

Minutes of a meeting of
Planning & Highways Committee
Held on Wednesday 8th April 2026
At School Green Centre commencing at 19:30

Present: Cllrs Boyer, Hoyle, James, Masseron and Peer (Chair)

Attending: S Herring (Deputy Clerk)
BCllr Glover

4 members of the public

26/PC/34

Public Questions

- 34.1.1 Two residents of Church Lane, Shinfield had gathered a petition of residents affected by the traffic on Church Lane from the start to the end of the "access only" signs (28 houses, 3 of which were currently unoccupied). The petition was to request that the road was closed to all through traffic and 82% were in favour. They intended to send in the petition to Wokingham Borough Council (WBC) and requested the support of Shinfield Parish Council (SPC). This issue had been raised at the Traffic Working Party where WBC officers had been in attendance.

Members of the committee AGREED to support the proposal to close Church Lane, Shinfield to all through traffic.

Proposed: Cllr Boyer
Seconded: Cllr James
Approved: Unanimously

- 34.1.2 Beke Avenue/Westall Street crossroads

A member of the public raised concerns over the junction at Beke Avenue/Westall Street where several accidents had taken place, the latest involving a bus and a van; he had also had near misses on his motorcycle. The road signage was non-existent and while appreciating that road users were not applying the rules of the Highway Code, it was evident that with the volume of traffic and number of accidents more signage was required before lives were lost.



13/05/26

The road had not yet been adopted by WBC and was currently the responsibility of Vistry (the developers), however, it was felt that WBC did have a duty to enforce safety issues. Cllr Boyer drew attention to the change from the original traffic assessment where the bus gate had subsequently been removed and requested that a letter be sent to the Highways Department, WBC to ask if a reassessment had been carried out.

SPC were aware of the issues and had previously raised these with WBC. It was felt that upright road signs (either 'Give Way' or 'Stop') should be installed and the road markings repainted as a matter of urgency.

The Clerk had already received a communication from Adrian Betteridge, WBC regarding the junction and they were looking to advise Vistry if a change was considered necessary.

ACTION – Clerk to write to the Highways Dept, WBC to ask if the junction had been reassessed following the decision to remove the bus gate from the original planning application.

- 34.1.3 Following on from the matter above, the resident also raised the issue of parking on the street on the Shinfield Meadows estate. There were covenants in the lease that restricted parking, however, cars were parking near bollards and junctions that increased danger to all road users. This was not being enforced. It had been noted that the 600 bus had experienced difficulties in passing narrow gaps where cars had parked close to central bollards.

The member of public was advised to contact BCllr Gray and Yuan Yang MP to ask if any pressure could be applied to Vistry regarding enforcement. This issue may also be enhanced by a residents petition.

ACTION – Deputy Clerk to ask if the local Speedwatch could gather some evidence on the Shinfield Meadows estate

26/PC/35

Apologies and declarations of Members' Interest

- 35.1 Receive and consider approval of apologies for absence

Apologies had been received from the Clerk

- 35.2 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

- 36.1 The minutes of the Planning and Highways Committee held on 18th March 2026 were approved and signed as such by Cllr Peer.

Proposed: Cllr Boyer
Seconded: Cllr James
Approved: Unanimously

- 36.2 Actions and Matters Arising from the meeting held on 18th March 2026

- 26/PC/15.3 Clerk to arrange promotion of the council's submission in response to the Loddon Garden Village planning application 252498

This had been done.

- 26/PC/18.3 Clerk to arrange a Teams meeting with Rebecca Brooks including Cllrs Boyer and Peer to discuss potential improvements to bus services

This had been reported at the Full Council Meeting held on 25th March 2026 minute 26/37.1.

- 26/PC/26.2 Clerk to arrange the submission of the council's response to Planning Application 252498, Loddon Garden Village, to Wokingham Borough Council

This had been done.

- 26/PC/26.2 Clerk to share the submission with Clerks of adjoining parishes and towns and the University of Reading as a courtesy

This had been done.

- 26/PC/29.1 Clerk to acquire a single unit of the solar powered CCTV camera for testing at Ryeish Green Pavilion

This was in the process of being installed.

ACTION – Deputy Clerk to ensure that signage is put up to inform the public that CCTV was in operation

- 26/PC/29.3 Clerk to submit Expressions of Interest for the Safer Speed Limits programme

This will be done.

- 26/PC/30.2 Clerk to report back to committee when a decision had been made on the Assets of Community Value submissions

This was on the agenda – see minute 26/PC/41.2



26/PC/37

Schedule of Deposited Plans

- 37.1 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.

26/PC/38

Appeals

- 38.1 Planning inspectorate appeals relating to Shinfield Parish

There had been no new cases in February.

- 38.2 Land at Gravelly Bridge Farm, Grazeley Green Road, RG7 1LG – planning inspectorate decision

Members noted the decision of the planning inspectorate. Details of Appeal Reference APP/X0360/C/25/3374730 had been circulated with the papers.

