

Minutes of a meeting of
Planning & Highways Committee
Held on Wednesday 12th February 2025
At School Green Centre commencing at 19:30

Present: Cllrs Boyer (Vice-Chair), Grimes, Hoyle, James, Lias, Masseron and Peer

Attending: S Herring (Deputy Clerk)

BCllr Glover
2 members of the public

25/PC/13 Public Questions

13.1 There were no public questions.

25/PC/14 Apologies and declarations of Members' Interest

14.1 Apologies had been received from Cllrs Fernandes and Jahromi, and B Winton (Chief Executive and Clerk)

14.2 There were no declarations of members' interests

25/PC/15 Minutes of the Previous Meeting

15.1 The minutes of the committee meeting of 15th January 2025 were approved signed as such by Cllr Peer

Proposed: Cllr Grimes
Seconded: Cllr Boyer
Approved: Unanimously

15.2 Actions and Matters Arising from the meeting held on 6th November 2024

25/PC/3

24/PC/94 & Cllr Hoyle offered to investigate "when did Woodcock Lane cease being a
85.2 bridle way and to request that motor vehicles are restricted"

Cllr Hoyle reported that there was no evidence in change of status. The Ramblers had a meeting arranged with Wokingham Borough Council (WBC). It was also suggested that records may be held at the Berkshire Records Office.



Peer
12/02/25

CLlr Lias reported that the developer was to upgrade the path from Mere oak the end of Grazeley Road and this should be followed up.

ACTION – Deputy Clerk to add to the agenda of the next meeting when more information may be available.

- 24/PC/112.3 Clerk to report to committee when the outline costs for a Spencers Wood village centre feasibility study was available

See Minute 25/PC/22.3

- 24/PC/121.1 Clerk to contact MOTION for advice regarding the streetlighting on B roads in the parish

The Clerk had written to Motion on 15th January and had now received a response. Motion do not directly get involved in street lighting issues “as it is quite specialist”. However, John Russell at Motion had provided information on two potential sources of information.

- Enerveo
- The Lighting Bee

ACTION – Clerk to contact Enerveo and The Lighting Bee for advice regarding the streetlighting on B roads in the parish

- 25/PC/4.1 Clerk to add to the agenda of the next Full Council meeting the meeting schedule of the Planning and Highways Committee

This had been done.

- 25/PC/5.2 Clerk to resubmit a response to Planning Application 241964 to request that the proposed extension complies with WBC policy on sustainability by ensuring it does not cast a shadow over the neighbouring property.

This had been done.

- 25/PC/5.3 Clerk to respond to Planning Application 241861 to state that Shinfield Parish Council (SPC) stood by their initial response and to request that they have an opportunity to speak at the relevant planning meeting.

This had been done.

- 25/PC/5.4 Clerk to respond to Planning Application 243188 to state the concerns over upstream flooding, inadequate utility supplies particularly sewerage and drainage, and traffic problems and to request that, throughout the development phase to completion, a regular detailed report is given.

This had been done.

- 25/PC/5.5 Clerk to respond to Planning Application 243135 to state that SPC had concerns about the size of the proposed building for the stated use and



request that a condition be added to restrict future business use of the building.

This had been done.

- 25/PC/6.2** Clerk to respond to the resident to inform him that the comments made by SPC on Planning Application 233038 would be available to the inspectorate and they didn't feel they could enhance this further.

This had been done. See also minute 25/PC/16.2

- 25/PC/10.2** Clerk to apply to register the three areas identified as 'Assets of Community Value'.

See minute 25/PC/22.2

- 25/PC/11.5** Cllr Hoyle to check if this issue had been raised with WBC Enforcement and to report back to the committee

BCllr Glover had spoken to two officers and the manager of the Spencers Wood Nursery regarding the parking issues in Spring Gardens. They had spoken to staff and parents and the situation appeared to have improved. It was noted that better signage and lighting was required and a request for double yellow lines had been requested further along the road. BCllr Glover would follow this up.

ACTION – BCllr Glover to report any further developments to the committee

25/PC/16

Schedule of Deposited Plans

- 16.1 Planning applications were circulated to members weekly and comments noted on the WBC planning portal.
- 16.2 Planning application 233038 – Land East of Hayes Drive North of Three Mile Cross

Public Inquiry due to commence on 25th February for 8 days

Cllr Lias reported that he would register virtually and would raise the following issues:-

- Traffic and the junction
- Settlement boundary
- Issues with excess water, pump suds, and concerns over building houses 1.5 meters above water level

Cllr Peer may also register virtually.

