

Minutes approved on:	
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Draft

Minutes of a meeting of the Planning and Highways Committee held on Thursday 7 October 2021 at Spencers Wood Pavilion, commencing 19:30 hrs.

Present: Cllrs. N Boyer, E Brown, A Grimes, P Jahromi, L James, D Peer (Chair)

Attending: Mike Balbini (Clerk), Kouy Young (Deputy Clerk), Jo Skidmore (Committee Secretary, by zoom), Parish Resident, B/Cllrs Frewin (by zoom), Rance and Patman (Item 96 only)

Ref	Minute
21/PC/96	Public Questions
	96.1 A parish resident presented a representation from residents regarding the volume of traffic using Hyde End Lane and the increasing speed of which cars were travelling down it (copy of presentation appended to these minutes). It was noted that a petition signed by residents had been submitted to Wokingham Borough Council in 2020 requesting a reduction in the speed limit, the reasons being as follows: • Safety of pupils at Oakbank School • Increase of traffic resulting from new housing developments • Increase in school traffic and another school planned which would increase traffic further. • Increase in traffic using local sports facilities with more facilities planned • Drivers suspected of speeding at up to 70mph. In addition, it had been suggested that access to the proposed Ryeish football pitches be made possible from parking space at the large sports complex to reduce congestion. The resident expressed their frustration on behalf of other residents that despite correspondence suggesting that WBC were investigating the issues raised, no action had been taken to date. Cllr. Peer gave assurance that SPC was aware of the issues not just on Hyde End Lane but more widely in the parish. It was noted that SPC had gathered a lot of data in support of speeding measures being introduced but that to date attempts to address the issues with WBC and TVP had been unsuccessful. It was acknowledged that communication between all parties needed to improve and that a cohesive approach was required.

	It was AGREED that B/Cllr Frewin would raise the issue at the next WBC Full Council meeting stating that infrastructure issues in the parish needed to be resolved. The Clerk was to chase A Glencross and M Heath for a meeting with the residents where Cllr Peer, BCllr Rance and Frewin would attend along with the Clerk. B Cllr Frewin stated that a petition required more than 1000 signatures. He suggested that only by a joint approach can we win and remove the “we are waiting for another party to act”. If all parties are involved then the “waiting for” story fails. General action following this specific case: SPC to generate a proposal document to be sent to WBC, PCC and Chief Exec WBC, with the SPC aims on zonal speed, Village Gates and 30mph limit in the parish. Cllrs Brown and Grimes are completing a transportation policy which could be the basis of the document.
21/PC/97	Apologies and declarations of members’ interests
	97.1 Apologies were received from Cllr Emmment. 97.2 There were no declarations of interest.
21/PC/98	Minutes of the previous meeting
	The minutes of the previous meeting of 2 September 2021 were AGREED as a correct record of the meeting and signed by Cllr Peer. Proposed: Cllr. Grimes Seconded: Cllr. Brown Unanimously agreed
21/PC/99	99.1 Actions
	27.1.5 <u>Cllr. Lias to speak with John Russell, Motion to ascertain costs for preparing a report to support SPC’s position on speeding in Grazeley.</u> Cllr. Lias confirmed there was no update at this time. It was AGREED that Cllr. Lias would produce a document for approval by Council stating SPC’s policy on speeding, issues faced and planned action. Once approved consideration would be given to requesting that Motion help to formalise the report into a consultant lead report.
	<u>88.2 Cllr. Lias to contact Motion to instruct to collate evidence of speeding on Hollow Lane to enable a formal request to change the speed limit to be submitted to WBC once pandemic restrictions are eased.</u> This item was noted as ongoing.
	<u>61.3.1 Cllr Boyer to contact Cratus to see if they may be able to help in securing funding towards the cost of map boards in the parish</u> It was AGREED that following advice from Cratus this action would be closed.
	<u>75.3.3 Deputy Clerk to ascertain whether WBC had a safer routes programme or safer street speed policy in place and to write to the resident noting that there was limited action that could be taken by SPC and encouraging the resident to contact WBC with their concerns. Deputy Clerk noted that this item was ongoing.</u>

	The Deputy Clerk confirmed that despite best efforts to date she had not been able to obtain the required policy. It was AGREED that this action should be combined with other actions taken on speeding measures and therefore closed.
	<u>77.9 Deputy Clerk to arrange cybercrime training for councillors and staff.</u> The Deputy Clerk noted that this was ongoing.
	<u>92.1 Report of costings and locations of proposed village gates to be produced.</u> Cllr. Lias confirmed that he was awaiting a response from WBC.
	<u>92.2 Clerk to ask WBC to replace bulb in light post 4 Wheatfields Road with LED bulbs.</u> The Clerk confirmed that he was awaiting a response from WBC.
	<u>92.3.1 Cllr Brown to contact WBC to ascertain cost of fixing steps on footpath 19</u> This item was noted as complete.
	<u>9.3.1 Ridge Sang: Cllr. Brown to speak to Nigel Frankland UoR about unlocking gates</u> It was confirmed that a solution had been identified to stop cattle escaping and that the issue would be resolved shortly.
	<u>92.3.4.2 Clerk to speak with WBC to request that access issue at Ryeish pavilion is addressed with Taylor Wimpey.</u> The Clerk confirmed that a fence had now been installed.
	<u>94.1 Cllr. Grimes to write to Marcia Head, WBC to note that the One Stop shop issue had been resolved locally and asking WBC to address training issues relating to the advice given by WBC enforcement team</u> This item was noted as ongoing.
21/PC/99	99.1 Schedule of Deposited Plans
211530	Site Address: Land at Shinfield West North off Beke Avenue Shinfield Reading
	Description: Reserved Matters application pursuant to Outline planning permission VAR/2014/0624) (a variation of O/2010/1432) for the erection of 25 dwellings, 134.5 sqm of Use Classes A1-A5 floorspace including access roads, parking spaces, open space and landscape treatment. (Access, Appearance, Landscaping, Layout and Scale to be considered)
	Comments: SPC objects to the removal of the bus gate at the western end of the application site because it alters the traffic flows on Beke Avenue and increases traffic flows at the crossing between School Green and the large retail unit and footpath (FP11) to northern residential areas. The crossing provides a sustainable travel link between Shinfield Infants School and its catchment area to the north. Shinfield Parish Council and Wokingham Borough Council policies for the South of M4 Strategic Development Location seek to promote sustainable transport (walking, cycling and public transport) and to minimise car use. The originally proposed bus gate ensured that car travel would be less direct than walking, cycling and bus travel between the West of Shinfield development area and the GP Surgery, Infants School, Supermarket and Community Centre around School Green. The bus gate reduced car use

	on Beke Avenue west of the School Green roundabout with nearly all traffic turning into the supermarket car park and avoiding the pedestrian crossing. The development without the bus gate will not meet the requirements of the South of M4 planning policies and the Wokingham Borough Council's Climate emergency to minimise car use.

211578	Site Address: Woodside And Wayside House Shinfield Road Reading Shinfield RG2 9BE
	Description: Outline application with some matters reserved for the proposed erection of a care home (C2 use class) comprising 68 bed spaces, with associated parking following demolition of existing dwellings. (Access, Appearance, Layout and Scale to be considered)
	Comments: ET Planning submitted comments on behalf of SPC in September. Concerns were raised over the lack of information provided regarding a decision date. General point relating to this application The Clerk was asked to write to Marcia Head, WBC to express concerns noting that in a previous case a long determination led to an appeal by the applicant at which planning was granted as there were no objections raised.
213117	Site Address: Walford House Basingstoke Road Spencers Wood RG7 1AA
	Description: Full application for the proposed conversion of existing dwelling to create 6no. flats, front and rear extension to second floor, plus the erection of a dropped kerb, rear gate, and bin and cycle store.
	Comments: The SPC object to this development on the following grounds: • It is within the DEPZ • There is no amenity space provided • Query if there is sufficient space for 6 flats and do they meet national size standards • The height of the development allows for unreasonable overview of neighbouring properties • Query if there is sufficient off street parking for all the cars associated with a 6 flat development
	99.2 Planning Decisions
	List of plans APPROVED The following plans were approved: 212353 27 Appletree Lane, Spencers Wood 212554 3 Longcroft Gardens, Shinfield 212965 49 Larchside Close, Spencers Wood 212070 Threeways, Croft Road, Spencers Wood 212997 2 Grovelands Road, Spencers Wood 212555 28 Larchside Close, Spencers Wood 212417 The Mews, Grazeley Court, Grazeley Green, Grazeley
	List of plans APPEALED There were no plans appealed.
21/PC/100	Enforcement Notices

	Speeding measures	
27.1.5	Cllr. Lias to produce report on speeding issues for full council with a view to it being presented to WBC.	Cllr. Lias
88.2	Motion to be instructed to collate evidence of speeding on Hollow Lane to enable a formal request to change the speed limit to be submitted to WBC once pandemic restrictions are eased.	Cllr. Lias
75.3.3	Deputy Clerk to ascertain whether WBC had a safer routes programme or safer street speed policy in place and to write to the resident noting that there was limited action that could be taken by SPC and encouraging the resident to contact WBC with their concerns.	Deputy Clerk
92.1	Report of costings and locations of proposed village gates to be produced.	Cllr. Lias
	Other Actions	
77.9	Deputy Clerk to arrange cyber crime training for councillors and staff prior to it being offered to residents.	Deputy Clerk
92.2	Clerk to ask WBC to replace bulb in light post 4 Wheatfields Road with LED bulbs.	Clerk
94.1	Cllr. Grimes to write to Marcia Head, WBC to note that the One Stop shop issue had been resolved locally and asking WBC to address training issues relating to the advice given by WBC Enforcement Team	Cllr. Grimes

Planning stats:

Number of plans reviewed (Civic year to date)	
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Before I start, may I pass on a message from Ian Clarke, who is unable to be with us tonight. He sends his wholehearted support to the following documentation, and considering he has lived in HEL for 60 plus years, we very much appreciate his experience & local knowledge & the assistance he has given. He is very disappointed to miss this meeting.

