

Minutes approved on:	29 September 2016
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## Minutes of a meeting of the Planning and Highways Committee held on Monday 05 September 2016 in the John Heggadon meeting room at Shinfield Parish Hall, commencing 19:30 hrs.

Present: Cllrs N Boyer, P Emmet, J Greenway (V Ch), A Grimes, P Hughes, A Masood, D Peer (Ch).

Attending: K Hughes (Deputy Clerk), Mr I Young (Resident)

### 16/PH/52 Public Questions

- 52.1 Mr Ian Young reported on the installation of a new kissing gate at the north east corner of Langley Mead, to provide an alternative walking route in, to avoid the southern, unmade section of Millworth Lane which is often very muddy. He reported that the University of Reading will now lay a 60m footpath to connect the kissing gate to the nearest existing path, and a walkway from Shinfield Tennis Club car park to the gate.
- 52.2 He reported on the forthcoming temporary closure of footpaths 12, 13 and 14, within the West of Shinfield development area. He reported that it is not yet know when the closures will come into effect but that it is anticipated that the closures will be for an extended period, and when they re-open, they will be in the form of 3m pavements / cycle ways within the development.
- 52.3 Mr Ian Young reported on a recent meeting with Mr Andy Wibling (Shinfield West Consortium Project Manager) and Mr Nigel Frankland (University of Reading Strategic Estates Manager), and reported the importance of footpaths 11 and 13, being part of the travel plans for the schools at School Green and for Oakbank School. He reported on a proposal from the University of Reading for an upgrade to footpath 16 (Deardon Way to Ryeish Green), which Barton Willmore is currently drawing up. It is expected that this work will go out to tender later in September. He reported that whilst this work is being carried out, the University will provide a permissive path as a diversion, which will remain in place following the works. He reported on a further path to be installed from the ridge down to Hyde End Road (opposite Langley Mead) as part of the works.
- 53.4 He reported on initial conversations with Mr Andy Wibling to upgrade footpath 11 (Deardon Way to School Green). It was initially indicated that the consortium would upgrade the path, but further details have not been received, despite request. Following issues with the condition of the footpath during the winter 2015/16, Mr Ian Young asked the committee to consider a request to fund the cost of purchasing 10 tons of scalplings or a similar material to improve the lower end of the footpath, which is prone to flooding, to ensure that it remains usable through the 2016/17 winter months. He reported that the material would be laid by volunteers. Following discussion, the committee recommended that a sum of up to £1,000 be earmarked for the project, and this will be taken to council for approval as an unbudgeted item.

*Mr I Young left the meeting at 19:55 hrs*

### 16/PH/53 Apologies and declarations of members' interests

- 53.1 There were no apologies for absence as all members were present.  
 53.2 There were no declarations of members' interests.

### 16/PH/54 Minutes of the previous meeting

- 54.1 It was RESOLVED that the minutes of the meeting of 15 August 2016 were a correct record of the meeting, and these were signed by Cllr D Peer, subject to one spelling correction.  
 54.2 Matters arising:

54.2.1 Basingstoke Road traffic calming measures

The Deputy Clerk reported that she has emailed the highways team at Wokingham Borough Council for further information on this proposal but has not yet received a response. The Deputy Clerk was asked to follow up on the matter.

54.2.2 Ceiling mounted projector

The Deputy Clerk reported on an initial quote received for a ceiling mounted projector and widescreen, wall mounted screen. Cllr Boyer offered to assist with reviewing the quote. The Deputy Clerk was asked to obtain further quotes for the work and to report back to the next meeting.

54.2.3 Speed indicator signage

The Deputy Clerk reported on two quotes received for mobile speed indicator devices. Members reviewed the quote and, following discussion, the committee recommended that a sum of up to £6,400 be earmarked for the purchase of two devices, and this will be taken to council for approval as an unbudgeted item.

