

Minutes of a meeting of
Planning & Highways Committee
Held on Wednesday 11th October 2023
At School Green Centre commencing at 19.30

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

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

4 members of the public

23/PC/99 Public Questions

99.1 There were no public questions

23/PC/100 Apologies and declarations of Members' Interest

100.1 Apologies for absence were received from Cllrs Boyer and Hoyle

100.2 There were no declarations of members' interests.

23/PC/101 Minutes of the Previous Meeting

101.1 The minutes of the committee meeting of 13th September 2023 were approved and signed as such by Cllr Peer

Proposed: Cllr Tatla
Seconded: Cllr Grimes
Approved: Unanimously

101.2 **Actions and Matters Arising**

- 23/PC/92.2** Clerk to investigate the builder's rubble that had been deposited on
23/PC/83.2 the cycleway near the M4 to be carried forward to the next meeting

The Clerk has not yet been able to make any progress on this matter. Cllr Lias informed the committee that the mound had been grown over and was no longer relevant.

- 23/PC/92.2** 1) Clerk to ask WBC to identify who was dealing with each issue
23/PC/83.2 under 'Other' on the Enforcement Notices

The Clerk had written to WBC to ask for clarification of what is happening to the items classified as Other on the Closed Enforcement Report and was awaiting a response.

ACTION – Clerk to report back once he had a response from WBC

- 23/PC/92.2** 2) Clerk to raise the above issue with other local Clerks
23/PC/83.2

The Clerk advised that there had not been a Clerks Forum since the last meeting but he would raise at the meeting scheduled for the 18th October.

ACTION – Clerk to discuss with other local Clerks

- 23/PC/92.2** 3) Cllr Masseron to make an initial contact with Nigel Frankland
23/PC/83.2 (UoR) to see if a crossing was planned on the Arborfield Road

Cllr Masseron reported that the yellow gate had been installed but the Herras fencing had not yet been removed. She will follow up with Nigel Frankland. (It was noted that Nigel Frankland had been away)

ACTION – Cllr Masseron to follow up with Nigel Frankland, UoR

- 23/PC/92.2** 4) Clerk to follow up with Nigel Frankland (UoR) regarding creating a
23/PC/83.2 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

ACTION – Clerk to follow up with Nigel Frankland regarding creating a gap in the fence at the Arborfield Road end of the new footpath.

- 23/PC/92.2** 5) Clerk to investigate the cost of parking enforcement with WBC
23/PC/83.2

The Clerk advised that Matthew Gould, WBC Highways & Transport Department is working on this and will provide information on costs and any other 'terms & conditions'. Cllr Lias reported that there had been an accident near to the One-Stop Shop and this should be part of the discussions when identifying any problems.

ACTION – Clerk to follow up with WBC

- 23/PC/92.2** 6) Clerk to arrange a meeting with Cllr Masseron and the Shinfield
23/PC/87.1 Volunteer Liaison Representative to discuss a way forward for footpath 22a with WBC and the landowner

Cllr Masseron reported that a meeting had not been held yet. She felt that it may not be prudent to contact the landowner again so soon after she had previously been contacted. Legally the landowner has to give access to the public footpath but mutual cooperation will be required to make the access path accessible for all. Currently the stile is difficult to find.

ACTION – Clerk to investigate whether the Disability Discrimination Act (DDA) applies to public footpaths

- 23/PC/92.2** 7) Clerk to request WBC to install direction signage on footpath 22a
23/PC/87.1

This will follow on from the meeting

- 23/PC/92.2** 8) Deputy Clerk to continue to chase the original walks leaflets with
23/PC/87.2 the UoR

The Deputy Clerk had now received the following original walks leaflets from UoR:-

Easy walks

Langley Mead No. 1

History walks

St Mary's and Deardon No. 1

Spencers Wood No. 3

School Green No. 4

ACTION – Deputy Clerk to work with the Shinfield Parish Volunteer Group to ensure that all the original documents were now available

- 23/PC/92.2** 9) Deputy Clerk to arrange for QR codes to be added to the walks
23/PC/87.2 leaflets

The Deputy Clerk would work with the Shinfield Volunteers Representative and the Council's IT and Comms Officer to arrange for the QR Codes to be added to the walks leaflets

ACTION – Deputy Clerk to continue to progress the work on the walks leaflets and QR codes

- 23/PC/92.2** Clerk to follow up with the Shinfield Volunteers Liaison Representative
23/PC/87.2 an updated 'parish' map once work on the leaflets had been completed

This will be done once the Deputy Clerk has met with the Shinfield Parish Volunteer Group to update the walks leaflets

- 23/PC/93.1** Clerk to draft a response to PA231885 (The Haulage Yard Land adjacent to Bramble Cottage Hyde End Road Spencers Wood RG7 1BU) and to circulate to members for comment

This had been done

- 23/PC/93.2** 1) Clerk to respond to WBC that SP would support PA223287 (Land East of Hyde End Lane, West of Hyde End Road Shinfield Reading RG2 9EP)

This had been done

- 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

This would be done when the result of the current planning application was known

- 23/PC/93.3** Clerk to keep a check of the status of the enforcement relating to Carney's Yard

The Clerk had received the following update from the WBC officer handling the case:

"I believe all the caravans and portacabins have been cleared from the site so it is just the hardstanding and any other remaining items (the Agent supplied me with photographs but I haven't yet revisited).

