

To all members of Shinfield Parish Council

Notice is hereby given and you are summoned to attend a meeting of the Full Council on Wednesday 28th February 2024 at the School Green Centre, commencing at 19:30



Bruce Winton, Parish Clerk
23rd February 2024

Members: Cllrs Boyer, Clarke, Fernandes, Grimes, Hoyle, Jahromi, James, Johnson, Jones, Lias, Masseron, Matic, Montgomery, Peer and Tatla

Agenda

1. Public Questions

- 1.1 To **RECEIVE** and **CONSIDER** any questions from the public

2. Apologies and declarations of members' interests

- 2.1 To **RECEIVE** and **CONSIDER** members' apologies for absence
- 2.2 To **RECEIVE** and **CONSIDER** declarations of members' interests
- 2.3 To **RECEIVE** and **CONSIDER** changes to members' declarations of pecuniary interest

3. Minutes of Meeting held on 24th January 2024

- 3.1 To **APPROVE** the minutes of the Full Council meeting held on 24th January 2024* as a correct record of the meeting
- 3.2 To **RECEIVE** information on matters arising

4. Reports Borough Councillors

- 4.1 To **RECEIVE** reports from the Borough Councillors*
- 4.2 To **CONSIDER** the implications of WBC's closure of the community flat at Frensham Green
- 4.3 To raise any questions to WBC via the Borough Councillors

5. Reports from Committees and associated Working Parties

- 5.1 To **NOTE** the draft minutes of the Facilities Committee dated 7th February 2024* and update from the Chairman of the Committee including updates from:
 - Sports Working Party
 - School Green Working Party
 - Café Working Party

** indicates one or more attachments in support of the item*

*** indicates papers to follow*

- 5.2 To **NOTE** the draft minutes of the Arts, Culture and Events Committee dated 8th February 2024* and update from the Chairman of the Committee including updates from:
 - Events Working Party
- 5.3 To **NOTE** the draft minutes of the Planning & Highways Committee dated 14th February 2023* and update from the Chairman of the Committee including updates from:
 - Traffic Working Party
- 5.4 To **NOTE** any updates from the Chairman of the Children and Young Adults committee (no meeting in February) including updates from:
 - Education Working Party
- 5.4 To **NOTE** the draft minutes of the Finance and General Purposes Committee dated 21st February 2024** and update from the Chairman of the Committee
- 5.5 To **RECEIVE** and **CONSIDER** an update from the Engagement Working Party
- 5.6 To **RECEIVE** a verbal report from the Chairman
- 5.7 To **RECEIVE** reports from outside bodies

6. Land issues

- 6.1 To **RECEIVE** and **NOTE** a verbal update from the Clerk on land issues within the parish
- 6.2 To **RECEIVE** and **NOTE** a verbal update on the completion of the unfinished footpath on Hyde End Lane

7. Shinfield Screening Facility

- 7.1 To **RECEIVE** and **CONSIDER** a revised proposal for the installation of the screening facility in the Ryeish Green room at the School Green Centre*

8. Public Art

- 8.1 To **RECEIVE** and **CONSIDER** a recommendation from the Arts, Culture & Events and Finance & General Purposes committees for public art in the parish*

9. Correspondence

- 9.1 To **RECEIVE** and **CONSIDER** any correspondence received

10. Invoices for Payment

- 10.1 To **RECEIVE** and **NOTE** Lloyds Bank payment of invoices within the Clerk's financial delegation*
- 10.2 To **RECEIVE** and **NOTE** Barclaycard payment of invoices within the Clerk's financial delegation*
- 10.3 To **RECEIVE** and **APPROVE** payments due to be made that are outside the Clerk's financial delegation*

11. Date of Next Meeting

- 11.1 The date of the next Full Council Meeting will be Wednesday 27th March 2024

** indicates one or more attachments in support of the item*

*** indicates papers to follow*

Minutes of a meeting of Full Council
Held on Wednesday, 24th January 2024
At School Green Centre commencing at 19:30

Present: Cllrs Clarke, Fernandes, Grimes (Chairman), Hoyle, James, Johnson, Jones, Lias, Matic, Montgomery, Peer and Tatla

Attending: BClr Rance
B Winton (Clerk), S Herring (Deputy Clerk)
1 member of the public
3 representatives from the Natural History Museum (NHM)
1 representative from The University of Reading (UoR)

24/1 Public Questions

- 1.1 In response to Shinfield Parish Council's (SPC) comments on the planning application number 232995, representatives from the Natural History Museum (NHM) and The University of Reading (UoR) attended the meeting to explain the benefits that the NHM could bring to the Parish and their proposals for community engagement and outreach.

