

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

Present: P Emmet, A Grimes, L James, D Lias, N Masseron, D Peer (Chair) and R Tatla

Attending: Bruce Winton (Clerk), Sally Herring (Deputy Clerk)
Two members of the public

23/PC/44 Public Questions

44.1 There were no public questions

23/PC/45 Apologies and declarations of Members' Interest

45.1 Apologies had been received from Cllrs Boyer and Jahromi

45.2 There were no declarations of members' interests.

23/PC/46 Minutes of the Previous Meeting

46.1 The minutes of the committee meeting of 13th April 2023 were approved, subject to amendments, and will be signed as such by Cllr Peer

Proposed: Cllr Grimes
Seconded: Cllr Lias
Approved: Unanimously

46.2 **Actions and Matters Arising**

23/PC/37.1 Clerk to give a brief precis of the appeals outcome on the Planning Inspectorate Appeals outcome starting from March 2023

This had been done and was covered at Item 5.1

23/PC/39.1 Clerk to meet with Ian Young to discuss where bins should be provided

Ian Young had provided an initial list for consideration.

- 23/PC/39.1 Clerk to publish the cycling consultation in the Newsletter and Website

This was being done

- 23/PC/39.2 Clerk to write to Wokingham Borough Council (WBC) to request that the streetlights owned by SPC be switched off between the hours of 00:30 and 05:30

The Clerk had written to WBC and had received the following response:-

“For the lights that are remotely switched through our Central Management System (Telensa), changing them to operate “part-night” is simply a case of you letting us know which lights, what times you want them to switch (e.g. 0:30 to 5:30 as per the WBC part-night lights or a time of your choice) and when you would want it to start from.

In theory as Parish Council lights are installed to a “footway” lighting standard and not a full “highway” lighting standard there is less onus on SPC to apply a full safety audit before determining which lights are suitable as there would be on WBC for our lights. Additionally there is no standard set of national criteria to determine which lights are suitable and it is simply a case of, should the need arise, the authority being able to demonstrate that they have taken reasonable safety considerations. I’ve attached a copy of the safety audit survey form that we created with our Traffic Management Team and used for each light prior to deciding if they should be included in the scheme.

Further to the safety audit, we discussed the proposals with the Police and asked them to highlight any lights that they wanted to be excluded for crime/surveillance reasons. In practice switching off lights has had no negative effect on crime levels.

I’ve also attached a copy of a Frequently Asked Questions document that was available on our website (the website is currently being re-vamped so I don’t think it’s available there at the moment).”

The Clerk advised that it would be prudent to carry out an initial tranche of risk assessments checking the lights against the criteria WBC using

ACTION – The Clerk to progress a risk assessment of the lights against the criteria set by WBC

- 23/PC/40.1 Clerk to write to the Executive member of finance at WBC to request a report identifying where CIL money had been spent in SPC

This was on the agenda

23/PC/47

Schedule of Deposited Plans

47.1

None received.

There had been a request from the previous meeting to look at planning applications in respect of Foxglades

211960 APPROVED June 2021

Application for a certificate of lawfulness for the proposed erection of a detached outbuilding to form a pool house, a 1m high front boundary fence, new means of access including an entrance gate and driveway hardstanding.

220922 APPROVED May 2022

Householder application for single storey rear extension, two storey side extension, porch extension, incorporation of new balcony to the rear and a new veranda to the side of the property, and changes to fenestration. (retrospective)

222154 APPROVED October 2022

Householder application for the proposed installation of semi permeable hardstanding (retrospective).

222692 APPROVED October 2022

Application for non-material amendment to planning consent 220922 to allow changes to floor plans and associated changes to fenestration.

There have been 5 live enforcements since Jan 2022

- 086297 Unauthorised cutting of trees
Was on Jan 22 – 24/5/22 Not expedient
- 087035 Unauthorised work without planning permission
On Mar 22 Off May 22 PA submitted
- 087036 Felling of TPO tree without consent
On Mar 22 Off Aug 22 Not expedient
- 087069 Change of use of land – stationing caravan
On Apr 22 Off Mar 23 Voluntary compliance
- 087070 Unauthorised hard standing and storage of vehicles
On Apr 22 Off October 22 PA submitted

23/PC/48

Appeals

48.1 Planning Inspectorate Appeals

The Clerk introduced the new style report as requested at the previous meeting. The report included post codes RG2 and RG7 but excluded those outside the parish. They were sorted in terms of outcome with those newly added or in progress appearing at the top of the list. Outcomes were:

Where WBC's original decision was upheld or
Where the appeal was upheld and WBC's decision overturned (and including a short summary of the outcome) or
Where the appeal had been withdrawn

Members noted the response

23/PC/49

Enforcement Update

49.1 Closed Enforcement Notices

Members noted the contents of the report

49.2 Live Enforcement Notices

Members noted the contents of the report

49.3 Cllr Emmet raise an issue with a property in Shipbridge Drive where a wall had been demolished and it appeared that footings had been dug.