I will revisit in the coming weeks to check and write to the owner once I have compiled a full list any outstanding items".

ACTION – Clerk to keep progress on Carneys Yard under review with WBC

23/PC/95.1 Clerk to request a list of acronyms on the 'closed enforcement notices' from WBC

The Clerk has requested a glossary of terms. He has also asked for more information on cases which are marked as Closed with the reason "Other". It is understood that this means it has been passed on to another part of WBC to resolve that particular issue. However this does not provide any clarity on what the final outcome to the particular issue.

Would it be possible for such items to be kept as 'live' items until such time as the other department reports back on the issue or at the very least provide information as to whom the item has been passed so that we can follow up directly with them.

ACTION – Clerk to obtain a glossary of terms from WBC

23/PC/96.2 Clerk to complete the work in progress on streetlamps

This was progressing slowly but other items were taking precedence

ACTION – Clerk to progress work on streetlamps

23/PC/96.3 Clerk to report back at the next meeting regarding Beke Avenue

The Clerk advised that he had undertaken some additional sampling of use of the footpath but there was no material change to the pattern of use reported at the previous meeting in that about 60% of transits were adult and child, about 35% were adult only and 5% child only (and older children). The work on the Avenue was continuing to move in fits and starts. Cllr Grimes suggested that once the refuse collection and Reading Buses started using Beke Avenue this would determine that the road was open.

23/PC/97.1 Clerk to feedback on any updates in relation to the planned work for Fibre Optic Network Build in the Parish

The Clerk had not received any further communication regarding this work.

23/PC/97.2 Clerk to respond to WBC on the consultation on WBC's draft Statement of Community Involvement, specifically paragraph 7.16

This had been done.

23/PC/97.3 1) Members to consider the Neighbourhood Plan before the next meeting of the committee

This was on the agenda

- 23/PC/97.3** 2) Clerk to add to the next agenda of the committee – SPC Neighbourhood Plan

This was on the agenda

23/PC/102 **Schedule of Deposited Plans**

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

The Clerk suggested that a new method of copying the link to the planning portal would be trialled to make it easier to access the planning application.

ACTION – All members of the Committee were asked by the Chairman to respond to the Clerk on the weekly planning applications.

23/PC/103 **Appeals**

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

23/PC/104 **Enforcement Notices**

- 104.1 Closed Enforcement Notices

The three items for 253 Shinfield Road were now the subject of a Planning Application (232141).

- 104.2 Live Enforcement Notices

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

23/PC/105 **Highways, Street Lighting and Footpath Matters**

- 105.1 Footpath matters

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

- The article in Wokingham Today “What Next for Footpath to nowhere?” had resulted in WBC taking action to clear the overgrowth on the ditches on Hyde End Lane. WBC Executive members were keen that the footpath should be completed. BCllr Glover would ask for details of what was happening at a WBC meeting on 19th October.

ACTION –

- (a) Cllr Masseron to attend the WBC meeting on 26-10-23 and ask what action was being taken and when the work would take place.

(b) Clerk to assist Cllr Masseron to prepare and submit a written 'primary' question to WBC.

- Footpath 20 – WBC had carried out maintenance work on the middle section of the footpath, as requested. Photos had been circulated that showed a massive improvement.

ACTION –

(c) Clerk to write and thank WBC on behalf of SPC

- Footpath 18 – The Loddon Valley Ramblers had carried out repair work making the footpath more user friendly. They were appreciative of the funding from SPC.

The Chairman thanked Cllr Masseron for her report.

105.2 Update on Streetlamps

The Clerk reported that this was still a work in progress.

ACTION –

- Clerk to continue to work on arranging for the streetlamps to be turned off between 00:30 and 05:00

23/PC/106

Renewal of Neighbourhood Development Plan

106.1 Shinfield Parish Neighbourhood Development Plan (SPNDP)

The Clerk had been investigating the process for updating the SPNDP and stated that the only guidance he had found was from Basingstoke and Deane Council where it stated that it could be reviewed or modified at any time. The nature of the proposed changes or modifications would affect the process that the NDP would need to go through.

