

**Minutes of a meeting of**  
**Planning & Highways Committee**  
**Held on Wednesday 13<sup>th</sup> September 2023**  
**At School Green Centre commencing at 19.30**

Present: Cllrs Boyer, Grimes, Jahromi, James, Lias, Masseron, Peer (Chair) & Tatla

Attending: B Winton (Clerk)  
S Herring (Deputy Clerk)

3 members of the public

**23/PC/90**

**Public Questions**

- 90.1 There was a public question regarding Planning Application 231885 - The Haulage Yard Land Adjacent to Bramble Cottage at 183 Hyde End Road Hyde End Road Spencers Wood RG7 1BU

Two members of the public outlined the following concerns regarding this planning application:-

- Limbs on trees with Tree Preservation Orders (TPOs) had been removed but nobody was accepting responsibility
- The plot was within the Designated Emergency Planning Zone (DEPZ)
- Owners had extended the driveway and gate onto unadopted land and highways land
- The proposed development was also in countryside land as designated by WBC and outside the development zones of the Neighbourhood Plan

Members advised them to express their concerns by responding to the planning application via the Wokingham Borough Council (WBC) portal. Shinfield Parish Council (SPC) would be making their own response to the application in respect of the Neighbourhood Plan.

*2 members of the public left the meeting*

**23/PC/91**

**Apologies and declarations of Members' Interest**

- 91.1 There were no apologies for absence
- 91.2 There were no declarations of members' interests.

Draft minutes

  
11/10/23

23/PC/92

### Minutes of the Previous Meeting

92.1 The minutes of the committee meeting of 9<sup>th</sup> August 2023 were approved and signed as such by Cllr Peer

Proposed: Cllr Masseron  
Seconded: Cllr Peyman  
Approved: Unanimously

### 92.2 Actions and Matters Arising

23/PC/83.2 Assessment of streetlamps to be carried forward to the next meeting  
23/PC/71.2

This was on the Agenda at Item 7.2

23/PC/83.2 Clerk to investigate the builder's rubble that had been deposited on  
23/PC/71.2 the cycleway near the M4 to be carried forward to the next meeting

The Clerk reported that he had not yet been able to follow up on this issue.

#### ACTION – To be carried forward to the next meeting

23/PC/83.2 Clerk to ask WBC to explain the 'Other' comment that appears on the  
23/PC/74.1 list of Closed Enforcement Notices

The Clerk advised that the Deputy Clerk had raised this with Wokingham Brough Council who had responded that "Other" meant that either the matter had been referred to another part of WBC or the situation was being monitored but not directly enforced. Therefore:

RFS/2023/088187 – had been combined with another live case on the site

RFS/2023/088262 – the case had been passed to the highways team as the land is highways owned

RFS/2023/088284 – the case had been passed to the Strategic Development Location team

The Clerk asked if there was any further follow up members would like to see

#### ACTION –

- Clerk to ask WBC to identify who was dealing with each issue
- Clerk to raise with other local Clerks



23/PC/83.2 Cllr Masseron to make an initial contact with Nigel Frankland (UoR) to  
23/PC/75.1 see if a crossing was planned on the Arborfield Road

Cllr Masseron reported that she was still waiting for a response from Nigel Frankland (UoR)

**ACTION – To be carried forward to the next meeting**

23/PC/83.2 Cllr Masseron to discuss a potential crossing on the Arborfield Road  
23/PC/75.1 with the Clerk and WBC

Cllr Masseron and the Clerk were awaiting a response from Nigel Frankland (UoR) before meeting

**ACTION – To be carried forward to the next meeting**

23/PC/83.2 Clerk to follow up with Nigel Frankland, UoR regarding creating a gap  
23/PC/75.1 in the fence at the Arborfield Road end of the new footpath that runs to Millworth Lane or to display a sign at the Millworth Lane end to inform users that there was no exit at the end of the path

The Clerk had written to Mr Frankland but had not received a response as Mr Frankland was currently on holiday.