54.2.4 Bus shelter at School Green

The Deputy Clerk reported that she had emailed the planning officers at WBC to ask about whether the wooden shelter is scheduled for replacement, but has not received a response. The Deputy Clerk was asked to follow up on this.

54.2.5 New Leopard 10 bus route

Members noted that the new route is currently not serving the Croft Road development. The Deputy Clerk was asked to liaise with Wokingham Borough Council to determine what is happening with the new service.

54.2.6 Local Plan update meeting

The Deputy Clerk reported that B/Cllr Mark Ashwell has offered to visit the council to speak about the implications of the call for sites and the Local Plan update. The meeting will be in the afternoon of either 26<sup>th</sup> or 28<sup>th</sup> September. Cllrs Greenway, P Hughes and Peer requested to attend, plus Cllr Masood, if he is available.

Following discussion, the Deputy Clerk was asked to arrange an additional meeting on Wednesday 21<sup>st</sup> September to discuss the published sites for the Local Plan update.

54.2.7 Bewley Homes presentation

The Deputy Clerk reported that the following comments had been sent, in relation to the presentation from representatives from Turley and Bewley Homes, on a proposal for development on land to the rear of Diana Close, Spencers Wood:

Following the presentation and discussion between the members and residents who attended the meeting, I can confirm that the parish council are not supportive of a proposal for development of this site, for a number of reasons including (but not limited to) those listed below:

1. The location of the site is deemed inappropriate. It is outside of the settlement limits for Spencers Wood, and is not a site identified within the borough's existing local plan, for housing development. Shinfield Parish, when identified as a development location within Wokingham Borough, was identified as being able to sustain development of up to 2,500 dwellings. We are now approaching 3,200 dwellings, and it is the opinion of the parish council that local infrastructure cannot comfortably sustain further development, and particularly that which produces additional vehicle movements onto the Basingstoke Road.
2. The impact of additional vehicle movements through Diana Close, a small residential cul-de-sac of less than a dozen dwellings, is unacceptable to local residents, and is likely to lead to issues with parking and access for emergency and amenity vehicles, particularly given that the area identified to connect the new road is currently the only turning area within the cul-de-sac.
3. The access to the site, through Diana Close, is unacceptable from a pedestrian safety perspective, due to the lack of footways within Diana Close and the poor provision of footways along Beech Hill Road, for residents to access amenities within Spencers Wood, and particularly for children to safely walk to school.
4. Policy 1 of Shinfield Parish Council's emerging Neighbourhood Development Plan states: 'development adjacent to the Development Limits will only be supported where the benefits of the development outweigh its adverse impacts'. Whilst the development will of course contribute CIL money, the purpose of this money is to mitigate the impact of the development, and is therefore not deemed to be a

benefit that outweighs the adverse impact. The presentation at the meeting failed to provide any detail surrounding provision of SANG space, or of any additional recreation space within the development.

5. We are concerned about the additional pressure that this development will put on places at Lambs Lane School.
6. The loss of yet further green open space is highly undesirable.
7. Any development that facilitates the extension of the settlement limit of Spencers Wood to the west is undesirable.

The following questions and suggestions were made during the discussion, which may prove helpful in developing your proposals:

1. Access through the new Bellway Development (Gladman site off Beech Hill Road) is deemed to be more sustainable and appropriate, for both vehicles and pedestrians.
2. One of the major concerns within the community is over traffic. Additional measures which improve traffic flows or encourage the use of sustainable transport are highly desirable.
3. Residents questioned the reasoning behind providing access to Oak Tree Cottage within the development proposal.

#### 16/PH/55 Schedule of deposited plans

**161815** **21 Anson Crescent, Shinfield, RG2 8JT**  
 Proposal Householder application for the proposed erection of a part two storey, part single storey side extension  
 Planning Officer Jane Burton Comments by 21 September 2016  
 Our comment Shinfield Parish Council objects to the wording of this application. It is worded as an extension to the existing dwelling, but the plans show that the project represents a separate infill dwelling which will deplete the existing amenity space, adversely impact the street scene and add additional pressure on parking for the area, as there is no option for additional off-street parking provision. As a separate dwelling, Shinfield Parish Council queries whether this proposal meets the minimum internal space standards for a one bedroom property. For these reasons, the parish strongly objects to this application.

