

# WALTHAM ST LAWRENCE PARISH COUNCIL

The Old School, Shurlock Row,  
RG10 0PR  
Clerk to the Council: Mrs MJ Streater  
Telephone: 07956 217783  
Email: parishclerk@wslpc.uk



## Minutes of a meeting of Waltham St Lawrence Parish Council held on Tuesday, 4th November 2025 in the Neville Hall, Waltham St Lawrence.

Present: Mike Kay (Chairman), Mark Hipgrave, Sarah Goodchild, Isabelle Crawley-Boevey, David Yarnton, MJ Streater (Clerk).

Also present: Borough Cllr Hunt and 4 members of the public.

	<p><b>Public Question Time:</b></p> <p>A member of the public requested clarification on the Bellman Hanger application regarding lighting. This was deferred until discussion of the application during the Planning section of the meeting.</p> <p>A member of the public requested an update (if possible) regarding Oak Tree Farm development.</p> <p>The Chairman summarised the rather complicated history and confirmed that every possible opportunity to gain engagement from the Enforcement team had been applied, but that the latest application for 4 houses can only be commented on considering its own merit, despite the associated matter reported to Enforcement regarding some 78,000 cubic metres of spoil having been imported into the site. He confirmed that Bracknell Forest Council were equally involved (as were Binfield Parish Council).</p> <p>A member of the public requested that the contractors who clear the Triangle at Neville Close be requested not to blow leaves into the road, as it blocks the drains and causes a danger to drivers. The Clerk was requested to 'Report' the blocked drain to RBWM. The Chairman will request Cllr Patel to discuss with Braywick Heath.</p>	Clerk Chairman/Cllr Patel
FC/97/11/2025	<b>Apologies:</b> Noted from Cllr Williams, Cllr Patel and Borough Cllr Blundell	
FV/98/11/2025	<b>Minutes:</b> The minutes of the meeting held on 7 <sup>th</sup> October 2025 were approved by the Council and signed by the Chairman.	
FC/99/11/2025	<b>Declarations of Interests:</b> Cllr Yarnton declared an interest in 25/02758/TCA South Lodge	
FC/100/1/2025	<p><b>Significant Matters Arising from the Previous Minutes:</b></p> <p>The Chairman referred to a Scheme of Delegation whereby the Parish Council could delegate authority to the Chairman and the Clerk, who would be authorised to approve items (most notably late received planning applications) which had not been published as part of the documents of a meeting agenda. This is to ensure that urgent matters between meetings and comments on planning applications received after the publishing of the agenda were clearly dealt with in accordance with legislation. This scheme of Delegation is to be incorporated into the revised Standing Orders to be signed off in May 2026.</p> <p>All Councillors approved the attached resolution.</p>	Clerk
FC/101/11/2025	<p><b>Planning Applications:</b></p> <p><b>Reference</b> 25/02482/FULL</p> <p><b>Address</b> Oak Tree Farm and Barn, Twyford Road, Binfield, Bracknell</p>	