The NHM explained that moving their storage and research facility to Shinfield would allow growth and development in the London museum. The site in Shinfield would bring a number of benefits to the community.

In their document "Community Engagement at Thames Valley Science Park" it states:-

" . . . we envisage submission of a detailed Community Engagement Strategy to discharge an appropriate condition which would be applied to our planning application . . . "

Local opportunities proposed were:

- Enhancing local biodiversity
- Connection with nature
- Free public lectures
- Collection tours
- Partner with environmental, heritage and community organisations
- Public art

Schools, skills and employment proposals would include:-

- Local school engagement programme
- Work experience and apprenticeships
- Skills and employment opportunities
- Volunteering

Cllr Grimes requested that SPC be involved in the steering group for outreach projects to ensure long term engagement. Involvement of schools was key so children could benefit. The NHM reported that there was government backing for such projects and this would also include collaboration with the UoR.

The UoR explained that this application was part of a large development, however, there was no planning certainty. Additional plans included:-

- A central hub (meet and greet / coffee hub)
- Environmental Education Centre
- Biodiversity
- Opportunities for working with schools
- Forest Classroom – new versus old woodland

SPC would consider these proposals when reviewing their Neighbourhood Plan.

20:00 *Representatives from the NHM and UoR left the meeting*

24/2 Apologies and declarations of Members' Interest

- 2.1 Apologies had been received from
Cllrs Boyer, Jahromi and Masseron
BCllrs Glover, Gray and Johnson
- 2.2 There were no declarations of interest
- 2.3 There were no changes to members' declarations of pecuniary interests

Budgets were discussed at this point – see minute 24/6.1

24/3 Minutes of the Meeting held on 20th December 2023

- 3.1 The minutes of the Meeting held on 20th December 2023 were approved and signed by the Chairman as a correct record

Proposed: Cllr Peer
Seconded: Cllr Montgomery
Approved: Unanimously

- 3.2 **The following matters arising were discussed:**

- 23/156.1** The Clerk would investigate the issues the gentleman raised and would keep him informed of any updates.

The Clerk had written to WBC with the questions raised after the last Full Council meeting and had now received a response. He has passed on WBC's comments to the member of the public and will continue to liaise with him until matters are resolved

ACTION – Clerk to continue to follow up

- 23/156.1** The complaint regarding staff at the School Green Centre would be addressed by the Staffing Committee

This had been done.

- 23/158.3** Clerk to draft the process for co-option of councillors
23/146.9

This would be reviewed at the meeting in May 2024.

- 23/158.3** Clerk to contact BCllr Gray regarding the predicted numbers for inward migration
23/147

Cllr Gray had advised the clerk that he would be in a better position to respond after the next meeting of WBC's Childrens Services Overview and Scrutiny Committee that was due to meet in early March.

ACTION – Clerk to add to the meeting of Children and Young Adults Committee on 14th March.

- 23/158.3** Clerk to arrange to visit Oakbank School and The Forest School
23/147

The Clerk reported that he would visit Oakbank School next, but as they had just undergone an Ofsted Inspection and were still processing the results, he felt it best to leave it a few weeks before contacting them on this subject.

ACTION – Clerk to arrange a visit to Oakbank School and report back to the appropriate meeting of the Children and Young Adults Committee

- 23/158.3** Clerk to communicate the proposed changes to polling stations to residents
23/147

This had been communicated to residents in the January newsletter

- 23/158.3** Clerk to chase WBC for a formal response to his requests for traffic
23/149.3 improvements in the Parish, and to copy in BCllrs

A letter had been sent to BCllr Conway on 16th January expressing frustration at the lack of information from WBC regarding traffic improvement requests submitted in early August 2023. BCllr Conway responded the next day and the Clerk had received a formal response to the concerns raised by Shinfield Parish Council (SPC).

ACTION – Clerk to circulate BCllr Conway's response on traffic improvements in the Parish to all members

- 23/158.3** Clerk to follow up with Grazeley Village Memorial Hall (GVMH) on requested
23/152.2 information in relation to their capital grant

The Clerk had informed GVMH on 27th November of the award but had not received a response. He had written again to remind them of the deadline of 31st March for confirmation that they would be able to proceed with the work.

