

Minutes of a meeting of
Planning & Highways Committee
Held on Wednesday 8th May 2024
At School Green Centre commencing at 19.30

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

Attending: B Winton (Clerk), S Herring (Deputy Clerk)

24/PC/44 Public Questions

44.1 There were no public questions.

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

45.1 Apologies for absence had been received from Cllrs Fernandes, Jahromi and Tatla.

Cllr Johnson had withdrawn from this committee.

45.2 There were no declarations of members' interests.

24/PC/46 Minutes of the Previous Meeting

46.1 The minutes of the committee meeting of 10th April 2024 were approved and signed as such by Cllr Peer

Proposed: Cllr Grimes
Seconded: Cllr Lias
Approved: Unanimously

46.2 Actions and Matters Arising

24/PC/25.2 Deputy Clerk to submit a supplementary response to PA240307 (front plot at Shinfield Court, Church Lane, RG7 1HB) to request an evacuation plan as the site is within the DEPZ

This had been done.

Draft minutes


12/06/24

- 24/PC/25.5** There had been three actions:
- Clerk to circulate draft report from ET Planning on PA233038 (land east of Hayes Drive North) to members of the committee for comment, once received.
 - Clerk to submit any comments from members of the committee to ET Planning for incorporation into the report.
 - Clerk to respond to PA233038 by 19th April.

These had all been done.

- 24/PC/27.2** Clerk to monitor any changes to RFS/2024/089113, The Lieutenants
24/PC/39.2 Cottage, Basingstoke Road, RG7 1SP

This was on the live enforcement list as still awaiting an application.

ACTION – Clerk to monitor any changes to RFS/2024/089113, The Lieutenants Cottage, Basingstoke Road. RG7 1SP

- 24/PC/28.1** Cllr Masseron to investigate where the installation of barriers were on Footpath 10

This was included in Cllr Masseron's report, see agenda item 24/PC/50.1

- 24/PC/30.1** Clerk to thank Chris Howard and Connor Corrigan for attending the meeting and answering questions from members

This had been done.

- 24/PC/37.2** Clerk to submit the Council's objections to PA240780 (land adjoining Wistaria Cottage, Church Lane. RG7 1HD)

The Deputy Clerk had submitted the council's objections. The applicant had submitted a 17 page response to the objections of WBC's Emergency Planning Officer on the subject of the DEPZ taking the position that "One additional dwelling is unlikely to lead to significant additional work for the emergency services during any period where the area is being advised to shelter."

- 24/PC/40.1** Clerk to discuss with members 'Local Active Travel Plan' at the Shinfield Parish Neighbourhood Plan (SPNP) project group

This had been done – see minute 24/PC/51.1

- 24/PC/40.1** Clerk to request the UoR to open Footpath 4, as soon as possible

The Clerk had written immediately following the last meeting but as yet had not had any response. An update on Footpath 4 is included in Minute 24/PC/50.1

24/PC/40.2 Clerk to collate a snagging list relating to the reduction of speed limit in Spencers Wood and Three Mile Cross and send to BCllr Glover

The Clerk had not received in any further information and the situation appeared to have been resolved.

It was noted that speed limit signs had only been positioned on one side of the road, however, they should be on both sides of the road to enable appropriate enforcement.

ACTION - Cllr Hoyle to check with BCllr Glover to ascertain a list of what had been carried out in relation to the signage on Basingstoke Road and Hyde End Road, due to the reduction in speed limit.

24/PC/40.2 Clerk to put on the agenda of the Full Council meeting a suggested reporting structure and welcome package for new Borough Councillors (BCllrs)

This had been done.

ACTION –

- Cllr Grimes to write to all BCllrs and invite them to the next Full Council meeting on 22nd May 2024
- Clerk to organise an induction for the new BCllrs and ask for their support in encouraging executive members and senior officer attendance at the parish council meetings

24/PC/40.3 BCllr Glover to raise the issue of traffic on Hawthorn and request installation of the previously intended 'bus gate' with WBC

Cllr Hoyle reported that the main issue, with the resident that had raised issues, was with the positioning of the bus stop.

