyle declared that he was related to BCllr Glover

Cllr H Pollock declared that she was involved in the Campaign for Fairer Housing

26/PC/69

School Green Centre Car Park

- 69.1 Apologies had been received from BCllr Betteridge and M Gould, Head of Network Management, WBC

Cllr Betteridge had cancelled attendance due to a borough ward commitment.

ACTION – Deputy Clerk to invite Matt Gould, WBC and BCllr Betteridge to the next meeting of the committee in September 2026 to discuss the School Green Centre Car Park

26/PC/70

Minutes of the Previous Meeting

- 70.1 The minutes of the Planning and Highways Committee held on 10th June 2026 were approved and signed as such by Cllr Peer.

Proposed: Cllr Boyer
Seconded: Cllr James
Approved: Unanimously

- 70.2 Actions and Matters Arising from the meeting held on 10th June 2026

- 26/PC/59.2 Cllr H Pollock and Elaine Butler to request TPOs for the trees on land at
(53.5) the Glebe

This was in hand.

- 26/PC/59.2 Clerk to add land owned by the Diocese of Oxford to the next agenda
(53.5)

This was on the agenda – see minute 26/PC/78.1

- 26/PC/63.1 Facilities Manager to order a bundle of 5 solar powered CCTV cameras for
siting at various locations around the parish when required

This was in progress



26/PC/63.2 Clerk to arrange a meeting of the Traffic Working Party

This would be done.

ACTION - Clerk to arrange a meeting of the Traffic Working Party

26/PC/64.1 Clerk to add an agenda item to the next meeting of the Finance and General Purposes Committee for release of funding for the renewal of the Neighbourhood Development Plan

This had been done and approved by Full Council at their meeting held on 24th June, minute 26/79.1.5.

26/PC/64.1 Clerk to engage the Consultant once the release of funding was approved

This had been done and the first meeting of the working party was scheduled for 24th September.

26/PC/64.1 Clerk to contact the local residents' associations for nominations to join the SPNDP working party

This would be done.

ACTION – Clerk to contact the local residents' associations for nominations to join the SPNDP working party

26/PC/64.1 Cllr Peer to ask Cllr Bowler if she would be interested in joining the SPCNDP working party

Cllr Bowler had confirmed that she would like to be a member of the working party

26/PC/64.1 Cllr H Pollock to join the SPCNDP

This had been noted.

26/PC/64.2 Clerk to chase Wokingham Borough Council (WBC) for a response and 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/79.1

26/PC/65.2 Deputy Clerk to check on progress of fixing the lights on the 20mph school warning sign by Shinfield View Care Home

On checking the WBC website this was still showing as unresolved. The Deputy Clerk had chased this up but no response had been received to date.

26/PC/71**Terms of Reference****71.1** Terms of Reference for the Planning and Highways Committee

Members **APPROVED** the Terms of Reference for the Planning and Highways Committee for 2026/27 as presented.

Proposed: Cllr Boyer
Seconded: Cllr Peer
Approved: Unanimously

ACTION – Deputy Clerk to add to the agenda of the Full Council meeting in July

26/PC/72**Committee Membership****72.1** Cllr Bowler had requested to join the Planning and Highways Committee.

Cllr Bowler had recently attended a BALC training course on Introduction to Planning and had sent her apologies for this meeting as she was attending another training course.

Members of the committee **AGREED** to propose to Full Council that Cllr Bowler join the Planning and Highways Committee.

Proposed: Cllr Boyer
Seconded: Cllr Peer
Approved: Unanimously

ACTION – Deputy Clerk to add to the agenda of the Full Council meeting in July

26/PC/73**Schedule of Deposited Plans****73.1** Planning applications were circulated to members weekly. Plans deposited following the most recent Thursday planning email which required urgent attention would be forwarded as received.

The following application required consideration:-

73.2 PA261486 - 1 Ilbury Close

Cllr H Pollock had raised concerns regarding the planning application and Cllr Boyer had suggested a response that was approved by the Committee. It was also noted that this property was showing on the Live Enforcement Notices.