ACTION – Clerk to confirm arrangements with GVMH regarding the offer of the capital grant

- 23/158.3** Clerk to follow up with St Mary's Church on requested information in relation to
23/152.3 their capital grant

St Mary's had confirmed in November their intention to proceed before the 31st March deadline and the Clerk has asked for an update to ensure this would be complied with. They had confirmed that they were progressing their plans and would meet the deadline and would ensure that the council's contribution was appropriately recognised.

ACTION – Clerk to monitor the information requested from St Mary's Church regarding their offer of a capital grant

- 23/158.3** Clerk to arrangement payment of £20,000 to Shinfield Players Trust in January
23/152.4 2024

This had been paid and the programme from Shinfield Players Trust would recognise Shinfield Parish Council's support throughout 2024.

- 23/159.2** Clerk to add 'Service Road' on Basingstoke Road to the Planning and Highways Committee meeting in January 2024

This had been done and the Clerk had been advised by WBC that they would review the naming of this part of Basingstoke Road.

- 23/159.2** Clerk to add 'waste bins' to the Facilities Committee meeting in February 2024

This would be done

- 23/159.2** Clerk to raise the issue of funding to Bohunt School for the creation of additional classes at the next Education Working Party

The Clerk was in the process of arranging the next Working Party meeting with BCLlr Prue Bray and the relevant WBC officers. Items for the agenda would include:

- Secondary school numbers and the likely impact on school transport
- Data on 6th form numbers and provision options
- Policy on post 16 education in the borough
- November 2023 Ofsted report on Oakbank

ACTION – Clerk to set up a meeting of the Education Working Party and invite BCLlr Bray and relevant WBC officers

- 23/161.1** Clerk to ask Craig Hoggeth, WBC what was WBC's governance on procuring land

This was on the agenda.

23/161.2 Clerk to explore the option of a bus conversion further and report back in the new year

The Clerk had investigated companies that provided bus conversions for community use and showed some images to members of existing models. These included communal seating areas, facilities for making refreshments and outside awnings to enhance usage outside.

Potential uses could be

- Coffee mornings
- Consultation exercises
- Presence at community events
- Youth Club location

The actual cost depended on the detailed specification, quality of finish, etc but a single decker could be accommodated within a £100k budget.

Members expressed an interest in exploring this further and agreed that a working party be set up for this purpose that would report to the Children and Young Adults Committee. Cllrs Fernandes, James, Matic, Montgomery and Tatla expressed an interest in joining the working party. In due course a business case would be submitted for consideration.

ACTION – Clerk to set up a working party to explore the idea of community amenities further

23/161.4 Clerk to investigate the planning status for the Ryeish Green Pavilion

It was agreed at the last meeting that the Clerk would seek clarification from WBC regarding the Class of Use for the Pavilion, what impact there may be from any change of use and what WBC's concerns were regarding the access road.

The Clerk had received written confirmation that the building was regarded as lying within Class E and that "changes between uses falling within Class E are permitted, therefore no planning permission was required for such changes". Almost all the proposals previously received for the purchase of the building would fall within Class E.

WBC still had concerns over any activity that would increase the number of visitors within the DEPZ but would not be able to use planning permission to stop any change.

The Clerk was still following up the access concerns regarding the site. Once the Clerk had all the required information this would be brought back to Full Council to decide on the next steps regarding the pavilion.

ACTION – Clerk to continue to follow up concerns relating to the Ryeish Green Pavilion site with WBC and report back to Full Council when he had received satisfactory responses

23/162.1 Cllr Grimes to sign the proposal with Shinfield Studios Limited

This had been done.

23/163.1 Clerk to document all requests for information to WBC, forward these to the BCLRs and WBC with a deadline for response

The Clerk advised that he was compiling these but in order to document the full list it was a time-consuming process.

23/164.1 BCLlr Glover to instigate a meeting between the relevant bodies relating to the Spring Gardens Lunch Club

BCLlr Glover had informed the Clerk that the issues around Spring Gardens Lunch Club had been resolved. BCLlr Rance confirmed that the situation had improved and an agreement had been reached between WBC and the lunch club. All agreed that no further action was needed at this time.

