

Minutes of a meeting of
Planning & Highways Committee
Held on Wednesday 8th November 2023
At School Green Centre commencing at 19.30

Present: Cllrs Grimes, Hoyle, James, Lias, Peer (Chair)

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

2 members of the public

23/PC/109 Public Questions

109.1 There were no public questions

23/PC/110 Apologies and declarations of Members' Interest

110.1 Apologies for absence were received from Cllrs Tatla, Masseron and Jahromi

110.2 There were no declarations of members' interests.

23/PC/111 Minutes of the Previous Meeting

111.1 The minutes of the committee meeting of 11th October 2023 were approved and signed as such by Cllr Peer

Proposed: Cllr Lias
Seconded: Cllr Grimes
Approved: Unanimously

111.2 Actions and Matters Arising

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

The Clerk advised that he had now been provided with a glossary of terms used on Enforcement notices but there was no readily available list of who was dealing with items classed as 'other' and these were passed on to another department. These would need to be followed up on a one by one basis.

 Cllr Peer 06/12/23

23/PC/92.2
23/PC/83.2

Clerk to raise the above issue with other local Clerks

The Clerk advised that he had raised the issue at the Clerks' Forum held on 18th October. All the other Clerks present reported that they had the same issues with lack of clarity from WBC once the Enforcement team had deemed something to be "Other".

23/PC/92.2
23/PC/83.2

Cllr Masseron to make an initial contact with Nigel Frankland, University of Reading (UoR) to see if a crossing was planned on the Arborfield Road

There had been no update on this item.

ACTION – Cllr Masseron to update at the next meeting

23/PC/92.2
23/PC/83.2

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

There had been no response from Nigel Frankland

ACTION – Clerk to follow up and report back to the next meeting

23/PC/92.2
23/PC/83.2

Clerk to investigate the cost of providing parking enforcement with WBC

The Clerk had written to Matthew Gould, Highways & Transport Department, Wokingham Borough Council (WBC) on the 10th October who had advised that he would come back to the Clerk "ASAP". Despite chasing the Clerk had yet to receive a response. BCllr Glover offered to chase this up.

ACTION – Clerk to provide BCllr Glover with the information so she could follow up the cost of providing parking enforcement

23/PC/92.2
23/PC/87.1

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

The Clerk advised that according to the Ramblers Association guide to Disabled Access on Public rights of Way:

"The Equality Act 2010 places a duty on local authorities to prevent discrimination against people with disabilities. Accordingly, local authorities must make reasonable adjustments to ensure paths are as accessible as possible.

When approving new structures, the local authority must consider the needs of people with limited mobility and should only approve the least restrictive option necessary to control the livestock.

 06/12/23

Stiles and gates which have been in place since the time the path was dedicated for public use cannot be changed without permission from the landowner. By building a good relationship with the landowner and explaining the issue, groups and individuals may be able to persuade the landowner to install an alternative solution."

The Clerk advised that this last point was the issue. As had been reported previously the landowner was not interested in making the change to a kissing gate.

ACTION – Clerk to add to the agenda in November 2024

23/PC/92.2 Deputy Clerk to work with the Shinfield Parish Volunteer Group to
23/PC/87.2 ensure that all the original 'walks' documents were now available

The Deputy Clerk had attended a meeting with representatives of the Shinfield Parish Volunteer Group and the IT and Comms Administrator. The majority of the documents were available in an original format and those missing would need to be redone due to the lapse in time since their original creation. The Deputy Clerk had offered to assist the volunteer group with typing the text of the walks to speed up the process. The IT and Comms Administrator had reformatted the 'Walks' page on the SPC website and work had commenced to make the format compatible with mobile devices. The updated walks would include What3Words. The screen in School Green reception was publicising the walks and leaflets were available for collection.

The Shinfield Parish Volunteer representative had researched the costs incurred in the printing of the leaflets and suggested that the price charge by the UoR was far too high. There was a discussion on phasing out printed leaflets (but with hard copies still available on request).

It was reported that the local care homes used the 'walks map' with their residents. This was held electronically and could be sent to the care homes.

ACTION –

- Deputy Clerk to continue to liaise with the Shinfield Parish Volunteer Group and assist with publication of the revised leaflets
- Deputy Clerk to send an electronic copy of the 'walks map' to the two local care homes
- Proposal on further provision of information on walks to be considered at the next meeting

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

The Deputy Clerk advised that if it was decided to reprint leaflets then a QR code would be added. QR codes could be placed at strategic points around the walks so walkers could access all the details on the website while out and about.