Hopefully, you have all been briefed on our previous and on-going campaign regarding the traffic problems on Hyde End Lane.

The following suggestions & recommendations are on behalf of **ALL** Hyde End Lane residents, following the completion of a door to door petition which was originally forwarded to Wokingham Council over a year ago.

We know that lockdown would have contorted our traffic findings, but the problems haven't gone away (**in fact, they have escalated**) and now is the time to sort things urgently.

But, before I list these problems, I would like to clarify the following points.

We have previously been advised that HEL residents were consulted in 2012 and we were all aware of how the area would be in the future. I have recollections of a **presentation** taking place but definitely not a **consultation**. And, in all fairness, in 2012 the school was **CLOSED**, there was **NO** Leisure Centre or **All weather football pitches** and could any of us have imagined the impact of 600 new houses (usually minimum 2 car families). We had no idea that HEL would be one of only two exits from the Fullbrook Estate. And I believe Martin Heath, our main contact at Wokingham Council, was not even in situ then, so here is his opportunity to take a lead and get things right.

So, the one thing that would alleviate the traffic on HEL would be to "share" the bus only exit . There are only FOUR BUSES PER HOUR that use this road. A completely under used, brand new road, with footpaths/cycle path so very safe. This would be the problem almost halved in one swoop without too much expenditure.

However, the suggestion above, although simple, will I am sure take a bit of absorbing and discussion.

So, although this could be a part solution, I list below alternatives and other safety measures that HEL residents would like to happen:

Having received a copy of the draft traffic management proposals from WC (for consultation only), it looks like a step in the right direction. However, this doesn't go nearly far enough.

I will start where the problems actually begin from the bus gate junction to the start of the residential part of HEL.

1) From bus gate

Ideally, we would like to propose a proper footpath behind the hedgerow, similar to the one successfully installed in Hyde End Road. The lane only measures **2.6 metres** in some places, with no safe verges, just ditches either side. If this is refused, an alternative would have to be speed humps and speed restriction signage & a complete upgrade of the lane. This lane is extremely well used, not just by motorists, but by young mums with pushchairs. A **STOP** sign and not just a **Give Way** sign is needed and narrowing the junction at the end of this non residential part of HEL would hopefully ensure that motorists **did** stop before they start their speedy entry into the residential part of the lane. Incidentally, was anyone aware that there are **FIVE** 10 mph speed signs coming through Fullbrook estate, bear to the left at the bus gate, through the broken down lane and there are **TWO** 30mph signs!

2)

Moving on, as per the Wokingham Council's draft, yes we do want maximum speed limits, we suggest 20mph the whole length of the lane, give way signs and again, speed humps – some of the draft traffic plan looks quite impressive, **BUT I CANNOT EMPHASISE ENOUGH, THAT THIS IS NEEDED ALL THE TIME, NOT JUST WHEN THE SCHOOL IS OPEN.** We, as residents, have as much right as the schoolchildren to enjoy a safe journey. It isn't just school times that the traffic is excessive.

I do hope when a proper consultation takes place, we will have some say in exactly where these restrictions are going to be placed. A brief look at the first draft seems to only cover part of the lane – the problem is the whole length of it.

3)

The next problem is nearer the school, signage and road markings need to be clearer at the roundabout outside the leisure centre. Approaching cars using the centre assume they have right of way being on a roundabout and pull out in front of the oncoming traffic.

We have been liaising closely with Katherine Walker, assistant head at Oakbank and she would like to see all road markings reinstalled outside the school (zigzags in front of the school, yellow lines, bus lane remarked)

Also, the footpath from the school to Church Lane junction should be expanded in width or at least, the foliage cut back as it is unsuitable for the high volumes of pedestrians who use it. We wholeheartedly support both of these needs.

4)

And moving on to the end of the lane, the other access to the school, leisure centre etc., is from Church Lane. We would like to see red tarmac at entry to HEL & side "gates" on the verges. I've seen this in rural locations such as Nuneham Courtenay and it is definitely a

psychological deterrent. This would also improve the safety of walkers crossing the lane between the two SANGS

5)

Penultimately, HEL is definitely being used as a RAT RUN to beat traffic queues on the Basingstoke Road heading towards the M4.

If and when traffic lights replace the mini roundabout at 3 Mile X, we would like to be assured that the lights are set in favour of the main road – currently drivers exiting Church Lane have the advantage over traffic on Basingstoke Road heading for the motorway & this is one of the reasons why HEL is so attractive for to use.

6)

Finally – further football pitches in HEL!!! Our latest gripe. Can you throw anything else at our country lane?

We, as residents, would like to know why that land cannot be enjoyed as a leisure area, when there are football pitches behind Oakbank school that are currently underused. Has the Council forgotten that at the junction of Clares Green Road and Ryeish Lane, there is an adequate tarmacked road measuring 3.3 metres wide with at least 1 metre verge either side (suitable for parking, once foliage is cut back), leading to said pitches, a car park for a minimum of 25 vehicles and a pavilion that has been boarded up for years. Why this cannot be utilised beggars belief.

The proposed pitches in HEL need to be re-thought.... There is only sufficient parking for 30 cars, where are the others going to park? Do the math – 2 pitches, at least 50 players/trainers etc., without supporters and the danger when trying to enter & exit the narrow lane.. Residents immediately opposite the site are obviously also very concerned about noise pollution and stray football balls causing damage.

And I would like to finish with one final suggestion. I believe that we are losing the allotments at 3 mile X. An obvious place for replacements would surely be where the proposed football pitches are planned in HEL. The car park would be a perfect size and there would still be space for any further development of cycle paths/footpaths on these fields and maybe even tennis courts? Not everyone plays football.

Please support our appeal and look very carefully into alternatives that we have suggested.

Lets get this right NOW for the future pleasure and safety of all.

Report from Clerk to Council	
Committee	Full Council
Committee date	21 October 2021
Report date	14 October 2021

Leases/licenses

- Land swap other options provided to WBC looking at Century drive playground
- Café License sent to café operator
- Pre-school License being prepared by solicitor

Community Centre

- Kitchen design/equipment finally approved
- AV equipment being installed
- IT equipment being installed
- Library equipment and books being installed
- Furniture being delivered
- Cratus planning opening event (Cratus responsible for all stalls, etc)
- FOH staff integration and induction progressing well
- Staff moving in on the 8th

Other

- Recruitment of youth workers successful
- Millworth lane Pavilion surveyed
- Tree survey completed awaiting results
- Bollards replaced @SWRec and Banjo TMX
- Remembrance Parade arranged
- Winter planters ordered
- Christmas trees ordered
- Troughs installed at ML and Deardon allotments
- Allotment Agreements despatched to all 252 allotment holders
- Hirers increasing
- Grass on School Green patched
- Budgeting progressing well
- All allotments have new noticeboards
- New Van procured awaiting delivery
- Insurance and cover on place for next year
- Staff working out of SWP every day apart from Thursday

The Fields Neighbourhood Action Group
(covering the Civil Parishes of Arborfield, Barkham, Shinfield and Swallowfield)

(formerly Shinfield & Swallowfield NAG)