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**162164** **Land to the rear of 236 and 238 Hyde End Road, Spencers Wood, RG7 1DH**  
 Proposal Full planning application for proposed erection of one 4 bed two storey dwelling.  
 Planning Officer Katie Herrington Comments by 15 September 2016  
 Our comment Shinfield Parish Council considers this to be an acceptable development

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**162306** **Shinfield Service Station, Arborfield Road, Shinfield, RG2 9DY**  
 Proposal Full planning application for the proposed retention of an ATM machine in a new purpose built steel secure room with steel floor plate.  
 Planning Officer Daniel Ray Comments by 15 September 2016  
 Our comment Shinfield Parish Council welcomes the retention of this facility for parish residents.

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**162307** **Shinfield Service Station, Arborfield Road, Shinfield, RG2 9DY**  
 Proposal Application for advertisement consent for 1 integral illuminated and screen to the ATM Fascia, internally illuminated free cash withdrawals sign and blue LED halo illumination to ATM surround.  
 Planning Officer Daniel Ray Comments by 15 September 2016  
 Our comment No comment

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**162329** **Land to the rear of Diana Close, Spencers Wood**  
 Proposal Screening Opinion application for an Environmental Impact Assessment for a residential development of 26no dwellings to include a mixture of 2, 3 and 4 bedroom homes.  
 Planning Officer Laura Callan Comments by unknown  
 Our comment Shinfield Parish Council considers this application site to be outside the development zone and outside the planned scale of development in Spencers Wood, and therefore feel it cannot be considered to be within the scope of the environmental assessment for the original SDL housing proposed for Spencers Wood. For this reason, Shinfield Parish Council considers that this proposal is unacceptable for consideration without a new EIA.

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**162332** **Rose Cottage, Croft Road, RG2 9EX**  
 Proposal Full planning application for the proposed erection of two 4 bedroom detached dwellings, modifications to existing site access and new site access to Rose Cottage.

Planning Officer Katie Herrington Comments by 20 September 2016  
 Our comment Shinfield Parish Council notes that the internal garage dimensions are minimal, and additional storage for cycles should be provided. The Parish Council feels there is insufficient parking as there is no provision of visitor parking and this section of Croft Road is totally unsuitable for on-street parking.

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**162337** **Shinfield Court, Church Lane, Three Mile Cross, Wokingham, RG7 1HB**  
 Proposal Application to vary condition 2 of planning consent F/2014/0970 and F/2014/0971 for the proposed change of use and refurbishment of existing farm buildings to form a Montessori Nursery School and studio commercial units. Condition 2 relates to Approved Details to allow for the demolition and erection of a new build building.

Planning Officer Graham Vaughan Comments by 19 September 2016  
 Our comment Shinfield Parish Council welcomes this improvement to the original application.

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**162086** **Yew Tree Farm, Beech Hill Road, Spencers Wood, RG7 1HR**  
 Proposal Application for a certificate of existing lawful development for the use of D1 for the land and building erection in 2002.

Planning Officer Daniel Hay Comments by 31 August 2016  
 Our comment No comment

**55.2 List of plans approved:**

**153245** **Land East of Basingstoke Road, Spencers Wood**  
 Proposal Advertisement application for the proposed erection of two non-illuminated advertisement boards

Our comment No comment

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**160262** **Mays Hill Lodge, Beech Hill Road, Spencers Wood, RG7 1HX**  
 Proposal Application under Regulation 73-75 of the Conservation of Habitats & Species Regulations 2010 (as amended in 2012) for the change of use of existing agricultural building to 2no dwelling (Use Class C3) in accordance with condition 1 of Prior Approval MB/2014/2194

Our comment No comment

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**161370** **290 Hyde End Road, Spencers Wood, RG7 1DN**  
 Proposal Householder application for the proposed erection of part single, part two storey rear extension to dwelling following demolition of existing conservatory, front porch extension and conversion of existing garage to habitable accommodation.

