

Minutes of a meeting of
Planning & Highways Committee
Held on Wednesday 3rd December 2025
At School Green Centre commencing at 19:30

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

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

3 members of the public


14.1.26

25/PC/116

Public Questions

- 116.1 A member of the public raised concerns over traffic issues in the parish and had observed that Wokingham Borough Council (WBC) had spent considerable sums of money in Wokingham and Arborfield, but none in Shinfield. Subsequently he had submitted Freedom of Information (FOI) requests to WBC. The responses had highlighted that improvements made had not fallen within their criteria for improvements, therefore, there was no reason why the proposed Shinfield improvements could not be accommodated. He was particularly concerned over the amount of traffic that was using Church Lane (already signed as no motor vehicles, except for access) as a rat-run.

BCllr Glover stated that some of these improvements may have been paid for outside of Council Tax, eg through S106 monies, and suggested that a request be made relating to how these improvements had been funded.

The Community Speed Watch could help with providing evidence for usage and speeding traffic on Church Lane.

ACTION –

- Clerk to invite the member of public to join the Traffic Working Party
- Clerk to arrange a meeting to update the member of public on the history of traffic issues in the parish

25/PC/117

Apologies and declarations of Members' Interest

- 117.1 Receive and consider approval of apologies for absence

Apologies had been received from Cllr Masseron

- 117.2 There were no declarations of members' interests

25/PC/118

Minutes of the Previous Meeting

- 118.1 The minutes of the Planning and Highways Committee held on 5th November 2025 were approved and signed as such by Cllr Peer

Proposed: Cllr Jahromi
Seconded: Cllr Boyer
Approved: Unanimously

- 118.2 Actions and Matters Arising from the meeting held on 5th November 2025

25/PC/82.2

- 25/PC/78.1 ➤ Clerk to arrange a meeting to clarify with members of the committee what would be required from a monitoring officer

The Clerk suggested that this item be discussed at the next meeting

ACTION – Clerk to add an item to the agenda to the next meeting to clarify with members of the committee what would be required from a monitoring officer

- Clerk to arrange a meeting with BCllr Conway and Nick Irvine from WBC, and the ALIGN working party

The Clerk had obtained some proposed dates for a meeting in mid-January.

ACTION – Clerk to contact the other Council's involved to secure a mutually agreeable date for a meeting with BCllr Conway and Nick Irvine from WBC, and the ALIGN working party

- 25/PC/103.4 Clerk to follow up on progress of the path from Lailey Path to Shinfield Infant and Nursery School with WBC

This was on the agenda – see minute 25/PC/122.2

- 25/PC/109.2 ➤ Members of the Committee to look at the planning application 252498 and submit comments to the Clerk

This is on the agenda – see minute 25/PC/119.2

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- Clerk to contact ET Planning and MOTION to check their availability to assist with a response to PA252498

The Clerk had asked both companies if they would provide formal submissions on this subject. Both the previous contacts had left their respective contracts, and he was still awaiting confirmation that they had no conflicts of interest and would be able to assist SPC.

ACTION – Clerk to follow up with ET Planning and MOTION to check their availability to assist with a response to PA252498

- Clerk to add PA252498 to the agenda of the next meeting

This was on the agenda – see minute 25/PC/119.2

25/PC/112.1 Clerk to follow up outstanding traffic issues with BClIr Betteridge

The Clerk had now received a response from WBC regarding outstanding traffic issues who were keen to meet and have an open discussion on all the points raised. BClIr Betteridge had explained that they were a small team who were currently working on three significant pieces of work so it was unlikely that they could attend a meeting before the new year.

ACTION –

- Clerk to chase BClIr Betteridge for a date in early 2026 to meet and discuss outstanding traffic issues.
- Clerk to invite the member of the public to join the Traffic Working Party

25/PC/112.3 Cllr Boyer to pass the SIDs equipment to the Facilities Manager with instructions

This had been done. Cllr Boyer offered to assist the Facilities Manager in setting up the SIDs equipment.

ACTION – Facilities Manager to install the SIDs in the parish.

25/PC/113.1 Clerk to contact ONH with a request to review the existing SPC Neighbourhood Plan

The Clerk had requested that ONH take on a Neighbourhood Plan Review for SPC and make recommendations. The Clerk was awaiting a response.

