

Minutes of a meeting of
Planning & Highways Committee
Held on Wednesday 14th May 2025
At School Green Centre commencing at 19:30

Present: Cllrs Boyer, Grimes, Hoyle, Jahromi, Lias, Masseron and Peer (Chair)

Attending: B Winton (Clerk)
S Herring (Deputy Clerk)
BCllr Glover

25/PC/50 Public Questions

50.1 There were no public questions

25/PC/51 Apologies and declarations of Members' Interest

51.1 Apologies had been received from Cllr James

51.2 There were no declarations of members' interests

25/PC/52 Minutes of the Previous Meeting

52.1 The minutes of the committee meeting of 9th April 2025 were approved and signed as such by Cllr Peer

Proposed: Cllr Jahromi
Seconded: Cllr Boyer
Approved: Unanimously


11/06/25

Actions and Matters Arising from the meeting held on 9th April 2025

- 24/PC/121.1 Clerk to report to Committee at the next meeting having discussed with Enerveo

The Clerk had received advice from Enerveo that legislation¹ was in place for a parish to provide lighting if they so wished. There was no requirement that the council should provide street lighting. Any lighting should be correctly maintained and of the standard of the day.

Shinfield Parish Council (SPC) needs to establish whether they have entered into an agreement at anytime with Wokingham Borough Council (WBC) (or its predecessor) to become a lighting authority. If SPC are officially a 'Lighting Authority' then WBC could compel them to make repairs under s98 of the legislation.

It was recognised that Hyde End Road was currently poorly lit. This may improve if the planning application for the development East and West of Hyde End Road goes ahead but this would only be a small section of the road.

ACTION –

- Clerk to establish whether there is a formal agreement with WBC that SPC is a 'Lighting Authority'.
- Clerk to find out the cost of a new lighting column

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

The Clerk was due to have a meeting with Richard Alexander, WBC responsible for Assets of Community Value on 28th May.

ACTION – Clerk to update the committee on registering 'Assets of Community Value' at the next meeting

- 25/PC/23.1 Clerk to liaise with BClr Glover regarding a formal response from WBC in respect of deeds of variation for S106

WBC have previously advised that they were installing a new system that would enable access to this information.

- 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

AOC had been informed regarding the pipeline. A draft set of proposals had been circulated earlier in the day. (see minute 25/PC/57.3 for further details)

¹ Initially under the Highways Act 1951 and now s97 of Highways Act 1980



- 25/PC/40.1 Clerk to share additional information with residents regarding planning application 250577

This had been done.

- 25/PC/40.2 Clerk to consider how to monitor reserved matters and S106 agreements and variations for major planning applications

As mentioned above, WBC advised they were installing a new system that would enable access to this information. (see also Minute 25/PC/53.4)

- 25/PC/41.1 Clerk to write to Cllr Fernandes regarding attendance at the committee meetings

This had been done.

- 25/PC/43.3 Clerk to feed back the additional comments on PA250517 to the consultant preparing the SPC response

This had been done, and comments had been submitted

- 25/PC/45.2 Clerk to request a progress report for RFS/2024/089113 The Lieutenants Cottage

A response had not yet been received from WBC.

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

- 25/PC/46.3 Clerk to write to Shinfield Infants and Nursery School regarding Lailey Path

The School confirmed that they had no objections with giving over the land to WBC for the path to be created, however, they had not yet had any formal request from WBC to do so. The Clerk had written to WBC suggesting that this could be progressed sooner rather than later.

- 25/PC/46.4 Clerk to conduct Land Registry checks for Woodcock Lane

This had been done. The land was showing as unregistered since Land Registry transactions were in place, therefore it was assumed that it belonged to WBC unless an owner came forward.

- 25/PC/46.4 Clerk to arrange an onsite meeting with WBC Countryside Officer regarding the condition of Woodcock Lane

Andy Glencross, Head of Environmental Services, WBC and Laura Buck, PRow, WBC would initially have a meeting with SPC to discuss further.

ACTION – Deputy Clerk to arrange a meeting with WBC regarding Woodcock Lane



- 25/PC/47.1 Clerk to update the draft Neighbourhood Development Plan to include the prompts generated from the analysis of other plans

This had not yet been done.