24/4

Reports from Borough Councillors

4.1 Members **NOTED** the written reports from Borough Councillors Glover, Munro and Rance

4.2 Cllr Clarke queried the charge by WBC for replacing the bus shelter that had been paid for and installed by SPC. The Clerk reported that a discount had now been applied of 57%. Members were unclear as to why WBC had to charge for something that was purely a replacement at no cost to WBC. There were a number of charges that WBC imposed on parish councils and members would like to know when these were brought in. BCLlr Rance agreed to investigate.

ACTION – BCLlr Rance to investigate the reason for the charges and to obtain a list of charges from WBC

20:50 BCLlr Rance left the meeting

24/5

Reports from Committees and associated working Parties

5.1 Minutes of the Facilities Committee 3rd January 2024

Cllr Clarke reported that –

- WBC were refusing permission to remove a tree preventing the installation of the toilets for the tennis club
- There had been a huge interest in the café and the tender document had been issued
- Work on High Copse would commence on 15th January
- Millworth Lane – the Clerk was working with Tony Grover (BDS) to revise the plans following an informative meeting with WBC

Members **NOTED** the minutes of Facilities Committee

Sports Working Party

Following a meeting with WBC it was recommended that the potential 3 basketball/netball courts be replaced with a 5 a side facility and some changes to the car park surfaces and drainage around the pump track.

School Green Working Party

The Facilities Manager was still working on the planning application for the screening proposed for the north end of the School Green.

Café Working Party

The Clerk advised that the tender documents had been prepared in consultation with the catering consultants who had provided very clear advice and documentation. The Working Party members had reviewed that documentation and approved the tender. In total 31 expressions of interest had been received and all had been provided with the tender documentation on 24th January 2024. Show rounds for interested parties were to be arranged on either 2nd or 5th February with the intention to present a preferred candidate to Full Council at the end of March.

5.2 Minutes of the Arts, Culture and Events Committee 4th January 2024

The meeting had been cancelled due to illness.

Events Working Party

It had been identified that the proposed dates of October 2024 for the Art Exhibition would clash with the Reading Artists Guild exhibition at Leighton Park School, and it was therefore proposed to reschedule for the February 2025 half-term.

5.3 Minutes of the Planning & Highways Committee 10th January 2024

Cllr Peer reported that the high court ruling was in favour of AWE and the issue regarding planning permission within the DEPZ still stands. Cllr Hoyle had received the judgement and agreed to circulate this to the Clerk for distribution.

ACTION – Clerk to circulate the high court ruling to members once received from Cllr Hoyle

Members **NOTED** the minutes of the Planning and Highways Committee meeting held on 06th January 2024

Traffic Working Party

There was no further update

ACTION – Clerk to set a date for the Traffic Working Party

5.4 **Minutes of the Children and Young Adults Committee 18th January 2024**

The Clerk reported that the Ofsted report for Oakbank School had been published and it had been agreed to invite representatives of the Anthem Trust to a meeting to discuss ways that SPC could act as an agent to assist with change.

The Youth Leader was working with the youth club team to discuss ways forward for the Youth Club. Ideas discussed were splitting into younger and older age groups where the younger group would meet at the School Green Centre and the older group would have more targeted sessions at venues appropriate to the activity.

Members **NOTED** the minutes of the Children and Young Adults Committee meeting held on 18th January 2024

5.5 **Terms of Reference for the Children and Young Adults Committee**

Members **APPROVED** the terms of reference for the Children and Young Adults Committee

Proposed: Cllr Tatla
Seconded: Cllr James
Approved: Unanimously

5.6 **Engagement Working Party**

The Clerk advised that he would arrange a meeting of the Working Party in February

ACTION – Clerk to arrange a meeting of the Engagement Working Party in February

5.7 **Chairman's Report**

Cllr Grimes had nothing significant to report this month.

5.8 **Reports from Outside Bodies**

Reports from outside bodies were received:-

Berkshire Association of Local Councils (BALC)

Cllr Peer had attended a meeting of BALC where training for new councillors and continuing professional development (CPD) was discussed. She reported that there were a number of courses available, some were delivered online.

ACTION – Clerk to circulate list of courses to all members when advertised

Shinfield United Charities

Cllr Montgomery reported that Shinfield United Charities had held their AGM and grants had been made totalling £1,775.00.

Spencers Wood Village Hall

Cllr Grimes reported that Spencers Wood Village Hall were doing well. The Church representative had withdrawn from the Committee.