The Chair thanked Cllr H Pollock for bringing this to the attention of the Committee.

ACTION – Deputy Clerk to submit the response to the planning application on the WBC planning portal

- 73.3 PA261069 / 261070 / – Shinfield Infant And Nursery School, School Green, Shinfield, Wokingham, RG2 9EH

Proposal: Full application for the proposed installation of a replacement pedestrian gate following demolition of the existing front boundary dwarf wall, fencing and gate.

It was **NOTED** that this application had been approved.

26/PC/74

Appeals

- 74.1 Planning inspectorate appeals relating to Shinfield Parish

There were no new or ongoing cases relating to Shinfield Parish.

26/PC/75

Enforcement Notices

- 75.1 Closed Enforcements tables for June 2026

This month there were

- 5 cases deemed no breach
- 4 cases voluntary compliance
- 1 not expedient

Members **NOTED** the Closed Enforcement Tables

- 75.2 Outstanding Enforcements tables for June 2026

Bismillah House - 9 ongoing cases
10 new enforcement notices since the last meeting

Members **NOTED** the outstanding Enforcement tables

26/PC/76

Highways, Street Lighting and Footpath Matters

- 76.1 A verbal report on Highways, Street Lighting and Footpath matters

- Shinfield Volunteer Group Footpath Report
The Shinfield Volunteer Group Footpath Report – June 2026 had been circulated to members prior to the meeting. This would also be published in the August SPC electronic newsletter.
- Footpath 17 – this was on hold dependent on the budget and may be included with the funding for work on flooding on Church Lane.
- Shinfield Grange – cut back vegetation
- Footpath 20 – complaints had been received about brambles. SPC had dealt with this.

- 76.2 Traffic Matters

See correspondence 26/PC/80.2



76.3 A verbal report on any other Highways, Street Lighting and Footpath matters

Footpath along Grazeley Road

It was noted that there was no bus service to Grazeley and a footpath from Mere oak park and ride to Grazeley would give residents the opportunity of a 30min bus service into Reading. The creation of a 'non-firm' footpath would need to go along the edge of the field and permission would need to be obtained from the landowner. Cllr Masseron referred to the Active Travel Plan for proposed footpaths.

ACTION – BClr Johnson to raise with BClr Betteridge

Road Safety on Basingstoke Road

This had previously been discussed – see minute 26/PC/67.1

20:22 *BClr Johnson left the meeting*

26/PC/77 Renewal of Neighbourhood Development Plan (SPNDP)

77.1 The next meeting of the Working Party would follow the usual pattern of the evening after Full Council meeting starting with 24th September.

The ONH consultant had been commissioned to assist with the plan.

77.2 Assets of Community Value

See minute 26/PC/79.1

26/PC/78 Land owned by the Diocese of Oxford

78.1 A planning application had been submitted in 2011 for 175 dwellings on Shinfield Glebe but an appeal had been dismissed by the Secretary of State. Members felt that if this was resubmitted, it may have more chance of being approved due to changes in planning.

26/PC/79 Assets of Community Value

79.1 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 chase Wokingham Borough Council (WBC) for a response and report back to committee when a decision had been made on the Assets of Community Value submissions.



Correspondence

80.1 West Berkshire Local Plan update

Members NOTED the West Berkshire Local Plan update

ACTION –

- All members of the committee to review the West Berkshire Local Plan update
- Clerk to request automatic notification relating to the West Berkshire Local Plan update

80.2 Approval of Grazeley 30mph speed limit

Members NOTED that the Traffic Regulation Order (TRO) for a reduction in speed limit to 30mph had been signed off and was likely to be implemented in the summer of 2026.

80.3 Church Lane traffic improvements

Wokingham Borough Council had acknowledged receipt of a residents petition and outlined the the current status.

“Any surveys, assessments or investigations that have been undertaken or are planned.