**ACTION – To be carried forward to the next meeting**

23/PC/83.2 Deputy Clerk to add to the agenda of the Full Council meeting on 23<sup>rd</sup>  
23/PC/77.1 August the Spencers Wood Solar Farm Community Fund draft deed

This had been done

23/PC/83.2 Clerk to request that the Highways Department, WBC, continues to  
23/PC/79.1 assess the impact on residents on the opposite side of the road to the yellow lines and ensure that enforcement is in place

The Clerk had made this request.

23/PC/83.2 Clerk to investigate the cost of enforcement with WBC (as in the item  
23/PPC/79.1 above)

The Clerk had not followed this up with WBC to date but would do so if Members still requested. Members agreed that they would make a decision on enforcement once the cost was known.

**ACTION – Clerk to investigate the cost of enforcement with WBC**

23/PC/83.2 Clerk to share slides from the WBC meeting with members once  
23/PC/79.2 received

Although notes were promised as a follow up action during the meeting none have been forthcoming. The Clerk felt that when discussed in July an adequate summary of the meeting had been relayed to the members who were not present.

23/PC/83.2 Clerk to contact WBC and request for offset gates to be installed at the  
23/PC/79.3 point where the path connects Skylark Way and Parker Close

The Clerk had made this request to WBC and would following up with the other traffic issues he had raised with them.

23/PC/87.1 Clerk to meet with Cllr Masseron and the Shinfield Volunteers Liaison Representative to discuss a way forward for footpath 22a with WBC and the landowner

**ACTION – Clerk to arrange meeting**

23/PC/87.1 Clerk to request WBC install direction signage on footpath 22a

This had not yet been actioned

**ACTION – Clerk to arrange meeting**

23/PC/87.2 Deputy Clerk to liaise with the Shinfield Volunteers Liaison Representative regarding the printing of the walk leaflets

The Deputy Clerk had located the original documents and had requested they be sent to SPC. Once they were retrieved the necessary updates could be made and an alternative printer found.

**ACTION – Deputy Clerk to continue to chase the original documents**

23/PC/87.2 Deputy Clerk to arrange for QR codes to be created so they could be added to the leaflets

It was planned to add QR codes that would allow anyone with a leaflet to link back to SPC's website for additional information on footpaths and walks once the original documents were in their possession.

**ACTION – Deputy Clerk to arrange for QR codes to be added to the walks leaflets**

23/PC/87.2 Shinfield Volunteers Liaison Representative to bring an updated 'parish' map to the committee once this had been completed

This was ongoing

**ACTION – Clerk to follow up with the SPC Volunteer Liaison Representative**

23/PC/87.2 SPC to maintain a register of issues relating to footpaths

The Clerk advised that he would take Cllr Masseron's reports, Ramblers' updates and any other issues raised by members of the public etc regarding footpaths and maintain an ongoing register. In time, this would develop a history of the footpaths.

This would be an ongoing item

23/PC/88.4 Moving Traffic Offences application approved by the Department for Transport to be brought to the attention of the Traffic Working Party when discussing the bus gate

This had been done

23/PC/88.6 Deputy Clerk to accept the invitation on behalf of the Committee and invite the Natural History Museum – Thames Valley Science Park to the meeting of the committee on 13<sup>th</sup> September

Three representatives from the Natural History Museum/Thames Valley Science Park attended prior to the start of the meeting to present their proposed plans prior to submission of their planning application. It was planned to submit the application in November 2023 and would take two and a half to three years to build. One third of their collection was planned to be moved into the store by 2031. They currently had two sites, one in South Kensington, London and one in Tring, Hertfordshire. They explained that this would be a very technical building, with temperature and humidity control, to store some very precious collections. They were currently working with the UoR for a planning application for an access road.