ACTION – Cllr Lias to report back to the next meeting following the public inquiry in relation to PA233038



16.3 Planning Application 250005 – 52 Oatlands Road RG2 9DN

The Clerk had received further correspondence from the neighbours either side of the property expressing their concerns over the incorrect building work being carried out at 52 Oatlands Road. It appeared that the builder was continuing with construction outside of the details of the planning application and no enforcement was being implemented.

ACTION – Clerk to write to Enforcement at WBC to express the concerns of SPC that no action appeared to be taking place regarding the unauthorised building at 52 Oatlands Road and to request further information as to what action had been, and would be, taken to prevent further unauthorised development.

25/PC/17

Appeals

17.1 There had been no changes from the previous month.

25/PC/18

Enforcement Notices

18.1 Closed Enforcement Notices

Eleven items deemed to have been “No Breach”. Attention was drawn to 52 Oatlands Road “COU to Pilates Studio” and Wisteria Cottage “building new 2 storey building”

One resulted in ‘Application submitted’ – Sussex Lodge on Sussex Lane (PA 250179)

Members **NOTED** the report

18.2 Live Enforcement Notices

There were two new items this month:-

67 Hyde End Road, Shinfield, Wokingham, RG2 9EP
Building work not in accordance with approved plans (fence & height)

Outbuilding On The East Side Of Eastfield Cottage, Church Lane, Three Mile Cross, RG7 1HD
Ditch dug and fence removed by developer without permission

Members **NOTED** the report

25/PC/19

Local Active Travel Plan

19.1 Cllr Masseron introduced the draft Local Active Travel Plan that would form an appendix to the Neighbourhood Development Plan. The proposal prioritised 11 initiatives and was intended to be a live document.

These initiatives had been developed by

- An assessment of how people use Active Travel from moving from one area of the parish to another, for example, walking or cycling



- Mirroring WBC's proposals
- Speaking to residents in conjunction with the University of Reading (UoR)
- Aligning with the Government's priorities for promoting Active Travel Plans

The proposals would be worked through with various groups including WBC, UoR, Developers, etc. with funding being requested from S106 payments.

Members wished to review the document in more detail, and it was **AGREED** that comments should be submitted to Cllr Masseron by 27th February 2025. A revised document would be submitted to the next meeting of this committee.

ACTION –

- Deputy Clerk to circulate the draft Active Travel Plan document to members of the committee
- Members to comment on the draft plan, direct to Cllr Masseron, by 27th February 2025.

25/PC/20

Highways, Street Lighting and Footpath Matters

20.1 Footpath matters

There was nothing further to report this month.

20.2 Traffic Working Party

The Clerk had received an apology from WBC for not responding to correspondence. They reported that the TRO process for the reduction in speed limit to 30mph on Hollow Lane had been completed; this would be signed off towards the end of March with an expectation that the contractors would implement the change in June/July 2025.

20.3 Lailey Path / Hyde End Road footpath

There had been no recent updates. BCllr Glover agreed to check that the school had agreed with the proposed plan for the footpath. It was anticipated that there would be no progress on the path until August 2025.

ACTION – BCllr Glover to check with Shinfield Infant and Nursery School that they accepted the plan for the proposed footpath

25/PC/21

Wokingham Borough Council

21.1 There was nothing further to report

25/PC/22

Renewal of Neighbourhood Development Plan

22.1 Neighbourhood Development Plan Project Group

The Neighbourhood Development Plan Project Group had met on 30th January 2025 to continue to work on the draft document.



22.2 Assets of Community Value (ACV)

The Clerk had received a draft response from Richard Alexander (WBC) regarding the application for an 'Asset of Community Value' for the land adjacent to the proposed Spencers Wood Primary School. This showed a rejection as follows:-

- Its current use, and use in the recent past does not further the social wellbeing and interests of the local community
- it is not realistic to think that there will be a use which furthers social wellbeing and interests within the next 5 years"

The Clerk had requested a formal response in relation to this application.

Richard Alexander (WBC) had offered to set up a meeting to talk through some historic examples of successful and unsuccessful applications to assist SPC with future applications.