Wednesday 15th September 2021 – 2 – 3.30pm

Via Zoom conferencing

DRAFT MINUTES

Chris Young (Shinfield Assoc) NAG Chair	CY	-	Jan Heard (Arborfield Resident)	JH	-
Doreen Couzens (Shinfield Park) NAG Vice Chair	DC	+	David Heard, (Shinfield)	DHe	-
Alison Ward (Clerk - A & N PC) NAG Secretary	AW	-	Kerry Taylor	KT	-
CLlr Jim Frewin (BC for Shinfield South)	JF	+	Yvonne Whiting (Shinfield Park)	YW	-
CLlr Gary Cowan (BC for Arborfield & Newland)	GC	+	John Edwards (Three Mile Cross resident)	JE	-
CLlr Barry Patman (BC for Shinfield South)	BP	-	Rod Vaughan (Spencer's Wood Resident)	RV	-
CLlr Parry Batth (BC for Shinfield North)	PB	-	Patricia Green (Spencer's Wood)	PG	+
CLlr Stuart Munro (BC for Shinfield)	SM	-	June Allen (Spencer's Wood South resident)	JA	-
CLlr Paul Stevens (Arborfield & Newland PC)	PS	+	Henry Bennett (Riseley Resident)	HB	-
CLlr Mark Picken (Chair - Arborfield & Newland PC)	MP	-	Simon Cooper (Grazeley Resident)	SC	-
CLlr Margaret McDonald (Swallowfield PC)	MM	-	Simon Broadbear (Arborfield resident)	SB	-
CLlr Dawn Peer (Shinfield PC)	DP	+	Holly Galvin (Arborfield Resident)	HG	-
Ellen Tims (Clerk - Barkham PC)	ET	-	Myra Durham (Arborfield Resident)	MD	-
Liz Halson (Clerk - Swallowfield PC)	LH	-	Amanda Tucker (Arborfield resident)	AT	-
Sgt Simon Botham (TVP)	SGTSB	-	Dawn Hoskins (Arborfield resident)	DH	-
PC Monika Taranczewska (TVP)	PCMT	+	Laura Edmonds	LE	-
PC Richard Probert (TVP)	RP	-	Sheila Davis (Spencer's Wood resident)	SD	-
Sgt Tim Woolford (TVP)	TW	-	Hazel Silver (Arborfield Resident)	HS	-
Karen Collins (TVP)	KC	+	Brian Wood (Shinfield resident)	BW	+
PCSO Jasmine Brewster (TVP)	JB	-	Gillie Gray (Spencer's Wood South resident)	GG	-
PCSO Lauren Saunders (TVP)	LS	-	Robin Adler	RA	-
Zoran Matic (WBC Community Warden)	ZM	-	Ivan Sayer	IS	-
Johan Baker (WBC Adult Safeguarding)	JB	-	Sarah Stam (Swallowfield)	SS	-
Rev Nathan Hunt, (Shinfield Baptist Church)	NH	-	Shabina Maher (WBC)	SM	+
Katy Bennett (Crest Nicholson - Arborfield Green)	KB	-	Nicky Brown (Arborfield resident)	NB	-
Joyce Stoner (WBC)	JS	-	Katie Wery (Arborfield resident)	KW	-
Mark Tomlinson (WBC)	MT	-	Mark Warden (Arborfield resident)	MW	-
Ian Fullerton (Swallowfield PC)	IF	-			

Present (+) Absent (-)

- 1. Introductions** – DC to chair as CY absent. DC welcomed everyone to the meeting and thanked them for attending
- 2. Apologies for absence** – Chris Young, Parry Batth, Myra Durham, Margaret McDonald.
- 3. To agree the minutes from the meeting held on Wednesday 23rd June 2021** – the minutes were agreed with the following amendment: PG sked if the item on the One Stop shop be listed under Spencers Wood, not Three Mile Cross. Amended minutes to be signed by DC
- 4. Appointment of Fields NAG Secretary** – AW has now moved on and in the absence of any other candidates PS volunteered to be acting secretary.

5. **Fields NAG website update including payment** – it was noted that the request for funds has still not been agreed by Shinfield PC. PS offered to cancel the website and use the webspace for personal projects at no cost to the NAG. After discussion it was agreed that the Parish Council representatives for Arborfield, Barkham and Shinfield would ask their PCs for a NAG page on the respective Parish websites.
6. **Fields NAG constitution** – It was noted that the constitution has not been signed and returned by many of the NAG members. It was agreed that the constitution would be sent out again and that a face to face meeting with forms ready to be signed might be easier than trying to do this electronically.
7. **Police Report** – PC Monika Taranczewska. Last one after 10 + years. Handing over to Fields Engagement team, Karen Collins will still oversee.
- 7.1 Latest crime figures for the area from 24th June
Burglary business – 2
Burglary residential – 7
Criminal damage – 15
Robbery - 1
Theft from vehicle – 6
Theft of vehicles – 5
ASB – 47 Up but usual for peak summer period.
- 7.2 Figure includes smoking cannabis at properties for which warnings are given. Housing Assoc tenants etc can work with partner agency.
It was noted that Quad bikes were very difficult to chase safely but law breakers could be given a section 59 warning. A 2nd offence could mean the vehicle is confiscated
- 7.3 Car Meets are now being looked at by WBC and RBC jointly to see what prevention measures can be arranged
- 7.4 JF Data request been actioned but not yet forwarded to JF
- 7.5 MT moving on to do Problem Solving for Bracknell & Wokingham so this is her last NAG. All present thanked her for her hard work over many years. Handing over to Fields Engagement team: Vicky Meldrum, Chris Skullin, Karen Bird, Beth Baker. Special thanks to MT from all.
- 7.6 Speedwatch – to be community led from 1st November. Oxon', Bucks' and TVP to work together using the same systems. New system will hold data, analyse it and suggest possible solutions. New website: communityspeedwatch.org
- 7.7 Arson reported at Arborfield Park. TVP to try and visit Bohunt School to talk about the dangers.
- 7.8 It was noted that the youth club in Spencers Wood was linked to some ASB in the nearby park.
8. **Area Reports – (in alphabetical order)**
- Arborfield**
- i. It was noted the Arson in Arborfield Park had been “signed” by “Chalfont Massive” who it is assumed are from the Lower Early area.
- Barkham**
- i. No items reported.
- Grazeley**
- i. No items reported.
- Riseley**
- i. No items reported.
- Shinfield Rise**
- i. Youth group and toddler group started

- ii. Counselling service resumed once a month
- iii. Over 50's Club starting soon
- iv. New housing officer starting
- v. Newsletter going out

Shinfield North

- i. Tidying up to take place at the RAF War Memorial
- ii. Parry Batth arranged to meet with TVP to discuss parking

Shinfield Village

- i. Reported abandoned vehicle without number plates was reported but could not be removed by the Council as on a private road. Later removed by TVP.

Spencer's Wood

- i. Pavilion now open again
- ii. Commenting on proposed Cycle Route on Hyde End Road: If allowed it would be very dangerous. PC to object.

Swallowfield

- i. No items reported.

Three Mile Cross

- i. No items reported.

AOB

- i. Beth Baker and Chris Skullin, TVP, introduced to the NAG by Karen Collins.
- ii. Special thanks extended to Alison Ward for all her help as Minute Secretary.
- iii. Thanks also to PS for help with setting up Zoom meetings etc

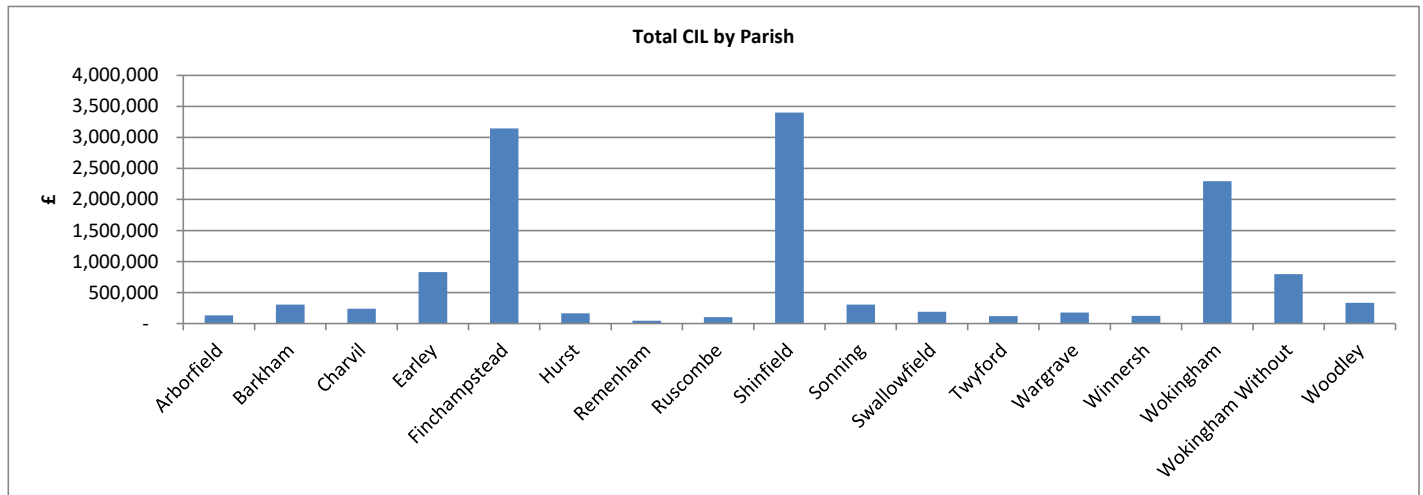
9. **Future meeting dates** – Discussion on how best to arrange a face to face meeting in November which would also include the AGM. PS agreed to ask about hiring Arborborfield Village Hall (Eversley Road, RG2 9PQ) about availability on Friday 26th November, 10.00 to 11.30. If possible this should also be available as a Zoom meeting to those unable to attend in person. JF requested the other Shinfield Councillors be invited to attend: Jackie Rance, Barry Patman and Stuart Munro.

The meeting closed at 14.58

Neighbourhood CIL Proportion (Transfer to Local Parish/Town Council) Report

Month End: August'21

Neighbourhood CIL relates to the % of the CIL receipt which is due to the local town/parish council.