From Monday 6 July, an automatic traffic counter will be installed on Church Lane, just before St Mary’s Church. This will record the speed, volume and type of vehicles travelling in both directions. The equipment will consist of pneumatic tubes fixed to a lamp column and laid across the carriageway.

At the same time, cameras will be installed to monitor turning movements into and out of the road at both entry points. The three days with the highest traffic levels will then be analysed in detail. We expect this data to be returned to us by 24 July.

Alongside this work, officers will assess the feasibility of closing Church Lane to through traffic. A key consideration will be whether there is sufficient safe space for vehicles to turn around at either end of the road.

The next steps in the process.

Once these investigations are complete and a decision has been made on what measures may be possible, we will write to the lead petitioner with the outcome. If any measures can be taken forward, we will outline what they are, the next steps involved, and an indicative timeframe.

An indicative timeline for when residents can expect a formal response or decision.

Based on the current programme, we aim to provide a decision by 7 August. If this changes for any reason, we will provide a further update.”



80.4 Wokingham Borough Council Local Plan 2045

Timetable

30 June 2026 **Publish notice of intention to commence local plan preparation**

6 July 2026 **Call for Sites starts**

“Landowners, developers and others are invited to suggest sites they believe have potential for development. The information gathered will be used to help us understand how development might be managed when preparing our new local plan – the Wokingham Borough Local Plan 2045.”

1 September 2026 **Call for Sites Ends**

5 October 2026 **Scoping consultation starts**

16 November 2026 **Scoping consultation ends**

26 February 2027 **Publication of Gateway 1 self-assessment**

8 November 2027 **Consultation on local plan content and evidence starts**

20 December 2027 **Consultation on local plan content and evidence ends**

14 February 2028 **Gateway 2 advice sought**

14 August 2028 **Consultation on proposed Local Plan starts**

9 October 2028 **Consultation on proposed Local Plan ends**

4 December 2028 **Gateway 3 advice sought**

5 March 2029 **Submit for examination**

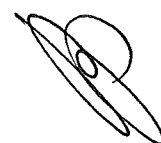
31 July 2029 **Adoption**

25/PC/81

Date of the next meeting

81.1 The date of the next meeting will be Wednesday, 9th September 2026

The meeting ended at 20:55



List of actions

Minute	Action	Responsibility
26/PC/67.1	Clerk to add Basingstoke Road, Spencers Wood to the list of traffic issues and discuss further with Wokingham Borough Council (WBC)	Clerk
26/PC/67.1	BCllr Johnson to contact the Community Speed Watch team	BCllr Johnson
26/PC/67.1	BCllr Johnson to ask for more volunteers for the Community Speed Watch team via social media	BCllr Johnson
26/PC/69.1	Deputy Clerk to invite Matt Gould, WBC and BCllr Betteridge to the next meeting of the committee in September 2026 to discuss the School Green Centre Car Park	Deputy Clerk
26/PC/70.2 (26/PC/63.2)	Clerk to arrange a meeting of the Traffic Working Party	Clerk
26/PC/70.2 (26/PC/64.1)	Clerk to contact the local residents' associations for nominations to join the SPNDP working party	Clerk
26/PC/71.1	Deputy Clerk to add Terms of Reference to the agenda of the Full Council meeting in July	Deputy Clerk
26/PC/72.1	Deputy Clerk to add membership of the committee to the agenda of the Full Council meeting in July	Deputy Clerk
26/PC/73.2	Deputy Clerk to submit the response to planning application PA261486 on the WBC planning portal	Deputy Clerk
26/PC/76.3	BCllr Johnson to raise a potential footpath on Grazeley Road with BCllr Betteridge	BCllr Johnson
26/PC/79.1	Clerk to chase Wokingham Borough Council (WBC) for a response and report back to committee when a decision had been made on the Assets of Community Value submissions	Clerk
26/PC/80.1	All members of the committee to review the West Berkshire Local Plan update	All Committee members
26/PC/80.1	Clerk to request automatic notification relating to the West Berkshire Local Plan update	Clerk

 09/09/26