ACTION –

- Clerk to arrange a meeting with Richard Alexander (WBC) to explore the process for applications for 'Assets of Community Value'.
- Clerk to apply to register a further three areas previously identified as 'Assets of Community Value'

22.3 Spencers Wood Village Centre

Following submission of a draft outline brief for Spencers Wood Village Centre, AOC had submitted an estimate of £1,500 for their work plus some ancillary expenses. From the brief they would produce ideas for "site layout and landscape, an approach generally to the buildings and a quantum of development. We would test all this in a sketch 3D model." This would possibly include three layout options to help illustrate the potential of site development in different ways. It was noted that WBC were interested in helping to facilitate this development.

It was agreed to **APPROVE** expenditure of £1,500 plus an additional £500 contingency for the proposed initial process

Proposed: Cllr Lias
Seconded: Cllr Grimes
Approved: Unanimously

ACTION – Clerk to instruct AOC to proceed with the project for the proposed Spencers Wood Village Centre

25/PC/23

Variations to S106 agreements

- 23.1 Members expressed concern that variations made to S106 agreements were not notified to Town and Parish Councils. WBC would be considering at their Full Council meeting in March an amendment to their constitution to allow Town and Parish Councils to ask questions in their own name at WBC meetings.



It was suggested that SPC request that WBC gives information in relation to a specific cases(s) where this had happened.

ACTION – Cllr Lias to draft a question(s) in relation to specific case(s) where S106 agreements had been varied to WBC

25/PC/24

Correspondence

24.1 British Horse Society Access and Bridleways Officer – Wokingham

Members considered the request from the BHS Access and Bridleways Officer – Wokingham to support their review of the footpath network. Members considered it inappropriate for SPC, as a council, to respond to the questionnaire, but this did not restrict individuals for responding in their own right.

24.2 Mammoth Self Storage signage

A report had been received from a member of the public regarding “Two large Advertising banners erected on permanent Key Clamp angled frames in front of the Mammoth Storage Services Building at RG7 1AW.” In accordance with “Outdoor advertisements and signs: a guide for advertisers” (Communities and Local Government) the signs did not meet the requirements; therefore this should be reported to WBC Enforcements.

ACTION – Clerk to report the advertising to WBC Enforcements

25/PC/25

Date of the next meeting

25.1 The date of the next meeting will be Wednesday, 12th March 2025

The meeting ended at 21:45

A handwritten signature, possibly 'L. Lias', is written in black ink. To the right of the signature, the date '12/03/25' is written in a similar handwritten style.

List of Actions

25/PC/3

24/PC/94 & 85.2	Deputy Clerk to add to the agenda of the next meeting "when did Woodcock Lane cease being a bridle way and to request that motor vehicles are restricted" when more information was available	Deputy Clerk
24/PC/121.1	Clerk to contact Enerveo and The Lighting Bee for advice regarding the streetlighting on B roads in the parish	Clerk
25/PC/11.5	BCllr Glover to report any further developments to the committee regarding parking issues in Spring Gardens	BCllr Glover
25/PC/16.2	Cllr Lias to report back to the next meeting following the public inquiry in relation to PA233038	Cllr Lias
25/PC/16.3	Clerk to write to Enforcement at WBC to express the concerns of SPC that no action appeared to be taking place regarding the unauthorised building at 52 Oatlands Road (PA233038) and to request further information as to what action had been, and would be taken to prevent further unauthorised development	Clerk
25/PC/19.1	Deputy Clerk to circulate the draft Active Travel Plan document to members of the committee	Deputy Clerk
25/PC/19.1	Members to comment on the draft plan, direct to Cllr Masseron, by 27 th February 2024	All members
25/PC/20.3	BCllr Glover to check with Shinfield Infant and Nursery School that they accepted the plan for the proposed footpath	BCllr Glover
25/PC/22.2	Clerk to arrange a meeting with Richard Alexander (WBC) to explore the process for applications for 'Assets of Community Value'	Clerk
25/PC/22.2	Clerk to apply to register a further three areas previously identified as 'Assets of Community Value'	Clerk
25/PC/22.3	Clerk to instruct AOC to proceed with the project for the proposed Spencers Wood Village Centre	Clerk
25/PC/23.1	Cllr Lias to draft a question(s) in relation to specific case(s) where S106 agreements had been varied	Cllr Lias
25/PC/24.2	Clerk to report the advertising of Mammoth Storage Services Building at RG7 1AW to WBC Enforcements	Clerk