Some of the points they had taken for consideration into the project were:-

- Sustainable modes of transport
- Small work force, anticipated 118 maximum staff
- Working with ecologists to protect the bio-diversity of the area and the ancient woodlands to either side
- Car parking for 86 vehicles
- Amenity site at the rear for staff and the public
- The building would be four stories high, but no higher than the surrounding trees



- There would be a small area at the front of the building for display purposes
- They were aware of a Thames Valley sewer and high pressure gas mains underground and were advised about previous issues elsewhere in the science park

They were holding a public consultation at the Thames Valley Science Park on 14<sup>th</sup> September.

23/PC/93

#### Schedule of Deposited Plans

##### 93.1 **231885 - The Haulage Yard Land Adjacent to Bramble Cottage at 183 Hyde End Road Hyde End Road Spencers Wood RG7 1BU**

The Clerk confirmed that SPC had asked for and been granted an extension to allow consideration of the application at this meeting and make comments to WBC. Following concerns raised by two members of the public at the beginning of the meeting, Members requested the Clerk to draft a response for comment by members prior to submitting SPC's comments to WBC.

**ACTION – Clerk to draft a response to PA231885 and circulate to members for comment**

##### 93.2 **223287 - University of Reading northern pitches**

Cllr Clarke relayed the views of the Facilities Committee who had also discussed this application. After much discussion it was agreed to support the application for two junior sized pitches as they would be of great benefit to sports provision in the parish. Although traffic and parking were identified as problematic, it was noted that there would be a reasonable sized car park included at High Copse Pavilion and as it was anticipated that SPC would be managing the site, once complete, SPC could facilitate the organisation of parking through dialogue with the sports clubs.

Proposed: Cllr Grimes  
 Seconded: Cllr Tatla  
 Approved: by majority

#### **ACTION –**

- Clerk to respond to WBC that SPC would support PA223287
- Deputy Clerk to add to the Facilities Committee agenda an item to consider how to obtain a rugby pitch at the High Copse site



93.3      **231437 – Carney’s Yard**

As at 25<sup>th</sup> August, WBC were drafting an enforcement notice in relation to the refusal of retrospective planning permission; this had to go through various internal processes (including review by their legal team) and would take around 1 month before it was served.

The applicants were entitled to an appeal, and they would also have the opportunity to appeal any enforcement notice that was served.

WBC reported that they had drafted an enforcement notice that was being checked through their internal systems. This would be issued once the checks had taken place.

**ACTION – Clerk to keep a check of the status of the enforcement**

**23/PC/94**

**Appeals**

94.1      The Clerk advised that there had been no changes to this list since the previous report.

**23/PC/95**

**Enforcement Notices**

95.1      Closed Enforcement Notices

Two items were historical, 3 deemed to have no breach, 2 have resulted in voluntary compliance and 1 has submitted a retrospective planning application. One penalty charge notice had been issued.

Members noted the contents of the report and queried what the acronym ‘PCN’ referred to.

**ACTION – Clerk to request a list of acronyms from WBC**

95.2      Live Enforcement Notices

Members noted the contents of the report that had previously been circulated.

New Cases:

- Bottom 1<sup>st</sup> page – Erection of fence more than 2m high
- 2<sup>nd</sup> Bottom 2<sup>nd</sup> page – raising level without PP
- Bottom 2<sup>nd</sup> page – works extending beyond boundary line
- 3<sup>rd</sup> bottom 3<sup>rd</sup> page – Trees felled under TPO
- Last item 4<sup>th</sup> page – Front wall not in accordance with approved plans

## 96.1 Footpath matters

Cllr Masseron had circulated a detailed report and highlighted the following:

- Footpath 20 – a wider pedestrian improvement was going out to tender and anticipated being completed by April 2024. Direction signs along the footpath had been completed.
- Footpath 4 – work on the new cycleway had commenced and would include a link to footpath 3. The kissing gate would be moved to an alternative location.
- Footpath 7 – the Heras fencing had been removed and the path was waiting to be surfaced. The Ramblers had removed the foliage that was blocking the path. Unfortunately, the end of the path that joins the Arborfield Road at Parrott Farm did not end directly opposite Langley Mead as anticipated. The UoR had not yet responded to a request for a crossing at this point.
- Footpath 16 – The sign and noticeboard had been moved at the end of the path greatly improving access.
- Footpath 28 – the Ramblers were working hard removing overgrown foliage.
- Footpath 17 – the fence along one side had now been removed and the Ramblers had cleared the residual overgrowth. The contractors for mowing Deardon Field have now agreed to include this part of the footpath.