ACTION – Cllr Emmet to give details to the Clerk

49.4 Cllr Peer advised Members of a communication received from a member of the public regarding obscured glass. WBC had advised that there was no specified level to which glass had to be obscured and had therefore allowed the glass as installed.

23/PC/50

Highways, Street Lighting and Footpath Matters

50.1a **Update on Highways, Street Lighting and Footpath Matters**

Cllr Masseron had circulated a comprehensive report on the footpaths. The following points were discussed: -

Footpath 20 – Southern End

- WBC had agreed to provide £20K for work
- Concern was expressed over motorcyclists using the footpath
- Any improvements needed to protect the biodiversity of the area

It was agreed that Cllr Masseron ask WBC to:-

- improve pedestrian access to the side of the gate
- fill potholes
- provide a permeable bonded surface

Plans to be submitted should include the protection of biodiversity and presented to the Planning and Highways Committee once available. Shinfield Parish Council (SPC) money not to be spent on footpaths

Proposed: Cllr L James
Seconded: Cllr R Tatla
Approved: Unanimously

50.1b Footpath 16

S106 money had been allocated to upgrade this footpath and WBC had been reminded of their responsibility.

50.1c Hyde End Lane – unfinished path

The footpath had been widened at the opening to Hyde End Lane resulting in the SPC notice board positioned in the way of the path.

ACTION – Clerk to investigate the repositioning of the notice board

50.1d Shinfield Footpath 22A – Stile

WBC had issued an enforcement notice for the replacement of the stile. SPC had previously offered to pay for a kissing gate in this location but this had been declined.

50.1e Footpath 17

The positioning of the barbed wire fencing along both sides of the path, at the end of Deardon Field, would be less hazardous on the other side of the posts but this was only deemed 'best practice' and not enforceable. It was suggested that the fence running between the footpath and Deardon Field be removed. The Clerk would investigate who owned the land on the otherside of the footpath. The surface of the footpath needed upgrading as it was currently quite dangerous.

ACTION – Clerk to determine who owns the land at the side of the footpath

50.1f Footpath signs

Members agreed that the footpath signs needed completing and the current ones repairing. A more robust material would be trialled for the new signs with a view to upgrading the existing signs in time.

50.1g Parish Walk Leaflets

Two volunteers had agreed to keep the leaflets topped up throughout the Parish. Walks leaflets 1, 4 and 5 would be updated to include QR codes. In the long term it was anticipated that the walks would all be digitalised.

23/PC/51

Wokingham Borough Council S106 and CIL funds

51.1 The Clerk had been unable to progress with enquiries into more detail on where CIL money had been spent in Shinfield Parish

ACTION – Clerk to write to the Executive Member of finance at WBC to request a report identifying where CIL money had been spent in SPC

23/PC/52

Spencers Wood Solar Farm Community Fund

52.1 The Clerk had advised Greentech of their interest in accessing the Community Fund as approved at the last meeting and was awaiting further information. He was also still waiting for a response on suggestions that solar farms may be delayed by up to 11 years to connect to the grid.

[Post meeting note: Greentech will prepare the necessary documentations and advise no change in when they will be connected to the national grid which will be in 2027/28, although they are looking to see if they can bring this forward]

23/PC/53

Correspondence

53.1 Footpaths 3 and 11

Members had previously discussed and agreed to changes to Footpaths 3 and 11 and noted that these had now been formally adopted by WBC.

53.2 Cllr Lias reported that builders rubble had been deposited on the cycleway near the M4.

ACTION – Clerk to investigate

53.3 Ryeish Green Sports Hub

A new manager had been appointed and a consultation was in place regarding the operation of the centre.

ACTION – Clerk to arrange to meet with the new manager

23/PC/54

The date of the next meeting will be discussed at the Full Council meeting on 17th May 2023

The meeting ended at 21:29

DRAFT

List of Actions

23/PC/39.2	The Clerk to progress a risk assessment of the streetlights against the criteria set by WBC	Clerk
23/PC/49.3	Cllr Emmet to give details to the Clerk regarding a demolished wall/footings in Shipbridge Drive	Cllr Emmet
23/PC/50.1c	Clerk to investigate the repositioning of the notice board at the end of the footpath leading onto Hyde End Lane	Clerk
23/PC/50.1e	Clerk to determine who owns the land at the side of Footpath 17	Clerk
23/PC/51.1	Clerk to write to the Executive Member of finance at WBC to request a report identifying where CIL money had been spent in SPC	Clerk
23/PC/53.2	Clerk to investigate the builders rubble that had been deposited on the cycleway near the M4	Clerk
23/PC/53.3	Clerk to arrange to meet with the new manager of the Ryeish Green Sports Hub	Clerk