WBC Local Plan Update will run between 2023-2026 and it was recognised that the SPNDP should not contravene the Local Plan. It was noted that the original SPNDP took four years to produce.

Members were of the opinion that a consultant be employed to conduct a formal review of the SPNDP and make recommendations on the council's future work on the SPNDP

ACTON – Clerk to identify an appropriate consultant

20:22 *1 member of the public left the meeting*

23/PC/107**Correspondence**

- 107.1 Natural History Museum access road

Members NOTED the plans and suggested that this could be an opportunity to ask the UoR to improve the Cutbush Lane path to link up with the Lower Earley Way cycleway.

ACTION – Clerk to write to the UoR to request that the path be upgraded

- 107.2 Members NOTED the Traffic Regulation Order to introduce a 7.5T weight limit restriction at Back Lane, Spencers Wood

- 107.3 Members NOTED the Traffic Regulation Order for a reduction in the speed limit from 40mph to 30mph on Church Lane, Basingstoke Road, Hyde End Lane, Hyde End Road, Tabby Drive and Beech Hill Road

ACTION – Clerk to ask for an update on the timings from Matthew Gould, WBC (copy in Paul Fishwick) and feedback on our requests for other improvements

- 107.4 Members NOTED the approval of Finchampstead Neighbourhood Plan

- 107.5 ECMWF site on Shinfield Road

The Clerk had received a query from a member of the public wondering whether pre-planning discussions in relation to the ECMWF site on Shinfield Road had started

Members had not heard anything in relation to the relocation and what would be happening to the site after the move.

ACTION – Clerk to respond accordingly

23/PC/108**Date of the next meeting**

- 108.1 The date of the next meeting will be on Wednesday, 8th November 2023

The meeting ended at 20:35

List of Actions

23/PC/101.2 <i>23/PC/92.2</i>	1) Clerk to ask WBC to identify who was dealing with each issue under 'Other' on the Enforcement Notices	Clerks
23/PC/101.2 <i>23/PC/92.2</i>	2) Clerk to raise the above issue with other local Clerks	Clerk
23/PC/101.2 <i>23/PC/92.2</i>	3) Cllr Masseron and the Clerk to make an initial contact with Nigel Frankland (UoR) to see if a crossing was planned on the Arborfield Road	Cllr Masseron and Clerk
23/PC/101.2 <i>23/PC/92.2</i>	4) 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
23/PC/101.2 <i>23/PC/92.2</i>	5) Clerk to follow up with WBC the cost of parking enforcement	Clerk
23/PC/101.2 <i>23/PC/92.2</i>	6) Clerk to investigate whether the Disability discrimination act (DDA) applies to public footpaths	Clerk
23/PC/101.2 <i>23/PC/92.2</i>	7) Deputy Clerk to work with the Shinfield Parish Volunteer Group to ensure that all the original documents of the walks leaflets are now available	Deputy Clerk
23/PC/101.2 <i>23/PC/92.2</i>	8) Deputy Clerk to arrange for QR codes to be added to the walks leaflets	Deputy Clerk
23/PC/101.2 <i>23/PC/93.3</i>	Clerk to keep progress on Carneys Yard under review with WBC	Clerk
23/PC/101.2 <i>23/PC/95.1</i>	Clerk to request a list of acronyms on the 'closed enforcement notices' from WBC	Clerk
23/PC/101.2 <i>23/PC/96.2</i>	Clerk to complete the work in progress on streetlamps	Clerk



23/PC/102.1	All members of the Committee were asked by the Chairman to respond to the Clerk on the weekly planning applications	All Cllrs on the P&H Committee
23/PC/105.1	a) Cllr Masseron to attend the WBC meeting on 26-10-23 and ask what action was being taken and when the work would take place on the unfinished footpath on Hyde End Lane b) Clerk to assist Cllr Masseron to prepare and submit a written 'primary' question to WBC c) Clerk to write and thank WBC on behalf of SPC for the maintenance work carried out on the middle section of footpath 20	Cllr Masseron Clerk & Cllr Masseron Clerk
23/PC/105.2	Clerk to continue to work on arrangements for the streetlamps to be turned off between 03:30 and 15:00	Clerk
23/PC/106.1	Clerk to identify an appropriate consultant to conduct a formal review of the SPNDP	Clerk
23/PC/107.1	Clerk to write to the UoR to request that the path on Cutbush Lane be upgraded with the NHM access road work	Clerk
23/PC/107.3	Clerk to ask for an update on the timings for the TRO relating to the reduction in speed limit from Matthew Gould, WBC (copy in Paul Fishwick) and feedback on our request of other improvements	Clerk
23/PC/107.5	Clerk to respond accordingly to the query from a member of the public on pre-planning discussions in relation to the ECMWF site	Clerk