24/6

Budgets for 2024/25

(this item had been discussed after item 24/2.3)

- 6.1 Cllr James presented the budget to members for consideration.

The Clerk had previously circulated detailed budget proposals for 2024/2025 with projected assumptions for five years.

The Chairman highlighted that Shinfield Parish had evolved from a small village and was now approaching the size of a small town resulting in a significantly higher budget.

Members **APPROVED** the proposed budget recommendation for 2024/2025

Proposed: Cllr Tatla
Seconded: Cllr Lias
Approved: 10 for with 1 abstention

- 6.2 Members **APPROVED** the proposed Precept recommendation for 2024/2025

The Clerk had previously circulated the recommended precept for 2024/2025. This was an increase of 4.5% on the previous year.

Proposed: Cllr Montgomery
Seconded: Cllr Lias
Approved: 10 for with 1 abstention

24/7

Land Issues

- 7.1 Ryeish Green playing fields

Craig Hoggeth, WBC, had now appointed a member of his team to work with the Clerk to progress the matter of the leases for the pitches in Ryeish Green and the Deardon Orchard.

ACTION – Clerk to work with WBC officers on these leases

- 7.2 Community Space in the north of the parish

The Clerk had been investigating a Community bus as reported in item 24/3.2 – 23/161.2 above.

The Clerk was aware that no decision from Full Council had been made as to whether he was to proceed with negotiations with Whiteknights School and what level of engagement would be expected.

ACTION – Clerk to add Whiteknights School to the agenda of Facilities Committee for further consideration

7.3 Unfinished Footpath on Hyde End Lane

BCllr Glover had received an update from Alan Lewis, Highways Development Manager, Wokingham Borough Council

"I met Taylor Wimpey last week on a range of issues. In terms of Hyde End Lane, they are content with the approach; but, because of the on-going liability for any trips/falls, they want to make a legal deed to dedicate that part of the land to WBC and relocate the fence – and they want these costs to form part of their contribution. I indicated that provisionally that would be reasonable, but SPC have indicated a maximum value; WBC has a very limited budget (from Safe Routes to School funds); so, these still need to fit with the collective allowances that are potentially available I have verified the cost of the works and Volker Highways are ready to undertake the works, once the above is sorted."

7.4 Ryeish Green Pavilion

As discussed under matters arising, this will be brought back to Full Council when more information is available from WBC regarding Class of Use and the access road to the Pavilion.

See minute 24/3.2 - 23/161.4

24/8

Shinfield Screening Facility

- 8.1 A visit to South Street Arts Centre in Reading had been arranged for the Clerk and Deputy Clerk to see the type of retractable seating proposed in action. An issue had been identified in that there was a structural support column between the two cupboards that may have been used to position the seating in the Pound Green Room. This will need to be assessed alongside the existing issue with suitable alternative storage.

24/9

Council Meetings

- 9.1 The Clerk had produced a summary of Council meetings for the previous year and reported that 55 meetings had been held (not including working parties) amounting to 29.6 days of time provided by councillors on council business. This highlighted the huge commitment of members of Shinfield Parish Council.
- 9.2 Members **NOTED** the meeting schedule for 2024/25 that had been previously circulated.

ACTION – Clerk to send electronic invites to members

24/10

Correspondence

- 10.1 Shinfield St Mary's Junior School request for Foundation Governors

The Clerk reported that Cllr Fernandes had offered to become a member of the governing body at St Mary's Junior School.

ACTION – Clerk to inform St Mary's Junior School of Cllr Fernandes' offer to become a Foundation Governor of the school

10.2 Hall Farm

A copy of an email received by the Clerk had been circulated to members from a group of residents involved with Save our Loddon Valley Environment (SOLVE).

SOLVE would like to hear the views of as many parish or town councillors in areas that will be affected. They would be pleased to meet and discuss the proposed development further.

ACTION – Clerk to invite members of SOLVE to a meeting to discuss the view of the Parish Council

10.3 Natural History Museum (NHM) planning application

The Clerk has received an invitation from WBC for two parish councillors to attend a Planning Members briefing on the NHM application on Monday, 29th January.

ACTION – Cllrs Grimes and Peer to attend the meeting

10.4 S106 money – WBC works

Cllr Lias raised concerns over money being spent on raising kerbs when the buses now have lowering suspension to facilitate standard kerb access.

Cllr Lias suggested that the money could be better spent on bringing Footpath 20 up to standard.