	Potential CIL *	Money Due (Invoiced, Not Paid)	Money Received (to be paid to Parish)	Paid to Parish (to date)	Total
Arborfield	-	-	-	131,927	131,927
Barkham	99,159	-	4,408	201,759	305,326
Charvil	-	-	29,624	209,985	239,609
Earley	746,643	-	-	83,449	830,092
Finchampstead	2,310,579	20,334	32,915	779,198	3,143,026
Hurst	13,710	-	-	149,492	163,201
Remenham	12,071	-	-	34,889	46,960
Ruscombe	-	-	6,768	94,563	101,331
Shinfield	107,736	663,011	547,096	2,082,501	3,400,344
Sonning	180,042	23,789	-	102,019	305,851
Swallowfield	119,945	33,723	-	34,497	188,165
Twyford	11,460	-	863	109,181	121,505
Wargrave	89,295	-	4,146	82,650	176,091
Winnersh	38,352	26,862	252	57,299	122,765
Wokingham	349,372	168,700	22,851	1,754,483	2,295,406
Wokingham Without	67,988	-	-	727,308	795,297
Woodley	108,473	-	-	227,836	336,310
Total Neighbourhood CIL	4,254,825	936,420	648,923	6,863,037	12,703,204

* Liability notice issued

Note - Neighbourhood CIL relates to the % of the CIL receipt which is due to the local town/parish council

Payment Dates	
28th April 20xx	CIL received between 1st October and 31st March
28th October 20xx	CIL received between 1st April and 30th September

CONTENTS

1. Progress Report
2. Procurement
3. Valuation
4. Health & Safety
5. Security & Community Relations
6. Communications
7. Catering
8. SPC mobilisation



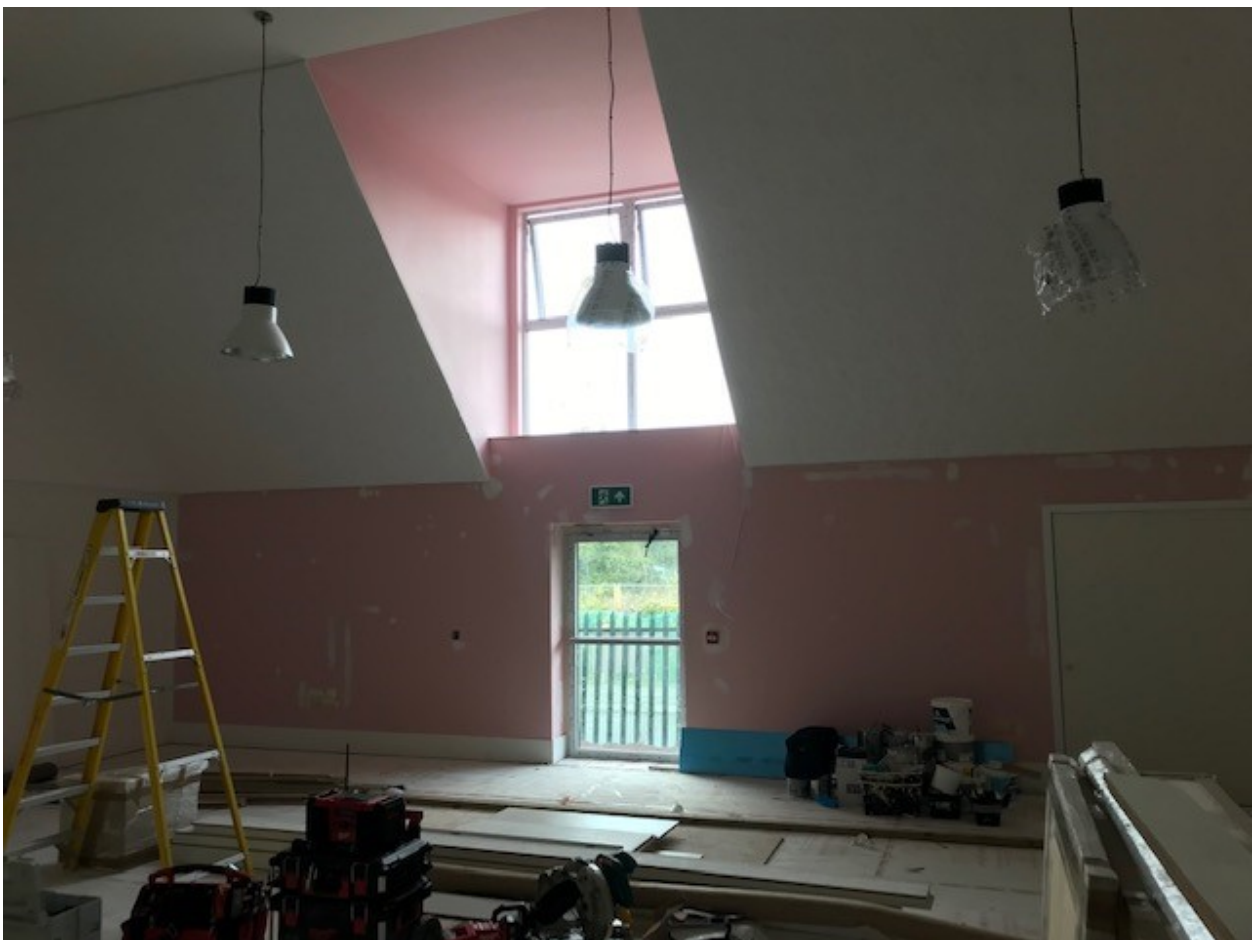
Progress Photographs























1.0 **Progress**

Is measured against the Contract Programme and is for works up to Friday 1st October 2021.

1.1 **Contract Details**

Contract commencement	03/08/20
Contract completion date	27/08/21
Contract period	56 weeks
EOT claimed	25 days
EOT granted	19 Days
Current week number	62
Balance to completion	0
Target completion	31/10/21
Anticipated completion	31/10/21

1.2 **Site Progress Overview**

Following the last progress meeting a review was undertaken and the anticipated completion date was revised to 31.10.21. This remains the target but there is still a substantial amount of work required to achieve this date.

The availability of labour from the drylining subcontractor which previously affected following trades has been substantially improved although attendance has not always been consistent. However, these works are almost complete.

2nd fix works are progressing well and the feature staircase is due for installation wc 04.10.21 now that the ceiling mural is complete.
Works have also commenced on fixing FF&E.

Decoration is currently behind programme due to the earlier issue with dry lining however works will soon be released and there are no anticipated problems regarding labour.

External works have been affected by material issues relating to the acid etching, labour shortages and a delay to the removal of the cabins caused by driver availability. External render will be completed once the bin store has been built.

Approval has been received from the consortium for SPC to complete the north eastern and eastern parts of the outside works that were on their land and formed part of their planning application for public realm.

A claim for additional EOT will be issued for consideration in due course, however this will be after handover when all issues are resolved and their effects known.

1.3 Adverse Weather

1 days recorded in period.
16 days total to date.

1.4 Design Progress

Leak detection to be installed as shown on drawings despite not BREEAM compliant.

Alternative panel heater proposed, approved by R&D and awaiting approval from AOC.

Workshop to be held by AOC with KVT, RH Hall and LBS to review kitchen fit out works and finalise requirements and responsibilities. (14th October)

Lock suiting confirmed.

Fire shutter structural opening revised.

Retained fence confirmed.

North footpath works confirmed.

Finishes for tower meeting room confirmed.

Bin store wall design confirmed.

Concealed RWP's reviewed.

1.6 Matters Currently Affecting or Having the Potential to Affect Progress

Extent of works required for kitchen fit out – LBS await details of workshop. proposed by AOC to finalise extent of work and responsibilities.

Fire shutter alterations due to change in worktop level.

Delivery period for revised concrete etching agent.
 Support for kitchen servery worktop.(now agreed)
 Response still awaited to LBS email dated 16.09.21 regarding air leakage testing
 Extent of external works to East boundary.
 Labour availability for Trailflex paving,

2.0 **Procurement**

2.1 **Subcontractors (added in the period)**

Subcontractor	Trade
Abacus Cleaning	Builders Clean
Shenley Glass	Mirrors
311	Manifestations

2.2 **Materials**

Issues with supplies concerning both the materials themselves and the haulage are currently being experienced worldwide, This has recently been worsened by fuel shortages in the South East region. However, there are no specific items currently causing a delay to this project.

We also continue to experience some manufacturing issues with the internal doorsets that have caused delay to the fixing of some doors and linings

The revised specification for the etching agent for the courtyard retaining walls is on a 3 week delivery period.

2.3 **Mains Services**

- Electric – New electrical service installed and live, Meter installed.
- Gas – No new connection required.
- Water – New pipework installed and inspected by Thames Water – Currently still awaiting confirmation of connection date from ClancyDocwra - LifeBuild have chased.
- A temporary water supply to the new building is in place for filling and testing water services and the old building has its own water supply still in service.
- BT – Openreach subcontractor (Kier) has visited site and ducting works were scheduled for last weekend however these did not take place. Awaiting confirmation from BT. Fibre cable delivered and order amended to include the 2 copper lines missed by BT and replanned for 16/17 October.
- Sewer Connection – Connection works complete

3.0 **Valuation and handover**

Valuation No 14 will be issued to MEA for consideration when LifeBuild's Quantity Surveyor returns from leave.

Building Control continue to visit as required. CG to arrange final inspection as required.

