

Minutes of a meeting of
Planning & Highways Committee
Held on Wednesday 13th May 2026
At School Green Centre commencing at 19:30

Present: Cllrs Boyer, Hoyle and Peer (Chair)

Attending: B Winton (Clerk)
S Herring (Deputy Clerk)
Cllr H Pollock
1 Member of the Public

26/PC/45

Public Questions

45.1 To receive and consider any public question.

There were no public questions.

26/PC/46

Apologies and declarations of Members' Interest

46.1 Receive and consider approval of apologies for absence

Apologies had been provided by Cllrs Jahromi, James and Masseron

46.2 Declarations of Interests

There were no declarations of members' pecuniary interests.
There were no declarations of related person interest in respect of the agenda.

Cllr Hoyle declared that he was related to BCllr Glover
Cllr H Pollock declared that she was involved in the Campaign for Fairer Housing

- 47.1 The minutes of the Planning and Highways Committee held on 8th April 2026 were approved and signed as such by Cllr Peer.

Proposed: Cllr Boyer
Seconded: Cllr Hoyle
Approved: Unanimously

- 47.2 Actions and Matters Arising from the meeting held on 8th April 2026

- 26/PC/34.1.2 Write to the Highways Dept, Wokingham Borough Council (WBC) to ask if the junction at Beke Avenue/Westall Street had been reassessed following the decision to remove the bus gate from the original planning application.

This had been raised with WBC who had indicated that currently they do not make provision for reviewing initial assessments that may have been made many years previously.

- 26/PC/34.1.3 Ask if the local Speedwatch could gather some evidence on the Shinfield Meadows estate.

A request had been made to the Speedwatch team. They had been on site and not noticed any significant speeding concerns.

- 26/PC/29.1 Ensure that signage is put up to inform the public that CCTV was in operation at Ryeish Green Pavilion.

This had been done.

- 26/PC/40.1 Request an update from Andy Glencross, WBC on Footpath 12.

The Clerk and Cllr Clarke had arranged to meet Andy Glencross on 27th May on various matters and would add Footpath 12 to the list for consideration.

- 26/PC/40.2 Inform members of the Traffic Working Party of the date of the next meeting.

No date had been set for the next meeting.

- 26/PC/40.2 Add a standing item to the agenda of the Planning and Highways Committee in the form of a spreadsheet detailing the progress of requests from SPC to WBC to enable these to be monitored on a monthly basis.

This was on the agenda – see minute 26/PC/51.2

26/PC/41.1 Ask the ONH Consultant for the anticipated date of her report.

This was on the agenda – see minutes 16/PC/52.1

26/PC/41.1 Clerk to set the date of the next meeting of the Neighbourhood Plan Renewal Working Party once he had received a response from the Consultant.

The meeting had been set for Thursday 21st May on Teams at 7.30pm

26/PC/41.2 Report back to committee when a decision had been made on the Assets of Community Value submissions.

No further update.

26/PC/42.1 Ask BCIr Gray to check with WBC on the proposals for the use of the S106 money that would be attached to the developments East and West of Hyde End Road.

No response had been received to date.

26/PC/48 Schedule of Deposited Plans

48.1 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.

There were no applications that required consideration.

26/PC/49 Appeals

49.1 Planning inspectorate appeals relating to Shinfield Parish

There were no new or ongoing cases relating to Shinfield Parish.

26/PC/50 Enforcement Notices

50.1 Closed Enforcements tables for May 2026

This month there were

3 cases deemed no breach
2 cases were deemed not expedient
1 case was identified as other

Members **NOTED** the Closed Enforcement Tables

50.2 Outstanding Enforcements tables for May 2026

There were 8 new enforcement notices since the last meeting.

Members **NOTED** the outstanding Enforcement tables

26/PC/51

Highways, Street Lighting and Footpath Matters

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

Footpath 12

Countryside had cleared the footpath of vegetation resulting in the widening of the path. The last section was still in a bad state.

The Shinfield Volunteer Group Footpath Report – April 2026 had been published in the May 2026 SPC electronic Newsletter.

51.2 Traffic Working Party

The Clerk explained the action items outstanding with Wokingham Borough Council relating to traffic issues in the Parish.

51.3 A verbal report on any other Highways, Street Lighting and Footpath matters

There was nothing further to report.