Our comment No comment

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**161593** **68 Oatlands Road, Shinfield, RG2 9DN**  
 Proposal Householder application for the proposed first floor side extension to existing dwelling

Our comment No comment

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**161597** **20 Fawn Drive, Three Mile Cross, Wokingham, RG7 1WL**  
 Proposal Full application for the proposed erection of a conservatory to the rear of the property

Our Comment No comment

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**161761** **4 The Warren, Three Mile Cross, RG7 1NZ**  
 Proposal Householder application for the proposed conversion of existing garage into habitable accommodation

Our comment No comment

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**161767** **Mays Hill Lodge, Beech Hill Road, Spencers Wood, RG7 1X**  
 Proposal Householder application for the proposed erection of a single storey side extension

Our comment No comment

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**161851** **2 Hollow Lane, Shinfield, Wokingham, RG2 9DX**  
 Proposal Prior approval submission for the conversion of existing offices (use class B1) (a) to 5no flats (use class C3)

Our comment No comment

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**161901** **Squirrels Leap, 2 Mimosa Drive, Shinfield**  
 Proposal Householder application for the proposed conversion of existing garage into habitable accommodation

Our comment No comment

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**161979** **Cisco, 400 South Oak Way, Green Park, Shinfield, RG2 6AD**

Proposal Advertising application for the proposed erection of 3no internally illuminated fascia signs

Our Comment No comment

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**162000 8 Hunters Way, Spencers Wood, RG7 1HW**

Proposal Householder application for the proposed part conversion of existing garage to habitable accommodation

Our Comment No comment

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**162003 BP Garage, Basingstoke Road, Spencers Wood, RG7 1BA**

Proposal Full application for the proposed enlargement of existing ingress crossover to existing petrol filling station.

Our Comment Shinfield Parish Council request that additional pedestrian safety measures be put in place, given that this is a walking route to the northbound bus stop, just past the garage, and which is within the red line of the original planning application.

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**55.3 List of plans refused:**

**161708 Rose Cottage, Basingstoke Road, Three Mile Cross, RG7 1AT**

Proposal Full application for the change of use of ground floor of existing dwelling from use class C3 (dwelling) to use class A5 (hot food takeaway) plus installation of shop front to front elevation and flue for ventilation extraction and changes to fenestration, Retention of first floor of existing dwelling as use class C3.

Our comment Shinfield Parish Council objects to this application. This application fails to meet the standards for security by design, with the shop frontage facing into an internal courtyard which is not well used.

The parish council considers this location is inappropriate for this type of development. The stretch of properties that this property sits within, is designated as an area of special character, and this property does not appear to be identified on the policies map as an area for commercial or employment, or for shop frontages. The application fails to sufficiently mitigate concerns about littering, noise and cooking smells. This application fails to demonstrate how it will manage highways safety issues and traffic congestion, with increasing amounts of conflicting movements of vehicles from the car park to the Basingstoke Road. This application fails to detail information on opening hours, operating days and delivery vehicles. There are no proper proposals for offloading deliveries. This application fails to provide information on lighting and signage.

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**55.3 List of plans withdrawn:**

**161433 The Oaks, Croft Road, Spencers Wood, RG701DR**

Proposal Full Planning application for the demolition of existing bungalow and the erection of a replacement dwelling.

Our comment No comment

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**16/PH/56 Enforcement**

The Deputy Clerk reported on two new enforcement cases and three enforcement case closure notices

**16/PH/57 Neighbourhood Development Plan progress report**

The Deputy Clerk reported on a meeting she had attended with the electoral services team at Wokingham Borough Council, to review the works required to deliver the referendum, which will be held on 8<sup>th</sup> December, subject to the approval of the WBC executive on 29<sup>th</sup> September to recommend the plan for referendum.