26/PC/39

Enforcement Notices

- 39.1 Closed Enforcements tables for February 2026

This month there were

- 2 cases deemed no breach
- 4 cases were identified as voluntary compliance
- 1 case saw an application submitted
- 1 case saw notice served

Members **NOTED** the Closed Enforcement Tables

Cllr Peer reported that she had attended an online meeting of the Borough and Parish Liaison Forum where a useful presentation had been given by Enforcement. It was reported that there was very little regulation regarding building at the rear of properties.

- 39.2 Outstanding Enforcements tables for end February 2026

It was noted that there were now 9 live enforcement notices for Bismillah House

- Storage of vehicles and containers
- Construction of extended area of hard standing – investigation ongoing
- Tree works application 223088 replanting not undertaken
- Unauthorised workshop
- Refusal of 252320
- TPO removal to facilitate hard standing at the rear
- Unauthorised siting of portakabins
- Extensions to existing outbuildings
- Unauthorised fencing



2 additional new cases in addition to those outlined above.

- Breach of condition for PA 222304 – Land adjacent to Lane End House, RG2 9BB
- Installation of CCTV without permission

Members **NOTED** the outstanding Enforcement tables

26/PC/40

Highways, Street Lighting and Footpath Matters

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

Footpath 12

The Deputy Clerk had observed that there had been some work carried out clearing the vegetation on the footpath. BCllr Glover was still awaiting an update from Andy Glencross, Wokingham Borough Council (WBC)

ACTION – BCllr Glover to request and update from Andy Glencross, WBC

40.2 Traffic Working Party

See minute 26/PC/34.1 regarding Church Lane, Shinfield.

Since the meeting of the Traffic Working Party, attended by officers of WBC, some of the outstanding items had now been completed:-

- Box markings on Black Boy roundabout at the exit to the Shinfield Road. More road closures had been published for 15th to 18th April and it was anticipated that additional road marking would be completed.
- 30mph for Hollow Lane had now been completed
- Village gates had now been installed on the Arborfield Road

ACTION –

- Clerk to inform members of the Traffic Working Party of the date of the next meeting
- Clerk to 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

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

Cllr Masseron reported:-

- That overhanging trees on footpath 3 had been cut back
- The Active Travel Plan review had been well received by the Neighbourhood Development Plan consultant

16/PC/41

Renewal of Neighbourhood Development Plan (SPNDP)

41.1

A verbal update from the Neighbourhood Plan Renewal Working Party meeting held on 26th March 2026.

Cllr Peer reported that the working party were impressed by the consultant who had attended the meeting.

SPC were at a point where most of the development within the Parish was now complete and the council needed to weigh up the balance of the cost of renewing the plan with the benefits. The Consultant had given the impression that SPC were in a good position and well informed.

The meeting of the working party was usually scheduled for the day after the Full Council meeting, however, this would be dependent on receipt of the consultant's report and the committee felt it may be appropriate to delay the next meeting until May to give members the opportunity to read it through.

ACTION –

- Clerk to ask the Consultant for the anticipated date of her report
- 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

41.2

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/42

Monitoring Officer

42.1

As previously reported, the proposal for a developer paid Monitoring Officer working on behalf of the town and parish councils to represent their interests in future discussions on Reserved Matters for Loddon Garden Village had been included with the council's submission to the planning application.

It was deemed important to ensure that any S106 money was spent locally and not used to fund infrastructure in other areas of the Borough.

ACTION – Clerk to ask BCllr 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



26/PC/43

Correspondence

- 43.1 Help shape the future of Loddon Valley Garden Village – draft Strategic Design Code

This document had previously been circulated with the papers.

Members NOTED the information in the draft Strategic Design Code

25/PC/44

Date of the next meeting

- 44.1 The date of the next meeting will be Wednesday, 13th May 2026

The meeting ended at 20:38

7
Paul Pen
13/05/26

List of actions

Minute	Action	Responsibility
26/PC/34.1.2	Write to the Highways Dept, 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.	Clerk
26/PC/34.1.3	Ask if the local Speedwatch could gather some evidence on the Shinfield Meadows estate.	Deputy Clerk
26/PC/29.1	Ensure that signage is put up to inform the public that CCTV was in operation at Ryeish Green Pavilion.	Deputy Clerk
26/PC/40.1	Request an update from Andy Glencross, WBC on Footpath 12.	BCllr Glover
26/PC/40.2	Inform members of the Traffic Working Party of the date of the next meeting.	Clerk
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.	Clerk
26/PC/41.1	Ask the Consultant for the anticipated date of her report.	Clerk
26/PC/41.1	Set the date of the next meeting of the Neighbourhood Plan Renewal Working Party once he had received a response from the Consultant.	Clerk
26/PC/41.2	Report back to committee when a decision had been made on the Assets of Community Value submissions.	Clerk
26/PC/42.1	Ask BCllr 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.	Clerk

13/05/26