The Chairman thanked the Shinfield Volunteer Group for all the work carried out in updating the 'walks'.

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

The Clerk had asked for an update from the officer handling this case and had been advised that the site was still slowly being cleared.

ACTION – Clerk to continue to monitor the status of the enforcement

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

The Clerk has received a list of abbreviations used on these reports.

ACTION – Clerk to circulate the list of terms used

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

This was on the agenda at Item 7.2

23/PC/102.1 All members of the Committee were asked by the Chairman to respond to the Clerk on the weekly planning applications

The Clerk advised that he receives on average 7 responses each week with 9 members of the committee. The Clerk also noted that the new method of sharing the new planning applications seemed to be easier for everyone. All members of the Committee to continue to respond to the Clerk on the weekly planning applications

23/PC/105.1 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

Cllr Masseron had reported that she did not attend this meeting and gave an update from BCllr Glover who had asked the relevant questions.

Cllr Masseron would wait and see how WBC responded to the question asked by BCllr Glover. If there was no visible progress by WBC in a few weeks, Cllr Masseron would raise a formal question to WBC.

ACTION – Cllr Masseron to continue to monitor the situation

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23/PC/105.1 Clerk to assist Cllr Masseron to prepare and submit a written 'primary' question to WBC

This was not required at this stage

23/PC/105.1 Clerk to write and thank WBC on behalf of SPC for the maintenance work carried out on the middle section of footpath 20

That had been done.

23/PC/105.2 Clerk to continue to work on arrangements for the streetlamps to be turned off between 03:30 and 15:00

This was on the agenda at Item 7.2

23/PC/106.1 Clerk to identify an appropriate consultant to conduct a formal review of the SPNDP

This was on the Agenda at Item 8.1

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

The Clerk had asked Nigel Frankland, UoR but had not received any response.

ACTION – Clerk to follow up

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

The Clerk reported that the TRO had been signed off and should be implemented in the new year.

The Clerk had received the following response from Matthew Gould

"I have asked for an update and will chase again, however, please note that the traffic management team are working through a very long list of requests for various locations across the borough"

ACTION – Clerk to continue seek a response from WBC regarding SPC requests on traffic improvements and to copy the Chairman into any emails sent

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

This had been done.

 06/12/23

23/PC/112**Schedule of Deposited Plans**

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

23/PC/113**Appeals**

- 113.1 The Clerk advised that one of the three live planning appeals had been decided since the last meeting. The appeal in respect of Newlands Close had been dismissed so the original decision of WBC to reject application 230315 which was for a new fence line was upheld.

23/PC/114**Enforcement Notices**

- 114.1 Closed Enforcement Notices

There were 11 items closed since the last report. Of these 5 were deemed to be "no breach", 3 were due to voluntary compliance and one had seen an application submitted. The remaining item was unauthorised works to TPO trees at 181 Hyde End Road. The Clerk had asked the Enforcement Department for more information on this item and was advised that "The case relates to unauthorised tree works to protected trees. This type of case can lead to a prosecution only when there is evidence beyond reasonable doubt, and it is in the public interest to prosecute. In this case the investigation did not bring enough evidence to prosecute. The case was closed as "other" for this reason".

- 114.2 Live Enforcement Notices

The Clerk noted that there were two new items on the list. Both were in respect of 7 Priors Garden – erection of a fence more than 2m high and installation of a pergola without planning permission.

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

23/PC/115**Highways, Street Lighting and Footpath Matters**

- 115.1 Footpath matters

Members noted the report prepared by Cllr Masseron

The Chairman thanked Cllr Masseron in her absence for her report.

- 115.2 Update on Streetlamps

The Clerk advised that he was progressing the desk based risk assessments and hoped to be able to report at the next meeting. In most cases there were no apparent issues with reducing the operating hours. The Clerk did note, however, that in some parts of the Parish this was one of the few tangible SPC assets.

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ACTION –

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

115.3

Buses

Cllr Grimes reported that WBC had received money from the government to support bus services and asked BCllr Glover if there was any feedback on the protection of the bus services operating in SPC. Cllr Lias had observed that the buses were well used.

ACTION – BCllr Glover would investigate and report back to the Committee

115.4

Parking issues with developers' contractors – Stanbury Gate

Cllr Lias reported that there had been complaints of developers parking around the Square. The Clerk stated that no formal complaints had been received by SPC. This would be an issue for WBC Highways.

115.5

Road Traffic Accident on Basingstoke Road

Cllr Lias reported that there had been a bad crash on the Basingstoke Road that appeared to be a head on collision. He observed six fire engines and many police cars in attendance. The road had been closed. Much fuel had spilled onto the road that had been covered with sand.