O&M information currently being collated for production of H&S file.

A programme for M&E witnessing and Snagging will be drawn up and issued.

4.0 **Health & Safety**

0 accidents or incidents to report

1 Safety Inspections in period. Copy of the report available to the council.

5.0 **Security & Community Relations**

Current good relationship with adjoining neighbours is being maintained.

Hoardings have been removed at the eastern end of the site and palisade fencing has been removed at the western end to facilitate access for mechanical plant to the internal garden.

The hoarding has at the eastern edge of the site has been replaced with Heras site fencing which has been moved onto part of the footway, which remains open, to allow for the terrace and other ground works to be completed.

6.0 **Communications**

The official opening date and opening celebrations date will be announced following the Full Council

It has been agreed that the halls will be open for and teas, coffee and cakes on Remembrance Sunday (14th November 2021) even if temporary arrangements are in place.

7.0 **Catering**

SPC solicitors are progressing the contractor documents between SPC and the catering operator. The operator has indicated a preference for local employees and these job opportunities are being advertised on the SPC website.

Discussions are ongoing on specific fitout issues concerning the cooker hood and flue. Details of the heavy equipment have been agreed and minor adjustments to the building works for the countertop agreed in the servery.

8.0 **SPC mobilisation**

The order for the AV has been issued and SPC is awaiting confirmation of delivery and installation times.

The Café furniture has been ordered and SPC is awaiting confirmation on a delivery date. Life Build will ensure the old Parish Hall is ready to be used as a storage space from 26th October when the car park is completed and able to facilitate furniture deliveries.

It has been agreed following good progress in the last period to migrate Shinfield Parish Council operations into the centre from Monday 8th November 2021.

List of Payments made between 14/09/2021 and 13/10/2021

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
16/09/2021	Alphabet (GB) Ltd	160901	312.44		225/RENT SEPT/Alphabet (GB) Lt
20/09/2021	Telefonika UK Ltd	200901	167.30		229/CONTRACT/Telefonika UK Lt
20/09/2021	Amazon EU	B076CR	-60.08	B076CR	Credit
20/09/2021	Amazon EU	B076CR1	60.08	B076CR1	Correction Card Purchase
21/09/2021	Phoenix Spiritual Group	245 PHOEN	525.00	245	Refund Hall Hire & Deposit
21/09/2021	Zoom Video Communications	210901	43.16		250/SUBS ZOOM/Zoom Video Commu
21/09/2021	Phoenix Spiritual Group	245CN	-412.50	245CN	Refund to Credit Note
24/09/2021	Fcc Recycling (UK) Ltd	249	88.13		249/VISITS TO RE3/Fcc Recyclin
24/09/2021	Traffic Technology	246	570.00		246/TT8154/Traffic Technology
24/09/2021	Kompan UK	247	1,819.82		247/SPC76 EQUIP REPLACE/Kompan
24/09/2021	Select Environmental Services	242	1,803.48		242/BINS AUG/Select Environmen
24/09/2021	Cratus Communications Ltd	239	1,620.00		239/SPC28/Cratus Communication
24/09/2021	Blackburn IT Services Ltd	245	180.00		245/LICENCE/Blackburn IT Servi
24/09/2021	Kouy young (reimbursed exes)	243	82.87		243/RECEIPTS POSTAGE/Kouy youn
24/09/2021	SSE Southern Electric	241	108.27		241/QTR 2/SSE Southern Electri
24/09/2021	A1 Locksmiths (Berkshire) Ltd	243 b	121.50		243/PADLOCK SWP/A1 Locksmiths
24/09/2021	Josh Chamberlain Arborist	244	850.00		244/TREE SAFE/Josh Chamberlain
24/09/2021	MFG UK Ltd	236	542.30		236/SPC PHONES VOIP/MFG UK Ltd
27/09/2021	S H Reynolds	259	100.00	259	Refund Damage Deposit
27/09/2021	Barclaycard Commercial	Aug Barc	294.58		Clearance of August Statement
28/09/2021	Lloyds Bank plc	280901	10.79		257/BANK CHGS/Lloyds Bank plc
28/09/2021	Land Registry	269	6.00	269	Search Fee Title Deeds
29/09/2021	HMRC paye	253	3,476.22	253	Sept Contribs
29/09/2021	Employees	252	10,215.36	252	Net Pay September
29/09/2021	Came and Company Local Council	258	11,475.40		258/RENEWAL INSURANCE/Came and
30/09/2021	Nest Pension Contributions	255	974.31	255	Sept Contributions
30/09/2021	Berkshire Pension Fund	254	263.92	254	Sept Contributions LGPS
30/09/2021	Allstar Business Solutions Ltd	300901	55.36		219/CONTRACT CARD/Allstar Busi
01/10/2021	Wokingham Borough Council	273	196.00	273	Business Rates October
01/10/2021	Wokingham Borough Council	273	89.00	273	Rates October
01/10/2021	Trade UK	Aug INV	327.04		Clear Aug Statement
04/10/2021	John Westmoreland (Staff)	274	50.00		274/EXES REIMB/John Westmorela
05/10/2021	Absolute Brilliance Cleaning L	226	2,150.19		226/CONTRACT CLEAN/Absolute Br
05/10/2021	LIFE Build Solutions Limited	251	269,040.00		251/CONTRACT CC 13/LIFE Build
05/10/2021	Lloyds Bank plc	05102021	30.00		CHAPS PAYT Lifebuild 05/10
13/10/2021	Angela Gurr	295	18.90	295	Mileage Course
13/10/2021	Jo Marshall	296	18.90	296	Mileage
Total Payments			307,213.74		

List of Payments made between 14/09/2021 and 13/10/2021

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
15/09/2021	Richard Bull	B075	39.75	B075	Magnets for Notice Boards
20/09/2021	Amazon EU	BACS	12.50	B068	Paper for Allotments
20/09/2021	Amazon EU	B068	47.58	B068	Envelopes for Allotment Agree
20/09/2021	Amazon EU	B076	60.08	B076	Envelopes & Paper Allotments
20/09/2021	Amazon EU	B076CR2	-60.08	B076CR2	Correction of Dupl
21/09/2021	Eddie Mahey	B071	19.50	B071	Dell Adapter & Charger
23/09/2021	Amazon EU	B069	8.19	B069	Treasury Tags
23/09/2021	Shenzhen shi ruihao	B070	14.98	B070	Retractable Badge Holders
24/09/2021	Camaloon	B074	43.06	B074	Notebooks and Pens New Employee
27/09/2021	Amazon EU	B081	12.50	B081	Green Paper Allotments
28/09/2021	eventbrite	B073	193.47	B073	Future Communities Conference
29/09/2021	B&Q	B072	224.00	B072	Christmas Tree for SWP
30/09/2021	Amazon Europe Sarl	B079	34.91	B079	Large Key Drop Box
30/09/2021	POST OFFICE	B080	251.55	B080	Postage Allotment Agree
30/09/2021	Amazon EU	B082	13.00	B082	Treasury Tags
30/09/2021	Amazon EU	B083	14.74	B083	Heavy Duty Hole Punch
30/09/2021	Amazon EU	B084	21.89	B085	Paper & Stapler
30/09/2021	Amazon EU	B085	8.02	B084	Pens for Office
03/10/2021	Amazon EU	B086	2.99	B086	Ruled Feint Pad

Total Payments	962.63
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Contract Tracker

7.4.1



Project	New Community Centre	Approved Contract Budget	£2,702,000.00
Contractor	LIFE Build Solutions Ltd	Contract Price	£2,701,355.42
on Expenditure to Contract Price	Within Contract Price	Includes Project Contract	£50,000.00

Contract Certificate Number	Date of Contract Certificate	Value of Work	Retention	Payment	Cumulative Payment	Date Paid / Scheduled to be paid
1	03/09/2020	£198,000.00	£9,900.00	£188,100.00	£188,100.00	24/09/2020
2	13/10/2020	£518,000.00	£25,900.00	£304,000.00	£492,100.00	23/10/2020
3	10/11/2020	£668,000.00	£33,400.00	£142,500.00	£634,600.00	23/11/2020
4	10/12/2020	£810,000.00	£40,500.00	£134,900.00	£769,500.00	22/12/2020
5	18/01/2021	£951,000.00	£47,550.00	£133,950.00	£903,450.00	25/01/2021
6	12/02/2021	£1,239,000.00	£61,950.00	£273,600.00	£1,177,050.00	22/02/2021
7	11/03/2021	£1,441,000.00	£72,050.00	£191,900.00	£1,368,950.00	22/03/2021
8	08/04/2021	£1,651,000.00	£82,550.00	£199,500.00	£1,568,450.00	26/04/2021
9	12/05/2021	£1,866,000.00	£93,300.00	£204,250.00	£1,772,700.00	24/05/2021
10	11/06/2021	£2,007,000.00	£100,350.00	£133,950.00	£1,906,650.00	22/06/2021
11	16/07/2021	£2,210,000.00	£110,500.00	£192,850.00	£2,099,500.00	27/07/2021
12	16/08/2021	£2,451,000.00	£122,550.00	£228,950.00	£2,328,450.00	23/07/2021
13	20/09/2021	£2,687,000.00	£134,350.00	£224,200.00	£2,552,650.00	05/10/2021
14					£2,552,650.00	
					£2,552,650.00	
					£2,552,650.00	

All figures exclude VAT which is claimed back monthly from HMRC

DRAFT TRAVEL PLAN FOR SHINFIELD PARISH OCTOBER 2021

DRAFT

Version 1

Approved at Full Council: 24/03/2020

Policy activated: 24/03/2020

Policy review period: DD/MM/YY

Review due: DD/MM/YY

1. INTRODUCTION

Shinfield Parish Council has developed a policy to encourage Cycling, Walking and the Use of Public Transport within Shinfield Parish. The purpose of the policy is to inform Wokingham Borough Council, Reading Borough Council and developers when developing travel proposals that affect the Parish.