24/PC/40.4 Clerk to add 'gateway locations' to the discussion list for the next Traffic Working Party

This is on the agenda, see minutes 24/PC/50.3

24/PC/47

Schedule of Deposited Plans

47.1 Planning applications were circulated to members weekly and comments noted on the WBC planning portal. There were no current applications that required special attention.



24/PC/48

Appeals

- 48.1 The appeal in respect of PA232141 (253 Shinfield Road, RG2 8HF) had now been decided. The developers appeal had been dismissed by the Planning Inspector. "Taken together these proposed additions seriously change the appearance of the property and lead to a significant imbalance with the basic architecture of the attached semi." This left only one current "live" appeal.

Members **NOTED** the report.

24/PC/49

Enforcement Notices

- 49.1 Closed Enforcement Notices

There were four items on the Closed list this month. Two were deemed to be "No breach", one had resulted in voluntary compliance while the fourth had resulted in a planning application (for PA240780 Wistaria Cottage).

- 49.2 Live Enforcement Notices

One case is showing on the list as new (Fourwinds – third from bottom of the list) but this was actually reported as a new case last month.

The final entry on the list (land North of Church Lane) is actually new from last month. WBC have advised that "This relates to the site adjoining Carney's Yard with a temporary planning permission for a yard on the north side of the road (opposite the Pulleyns yard). I have visited the site and met with the contractors. It is their intention to remove the unauthorised buildings by the end of May."

Members **NOTED** the reports

24/PC/50

Highways, Street Lighting and Footpath Matters

- 50.1 Footpath matters

Cllr Masseron had previously circulated a report.

The following points were highlighted:-

- Footpath on Hyde End Lane was now complete and had been finished to a higher specification than originally expected.
- Footpath 20 – the Basingstoke Road end had been completed and was surfaced with 'Flexipave'. Work on the southern end was due to commence towards the end of May 2024.
- Footpath 4 – work continues on the new cycleway adjacent to the footpath. The Loddon Valley Ramblers had re-installed the kissing gate at the junction of footpaths 3 and 4.



- Footpath 10 – a new gate had been installed at the Whitley Wood end to restrict access for motorbikes entering Nores Hill Wood Nature Reserve, however, access was still possible from other entrances.

Cllr Peer reported that the footpath near her property was overgrown, and it was not easy to see where to walk, usually this was maintained by Wokingham Borough Council (WBC). This path was used as a cut through from Hyde End Lane to Larchside Close. It was also reported that flytipping and other dubious activity was noted on this path.

Members **NOTED** Cllr Masseron's report

ACTION – Clerk to report Anti-Social Behaviour and flytipping on the footpath joining Hyde End Lane to Larchside Close to WBC

50.2

Traffic Working Party

As reported at the last meeting, WBC had accepted the list of action points and promised an update by the end of April. No update had been provided by WBC and their response was "I'm afraid not as much progress has been made as I would have like – mostly due to some unexpected pressures from other schemes". Members felt frustrated that nothing positive was being done as these requests had been put forward in July 2023. The promised actions included an in-person meeting with Chris Easton.

The next working party meeting was scheduled for Tuesday 14th May where a draft press release would be drawn up for approval by Full Council on 22nd May.

ACTION – Traffic Working Party to draw up a proposed press release for approval at Full Council on 22nd May 2024.

50.3

Village Gates

Cllr Lias had prepared a presentation on the siting of potential 'Village Gates' and speed limit signs. This was based on a previously produced report by in 2018.

The following observations were made:-

- Whitehouse Lane and Yew Tree Lane all to be 30mph.
- Beech Hill Road - risk perception would not be logical in the proposed position, sign to be closer to identified speed limit sign.
- There should be a philosophy that when you reach Shinfield Parish the speed limit is 30mph.
- Create an identity for the Whitley Wood area of the parish.

The Council should continue to push for the reduction of speed limits in the parish and work towards the installation of village gates without delay.



