

Minutes of a meeting of
Planning & Highways Committee
Held on Wednesday 14th January 2026
At School Green Centre commencing at 19:30

Present: Cllrs Boyer (Vice Chair), Hoyle and James

Attending: B Winton (Clerk)
S Herring (Deputy Clerk)
Cllr Rance

1 member of the public

26/PC/1 Public Questions

- 1.1 There were no public questions.

26/PC/2 Apologies and declarations of Members' Interest

- 2.1 Receive and consider approval of apologies for absence

 Apologies had been received from Cllrs Jahromi, Masseron and Peer
- 2.2 There were no declarations of members' interests

26/PC/3 Minutes of the Previous Meeting

- 3.1 The minutes of the Planning and Highways Committee held on 3rd December 2025 were approved and signed as such by Cllr Boyer (Vice Chair).

Proposed: Cllr James
Seconded: Cllr Hoyle
Approved: Unanimously


11.2.26

3.2 Actions and Matters Arising from the meeting held on 3rd December 2025

25/PC/116.1 Clerk to invite the member of public to join the Traffic Working Party

The Clerk had met with the member of public and would invite him to the Traffic Working Party when a date had been set.

25/PC/116.1 Clerk to arrange a meeting to update the member of public on the history of traffic issues in the parish

This had been done.

25/PC/118.2

25/PC/82.2 Clerk to add an item to the agenda to the next meeting to clarify with members of the committee what would be required from a monitoring officer

This was on the agenda – see minute 26/PC/ 9.1

25/PC/82.2 Clerk to contact the other Council's involved with ALIGN to secure a mutually agreeable date for a meeting with BCllr Conway and Nick Irvine from WBC, and the ALIGN working party

The Clerk was still trying to arrange a date that is convenient for everybody.

25/PC/109.2 Clerk to follow up with ET Planning and MOTION to check their availability to assist with a response to PA252498 – Loddon Garden Village

This had been done and was on the agenda – see minute 26/PC/4.2

25/PC/112.1 Clerk to chase BCllr Betteridge for a date in early 2026 to meet and discuss outstanding traffic issues.

BCllr Betteridge had advised in December that his team would be arranging a meeting with SPC on traffic issues but there had been no progress since. The Clerk had asked for the meeting to take place in January.

25/PC/112.1 Clerk to invite the member of the public to join the Traffic Working Party

This had been done.

25/PC/112.3 Facilities Manager to install the SIDs in the parish.

This had been done. The Basingstoke Road SIDs had initially been set at the incorrect speed limit but this was corrected quickly.

NSB
11.2.26

- 25/PC/113.1 Clerk to chase Oneillhomer (ONH), planning consultants regarding reviewing the current SPC Neighbourhood Plan

This was on the agenda – see minute 26/PC/8.1

- 25/PC/119.2 Clerk to send comments to ET Planning and request a professional response to Planning Application 252498

This was on the agenda – see minute 26/PC/4.2

- 25/PC/122.1 Clerk to follow up outstanding traffic issues with BClr Betteridge

This will be done as part of the meeting once arranged.

- 25/PC/122.1 Clerk to ask BClr Rance to ask WBC when the 40mph traffic signs would be removed on Hollow Lane

This was on the agenda – see minute 26/PC/7.1

- 25/PC/122.2 Clerk to add to the next agenda an update on the footpath from Lailey Path to Shinfield Infant and Nursery School

This was on the agenda – see minute 26/PC/7.2

- 25/PC/122.3 Clerk to attend the site visit in Grazeley with WBC and member of the public

This had taken place. WBC were intending to make the necessary changes by March 2026. As an aside the member of the public had reported a number of new large potholes in Grazeley which had caused damage to a number of cars, WBC were responding as a matter of urgency.

Clr Hoyle was keen to ensure that the current 20mph speed limit would remain once the reduction of speed from 40mph to 30mph had been implemented.

ACTION – Clerk to seek clarification from Wokingham Borough Council (WBC) that the 20mph speed limit would remain outside Grazeley C of E Primary School.

