

Minutes of a meeting of
Planning & Highways Committee
Held on Wednesday 9th April 2025
At School Green Centre commencing at 19:30

Present: Cllrs Hoyle, Jahromi, James, Lias, Masseron and Peer

Attending: B Winton (Clerk)
BCllr Glover
Six members of the public

25/PC/40

Public Questions

- 40.1 There was a public question from five residents of Hyde End Road in respect of the planning application 250577 (land east and west of Hyde End Road, Shinfield).

The residents set out what their concerns over the development (in particular in respect of the changes in layout). This was followed by discussions with the members of the committee as to what may be the most effective way for residents to voice their concerns to WBC as the planning authority.

It was agreed that the Clerk would provide contact details for the Shinfield ward borough councillors and Marcia Head at WBC planning department. The Clerk would also provide information of Thames Water's comments on another current planning application.

ACTION – Clerk to share additional information with residents regarding planning application 250577

- 40.2 During the discussions, the Clerk was asked to consider how SPC could arrange for someone to monitor reserved matters and S106 agreements and variations for major planning applications

ACTION – Clerk to consider how to monitor reserved matters and S106 agreements and variations for major planning applications


14/05/25

25/PC/41

Apologies and declarations of Members' Interest

41.1 Apologies had been received from Cllrs Boyer, Grimes and the Deputy Clerk.

There had been no communication from Cllr Fernandes and the Clerk was asked to follow up with Cllr Fernandes regarding attendance.

ACTION – Clerk to write to Cllr Fernandes regarding attendance at the committee meetings

41.2 There were no declarations of members' interests

25/PC/42

Minutes of the Previous Meeting

42.1 The minutes of the committee meeting of 12th March 2025 were approved signed as such by Cllr Peer

Proposed: Cllr Jahromi
Seconded: Cllr Lias
Approved: Unanimously

42.2 **Actions and Matters Arising from the meeting held on 12th March 2025**

24/PC/121.1 Clerk to contact Enerveo and The Lighting Bee for advice regarding the streetlighting on B roads in the parish

The Clerk has written to both companies asking for advice regarding the streetlighting on B roads in the parish.

The Clerk had had a phone call with the Lighting Bee but was still looking to arrange a conversation with Enerveo. From the conversation with the Lighting Bee it may be that a formal audit of current lighting to ensure it is compliant with current standards.

ACTION – Clerk to report to Committee at the next meeting having discussed with Enerveo

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

The Clerk had communicated with WBC officers regarding SPC's concerns and provided an update on the most recent correspondence on this application.



25/PC/22.2 Clerk to apply to register a further three areas previously identified as 'Assets of Community Value'

The Clerk was not able to provide any update on these issues as he was still awaiting a response from WBC.

ACTION - Clerk to apply to register a further three areas previously identified as 'Assets of Community Value'

25/PC/23.1 BCllr Glover would present a ward question asking whether Deeds of Variation are made for each change in S106 agreements. If so why had Shinfield Parish Council (SPC) not been notified.

BCllr Grover advised that she would inform SPC when a formal response to her question had been received.

ACTION – Clerk to liaise with BCllr Glover regarding a formal response from WBC in respect of deeds of variation for S106

25/PC/29.3 Deputy Clerk to request all members of the committee to submit any additional comments to Cllr Boyer's suggested response on Planning Application 240415 – Shinfield Park by Friday, 21st March 2025

This had been done.

25/PC/29.3 Deputy Clerk to submit final response on the WBC planning portal once received

This had been done.

25/PC/29.4 Deputy Clerk to submit comments on Planning Application 250435 – Land off Church Lane, Shinfield, on behalf of SPC

This had been done.

25/PC/29.6 Deputy Clerk to request an extension to Planning Application 242665 – Land West of Kingfisher Grove, TMX, for submission of comments

This had been done and comments submitted.

25/PC/32.1 Cllr Masseron to update the Local Active Travel Plan document

This had been done and submitted to Full Council in March 2025.

25/PC/32.4 Clerk to apply for a TRO for the northern side of the Woodcock Lane path

This was on the agenda at Item 7.4



25/PC/32.4 Clerk to draw to the attention of WBC the poor condition of the southern side of the Woodcock Lane path

This was on the agenda at Item 7.4

25/PC/35.1 Clerk to circulate the SPNDP as it currently stands to all members

This is on the agenda at Item 8.1.

25/PC/35.1 Members to look at other local council's NDPs

This was on the agenda at Item 8.1

25/PC/35.2 Clerk to follow up with Richard Alexander to arrange a meeting to explore the process for applications for 'Assets of Community Value'

This was as discussed above.

25/PC/36.3 Spencers Wood Village Centre

Cllr Lias advised that it was understood that a high-pressure pipeline ran through the site under consideration for this scheme

ACTION – Clerk to advise AOC accordingly and to report on progress at the next meeting

25/PC/43

Schedule of Deposited Plans

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

43.2 Planning application 233038 – Land East of Hayes Drive North of Three Mile Cross

There had been no decision published on this appeal.