16/PC/52

Renewal of Neighbourhood Development Plan (SPNDP)

52.1 A verbal update from the Neighbourhood Plan Renewal Working Party

O'Neill Homer (ONH), Chartered Town Planners, had provided their draft report and this was circulated to members on 20th April.

The next meeting was scheduled for 21st May at 7.30 p.m. on Teams.

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

The Clerk had not received any further communication from WBC regarding the ACV that had been submitted.

ACTION - Clerk to report back to committee when a decision had been made on the Assets of Community Value submissions

26/PC/53

Correspondence

53.1 To receive and note any correspondence received

The Clerk advised that the Annual Council Meeting on 27th May would, amongst other things, include setting the meeting schedule for 27/28 and asked if members would consider switching to bi-monthly meetings from June 2027 given that the major developments within the parish were mostly

completed. This would see meetings in the odd numbered months (Jan, Mar, May etc.)

The Terms of Reference currently state that the committee will normally meet monthly and have at least ten meetings a year. The ToRs are due to be reviewed in June 2026 so could be amended appropriately.

The Committee felt that there should be scheduled meetings, however, if there was nothing to discuss the meeting could be cancelled.

53.2 Buckinghamshire, Oxfordshire and Berkshire (now Thames Valley) Integrated Care Board meeting on 5th May 2026

Cllr Boyer and the Clerk had a Teams meeting with Jeffrey Ng from the ICB to understand the process for decision-making in relation to General Practice surgeries.

Mr Ng explained the background including:

- There had been difficulties working with the two primary care networks that cover Shinfield, each having separate contracts with surgeries
- The ICB cannot force patient choice
- Arborfield were experiencing the same issues. The Swallowfield practice had closed their Arborfield building
- The ICB were doing a whole review of provision in the area
- The Shinfield practice is currently only on a short-term lease, and they cannot make real investment until they are able to move to a long term
- In terms of the proposed Loddon Garden Village, or other developments, they are not at this stage directing where money on medical services has to go but are instead just “keeping it on the table” by saying the funding needs to go to “a practice serving the development”
- ICB has started engaging with WBC more and Mr Ng is the ICB representative on the Local Plan Update BUT
- He is the only person responsible for 13 unitary authorities so does not engage except where there are new build developments
- Dentistry is commissioned separately

ACTION – Clerk to arrange a Land Registry search to ascertain who owns the freehold of the Shinfield Medical Practice

53.3 Meeting with the University of Reading regarding Loddon Garden Village

The Clerk advised that the University of Reading had requested a meeting to discuss the technical details of the comments made in the council’s submission relating to Loddon Garden Village. He was arranging a date and proposed that Cllrs Boyer and Peer attended and if possible, representatives from ET Planning and the traffic consultant. The date of the meeting was planned for 1st July.

- 53.4 Cllr Peer reported that she had attended the NALC training course on Planning Infrastructure.
- 7% less housing was being built due to rising costs and lack of land.
 - The CPRE was present and were interested in any energy efficient projects that local councils were looking at.
 - More control was expected for planning officers with less going to committees. The Senior Planning Officers and Chair of Committee would make decisions on essential application.
 - NPPF – weight would be given to Neighbourhood Plans (NHP). Concern expressed over the cost of NHPs.
 - More emphasis on modern design codes in the future.

- 53.5 Land at the Glebe, Shinfield owned by the Diocese of Oxford.

Likely to be built on. Lots of trees need protection.

ACTION –

- Clerk to contact Elaine Butler to request TPO requests for trees on land at the Glebe
- Clerk to add to the agenda of the next meeting

25/PC/54

Date of the next meeting

- 54.1 The date of the next meeting will be Wednesday, 10th June 2026

The meeting ended at 20:25

List of actions

Minute	Action	Responsibility
16/PC/52.2	Clerk to report back to committee when a decision had been made on the Assets of Community Value	Clerk
16/PC/53.2	Clerk to arrange a Land Registry search to ascertain who owns the freehold of the Shinfield Medical Practice	Clerk
16/PC/53.5	Clerk to contact Elaine Butler to request TPO requests for trees on land at the Glebe	Clerk
16/PC/53.5	Clerk to add land owned by the Diocese of Oxford to the next agenda	Clerk