Cllr Hoyle raised the question as to why the UoR were removing the proposed traffic lights in Three Mile Cross.

24/11

Invoices for Payment

11.1 Members **NOTED** the following payments: -

- Payments made within the Clerk's financial delegation
- Payments made on Barclaycard within the Clerk's financial delegation

11.2 Payments outside the Clerk's financial delegation

There were no payments made outside the Clerk's financial delegation

24/12

Date of Next Meeting

12.1 The date of the next meeting was Wednesday, 28th February 2024

Meeting ended at 21:53

List of Actions

24/3.2 23/156.1	Clerk to follow up the issues raised by a member of the public with WBC	Clerk
24/3.2 23/158.3	Clerk to add to the meeting of Children and Young Adults Committee on 14 th March, information on the predicted numbers for inward migration, to be supplied by BCllr Gray	Clerk
24/3.2 23/158.3	Clerk to arrange a visit to Oakbank School and report back to the appropriate meeting of the Children and Young Adults Committee	Clerk
24/3.2 23/158.3	Clerk to circulate BCllr Conway's response on traffic improvements in the Parish to all members	Clerk
24/3.2 23/158.3	Clerk to confirm arrangements with Grazeley Village Memorial Hall regarding the offer of the capital grant	Clerk
24/3.2 23/158.3	Clerk to monitor the information requested from St Mary's Church regarding their offer of a capital grant	Clerk
24/3.2 23/159.2	Clerk to set up a meeting of the Education Working Party and invite BCllr Bray and relevant WBC officers	Clerk
24/3.2 23/161.2	Clerk to set up a working party to explore the idea of community amenities further	Clerk
24/3.2 23/161.4	Clerk to continue to follow up concerns relating to the Ryeish Green Pavilion site with WBC and report back to Full Council when he had received satisfactory responses	Clerk
24/4.2	BCllr Rance to investigate the reason for the charges made to Parish Councils and to obtain a list of charges from WBC	BCllr Rance
24/5.3	Clerk to circulate the high court ruling to members once received from Cllr Hoyle	Clerk
24/5.3	Clerk to set a date for the Traffic Working Party	Clerk
24/5.6	Clerk to arrange a meeting of the Engagement Working Party	Clerk
24/5.8	Clerk to circulate list of BALC courses to all members when advertised	Clerk
24/7.1	Clerk to work with WBC officers on the leases for the pitches at Ryeish Green and the Deardon Orchard	Clerk
24/7.2	Clerk to add Whiteknights School to the agenda of Facilities Committee for further consideration	Clerk
24/9.2	Clerk to send electronic invites to members	Clerk
24/10.1	Clerk to inform St Mary's Junior School of Cllr Fernandes' offer to become a Foundation Governor of the School	Clerk
24/10.2	Clerk to invite members of SOLVE to a meeting to discuss the view of the Parish Council	Clerk
24/10.3	Cllrs Grimes and Peer to attend a Planning Members briefing on the NHM on Monday, 29 th January 2024	Cllrs Grimes and Peer

Borough Councillor Reports

Councillor Glover

TO FOLLOW

Councillor Gray

Meetings continue with the Children's Services Overview and Scrutiny Committee and Corporate Parenting Board. I have been raising the issue of Care Leavers setting up home grant, to get more transparency on the way it is delivered to care leavers. On 20th Feb I attended the Youth Politics Event at Shute End, it was great to see so many young people taking an interest in politics.

Local issues:

- I have continued to raise the issue of the junction by Whitley Wood Road, there have been a further two accidents at this junction since I raised a question at council. I am still awaiting further progress from highways on this.
- I have had meetings with Cllr Stephen Conway and officers regarding the closure of the community flat. Going forward, the key priority is to make sure residents can access the services and events they used the flat for, and I am in communication with Shabina and other officers to help ensure this happens. This may prioritise the need for a parish community facility in the north of the parish even more.
- Some issues on speeding and pedestrian crossings in Shinfield that I have raised with highways and am awaiting to see how they are prioritised.
- I continue to support a number of residents with ASB concerns, and housing maintenance issues.

Councillor Johnson

TO FOLLOW

Councillor Munro

Still pushing for speed limit changes in Beech Hill Road and other traffic safety measures in Spencers Wood.