43.3 Planning Application 250517 – Land off Basingstoke Road to the south and west of Spencers Wood

The Clerk had circulated a draft response from the consultant commissioned to review the application to members of the committee on Tuesday 8th April. Members gave their comments on the draft and the Clerk was asked to feed these back to the consultant to enhance the draft response. Particular concerns were that there was inadequate consideration of SPC's Neighbourhood Plan and traffic matters

ACTION – Clerk to feed back the additional comments on PA250517 to the consultant preparing the SPC response

25/PC/44

Appeals

44.1 There had been no changes from the previous month.



25/PC/45

Enforcement Notices

45.1 Closed Enforcement Notices

Five items deemed to have been "No Breach". One item had resulted in an application being submitted (32 Gloucester Avenue – PA 250493). SPC had submitted no comment to the application.

Members **NOTED** the report

45.2 Live Enforcement Notices

There had been two new cases this month. The Clerk was asked to request a progress report for RFS/2024/089113 The Lieutenants Cottage.

Members **NOTED** the report

ACTION – Clerk to request a progress report for RFS/2024/089113 The Lieutenants Cottage

25/PC/46

Highways, Street Lighting and Footpath Matters

46.1 Footpath matters

Cllr Masseron drew members' attention to the most recent report of the Shinfield Volunteers Group and thanked the group for their contributions across the parish.

46.2 Traffic Working Party

There was nothing further to report this month. The Clerk has again requested dates for a meeting with the Executive lead for Highways at WBC. There was discussion about a potential zebra crossing on Beke Avenue next to Lidl and parking in front of Shinfield View.

46.3 Lailey Path / Hyde End Road footpath

No update was expected until August at the earliest from WBC. In the meantime the Clerk was asked to establish if Shinfield Infants and Nursery School had confirmed their agreement to the new path crossing school land.

ACTION – Clerk to write to Shinfield Infants and Nursery School

46.4 Woodcock Lane

The Clerk was asked to arrange a Land Registry check to establish the landowner(s) for Woodcock Lane (Footpath 25).

ACTION – Clerk to conduct Land registry checks for Woodcock Lane



The Clerk was also asked to arrange an onsite meeting to arrange an onsite meeting with WBC's Countryside Officer to discuss the condition of the Woodcock Lane.

ACTION – Clerk to arrange an onsite meeting with WBC Countryside Officer

25/PC/47

Renewal of Neighbourhood Development Plan (SPNDP)

47.1 Neighbourhood Development Plan Project Group

The Clerk had shared an analysis of other parish council neighbourhood plans. Cllr Lias reported that a recent training session he had attended had indicated that councils would need to be more "agile" with the plans in future and that plans should have at least one designated site.

ACTION – Clerk to update the draft plan to include the prompts generated from the analysis of other plans

ACTION – Clerk to arrange the next Neighbourhood Plan meeting for the Thursday following the June Full Council meeting

47.2 Assets of Community Value (ACV)

This had been discussed earlier in the meeting.

25/PC/48

Correspondence

48.1 Speed Limit reduction on Hollow Lane and Arborfield Road

The Clerk advised that he had received notification that the statutory objection period for speed limit reductions on various roads including Hollow Lane and Arborfield. This would now go forward for an Executive Member decision on 2nd May 2025.

Members **NOTED** the communication.

48.2 Area to north of MereOak Park & Ride

The Clerk advised that in the details of WBC's capital programme there is a reference to a "MereOak Open Storage" facility which they would like to fund. He had followed this up with WBC officers who had advised that it was envisaged that the area north of the park and ride could become an open storage depot. Previously SPC had been informed that the land was required for an extension to the P&R site.

Members **NOTED** the information.



48.3 Consultation on Hungerford Neighbourhood Plan

The Clerk advised that Hungerford Town Council were consulting on their draft Neighbourhood Plan (Regulation 16 Consultation). This will run to 23rd May 2025.

Members **NOTED** the consultation.

25/PC/49

Date of the next meeting

49.1 The date of the next meeting will be Wednesday, 14th May 2025

The meeting ended at 21.30

A handwritten signature in black ink, consisting of a stylized, cursive script.

List of Actions

24/PC/121.1	Clerk to report to Committee at the next meeting having discussed with Enerveo	Clerk
25/PC/22.2	Clerk to apply to register a further three areas previously identified as 'Assets of Community Value'	Clerk
25/PC/23.1	Clerk to liaise with BCllr Glover regarding a formal response from WBC in respect of deeds of variation for S106	Clerk
25/PC/36.3	Clerk to advise AOC regarding the pipeline in the area noted for the Spencers Wood Village Centre and to report back on progress at the next meeting	Clerk
25/PC/40.1	Clerk to share additional information with residents regarding planning application 250577	Clerk
25/PC/40.2	Clerk to consider how to monitor reserved matters and S106 agreements and variations for major planning applications	Clerk
25/PC/41.1	Clerk to write to Cllr Fernandes regarding attendance at the committee meetings	Clerk
25/PC/43.3	Clerk to feed back the additional comments on PA250517 to the consultant preparing the SPC response	Clerk
25/PC/45.2	Clerk to request a progress report for RFS/2024/089113 The Lieutenants Cottage	Clerk
25/PC/46.3	Clerk to write to Shinfield Infants and Nursery School regarding Lailey Path	Clerk
25/PC/46.4	Clerk to conduct Land registry checks for Woodcock Lane	Clerk
25/PC/46.4	Clerk to arrange an onsite meeting with WBC Countryside Officer regarding the condition of Woodcock Lane	Clerk
25/PC/47.1	Clerk to update the draft plan to include the prompts generated from the analysis of other plans	Clerk
25/PC/47.1	Clerk to arrange the next Neighbourhood Plan meeting for the Thursday following the June Full Council meeting	Clerk

14/05/25.