ACTION – Clerk to chase ONH regarding reviewing the current SPC Neighbourhood Plan

25/PC/113.2 Clerk to apply for Assets of Community Value for the Manor Ground Pavilion and land; High Copse Pavilion and land adjacent to Alder Grove School

This was on the agenda – see minutes 25/PC/123.2


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25/PC/119

Schedule of Deposited Plans

119.1 Planning applications were circulated to members weekly. Plans deposited following the most recent Thursday planning email which require urgent attention will be forwarded as received.

119.2 Loddon Garden Village – Planning Application 252498

Cllr Boyer had submitted initial comments to Planning Application 252498 (these were circulated to members of the committee) and had requested input from other members of the committee. He emphasised that he had only looked at traffic and roads as currently there were no houses in the plan.

Other suggestions were:-

- Concern over potential additional traffic congestion on the Shinfield Road
- Development of a cycleway from the Magpie and Parrot to Hall Farm
- Request for active travel information
- Emphasis on the importance of a community church building on the site

The Chair thanked Cllr Boyer for his comments.

ACTION – Clerk to send these comments to ET Planning and request a professional response to Planning Application 252498

25/PC/120

Appeals

120.1 Planning inspectorate appeals relating to Shinfield Parish

There was one new case this month.

Land at Gravelley Bridge Farm – Enforcement Notice Appeal

“Without planning permission, the material change of use of the Land to a shooting club facility (Sui Generis) and unauthorised operational development (erection of fencing, hardstanding and buildings) and engineering operation (creation of bunds)”

WBC asserts

- less than 10 years
- represents an unsustainable and unacceptable form of development outside of development limits
- inadequate vehicular access
- failed to demonstrate that it is acceptable in terms of flood risk
- not demonstrated that it can be safely accommodated, having regard to the needs of Blue light services and the emergency off-site plan

Cease the use of the Land for use as a shooting club facility/ range.

(ii) Remove from the Land all buildings and structures, including disconnecting all utilities, shown in blue in the approximate locations on the attached Plan 2.

(iii) Remove from the land all chattels, fences, hardstanding and bunds, shown in blue in the approximate locations on the attached Plan 2.

(iv) Remove from the Land all other paraphernalia associated with the unauthorised shooting club facility.

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25/PC/121

Enforcement Notices

121.1 Closed Enforcements tables for November 2025

WBC had reported issues with their systems that were delaying reports being sent to local councils. Details were circulated to members at the meeting.

This month there were

- 6 cases deemed no breach
- 1 application submitted
- 1 voluntary compliance
- 1 notice served

121.2 Outstanding Enforcements tables for November 2025

It was noted that there were 3 live enforcement notices for Bismillah House

- Storage of vehicles – site visit pending
- Construction of extended area of hard standing – investigation ongoing
- Tree works application 223088 replanting not undertaken – investigation on going

Additionally

- 3 new cases
- 4 cases – investigation ongoing
- 2 cases awaiting information

Members **NOTED** the outstanding Enforcement tables

25/PC/122

Highways, Street Lighting and Footpath Matters

122.1 A verbal report on Highways, Street Lighting and Footpath matters

Footpath 12

BCllr Glover reported that she would be attending a meeting with Andy Glencross, WBC on 12th December to discuss options. WBC had approached the Loddon Ramblers to clear the vegetation. BCllr Glover, Cllr Masseron and a member of the Loddon Ramblers would be carrying out a site visit.

WBC Place and Growth proposed budgets

The Clerk had been reviewing WBC documentation and reported that one item mentioned was proposals to reduce the number of vegetation management cuts on Public Rights of Ways (PROWs) from 2 to 1. Other items of interest to SPC would be discussed at the Finance and General Purposes committee.

Speed limit on Hollow Lane

Members requested to know when the 40mph speed limit signs would be removed on Hollow Lane following approval to reduce the speed limit to 30mph.

ACTION –

- Clerk to follow up outstanding traffic issues with BCllr Betteridge
- Clerk to ask BCllr Rance to ask WBC when the 40mph traffic signs would be removed on Hollow Lane

- 122.2 An update on the footpath from Lailey Path to Shinfield Infant and Nursery School

Both BCllr Glover and the Clerk had been following up with WBC regarding the proposed path from Lailey Path to Shinfield Infant and Nursery School. They had received an initial Heritage Statement and Draft Planning Statement, commented on it and were expecting to receive the rest of the planning documents revised versions by the end of the week.