Money had been put aside for this project in 2018 but it was recognised that since then the cost would have increased.

ACTION – Traffic Working Party to finalise the plan and report back to the Planning and Highways meeting in June 2024.

Cllr Peer thanked Cllr Lias for the considerable work he had carried out in preparation of this item.

50.4 Emergency Vehicle access to Hyde End Lane

Discussions in the Facilities Committee meeting on 1st May raised concerns about access for emergency vehicles down Hyde End Lane when there was severe congestion similar to that on Saturday, 27th April. There was also concern as the area fell within the Designated Emergency Planning Zone (DEPZ) and this would also potentially cause problems should an evacuation be necessary.

When the new Spencers Wood Primary School was built it was suggested that a requirement of the site be for access to parking at the weekends to alleviate some of the parking problems.

ACTION –

- Clerk to raise the issue of access for emergency vehicles on Hyde End Lane with Wokingham Borough Council
- Clerk to raise the issue with West Berkshire Council (in relation to the DEPZ) regarding potential problems with evacuation on Hyde End Lane when it was congested
- Berkshire Fire and Rescue Service and the Ambulance Service to be made aware of potential access problems.

24/PC/51

Renewal of Neighbourhood Plan

51.1 Shinfield Parish Neighbourhood Plan (SPNP)

The second meeting had been held on 25th April and the project group had got as far as Policy 6 (out of 12) and identified a new policy to incorporate the DEPZ.

Two further meetings were required, and it was suggested that these be held on the Thursday following Full Council meeting i.e. 23 May and 27th June.

ACTION – Clerk to arrange two further meetings of the SPNP project group

24/PC/52

Correspondence

52.1

Members **NOTED** the request from Transport to the South East to promote their public engagement activity within the Parish

ACTION –

- Clerk to circulate the Transport to the South East newsletters within the Parish
- Clerk to invite 'Transport to the South East' to a meeting with councillors

24/PC/53

Date of the next meeting

53.1

The date of the next meeting will be Wednesday, 12th June 2024

The meeting ended at 21:25

7

12/06/24

List of Actions

24/PC/46.2 24/PC/27.2	Clerk to monitor any changes to RFS/2024/089113, The Lieutenants Cottage, Basingstoke Road. RG7 1SP	Clerk
24/PC/46.2 24/PC/40.2	Cllr Hoyle to check with BCllr Glover to ascertain a list of what had been carried out in relation to the signage on Basingstoke Road and Hyde End Road, due to the reduction in speed limit	Cllr Hoyle
24/PC/46.2 24/PC/40.2	Cllr Grimes to write to all BCllrs and invite them to the next Full Council meeting on 22 nd May 2024	Cllr Grimes
24/PC/46.2 24/PC/40.2	Clerk to organise an induction for the new BCllrs and ask for their support in encouraging executive members and senior officer attendance at the parish council meetings	Clerk
24/PC/50.1	Clerk to report Anti-Social Behaviour and flytipping on the footpath joining Hyde End Lane to Larchside Close to WBC	Clerk
24/PC/50.2	Traffic Working Party to draw up a proposed press release for approval at Full Council on 22 nd May 2024	Traffic Working Party
24/PC/50.3	Traffic Working Party to finalise the plan for 'Village Gates' and report back to the Planning and Highways meeting in June 2024	Traffic Working Party
24/PC/50.4	Clerk to raise the issue of access for emergency vehicles on Hyde End Lane with Wokingham Borough Council	Clerk
24/PC/50.4	Clerk to raise the issue with West Berkshire Council (in relation to the DEPZ) regarding potential problems with evacuation on Hyde End Lane when it was congested	Clerk
24/PC/50.4	Berkshire Fire and Rescue Service and the Ambulance Service to be made aware of potential access to problems	Clerk
24/PC/51.1	Clerk to arrange two further meetings of the SPNP project group	Clerk
24/PC/52.1	Clerk to circulate the Transport to the South East newsletters within the Parish	Clerk
24/PC/52.1	Clerk to invite 'Transport to the South East' to a meeting with councillors	Clerk