In 2021 the United Kingdom hosted the COP26 meeting to further the worldwide carbon emissions reduction strategy. In this context, Shinfield Parish Council is developing a range of measures to reduce carbon emissions including renewing buildings with lower carbon footprints, using electric vehicles and encouraging alternatives to fossil fuel-based car travel through negotiating improvements to the local bus network to make services more usable and working with partners to improve knowledge and use of walking and cycling routes (Appendix 3).

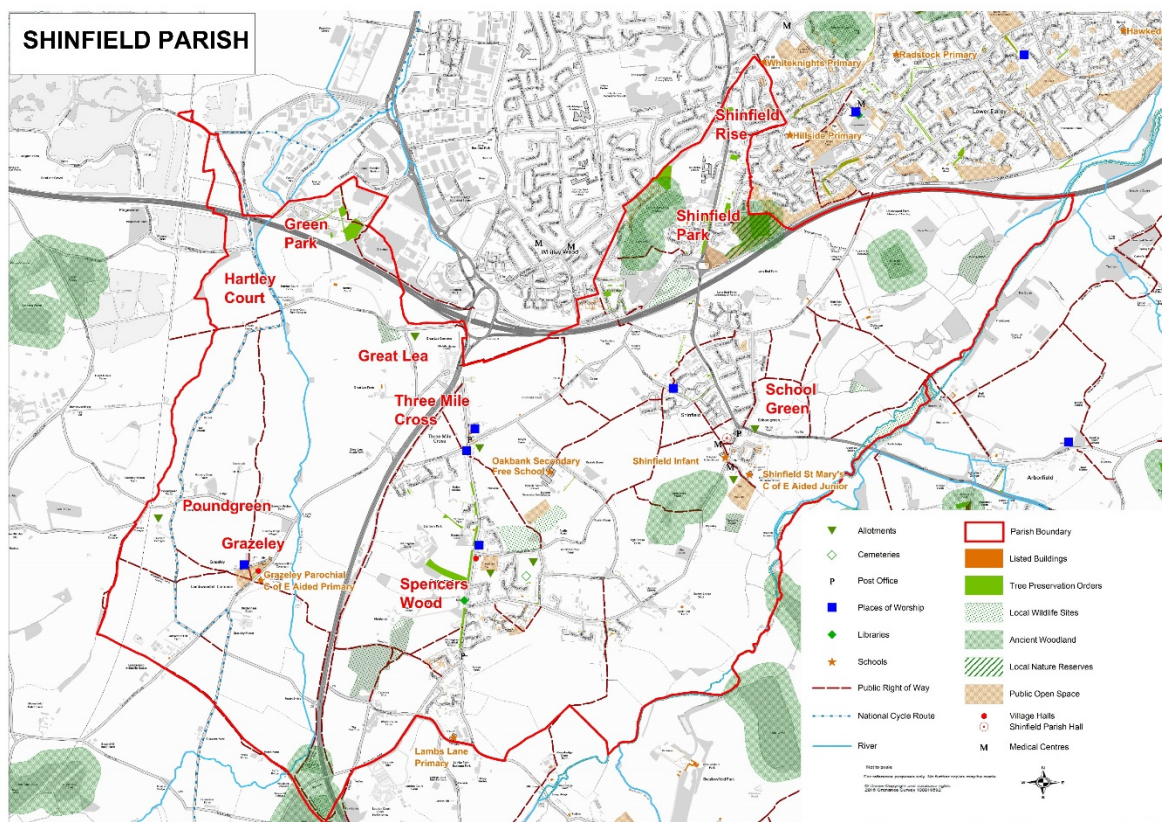
2. THE SHINFIELD CONTEXT

Shinfield Parish includes the South of the M4 Strategic Development Plan, leading to a forecast population growth from 11,000 to 19000 persons by 2025 which is a population increase of 8000. At current levels of vehicle usage local road use is likely to grow by approximately 4000 vehicles with little further improvement planned to infrastructure

The parish acts as road transport funnel for vehicles travelling to the M4 at Junction 11 and to Reading from Hampshire via the A33 dual carriageway, South Wokingham and the West Surrey via the two lane A327. In recent years the majority of traffic on the A327 has been diverted onto the Eastern Relief Road away from residential areas. However, traffic aiming for Junction 11 of the M4 cuts through the villages along the narrow Hyde End Road and Church Lane routes rather than using the B3270 along the north side of the M4.

Reading Borough Council has developed a strategic cycle route along side the South Reading Bus Rapid Transport (BRT) route along the A33 from the south side of the M4 into the town centre and is planning a Cycle Way from Shinfield Rise into Reading starting at the northern edge of the parish.

3. GEOGRAPHY



Shinfield Parish is located to the south-east of Reading and in the west of Wokingham borough. The parish consists of three major geographic areas with significant differences in accessibility:

- a) **North:** Shinfield North is the part of the parish north of the M4 which is an urban extension of South-East Reading. The area has a main road linking it with south of the parish and Reading town centre and will have connections to the main cycle route from Reading to the University and Shinfield Rise as well as a number of quieter roads. It is linked to Junction 12 of the M4 and has good urban bus services and is within the Reading fare zone.
- b) **South:** Shinfield, Spencers Wood and Three Mile Cross and the South of M4 Strategic Development Location contains the major part of the parish population plus the Shinfield Studios and University Science Park. By 2022 the area will also include five primary age schools and one secondary school. The area is bounded by the M4 to the north, the River Loddon to the south and east and the A33 Swallowfield Bypass to the west.
Internally the area has two north-south roads and two east- west roads and a series of quiet lanes and By-ways linking the communities as well as an east -west sustainable transport link for buses, cyclists and pedestrians. The area has limited crossing points for cars and cyclists with two main road crossings of the Loddon and also a By-way and another quiet lane for cyclists. There are only two road crossings and two further foot and cycle crossings of the M4 and only two road crossings of the A33.
- c) **West:** West of the A33 to the Basingstoke - Reading Railway line (the approximate border of SHINFIELD PARISH COUNCIL and Wokingham BC) there are a network of quiet lanes and By-ways suited to walking and cycling. The area also contains a road link across the M4 to the new Reading Green Park Station and to the Kennet riverbank footpaths. The road is part of the Round Berkshire Cycle Route. The area has a small population and is part of the Burghfield Detailed Evacuation Planning Zone (DEPZ) and is likely to remain relatively undeveloped farmland.

Geographic and administrative definitions

Shinfield North is coterminous with parish and borough ward boundaries. Shinfield South and West areas are coterminous with all other parish wards and includes Shinfield South and part of Swallowfield borough council wards. The use of north, south and West in this policy relate to definitions in paragraph 3 (a, b, c).

4. TRAVEL POLICY OBJECTIVES

Shinfield Parish Council Travel Policy objectives are to provide a safe environment for residents and visitors to meet their daily travel and leisure requirements by walking and cycling through:

- a) A connected and linked network of walking and cycling routes along quiet roads and dedicated off road routes.
- b) Provision of such walking and cycling that go where people need and want to go.
- c) Segregated and protected walking and cycling spaces on busy roads where alternative routes are not available.
- d) Reduced speed limits on all roads shared by cyclists and motor vehicles.
- e) Connections to a wider network of segregated routes to Reading, Lower Earley/Winnersh Triangle and Arborfield.
- f) Increased access across the A33 to the west of the Parish including to the Mere Oak Park and Ride, Reading Green Park Station and the River Kennet for leisure, school and work journeys.
- g) Provision of new segregated routes that are safely shared between walking and cycling.
- h) Retaining the character of our quiet lanes.
- i) Improving access to Public Transport

- j) Improving road safety
- k) Improving availability of information on sustainable travel options for local travel

5. RESIDENTS NEEDS.

The Strategic Housing Market Assessment (2008) indicated that the majority of residents work outside of the parish. This may change with the advent of the Science Park and Film Studios. The majority of Primary Age children are educated within one of the local schools (5 existing and 1 planned) whilst secondary school pupils are educated at the local Oakbank School or at schools in Arborfield, Reading and Wokingham.

Each major village has a fuel garage, vehicle repair garage, sub-post office and at least two convenience stores whilst a larger store is planned for School Green. The area has a baker, a butcher, flower shops, hair-dressers/barbers, 5 open Public Houses, and a garden centre. The villages are separated by green wedges and Suitable Alternative Natural Greenspaces (SANG) so they are not close enough for all travel between the villages to be walkable but are close enough to be within cycling distance.