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	<p>Proposal 4no. residential detached dwellings, cycle and refuse storage, hardstanding and landscaping following demolition of existing elements.</p> <p><b>Parish Council Comments:</b> The Parish Council have concerns that all the agricultural buildings are being removed to justify the volume of the new builds in the green belt, and request that, if the planning officer is minded to approve the application, that a condition be added that requires that any future application for agricultural buildings should be refused to avoid a "double dip" resulting in unacceptable development in the green belt.</p> <p><b>Reference 25/02519/LBC</b></p> <p>Address White Briar Cottage The Straight Mile Shurlock Row Reading RG10 0QP</p> <p>Proposal Consent for a detached outdoor sauna.</p> <p><b>Parish Council Comments:</b> Noted</p> <p><b>Reference 25/02591/FULL</b></p> <p>Address Orchard End Sill Bridge Lane Waltham St Lawrence Reading RG10 ONT</p> <p>Proposal Replacement dwelling and 1no. detached garage, following demolition of existing dwelling and outbuildings.</p> <p><b>Parish Council Comments:</b> The Parish Council has No Objection, but would request that any future permitted development rights be removed as they have been included in the previously approved application.</p> <p><b>Reference 25/02587/CLASSQ</b></p> <p>Address Land At Twyford Road, Waltham St Lawrence, Reading</p> <p>Proposal Prior approval for the change of use of part of the agricultural building to 1no. residential dwelling.</p> <p><b>Parish Council Comments:</b> The Parish Council objects to the planning application. We believe it is an inappropriate development that will cause great harm to the Green Belt, and no very special circumstances exist.</p> <p>The site is in Flood Zone 3 and is at high risk of flooding and should not be permitted. We note that the history for the site is not showing despite there being two previous applications for outline planning for accommodation on the site, ref 22/02231 and 23/03003. Both were refused by the planning officers.</p> <p><b>Reference 25/02738/FULL</b></p> <p>Address Sill Bridge Sill Bridge Lane Waltham St Lawrence Reading RG10 ONT</p> <p>Proposal 2 no. front and 1 no. rear rooflight to facilitate a loft conversion</p> <p><b>Parish Council Comments:</b> The Parish Council has No Objection.</p> <p><b>Reference 25/02751/CONDIT</b></p> <p>Address Bellman Hanger Shurlock Row Reading RG10 OPL</p> <p>Proposal Details required by Condition 4 (External Lighting Scheme) of planning permission 22/00270/FULL (allowed on appeal) for the erection of 12no. dwellings with associated parking and landscaping, and the retention of the existing access road following the demolition of the existing buildings, warehouse, external storage areas and hardstanding.</p> <p><b>Parish Council Comments:</b> The Parish Council would like to request that the street lighting hours are restricted, and that any flood lighting to be installed by residents should be limited to the same conditions, respecting the dark sky environment and wildlife (bat) population. It should be noted that there is no street lighting elsewhere in the area</p> <p><b>Reference 25/30004/SMI</b></p> <p>Address Oak Tree Farm and Barn, At Oak Tree Farm, Twyford Road, Binfield, Bracknell</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
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	<p>Proposal: Redevelopment of part of the site to provide four dwellings with associated access, parking and landscaping, following demolition of the existing dwelling and buildings. (Cross-Boundary Application).</p> <p><b>Parish Council Comments:</b> As per comments Reference 25/02482/FULL</p> <p><b>Parish Council Comments:</b> The Parish Council have concerns that all the agricultural buildings are being removed to justify the volume of the new builds in the green belt, and request that, if the planning officer is minded to approve the application, that a condition be added that requires that any future application for agricultural buildings should be refused to avoid a "double dip" resulting in unacceptable development in the green belt.</p> <p><b>Reference</b> 25/02735</p> <p>Address Bentley's Shurlock Row, Reading RG10 0PL</p> <p>Proposal Part single, part two-storey side/rear extension and 1 no detached garage following demolition of existing elements.</p> <p><b>Parish Council Comments:</b> The Parish Council has no objection, provided that it is not considered to be overdevelopment.</p>	<p>Clerk</p> <p>Clerk</p>
FC/102/11/2025	<p><b>Trees in a Conservation Area:</b></p> <p>Cllr Yarnton left the discussion.</p> <p><b>Reference</b> 25/02758/TCA</p> <p>Address North Lodge, Binfield Road, Shurlock Row, Reading RG10 0QJ</p> <p>Proposal(T1) - Chestnut - Fell. (T5) - Lime - Fell.</p> <p><b>Parish Council Comments:</b> The Parish Council noted that where trees are to be removed, they are to be replaced (ideally with native species) and have No Objection, subject to the approval of the Arboricultural Officer.</p> <p>Cllr Yarnton rejoined the discussion.</p> <p><b>Reference</b> 25/02813/TPO</p> <p>Address Land Adjacent Blackthorn Farm and Woods Grove West End Road Waltham St Lawrence</p> <p>Proposal T1 Oak - fell, T2 Hawthorn - fell, T3 Oak - remove major deadwood and crown lifting to 5.5m above ground level, G1 7no. Elms and Ash - fell, G2 Mixed species - remove dead trees, crown lifting to 5.5m above ground level and prune back to boundary fence, remove major deadwood, T4 Ash, T5 Ash, T6 Ash - fell (036/2016/TPO).</p> <p><b>Parish Council Comments:</b> The Parish Council has No Objection, subject to the approval of the Arboricultural Officer.</p> <p><b>Reference</b> 25/02753/TCA</p> <p>Address Land At Church Farmhouse, Halls Lane, Waltham St Lawrence,</p> <p>Proposal(T1) Scots Pine - fell; (H1) Leyland Cypress x 4 - fell and (T2) Scots Pine - fell.</p> <p><b>Parish Council Comments:</b> The Parish Council has No Objection to the felling of the Leylandii; however, it requests that the Scots Pine is to be saved if possible, given its positive impact on the street scene in the conservation area, if not possible, to be replaced by a native species, and all with the approval of the Arboricultural Officer.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
FC/103/11/2025	<p><b>Plans that have arrived in the last couple of days:</b></p> <p><b>Reference</b> 25/02824/CONDIT</p> <p>Address Land To The South of Valentines The Straight Mile Shurlock Row</p>	