ACTION - Clerk to update the draft Neighbourhood Development Plan to include the prompts generated from the analysis of other plans

- 25/PC/47.1 Clerk to arrange the next Neighbourhood Plan meeting for the Thursday following the June Full Council meeting

A meeting had been arranged for 26th June at 19.30

25/PC/53

Schedule of Deposited Plans

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

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

There had been no decision published on this appeal.

Members considered that potential requests for S106 and WBC CIL should be drawn up in a five-year plan for future planning applications. Suggestions included a more challenging area for young adults, for example, Ninja/Parkour.

ACTION – Clerk to add five year planning requests for S106 and WBC CIL to the agenda of the Finance and General Purposes Committee

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

There was nothing further to report at this time. It was suggested that SPC's response to the planning application be circulated on social media accounts to enable residents to be aware of the concerns of the Council.

ACTION – Clerk to arrange for the response to Planning Application 250517 to be published on SPC social media

- 53.4 Hall Farm/Loddon Garden Village

A meeting had been held on 1st May with neighbouring local councils to discuss potential joint working to monitor this application. Concern had been expressed regarding changes to planned infrastructure through S106 and CIL on other developments where the infrastructure differed from that originally promised. There had been discussion on requesting that the developers fund an independent monitoring officer who would check on progress on behalf of the town and parish councils. This post would need to be filled at the commencement of the development for this to be effective.

53.5 Planning Application 243135, Bismillah House, Brookers Hill

Concern had been expressed over the approval of this application as it was suspected that the premises were not being used for the purposes described. Reports had been received of many vehicles parked at the premises over night and leaving early in the morning; if this was a base for a transport company there should be an operator's licence to this effect. If this was a business base it contravened the purpose of the planning application and should be reported to WBC Enforcement.

ACTION – Clerk to investigate where there was an 'operator's licence' linked to the premises.

25/PC/54

Appeals

- 54.1 There had been one change noted from the previous month. PA242085, 95 Hyde End Lane, Ryeish Green, RG7 1ES, had been refused by Planning Inspectorate.

25/PC/55

Enforcement Notices

- 55.1 Closed Enforcement Notices

Three items deemed to have been "No Breach".
Three items had an application submitted
41 Appleby Walk RG7 1UZ
Sussex Lodge RG7 1BY
Unit 2, Wellington Industrial Estate RG7 1AW
One item had resulted in voluntary compliance

Members **NOTED** the report

- 55.2 Live Enforcement Notices

There had been six new cases this month.

RFS/2025/090264 - PA223088 – Bismillah House – site visit pending
RFS/2025/090265 - PA222154 – Bismillah House – site visit pending
RFS/2025/090266 – Bismillah House – site visit pending
RFS/2025/090278 – Unit 7, Heron Industrial Estate – investigation ongoing
RFS/2025/090304 – 37 Caribou Walk, RG7 1WR – investigation ongoing

Members **NOTED** the report



25/PC/56**Highways, Street Lighting and Footpath Matters****56.1 Footpath matters**

Cllr Masseron gave a verbal report and directed members to the Rambler's report that had been published in the SPC newsletter. The Ramblers were carrying out work on the footpaths and the Council acknowledged the excellent work that was undertaken.

Investigations were underway to ascertain how to access funding through 'My Journey' in order that proposals in the Local Active Travel Plan can get underway.

56.2 Traffic Working Party

Cllr James and the Clerk had held an online meeting with BCllr Alder on 9th May. This revisited the various concerns and issues the traffic working party had experienced. Issued raised were lack of communication from WBC Highways Officer and a general lack of progress.

The speed limit reduction on Hollow Lane and Arborfield Road, from 40mph to 30mph, had now been approved.

56.3 Lailey Path / Hyde End Road footpath

See minute 25/PC/52.2 (46.3)

56.4 Woodcock Lane

See minute 25/PC/52.2 (46.4)

25/PC/57**Renewal of Neighbourhood Development Plan (SPNDP)****57.1 Neighbourhood Development Plan Project Group**

The next meeting was scheduled for Thursday 26th June at 19.30

57.2 Assets of Community Value (ACV)

See minute 25/PC/52.2 (22.2)

57.3 Spencers Wood Village Centre

There was a discussion about the need and potential for a Spencers Wood Village Centre and this was linked to the proposed Body's Farm to which the council had objected. It was agreed that the public's views on such a potential Village Centre should be sought as a first step.