The Chairman thanked Cllr Masseron for her report.

## 96.2 Update on Streetlamps

The Clerk advised that this work was progressing albeit slowly. To date, he had not identified any specific cause for concern, but he would also give consideration to the impact on cycle routes in the process (although any changes would only relate to 00.30 to 05.00).

**ACTION –**

- Clerk to complete the work in progress





96.3 Beke Avenue

Cllr Lias raised a question regarding the pedestrian crossing on Beke Avenue.

The Clerk advised that work had stopped on this road for a period but had resumed again specifically on the footpath from the roundabout at Hollow Lane along Beke Avenue.

The Clerk advised that, as requested at Full Council, he had begun to analyse traffic on Footpath 11 as it crosses Beke Avenue. So far, he had observed 349 transits of the footpath predominantly at school start and finishing times. Of these 195 were adult and child parties (55.9%) and 126 adult only (36.1%). Of the remaining 28 child only transits (8.0%) these were children either attending Oakbank or older junior school children. The Clerk observed that, apart from around school start and finish times foot traffic was relatively low.

It was recognised that there would probably be some change in pedestrian patterns once Lidl was opened, and although this was still a relatively small sample on what had been observed, the concerns over crossing Beke Avenue may not be as severe as they were anticipated.

It was suggested that the Traffic Working Party considers whether to ask the developer to build a crossing while working on the road.

**ACTION – Clerk to report back at the next meeting**

23/PC/97

**Correspondence**

97.1 Information relating to work planned for Fibre Optic Network Build in the Parish

The Clerk and Deputy Clerk had met with the Contracts Manager for Lanes who will be carrying out the fibre optic network build within the parish. He had set out the general plan and advised that he would provide a more detailed timetable but unfortunately this had not been forthcoming. While much of the work would be carried out with minimal impact, he advised that the main fibre optic junction box would be installed on Church Lane which would require temporary traffic lights.

**ACTION – Clerk to feedback on any updates**

- 97.2 Consultation on Wokingham Borough Council's draft Statement of Community Involvement

Members noted the draft Statement of Community Involvement and specifically felt that the wording on Page 20, paragraph 7.16 should be amended to "We will" rather than "We may" as town and parish councils were an important conduit to their engagement.

**ACTION – Clerk to respond to WBC specifically paragraph 7.16**

- 97.3 In response to the above consultation members felt that SPC should revisit their Neighbour Plan to see if an update was required. The DEPZ could be an area to strengthen no further development.

**ACTION –**

- **Members to consider the Neighbourhood Plan before the next meeting of the committee**
- **Clerk to add to the next agenda of the committee**

**23/PC/98**

**Date of the next meeting**

- 98.1 The date of the next meeting will be on Wednesday, 11<sup>th</sup> October 2023