However, within the individual villages all residences are within walkable distance of local facilities. Residents in Shinfield North are within walking distance of local facilities in Whitely and Shinfield Rise within Reading borough.

The largest local travel activities are split between local journeys within the parish and journeys to facilities which serve residents outside the parish:

- a) To shops and business services
- b) To schools
- c) To health services
- d) To the SANGs, sports and recreation facilities
- e) To Reading for Work, Onward Travel by Bus or Rail

Local travel activities with accessibility within or d from outside the parish

ID	Destination	Location		Accessibility			
		Within Parish	Outside Parish	Walking route	Cycling route	Bus service	Car access
S01	Local Shops, business services	YES		YES	YES	NO	YES
SO2	Large shops, businesses etc	NO	YES	NO	NO	YES	YES
E01	Primary Schools	YES		YES	YES	NO	YES
E02	Secondary Schools	YES		YES	YES	NO	YES
E03	Secondary Schools		YES		NO	NO	YES
EO4	University of Reading Whiteknights campus		YES	NO	NO	YES	YES
H01	Local Health services (Shinfield)	YES		YES	YES	NO	YES
H02	Local Health services (Swallowfield/ Witley)		YES	NO	NO	YES	YES
H03	Hospital services (Royal Berks)	NO	YES	NO	NO	YES	YES

R01	Green space and SANGS	YES		YES	YES	NO	YES
R02	Sport facilities/fields	YES		YES	YES	NO	YES
R03	Recreation/community facilities	YES		YES	YES	NO	YES
W01	Work at Science Park/Film Studios	YES		YES*	YES	YES*	YES
W02	Work in greater Reading		YES	YES**	YES	YES	YES
W03	Onward travel by rail*** or bus	YES		NO	YES	NO	YES
W04	Onward travel by rail or bus****		YES	NO	YES	YES	YES

*From Shinfield and Shinfield north

**South Reading

***Following opening of Reading Green Park Station and restart of National Express coach services from Mere Oak Park and Ride.

****Reading Station

The largest travel flows for employment are to South Reading, University of Reading and inwards to the Science Park/Film studios.

7. PUBLIC TRANSPORT

- Reading bus services 3 & 8 provide a frequent bus service to and from the East of the Parish. Mere Oak Park & Ride provides a frequent service into Reading.
- Park and Ride services stopping at Hartley Court Turn (A33 Bus gate) provide frequent services to Reading town centre and station for Three Mile Cross residents.
- Service 9 from Fullbrook Avenue does not stop along a considerable section of Hyde End Road restricting access to local residents. Plans are being evaluated for 3 additional stops on this section.
- Service 7 from Spencers Wood to Reading has timetable gaps in service of up to 2.5 hours.
- Service 7 has a restricted service south of Spencers Wood to Swallowfield and Fleet which limits public transport access to Swallowfield Medical Practice.
- At times the route 7 & 9 timetables coincide along the Basingstoke Rd from Spencers Wood to/from Reading limiting the benefit of the additional capacity and sustainability of route 7.
- Services 8 & 9 form a circular route but ticketing ends at Fullbrook Avenue where route numbers and destination boards are changed. Significant local benefit would be created by merging the two routes into a single service provided by the same vehicle with through ticketing to give additional direct links to Reading destinations (Reading Station, town centre, Royal Berkshire Hospital), between Spencers Wood/Three Mile Cross and medical facilities in School Green and employment at the Science Park/Film studios.

8. THE CHALLENGES

- For residents of the south area internal walking routes are generally well-defined and road crossings generally well protected. An exception is the crossing of Hyde End Road at the western end of Shinfield when all pedestrians must cross from the north to the south of the road at a location with poor visibility. Certain roads require improvement such as Church Lane between the

Six Bells and Shinfield Church which is increasingly busy and lacks any segregated footway to permit residents to walk to the M4 footbridge from the residential areas.

- b) Cyclists lack a connected route to the A33 cycle way as the pavement between Three Mile Cross and the A33 is only suitable for pedestrians and the road is very busy and narrow. An alternative route through the new estate north of Church Lane requires an improved cycle and walking connection to the A33.
- c) Within the south area cyclists should be directed to the sustainable transport link and internal cycle routes to keep them away from Church Lane and Hyde End Road. However, work is required to complete a suitable link from Fullbrook Avenue to Church Lane.
- d) A key cycle link exists along Cutbush Lane and links to the Lower Earley Way cycle lane. However, there is a gap for cyclists traveling to the University and Royal Berkshire Hospital along Shinfield Rd which need to be resolved. This also affects residents and visitors from Reading travelling to the Science Park/Film Studio. The M4 footbridge and Black Boy bus lane bridge provide exits from the south area but do not link to suitable routes into Reading.
- e) To the east there is a gap to Arborfield which should be resolved within the Wokingham Borough Council plan.
- f) Shinfield Parish Council has developed a map of cycling and walking routes which are publicised on the Parish website. This required wider broadcasting should be included in links from Wokingham's website.

9. WOKINGHAM PLANS FOR CYCLE WAYS IN SHINFIELD PARISH

Shinfield Parish is connected to the Wokingham Borough Council cycle routes:

- a) Wokingham, Winnersh, Earley and Reading (Routes CR3 and CR5) which connects with Cutbush Lane and serves the North and South area of the Parish providing segregated access to Earley and Winnersh Triangle.
- b) Beech Hill to Green Park is linked by CR4 through the west of the Parish but is disconnected from the populations of the South Shinfield Area.

The Wokingham Draft Plan aims to provide a safe network of cycling and walking routes between the towns and villages of Wokingham Borough.

Wokingham is developing a programme of Greenways, including route A to link Arborfield Cross with South Shinfield and the Loddon Long Distance Path. The route connects with Cutbush Lane and the Black Boy roundabout bus lane and provides a link through Greenway route F to Arborfield Garrison (Bohunt School) and through Route B to Wokingham and Emmbrook (Emmbrook and The Holt schools).

The new Hatch Farm spine road links to the lower Earley Way Cycle Route and provides another segregated cycle way to connect with the A329 cycle route (Forest School).

The proposed Loddon Long Distance Path is supported by the Shinfield Neighbourhood Plan to provide walking access along the north bank of the river Loddon.

10.GAPS BETWEEN SHINFIELD PARISH COUNCIL AND WOKINGHAM BOROUGH COUNCIL ASSESSMENTS

- a) The routes proposed within Shinfield South in the draft plan are existing roads that are narrow and carry high levels of vehicular traffic and are considered by Shinfield Parish Council to be unsafe for cyclists.
- c) No infrastructure improvements are proposed to improve cyclist safety.
- d) The proposals do not provide segregated routes through the south of Shinfield between Spencers Wood and Three Mile Cross and between Spencers Wood and Shinfield and propose that cyclists continue to use the busy unsegregated Basingstoke Road and Hyde End Road

11.PROPOSALS BY SHINFIELD PARISH COUNCIL TO IMPROVE CYCLING AND WALKING AROUND AND THROUGH SHINFIELD PARISH

Existing proposals and obligations

Existing proposals and obligations by developers, Wokingham Borough Council and Shinfield Parish Council should be completed:

- 1) Three Mile Cross Junction Improvement works with associated cycle way and foot path from Basingstoke Rd via the Parklands development and Deer Leap Park to Hays Drive roundabout to be completed.
- 2) Footways in sports fields west of Hyde End Lane to be completed connecting Fullbrook Avenue development with Ryeish Sports Hub and Oakbank School. Implement school zone safety measures around Oakbank School.
- 3) Publishing Wokingham Borough Council and Shinfield Parish Council Walking, Cycling and Bus information and maps on the Shinfield Parish Council website, notice boards, within community buildings and providing promotional material and weblinks to local schools and employers.
- 4) Wokingham Greenways routes A, B & K and Loddon Long Distance Footpath plans to be implemented.
- 5) Implementing 3 additional bus stops on Hyde End Road between Basingstoke Road and Fullbrook Avenue.
- 6) Implementing speed limit reductions and village gates on all main routes within Shinfield Parish to protect cyclists and pedestrians (see Appendix 4).

New proposals

New proposals by Shinfield Parish Council aim to improve the Draft Wokingham plan.

Proposal 1: Church Lane segregation

Build a cycleway/footway along or parallel to Church Lane from St. Mary's Church to the Six Bells Public House to connect with the M4 foot and cycle bridge to link north Shinfield and South Shinfield.

Proposal 2: Three Mile Cross Cycle Route.

Provide a segregated cycle route from Swallowfield and Spencers Wood to Three Mile Cross and the A33 Cycleway via either Lambs Lane, White House Lane and Woodcock Lane or segregated lanes on Basingstoke Road.

Proposal 3: Hyde End Lane segregation

Provide a walking and cycling route east of and parallel to Hyde End Lane from the Fullbrook Avenue Bus Gate to the Mays Farm SANG car park and Church Lane.

Proposal 4: Shinfield North Cycle route to Shinfield Rise

Create a cycling/walking path from the Black Boy roundabout northwards to link with the Reading Borough Council Cycle lane at Shinfield Rise to provide access to University of Reading, Royal Berkshire Hospital and support inward travel to the Science Park and Film Studio.