ACTION –

- Clerk to write an article, to be agreed by members of this Committee, for the SPC Newsletter to gauge the opinion of local residents
- Clerk to add to the agenda of the Neighbourhood Plan Working Party



Correspondence

58.1 West Berkshire Local Plan

Members **NOTED** the article in Newbury Today regarding the West Berkshire Local Plan

58.2 Update on local SANG charges

Members **NOTED** the report on local SANG charges.

58.3 Request for an extension of a footpath on Bloomfield Hatch Lane to MereOak Park and Ride

A resident from Grazeley had sent in a request for the footpath on Bloomfield Hatch Lane to be extended to the MereOak Park and Ride. Currently the footpath stops abruptly. This would provide multiple benefits to the village by

- enabling residents in Grazeley increased access to public transport that currently is very limited
- creating a safe walking route to access the bus network
- providing additional parking for school drop off, thereby reducing congestion in the village
- promoting active travel contribution to improved public health and well-being within the community

The distance from where the path stops to MereOak is approximately 950m. There are no obvious existing footpaths that could be used.

ACTION –

- Clerk to forward the request to WBC and copy in BCllrs
- Clerk to inform the resident accordingly

58.4 Traffic Regulation Orders – article in RDG.Today

The proposed change to the speed limit on Hollow Lane and the A327 Arborfield Road in Shinfield had now been approved and would be implemented in due course.

Members **NOTED** the article in RDG.Today regarding TROs

58.5 Invitation to Comment on the Lambourn Neighbourhood Development Plan: Consultation on the Strategic Environmental Assessment and Habitats Regulations Assessment

ACTION – Clerk to send the link to Members

58.6 Planning Application 250590 – 52 Oatlands Road

This application had now been approved and it was **NOTED** that the residents were unhappy about the decision.



58.7 'No Fly Zones'

Cllr Boyer reported that there was a 24 hour 'No Fly Zone' over Shinfield Studios and the surrounding area.

25/PC/59

Date of the next meeting

59.1 The date of the next meeting will be Wednesday, 11th June 2025

The meeting ended at 21:27



List of Actions

25/PC/52.2

24/PC/121.1	Clerk to establish whether there is a formal agreement with WBC that SPC is a 'Lighting Authority'.	Clerk
24/PC/121.1	Clerk to find out the cost of a new lighting column	Clerk
25/PC/22.2	Clerk to update the committee on registering 'Assets of Community Value' at the next meeting	Clerk
25/PC/45.2	Clerk to request a progress report for RFS/2024/089113 The Lieutenants Cottage	Clerk
25/PC/46.4	Deputy Clerk to arrange a meeting with WBC regarding Woodcock Lane	Deputy Clerk
25/PC/47.1	Clerk to update the draft Neighbourhood Development Plan to include the prompts generated from the analysis of other plans	Clerk
25/PC/53.2	Clerk to add five year planning requests for S106 and WBC CIL to the agenda of the Finance and General Purposes Committee	Clerk
25/PC/53.3	Clerk to arrange for the response to Planning Application 250517 to be published on SPC social media	Clerk
25/PC/53.5	Clerk to investigate whether there was an 'operator's licence' linked to the premises of Bismillah House, Brookers Hill	Clerk
25/PC/57.3	Clerk to write an article, to be agreed by members of this Committee, for the SPC Newsletter, to gauge the opinion of local residents regarding a Spencers Wood Village Centre	Clerk
25/PC/57.3	Clerk to add to the agenda of the Neighbourhood Plan Working Party, the proposed Spencers Wood Village Centre	Clerk
25/PC/58.3	Clerk to forward the request of an extension to the path from Bloomfield Hatch Lane to Mere oak to WBC and copy in BCLrs	Clerk
25/PC/58.3	Clerk to inform the resident who requested an extension to the path from Bloomfield Hatch Lane to Mere oak, that this would be raised with WBC	Clerk
25/PC/58.5	Clerk to send the link for comments on the 'Lambourn Neighbourhood Development Plan: Consultation on the Strategic Environmental Assessment and Habitats Regulations Assessment' to members	Clerk