***The meeting ended at 21:34***

### List of Actions

|                                 |                                                                                                                                                                                                                                                                                |                       |
|---------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|
| <b>23/PC/92.2</b><br>23/PC/83.2 | Clerk to investigate the builder's rubble that had been deposited on the cycleway near the M4 to be carried forward to the next meeting                                                                                                                                        | Clerk                 |
| <b>23/PC/92.2</b><br>23/PC/83.2 | 1) Clerk to ask WBC to identify who was dealing with each issue under 'Other' on the Enforcement Notices                                                                                                                                                                       | Clerk                 |
| <b>23/PC/92.2</b><br>23/PC/83.2 | 2) Clerk to raise the above issue with other local Clerks                                                                                                                                                                                                                      | Clerk                 |
| <b>23/PC/92.2</b><br>23/PC/83.2 | 3) Cllr Masseron to make an initial contact with Nigel Frankland (UoR) to see if a crossing was planned on the Arborfield Road                                                                                                                                                 | Cllr Masseron         |
| <b>23/PC/92.2</b><br>23/PC/83.2 | 4) Cllr Masseron to discuss a potential crossing on the Arborfield Road with the Clerk and WBC                                                                                                                                                                                 | Cllr Masseron & Clerk |
| <b>23/PC/92.2</b><br>23/PC/83.2 | 5) Clerk to follow up with Nigel Frankland (UoR) regarding creating a gap in the fence at the Arborfield Road end of the new footpath that runs to Millworth Lane or to display a sign at the Millworth Lane end to inform users that there was no exit at the end of the path | Clerk                 |
| <b>23/PC/92.2</b><br>23/PC/83.2 | 6) Clerk to investigate the cost of enforcement with WBC                                                                                                                                                                                                                       | Clerk                 |
| <b>23/PC/92.2</b><br>23/PC/87.1 | 1) Clerk to arrange a meeting with Cllr Masseron and the Shinfield Volunteer Liaison Representative to discuss a way forward for footpath 22a with WBC and the landowner                                                                                                       | Clerk                 |
| <b>23/PC/92.2</b><br>23/PC/87.1 | 2) Clerk to request WBC to install direction signage on footpath 22a                                                                                                                                                                                                           | Clerk                 |
| <b>23/PC/92.2</b><br>23/PC/87.2 | 1) Deputy Clerk to continue to chase the original walks leaflets with the UoR                                                                                                                                                                                                  | Deputy Clerk          |
| <b>23/PC/92.2</b><br>23/PC/87.2 | 2) Deputy Clerk to arrange for QR codes to be added to the walks leaflets                                                                                                                                                                                                      | Deputy Clerk          |
| <b>23/PC/92.2</b><br>23/PC/87.2 | Clerk to follow up with the Shinfield volunteers Liaison Representative an updated 'parish' map once this had been completed                                                                                                                                                   | Clerk                 |
| <b>23/PC/93.1</b>               | Clerk to draft a response to PA231885 and to circulate to members for comment                                                                                                                                                                                                  | Clerk                 |
| <b>23/PC/93.2</b>               | 1) Clerk to respond to WBC that SP would support PA223287                                                                                                                                                                                                                      | Clerk                 |

|            |                                                                                                                                  |              |
|------------|----------------------------------------------------------------------------------------------------------------------------------|--------------|
| 23/PC/93.2 | 2) Deputy Clerk to add to the Facilities Committee agenda an item to consider how to obtain a rugby pitch at the High Copse site | Deputy Clerk |
| 23/PC/93.3 | Clerk to keep a check of the status of the enforcement relating to Carney's Yard                                                 | Clerk        |
| 23/PC/95.1 | Clerk to request a list of acronyms on the 'closed enforcement notices' from WBC                                                 | Clerk        |
| 23/PC/96.2 | Clerk to complete the work in progress on streetlamps                                                                            | Clerk        |
| 23/PC/96.3 | Clerk to report back at the next meeting regarding Beke Avenue                                                                   | Clerk        |
| 23/PC/97.1 | Clerk to feedback on any updates in relation to the planned work for Fibre Optic Network Build in the Parish                     | Clerk        |
| 23/PC/97.2 | Clerk to respond to WBC on the consultation on WBC's draft Statement of Community Involvement, specifically paragraph 7.16       | Clerk        |
| 23/PC/97.3 | 1) Members to consider the Neighbourhood Plan before the next meeting of the committee                                           | Cllrs        |
| 23/PC/97.3 | 2) Clerk to add to the next agenda of the committee – SPC Neighbourhood Plan                                                     | Clerk        |

 11/10/23