Proposal 5: Develop a cycle and walking route to link Spencers Wood, west of Shinfield village developments and Arborfield Cross.

Develop a cycle/walking route linking Spencers Wood and developments west of Shinfield village and Langley Mead SANG to Arborfield via a segregated route south of the A327 and linked to the Arborfield bypass cycle way.

Proposal 6: Develop a safe alternative cycling route to Hyde End Road

Develop a safe cycling route between Spencers wood and School Green either by segregated lanes on Hyde End Rd or via Clare Green Rd, Croft Rd, Hyde End Lane (south) Bus link, Bolton Drive and Beke Avenue

Proposal 7: Improve Bus routes 8 and 9 on weekdays

Improve routes 8 and 9 during weekdays by converting to a circular service with all route 9 journeys being started or extended as route 8 services which would improve connectivity between villages and increase revenue at nil cost to the operator or funders as the 9 route is already configured as a continuation of the 8. The limited retiming would improve timetable gaps between route 7 and 9 on Basingstoke Rd and provide all communities with high frequency bus services.

Appendix 1

Recreation and Sports facilities

a) Ryeish Green Sports Hub provides a variety of activity for the benefit of residents from anywhere within Wokingham Borough, including:

- i. Gym all ability activity
- ii. Badminton
- iii. Tennis
- iv. Football.

These activities cause parking and traffic congestion to the detriment of nearby residents. Football activity at weekends is a particular difficulty with several football pitches hosting several games each football day attracting teams and visitors from out of area.

Additional pitches with insufficient extra parking provision are being constructed nearby.

b) Millworth Lane Recreation Ground provides facilities for Cricket and Football

As with Ryeish Green, these activities cause parking and traffic congestion to the detriment of nearby residents. Football activity at weekends is a particular difficulty with several football pitches hosting several games each football day attracting teams and visitors from out of area.

Shinfield Parish Council proposes to migrate sports activity from Millworth Lane to new facilities coming on stream in 2022 and 2023 as below. After which the ground will revert to a recreation ground to provide a much needed leisure area for local residents.

c) The Manor Sports Ground

The Manor is due to open June 2022, will have a pavilion and will provide Cricket and Football facilities with some parking and will impact travel on Brookers Hill and adjacent areas.

The Pavilion will double as a social space for private hire when not being used for sporting related activities.

d) High Copse Sports Ground

High Copse is due to open 2023, will have a pavilion and will provide Cricket and Football facilities with some parking and will impact travel on Hyde End Road and adjacent areas

The Pavilion will double as a social space for private hire when not being used for sporting related activities.

The new sports centres described are being provided to meet a growing demand for sports facilities but will add to road congestion, particularly at weekends.

To manage the growth in leisure facilities the Parish Council will work with clubs to and users to increase use of sustainable transport to these venues to minimise short distance car journeys

APPENDIX 2

Schools

Aldergrove Primary School

The school opened in 2020 and is located at the edge of the West of Shinfield (village) development and is connected by footpaths and cycle way to Ryeish Green and north of Hyde End Rd developments.

The school is planned as a walkable site and evidence be gathered as it becomes fully occupied.

Grazeley Parochial School

The school serves a dispersed rural community and is only accessible by car and walking for very local children

Lambs Lane

The school serves Spencers Wood, Three Mile Cross and Swallowfield and lacks safe walking and cycling routes for parent and children along the Basingstoke Road. Pavements are discontinuous on with the pedestrians having to change sides twice between Three Mile Cross and Lambs Lane of Basingstoke Road and vehicles stop at shops in Spencers Wood park on the only pavements.

Shinfield Infants and St. Mary's Junior schools

Located at School Green in Shinfield the schools are within a large walkable community and have local bus services to Shinfield North and part of Spencers Wood although there are no bus stops within the West of Shinfield development.

Significant parking issues arise every day leading to risks of accidents between cars and children.

Oakbank Secondary School (next door to Ryeish Green Sports Hub)

Oakbank School has a particular problem because of its remoteness and wide catchment area which encourages parents to deliver and collect a large number of pupils by car each school day.

There is considerable congestion and the start and end of each school day. Parents are resisting efforts by the school management team to encourage less car use.

A draft proposal to mitigate this issue is being prepared by Wokingham Borough Council

Shinfield Parish Council will provide Oakbank School with a map of local walking and cycling routes, a copy of which will be placed on a notice board in the road outside the school at start of Shinfield Footpath 16 (A surfaced path suitable for walkers and cyclists)

APPENDIX 3

Implementing safe walking and cycling routes

Safe Walking and Cycling within the Parish is addressed in part by the introduction of signposted and mapped off-road or quiet road walking and cycling routes which are being developed in stages

- a) Stage 1 Central area between Shinfield South, Ryeish Green and Three Mile Cross is complete
- b) Stage 2 Integration of the Manor, Shinfield, into the sign posted central area routes.
An order has been placed for the signs
- c) Stage 3 Integration of Parklands/Footpath 20/Clares Green/adjacent Basingstoke Rd to be assessed and implemented during Spring 2022.
- d) Stage 4 Routes from Shinfield central area to Green Park and in Grazeley direction to be assessed and implemented during Autumn 2022.
- e) "You are here" maps are to be placed end 2021 on strategically placed notice boards in the central area to encourage usage.
- f) Public Rights of Way within Shinfield Parish should be regularly maintained for use by the public for travel and leisure purposes
- g) Where integral to Shinfield Parish Council Travel Policy, Wokingham Borough Council should be petitioned to upgrade Public Rights of Way when appropriate.

Draft Travel Plan

Version: 1

Approved: Minute no 20/FC/EOM/34.1

Date: 17 March 2020



APPENDIX 4

Speed limits and village gates

4th October 2021

Mr Mike Balbini
Clerk to Shinfield Parish Council
School Green, Shinfield
RG2 9EH

Dear Mr Balbini

Associate Director Election and AGM – Remote meeting – Monday 25th October 2021

The Directors of ReadiBus would like to invite a representative to the Annual General Meeting of the ReadiBus Association.

The AGM will be held remotely on Monday 25th October 2021 at 7pm. You are warmly invited to join. This will be a brief ‘business’ meeting comprising only the formal business of an AGM.

At the AGM, there will be a brief summary of the year’s activities and the accounts, and auditors will be appointed for 2022/3. There will also be an election for places on the ReadiBus Board of Directors.

If you wish to nominate someone for the Board, please complete and return the enclosed nomination form.

Please reply to Helen Wightwick (helenwightwick@readibus.co.uk) at ReadiBus by Friday 22nd October 2021. Joining instructions will be sent out nearer the time.

I look forward to ‘seeing you’ on the 25th October if you wish to join the meeting.

Yours sincerely



Prof. Sophia Bowlby
Chair

**ELECTION OF DIRECTOR
TO READIBUS BOARD OF DIRECTORS
BY ASSOCIATE MEMBER**

NOMINATION SLIP

I,
wish to nominate
who has agreed to stand for a 3 year term.

Signed:(Nominator)

Signed:(Candidate)

Name (please print):

Address:
.....
.....

Telephone No:

To be returned to the Honorary Secretary by Friday 22nd October 2021. Please send to
helenwrightwick@readibus.co.uk
Please note that nominations will not be accepted at the AGM on Monday 25th
October 2021.

Hi Mike,

Thanks for your mail which Helen has passed on to me to respond.

First of all, that's great that a representative would like to attend our AGM (via Zoom) on 25th October 2021 – Helen will mail out a Zoom link to you nearer the time.

On the matter of representation on the Board, there are two options:-

- Shinfield Parish Council may nominate an individual – who is required to be unconnected to any local authority (so not a current councillor or officer) - to stand for election as an Associate Director, using the nomination form that has been sent. These elections are held at the AGM and any such nomination needs to be received before then for the forthcoming year.
- Alternatively, if you specifically wish to nominate a councillor to sit on the Readibus Board, the Board can 'co-opt' up to 4 people on to the Board in any one year and so could consider this as a means of doing that. The Board is always keen to encourage people who are interested in Readibus and/or have something to contribute. I would need a little more detail to present such a proposal to the next meeting of the Board (which is in November).

Shinfield Parish Council is facilitated to do the first of the above options as it is already an Associate member. This will date back to many years ago and is why you have been sent an AGM invite with a nomination form. I have noted that we may not have sufficiently explained in the AGM invite how the process works, so my apologies for that. Our rules do not permit you to nominate a councillor directly to the Board.

I hope that this provides you with the detail that you need. If you need anything further or would like to discuss the above at all, please let me know.

Kind regards,

Peter

To use the Services of Probation England and Wales;

(Probation is when you serve a court sentence in the community and can include unpaid work or being supervised after coming out of prison.)

As Probation Service in England and Wales is offering the services of the people sentenced to community work, Shinfield Parish Council could use these people to benefit the community in SPC i.e. to use the people sentenced to community work to make footpaths useable for pushchairs, elderly and disabled people, to have them clean the area, parks, recreational grounds, play areas, football and cricket grounds, and all jobs that require manual labour. Sometimes these people have some kind of professional experiences (e.g; ground keepers, electricians, plumbers, builders and etc), SPC could benefit from instead of hiring and paying for these services, Therefore I propose to contact Probation Services in Reading and ask for their services