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	<p>Proposal Details required by Condition 6 (External Lighting); Condition 11 (Gates); Condition 12 (Bonded Surface Access); Condition 14 (Visibility Splays) and Condition 16 (Substation Colour) of planning permission 22/02820/FULL for the installation of a solar energy park comprising ground mounted photovoltaic solar panels, power stations, a substation, ancillary buildings and associated plant and equipment, a new access from The Straight Mile (B3018), the installation of hardstanding, fencing, CCTV apparatus, landscaping and biodiversity enhancement for a period of 35 years.</p> <p><b>Parish Council Comments:</b> Requires further investigation before comment. Noted that there had been no neighbour notification</p>	
FC/104/11/2025	<p><b>Other Planning Matters:</b></p> <ul style="list-style-type: none"> <li>Andrews Yard Wall removal: Cllr Goodchild requested time to discuss with the new resident who is about to move in,</li> <li>Update on CIL request for 2 houses in Milley Road: Cllr Hunt advised that this has passed to 3 different people and is still being investigated.</li> </ul>	<p>Cllr Goodchild</p> <p>Cllr Hunt</p>
FC/105/11/2025	<p><b>Enforcement Notices and Appeals:</b> <b>25/50068/ENF</b></p> <p>Address: Street Record School Road, Waltham St Lawrence RG10 ONU</p> <p>There appears to be some confusion regarding the status of the Article 4 ruling. At the October Parish Council Meeting we were referred to an email from Cllr Bermange dated 5.10.25 @6.25pm</p> <p>Dear Maureen and George,</p> <p>I just wanted to make sure that you are aware that the decision, agreeing to make the Article 4 Direction, has now been published.</p> <p>The details, including an attached report, can be viewed here: <a href="https://rbwm.moderngov.co.uk/ieDecisionDetails.aspx?ID=456">https://rbwm.moderngov.co.uk/ieDecisionDetails.aspx?ID=456</a></p> <p>In this link it was clearly stated Publication date: 24/09/2025 Date of decision: 10/09/2025</p> <p>It was suggested that the 21-day consultation would expire circa 16<sup>th</sup> October.</p> <p>The Clerk contacted the case Officer (who has now left RBWN so the communication was rerouted back into generic <a href="mailto:planning.enforcement@rbwm.gov.uk">planning.enforcement@rbwm.gov.uk</a></p> <p>It has now been suggested by the Enforcement team that the comment at point 5 is to be referred to the Secretary of State.</p> <p>Cllr Hunt agreed to discuss with Aron Hitchen, Team Leader, Enforcement.</p> <p>Address: 4 Church Farm Cottages, Halls Lane, Waltham St Lawrence, RG10 0JG Ongoing</p>	<p>Cllr Hunt</p>
FC/106/11/2025	<p><b>Finance:</b></p>	<p>Clerk</p>