This section of the road was outside of the section designated for a speed limit reduction. Cllr Lias felt that this section of the road should be reduced to 30mph.

23/PC/116

Renewal of Neighbourhood Development Plan

116.1

Shinfield Parish Neighbourhood Development Plan (SPNDP)

The Clerk advised that he had approached a couple of consultants to see if they would be interested in undertaking a formal review of the existing SPNDP with a view to recommending any further action required. He had received one response to date and was awaiting another. The Chairman suggested that the Clerk review the NALC webinar they attended where other contactors were mentioned.

Members felt that the SPNDP should be formally reviewed to ensure that it was fit for purpose, best practice and to rectify any errors or omissions, with specific reference to the DEPZ and, for example, infrastructure such as schools.

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The Committee empowered the Clerk to take on a consultant within the budget of £5,000.

Proposed: Cllr Grimes
Seconded: Cllr Lias
Approved: Unanimously

ACTION

- Clerk to circulate a 'brief' for contractors to members of the committee for comment
- Clerk to appoint a contractor to carryout a review of the SPNDP

23/PC/117

Correspondence

117.1

No correspondence to consider

23/PC/118

Date of the next meeting

118.1

The date of the next meeting will be on Wednesday, 6th December 2023

The meeting ended at 20:50

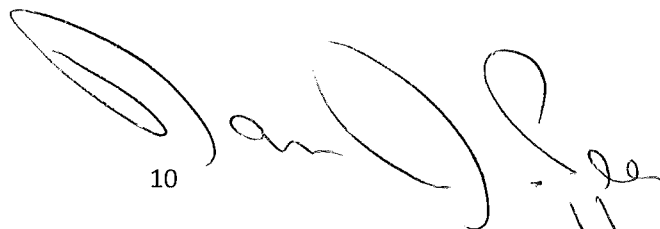
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List of Actions

23/PC/111.2 <i>23/PC/92.2</i>	1) Cllr Masseron to make initial contact with Nigel Frankland (UoR) to see if a crossing was planned on the Arborfield Road	Clerks
23/PC/111.2 <i>23/PC/92.2</i>	2) 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/111.2 <i>23/PC/92.2</i>	3) Clerk to provide BCllr Glover with the information regarding the cost of providing parking enforcement so she could follow up the cost of providing parking enforcement	Clerk
23/PC/111.2 <i>23/PC/92.2</i>	4) Clerk to add an item to the agenda in November 2024 to follow up the issue of replacing the stile with a kissing gate on footpath 22 on Sussex Lane	Clerk
23/PC/111.2 <i>23/PC/92.2</i>	5) a) Deputy Clerk to continue to liaise with the Shinfield Parish Volunteer Group and assist with publication of the revised leaflets	Deputy Clerk
23/PC/111.2 <i>23/PC/92.2</i>	b) Deputy Clerk to send an electronic copy of the 'walks map' to the two local care homes	Deputy Clerk
23/PC/111.2 <i>23/PC/92.2</i>	c) Proposal on further provision of information on walks to be considered at the next meeting	Deputy Clerk
23/PC/111.2 <i>23/PC/93.3</i>	Clerk to continue to monitor the status of the enforcement relating to Carney's Yard	Clerk
23/PC/111/2 <i>23/PC/95.1</i>	Clerk to circulate the list of terms used by WBC on the 'closed enforcement notices'	Clerk
23/PC/111/2 <i>23/PC/105.1</i>	Cllr Masseron to continue to monitor the situation relating to the unfinished footpath on Hyde End Lane	Cllr Masseron
23/PC/111/2 <i>23/PC/107.1</i>	Clerk to follow up with UoR regarding a request that the path on Cutbush Lane be upgraded with the NHM access road work	Clerk
23/PC/111/2 <i>23/PC/107.3</i>	Clerk to continue to seek a response from WBC regarding SPC requests on traffic improvements and to copy the Chairman into any emails sent	Clerk
23/PC/115.2	Clerk to continue to work on arranging for the streetlamps to be turned off between 00:30 and 05:00	Clerk

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23/PC/115.3	BCllr Glover to investigate and report back to the Committee regarding the government money received by WBC to support bus services	BCllr Glover
23/PC/116.1	(a) Clerk to circulate a 'brief' for contractors to review the SPNDP to members of the committee for comment	Clerk
23/PC/116.1	(b) Clerk to appoint a contractor to carryout a review of the SPNDP	Clerk


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