This is progress but still no indication when the work might begin.

ACTION – Clerk to add to the next agenda an update on the footpath from Lailey Path to Shinfield Infant and Nursery School

- 122.3 An initial road safety report from Wokingham Borough Council regarding Grazeley village

The report had been circulated with the papers for this meeting.

After championing improvements for over four years, it was recognised that something positive was proposed on the subject of approaching Grazeley from the south.

A member of the public for Grazeley would be arranging to meet up for a site visit with WBC.

It was recognised that Grazeley was poorly served and required a footpath to the Mere oak park and ride as they had very little bus service.

ACTION – Clerk to attend the site visit in Grazeley with WBC and member of the public

25/PC/123

Renewal of Neighbourhood Development Plan (SPNDP)

- 123.1 The Clerk was waiting for a response from ONH as to whether they could conduct a review of the SPNDP. Once this had been received a timetable could be drawn up.

ACTION – Clerk to confirm with ONH a schedule for carrying out a Neighbourhood Plan review

- 123.2 A verbal update on registering Assets of Community Value (ACV)

This had not yet been done. Agreed not to pursue Alder Grove School

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


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25/PC/124

Correspondence

- 114.1 Speed Camera correspondence from Hampshire Police & Crime Commissioner.

The Clerk advised that Hampshire Association of Local Councils had shared this correspondence but had included Berkshire members as well.

Hampshire Police were introducing a new initiative that would enable all councils including parishes to apply for a speed camera. As was to be expected there were criteria for a location to qualify (evidence of prolonged community concern, evidence of injury collisions or excessive speed). The costs were £90k for the camera, £10k p.a. for servicing and maintenance and one full time member of staff at approx. £55k p.a.

Against this they calculate 5000 captures would result in "25% or 1,500" attending a speed awareness course and would amount to a reimbursement of approx. £50k.

25/PC/125

Date of the next meeting

- 115.1 The date of the next meeting will be Wednesday, 14th January 2026

The meeting ended at 20:38

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List of actions

25/PC/116.1	Clerk to invite the member of public to join the Traffic Working Party	Clerk
25/PC/116.1	Clerk to arrange a meeting to update the member of public on the history of traffic issues in the parish	Clerk
25/PC/118.2		
25/PC/82.2	Clerk to add an item to the agenda to the next meeting to clarify with members of the committee what would be required from a monitoring officer	Clerk
25/PC/82.2	Clerk to contact the other Council's involved with ALIGN to secure a mutually agreeable date for a meeting with BCllr Conway and Nick Irvine from WBC, and the ALIGN working party	Clerk
25/PC/109.2	Clerk to follow up with ET Planning and MOTION to check their availability to assist with a response to PA252498	Clerk
25/PC/112.1	Clerk to chase BCllr Betteridge for a date in early 2026 to meet and discuss outstanding traffic issues.	Clerk
25/PC/112.1	Clerk to invite the member of the public to join the Traffic Working Party	Clerk
25/PC/112.3	Facilities Manager to install the SIDs in the parish.	Facilities Manager
25/PC/113.1	Clerk to chase ONH regarding reviewing the current SPC Neighbourhood Plan	Clerk
25/PC/119.2	Clerk to send comments to ET Planning and request a professional response to Planning Application 252498	Clerk
25/PC/122.1	Clerk to follow up outstanding traffic issues with BCllr Betteridge	Clerk
25/PC/122.1	Clerk to ask BCllr Rance to ask WBC when the 40mph traffic signs would be removed on Hollow Lane	Clerk
25/PC/122.2	Clerk to add to the next agenda an update on the footpath from Lailey Path to Shinfield Infant and Nursery School	Clerk
25/PC/122.3	Clerk to attend the site visit in Grazeley with WBC and member of the public	Clerk
25/PC/123.1	Clerk to confirm with ONH a schedule for carrying out a Neighbourhood Plan review	Clerk
25/PC/123.2	Clerk to apply for Assets of Community Value for the Manor Ground Pavilion and land; High Copse Pavilion	Clerk

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