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	<p>Online payments were approved by the Council and signed by the Chairman: £1,267.71 (Clerk Salary, HMRC, ANB supply and install new bin, ANB bin collection). Outstanding request to reduce the number of pickups in Darvills Lane remains to be agreed. Cllr Goodchild to speak to ANB again.</p> <p>The Council were reminded to consider budget proposals to bring forward to the December meeting.</p>	<p><i>Cllr Goodchild</i></p> <p><i>All</i></p>
FC/107/11/2025	<p><b>Reports from Representatives:</b></p> <p><b>Report from the Clerk:</b></p> <ul style="list-style-type: none"> <li>Tractor run will take place on 17<sup>th</sup> December.</li> <li>Sent correspondence drafted by Cllr Williams to Emilie Ellis re Oak Tree Farm.</li> <li>Email to the case officer for School Road was returned saying contact Planning Enforcement. See above under Enforcement.</li> <li>With Cllr Hunt, organised a Road Safety meeting. (see Highways).</li> <li>Assertion 10 Requirement for IT Policy, Website compliance, and compliant email address was briefly looked at, but requires training, BALC looking at date for early 2026. Clerk to attend, plus either Cllr Goodchild or ANO (Training notes received were handed to the Chairman).</li> </ul> <p><b>Reports from RBWM:</b> No further update</p> <p><b>Communications:</b></p> <ul style="list-style-type: none"> <li>Cllr Goodchild is working with the Chairman now that all the Clerk's files have been allocated to the requested areas on Sharepoint. Next stage will be a 1 hr training session with Simon Shaw to ensure all have access to relevant files.</li> <li>Cllr Goodchild to consider running a piece in the Lychgate regarding dog control in certain parts of the village (may require publication on social media as well).</li> </ul> <p><b>Bridleways and Footpaths:</b></p> <ul style="list-style-type: none"> <li>All requests are generally being attended to for clearing. FP 23 has been cleared by David Lee, the neighbouring land owner, as has the ditch. Where the path joins Pool Lane is still blocked and may require input from RBWM. ANB will look at the requirement and suggest what needs to be done and will advise the Chairman of the likely costs. This can then be used to encourage RBWM to take responsibility as the neighbouring land owner.</li> <li>A letter will be written to ask for the hedge adjacent to Brook Lane to be trimmed back from the road.</li> </ul> <p><b>Highways:</b></p> <ul style="list-style-type: none"> <li>Extremely productive meeting with Derek Ingram (Road Safety Officer) at the site on Twyford Road of the serious accident last month. They will remove the wooden barriers and will consult on what may be put in their place. In addition, chevrons will be put on the corner, and 'SLOW' painted on the road.</li> <li>The sign opposite the Cricket Field will be replaced. In addition, Derek Ingram agrees that the sign close to Pond Cottage does need to be moved further back towards the Oaks.</li> <li>Beenhams Heath sign will be replaced</li> </ul> <p><b>Speedwatch:</b></p> <ul style="list-style-type: none"> <li>Detailed report has been circulated, needs to be updated on a regular basis.</li> </ul>	<p><i>Clerk</i></p> <p><i>Cllr Goodchild</i></p> <p><i>Chairman Cllr Crawley-Boevey</i></p> <p><i>RBWM</i></p>

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	<ul style="list-style-type: none"> <li>• Good reaction from residents and renewed keenness to be involved.</li> </ul> <p><b>Burial Ground:</b></p> <ul style="list-style-type: none"> <li>• Internal meeting still outstanding</li> </ul> <p><b>Ditches:</b></p> <ul style="list-style-type: none"> <li>• Still awaiting feedback from RBWM on the culverts that need addressing.</li> <li>• WSL Ditches running West are now clear. Ditches running East are still blocked by silt in the balancing pond at the War Memorial junction. Growth needs cutting back before the beginning of March, but it will require traffic control. Digging out of the pond would be best done in late September. A quote has been requested from ANB such that a decision can be made in December.</li> <li>• A quote has been received to clear the culvert at Shurlock Row Pond. Simon Muir has been asked if he could just take a small amount more off the edge of the pond. Cllr Goodchild asked to investigate whether there is room to improve the quote.</li> <li>• Letters drafted by Cllr Yarnton re seeking sponsorship/funding etc. to be sent out.</li> </ul> <p><b>Allotments:</b></p> <ul style="list-style-type: none"> <li>• The hedge has been recently cut by Braywick. Still requires tidying up which the Chairman will look to do.</li> <li>• Chairman and Cllr Crawley-Boevey to meet to discuss revisions to Terms and Conditions. In addition, control of dogs (fencing, signs, etc) to be considered.</li> </ul> <p><b>Maintenance:</b></p> <ul style="list-style-type: none"> <li>• Although Braywick Heath is closing, it is expected that the contract will transfer for the same cost-plus inflation to the existing team under a new name.</li> <li>• No solution has been found thus far for Christmas lights at the pond at Shurlock Row. Cllr Goodchild is still looking for a creative solution.</li> </ul>	<p>Cllr Yarnton</p>  <p>Clerk</p>  <p>Chairman</p>  <p>Cllr Goodchild Clerk</p>  <p>Chairman Chairman/Cllr Crawley-Boevey</p>  <p>Cllr Patel</p>  <p>Cllr Goodchild</p>
FC/108/11/2025	<p><b>Reports from Representatives who attended meetings representing the Parish Council.</b></p> <p>Clerk attended Clerks Forum 15.10.25. 3 key outtakes:</p> <ul style="list-style-type: none"> <li>• Current disappointment with general RBWM support (or lack of it)</li> <li>• Planning to refuse late extensions for comments</li> <li>• Importance of new audit assertion 10, still attempting to get training booking. Now likely to be early new year</li> </ul>	
FC/109/11/2025	<p><b>Correspondence:</b></p> <p>Notified neighbours of Planning Application 25/02150/FULL Stables Cottage Details given to Twyford Surgery of the resident noticeboards</p>	
	AOB: None	
FC/110/11/2025	<p>Date of next site visit: Meeting 9 am Saturday 6<sup>th</sup> December 2025</p> <p>Date of next Meeting: Tuesday, 7 pm Tuesday 9<sup>th</sup> December 2025</p> <p>The meeting closed at: 9.18 pm</p>	