**16/PH/58 Highways, Street lighting and footpath matters**

- 58.1 The Deputy Clerk reported receipt of the formal stopping up notice for Whitley Wood Lane outside the Shinfield Players Theatre.
- 58.2 The Deputy Clerk reported on the number of complaints and comments from residents in relation to the extent of roadworks ongoing within the parish at present.
- 58.3 The Deputy Clerk reported that Southern Gas Networks (SGN) have carried out some works at School Green and will need to return to complete the gas pipe replacement project in the October half term.
- 58.4 The Deputy Clerk reported on correspondence from a resident in Sevenoaks Drive, Spencers Wood, in relation to parking from The Brambles development site. Cllr P Hughes reported that he had responded to the resident and suggested some actions that the resident will follow up with.

- 58.5 The Deputy Clerk reported receipt of correspondence relating to access to footpath 30, to tend graves at the cemetery adjoining Holy Trinity Church in Grazeley, which has been converted to a private residence.

16/PH/59 **Correspondence**

- 59.1 Members discussed correspondence received from residents of Church Lane, Three Mile Cross, in relation to the application for Pulleyns Transport site. Following discussion, it was noted that the committee had received a presentation from the developers in February, prior to the submission of the application, in relation to the proposals, and had given verbal feedback. When the application was submitted, the committee had no further comments to make.  
Members noted that complaints from residents were predominantly in relation to large vehicles travelling through Three Mile Cross. Members noted that the issue of large vehicles accessing sites through Three Mile Cross has been ongoing for many years, and that there are issues with the Traffic Regulation Order (TRO) which should prevent vehicles travelling along Church Lane, Three Mile Cross, which Wokingham Borough Council need to update.  
The Deputy Clerk noted that she has contacted Mike Horton at Wokingham Borough Council to find out whether there has been any progress made with updating the TRO and bringing the HGV CCTV camera back into use.  
It was noted that the planning application has not yet been determined, and that the Planning Officer, Graham Vaughan, is willing to accept further comments on the application from local residents.
- 59.2 The Deputy Clerk reported on a Tree Preservation Order (TPO) for trees on land to the west of 33 Clares Green Road, at the southern end of Askew Drive.
- 59.3 The Deputy Clerk reported receipt of a householder prior notification for a single storey rear extension to 43 Woodside Way.
- 59.4 Members noted receipt of a Notice of licensing application for Sedgwick Meads Ltd, Hartley Court Farm, Hartley Court Road, Three Mile Cross, RG7 1NH.
- 59.5 Members noted receipt of a change of proposal description for application 161912 – 104 Deardon Way, Shinfield, RG2 9HF to read ‘Householder application for the conversion of roof, and installation of roof lights to front and rear roof slope and installation of gable end window’

16/PH/60 **Date of next meeting**

The Deputy Clerk noted the date for the next meeting as **Thursday 29 September 2016**

*The meeting ended at 21.55 hrs.*

**Action points:**

Ref:	Action:	By whom:
54.2.1	Follow up on Basingstoke Road traffic calming measures	Deputy Clerk
54.2.2	Obtain further quotes for ceiling mounted projectors	Deputy Clerk
54.2.4	Follow up with Wokingham Borough Council regarding the wooden bus shelter at Hollow Lane / School Green	Deputy Clerk
54.2.5	Liaise with Wokingham Borough Council to obtain further information on the Leopard 10 bus service	Deputy Clerk
54.2.6	Provisionally arrange an additional meeting for Wednesday 21 <sup>st</sup> September 2016 for members to review sites within the parish put forward for the Local Plan update	Clerk / Deputy Clerk

**Planning stats:**

Number of plans reviewed (Civic year to date)	62
Number of supported plans approved	37
Number of opposed plans approved	6