- 25/PC/123.1 Clerk to confirm with ONH a schedule for carrying out a Neighbourhood Plan review

This was on the agenda – see minute 26/PC/8.1

- 25/PC/123.2 Clerk to apply for Assets of Community Value for the Manor Ground Pavilion and land; and High Copse Pavilion

This was on the agenda – see minute 26/PC/8.2

11.2.26

Schedule of Deposited Plans

- 4.1 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.

- 4.2 Loddon Garden Village – Planning Application 252498

ET planning were continuing to develop Shinfield Parish Council (SPC) detailed response to the planning application. Part of this involved ascertaining whether CIL would be available to SPC due to the boundaries of the site.

Due to the complexities of the application ET Planning had requested an extension to the response deadline to 20th March 2026.

The Clerk had asked AI to do an analysis of the 300 approx. comments on the application received to date. Over 90% of comments were objections and less than 5% were supportive comments. Main themes were as follows:-

- Traffic congestion and road infrastructure (200)
- Impact on schools, health care and infrastructure (150)
- Green space, wildlife and biodiversity (100)
- Flood risk and drainage (100)
- Town character and scale of development (75)
- Construction impacts and timeline (45)

Positive comments included: -

- Recognition of housing need
- The provision of schools, country parks, shops and community facilities
- Economic and employment benefits

One question from ET Planning was to identify if there were any additional infrastructure items that SPC would like to see included either as section 106 or funded by CIL contributions.

Members of the committee requested that the following be included in the response to the application: -

- Multi-sports facilities (to include cycle facilities, eg BMX track)
- Specific improvements to cycleways and footpaths, eg.
 - footpaths/cycleways from Shinfield to Loddon Garden Village should be implemented early in the development
 - Footbridge over the Eastern Relief Road to facilitate safe crossing of this busy road
- Traffic issues to include:-
 - Restrictions on traffic using Church Road and Hyde End Road
 - Improvements to the junction B3270 and Whitley Wood Lane
 - To be noted that the Shinfield Road was not suitable to take any additional traffic into Reading

ACTION – Clerk to inform ET Planning of the additional comments SPC would request to be included in the response

MB
11.2.26

4.3 Update on other live planning applications

4.3.1 Planning Application 242665 - Land west of Kingfisher Grove Three Mile Cross

It was noted that as the 49 dwellings were proposed as affordable housing this would result in SPC losing any CIL money associated with the development.

4.3.2 Planning Application 250517 - Land Off Basingstoke Road to the south and west of Spencers Wood

It was noted that WBC were still waiting for information from the developers. The developers had not officially withdrawn the application to date.

26/PC/5

Appeals

5.1 Planning inspectorate appeals relating to Shinfield Parish

There had been no new cases in December.

26/PC/6

Enforcement Notices

WBC were still experiencing issues with their system; however, we had requested and received the reports.

6.1 Closed Enforcements tables for December 2025

This month there were

- 4 cases deemed no breach
- 2 cases had applications submitted
- 2 cases - other

Members **NOTED** the Closed Enforcement Tables

6.2 Outstanding Enforcements tables for December 2025

It was noted that there were 3 live enforcement notices for Bismillah House

- Storage of vehicles – investigation ongoing
- Construction of extended area of hard standing – investigation ongoing
- Tree works application 223088 replanting not undertaken – investigation on going

Additionally

- 5 new cases
- 10 cases – investigation ongoing
- 1 case awaiting application

Members **NOTED** the outstanding Enforcement tables

NB
11.2.26

26/PC/7

Highways, Street Lighting and Footpath Matters

- 7.1 A verbal report on Highways, Street Lighting and Footpath matters

Footpath 12

It was noted that all parties involved with the upgrade of Footpath 12 were waiting for a meeting with Andy Glencross, WBC. This would be followed up in 3-4 weeks if a meeting had not been arranged.

Speed limit on Hollow Lane

SPC were waiting for WBC to implement the changes necessary. WBC had advised that previous attempts to carry out the work had been affected by adverse weather.

ACTION – Clerk to follow up with BCllr Betteridge on outstanding highways and footpath issues.