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Waltham St Lawrence Parish Council

## ***Scheme of Delegation: Urgent Matters Between Meetings Approved 4<sup>th</sup> November 2025***

### ***1. Purpose***

*This Scheme of Delegation enables Waltham St Lawrence Parish Council to respond lawfully and promptly to urgent matters, planning applications, consultations, or other business that arise after the publication of a meeting agenda but before the next scheduled meeting, ensuring that the Council's interests are properly represented and statutory deadlines are met.*

### ***2. Legislative Basis***

*This delegation is made under Section 101(1) of the Local Government Act 1972, which permits a local council to arrange for the discharge of any of its functions by: - a committee, - a sub-committee, - an officer of the Council, or - any other local authority.*

### ***3. Delegation of Authority***

*The Council delegates authority to the Clerk, in consultation with the Chair of the Council, to:*

*- Consider and respond to planning applications and related consultations received after the agenda for a meeting has been published and where the consultation deadline falls before the next scheduled meeting. - Take action on urgent matters, including but not limited to contracts, expenditure within the approved budget, consultations, and other operational or administrative decisions where delay would be detrimental to the Council or its responsibilities. - Have regard to: • the Council's agreed policies and plans; • any previously expressed views of the Council; and • any informal, non-binding views expressed by members under relevant agenda items at Council meetings. - Circulate decisions or draft responses to councillors for comment where time permits before final action.*

### ***4. Reporting and Transparency***

*- All decisions made under this delegated authority shall be reported to the next available Council meeting and recorded in the minutes. - The Clerk will maintain a log of delegated decisions showing the matter, date, action taken, and summary of Council input where applicable.*

*- The Council's minutes should note when delegated authority has been exercised following member discussion of urgent matters or late items.*

### ***5. Limitations***

*- The Clerk may refer any matter to a Council meeting if it is of significant local interest, involves expenditure beyond the approved budget, or is sensitive in nature. - The Clerk and Chair shall not exercise this delegation where either has*

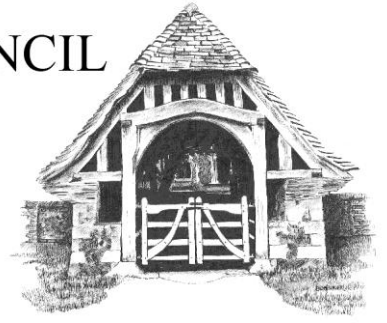
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*declared a disclosable pecuniary or other interest in the matter. - This delegation does not remove the Council's ultimate responsibility and decisions made under this scheme must be reported and ratified at the next meeting.*

## 6. Review

*This Scheme of Delegation shall be reviewed annually at the Annual Meeting of the Council and may be amended or withdrawn by resolution of the Council at any time.*

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