- 7.2 An update on the footpath from Lailey Path to Shinfield Infant and Nursery School

WBC had confirmed that there were a couple of items outstanding before the applications could be validated and these should be resolved soon; one of these related to the landownership as the original plan was not usable.

- 7.3 Report of accidents at the Junction of Beke Avenue and Westall Street.

It had been brought to the attention of SPC and WBC that several accidents had taken place at this junction. Members felt that vertical signage should be installed to raise awareness to road users to give way, however, WBC were unable to instigate this until the road was officially adopted. WBC would repaint the road markings, so they were more visible.

ACTION –

- Clerk to raise this issue with BCllr Betteridge at the next meeting regarding traffic issues within the Parish
- Clerk to arrange for awareness to be raised via social media
- Cllr Rance offered to ask a Ward question with WBC in her capacity as BCllr

26/PC/8

Renewal of Neighbourhood Development Plan (SPNDP)

- 8.1 A verbal update from the Neighbourhood Plan Renewal Working Party.

Oneillhomer (ONH) (Leani Haim) had been retained to conduct the initial review of the existing SPC Neighbourhood Plan but are not able to start until late January 2026. The Clerk had some additional information to provide to ONH to enable this work to be carried out. The intention was to have a discussion in person with the Working Party on Thursday 26th February with the expectation to have a virtual attendance to follow up the initial discussion at the March meeting.

ACTION – Clerk to send out invites to Working Party

NB
11.2.26

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

This had not yet been done.

ACTION – Clerk to apply for Assets of Community Value for the Manor Ground Pavilion and land; and High Copse Pavilion

26/PC/9

Monitoring Officer

- 9.1 A draft proposal for the requirements of a monitoring Officer

The Clerk sought clarification on the requirements of a monitoring officer.

Members agreed that this would need to be identified as two separate roles:-

- 1) Monitoring Officer for Loddon Garden Village jointly with those Parish/Town Councils included in ALIGN (potentially to be funded by the developers).
- 2) Monitoring Officer for SPC to monitor the next phase of developments within the Parish. This would potentially include the following developments:-
 - Land East and West of Hyde End Road (PA 252138)
 - Land to the north of Arborfield Road west of Shinfield Eastern Relief Road (PA 242484)
 - Potential development adjacent to the Ortolan Restaurant (now closed)

ACTION – Clerk to draft requirements for a monitoring officer to act on behalf of SPC

26/PC/10

Correspondence

- 10.1 The designation of the Midgham neighbourhood area

Members NOTED the notification.

- 10.2 Public Space Protection Order

Members supported the renewal of the public protection order.

ACTION – Clerk to notify the Enforcement & Safety Team, Wokingham Borough Council accordingly

25/PC/11

Date of the next meeting

- 11.1 The date of the next meeting will be Wednesday, 11th February 2026

The meeting ended at 20:34

NB
11.2.26

List of actions

25/PC/118.2 25/PC/122.3	Clerk to seek clarification from Wokingham Borough Council (WBC) that the 20mph speed limit would remain outside Grazeley C of E Primary School.	Clerk
26/PC/4	Clerk to inform ET Planning of the additional comments SPC would request to be included in the response to PA252498 – Loddon Garden Village	Clerk
26/PC/7.1	Clerk to follow up with BCllr Betteridge on outstanding highways and footpath issues.	Clerk
26/PC/7.3	Junction of Beke Avenue and Westall Street ➤ Clerk to raise this issue with BCllr Betteridge at the next meeting regarding traffic issues within the Parish ➤ Clerk to arrange for awareness to be raised via social media ➤ Cllr Rance offered to ask a Ward question with WBC in her capacity as BCllr	Clerk Clerk Cllr Rance
26/PC/8.1	Clerk to send out invitations for the next meeting of the NHDP Working Party	Clerk
26/PC/8.2	Clerk to apply for Assets of Community Value for the Manor Ground Pavilion and land; and High Copse Pavilion	Clerk
26/PC/9.1	Clerk to draft requirements for a monitoring officer to act on behalf of SPC	Clerk
26/PC/10.2	Clerk to notify the Enforcement & Safety Team, WBC that SPC supported the renewal of the Public Space Protection Order	Clerk

NB
11.2.26