Councillor Rance

I sit on 4 committees at WBC: SACRE, Licensing & Appeals, School Transport Hearings, HOSC (Health Overview & Scrutiny). All health bodies and issues are discussed, e.g. GP Surgeries, Dentists, BOB (Berkshire Oxfordshire & Buckinghamshire), RBH. At mtg. 31/1/24 we heard about the Coroner Service, England & Wales whose primary purpose is to investigate violent, unnatural, unexplained deaths or those occurring in custody/state detention. The Role of the Authority is to secure the

provision of officers and staff needed, plus accommodation appropriate to coroner's needs in carrying out functions. It was very interesting.

16.1.24 I saw dead deer in Church Lane, reported it, so did others. By noon it was removed.

19.1.24 Attended NAG at Spencer's Wood Pavilion. There's a new PCSO Lisa Wiggins. PCSO Vicky Lendrun said she is still trying to "Get in to meet with the Youth Club". Also reported the troublesome youths who were interfering with the youth club and allotments seem to have moved to cause problems at Spring Gardens. She mentioned some incidents of bad behaviour at Oakbank School, and that Traffic Calming measures at Arborfield have been crashed into. An Arborfield resident who attended reported there is 'a lot of litter in Arborfield'!

21.1.24 Spoke with the Lunch Club ladies. Things are now working well so I feel 'best left alone'

Checked in with the Paraplegic young man, waiting 2 yrs for specially adapted bungalow to be finished. He says he is very happy as it should be Mid-March. I asked him to keep me posted.

2.2.24 Had a word with the young couple landowners of the piece next to Dobbies. They have cleared the land quite a bit. As there are no leaves on the trees, the public can see inside clearly. They have had written permission from WBC Dec 2023 to remove sucker growth from around lime trees which had been untouched for so long it was growing onto pavement. The fence has been moved forward because fly tipping is continuing They have applied for Ash Die Back removal, but have not had permission....yet!

4.2.24 After silence for over a year regarding Highway Cottage and Wistaria, and the expected traffic lights at 3MX, a resident asked 'what is happening'. At the moment nothing, It is still in the hands of the developers and notification is not expected for another 6-12 months.

5.2.24 A resident living next to Croft Gardens Play Park contacted me over 18 months ago. The grass had not been cut for a very long time. I got onto Cleaner & Greener and it was cut. She also noticed Zip line not working. I contacted Ricky Josey a year ago and was told 'he had to buy the parts in' mentioning other issues. A year on, the resident contacted me. Again I contacted Mr. Josey, who replied to me, Catherine G and Chris J that work is due to start 12th Feb on the vandalised Bench, the Swings (weather dependant). The Zip line (which was not ordered a year ago) is to be delivered shortly. New seats, chains and fittings will abound. 10th Feb resident emailed me – the swings have been replaced. **Great news.**

6.2.24 Last month I reported overgrown fir tree tucked in a corner by the flats opposite the green, Chestnut Crescent. The tree was growing past the roof and hanging over the concrete steps. No light was getting through. Nothing happened. Followed up this week. Action. The fir tree is a fire hazard, it interferes with the fire escape route, and will be cut as soon as is possible. **16.2.24** Update – fir tree been cut back so council flats are clear of overhang. Pity WBC contractors didn't have a brush with them (same as Clares G Rd.) They left loads of bits of fir strewn over the steps.

For three months been toing and froing with Taylor Wimpey re the Light in Cobham Drive that has not worked since inception. And now from 8th February, the date they have given me for Light Up, it should beam away. Workmen have been seen! Update **9.2.24** . TW have referred this now to GTC who input the power which is out of their control, but they have requested attendance asap!! There is another on Appleby Walk which needs a new lantern, so please could residents be patient as a quote is needed, then order, then replacement parts and then fixing!!!!

6.2.24 Parked up in Clares Green Road at 10.50 am, at exactly the same time as contractors got out of their van and walked towards a pothole at the end of Askew Drive where it meets CGR. They cut open a bag of tar, emptied it into the hole, tapped it down, did NOT spread it out to all the edges, walked back to the van and drove off. All in ONE MINUTE.

4 weeks ago a tree crashed across Clares Green Road. WBC(?) came out quickly. The trunk was cut up and removed. All branches, twigs were hauled to the side and left on a grassy edge (where they still are). I came there after the men had left and saw 4 residents' driveways were strewn with scattered twigs. They had not cleared at all. I reported to Cleaner & Greener, who asked me to be 'patient' as there were lots of trees down. I agreed of course. 2 weeks later I was there again coincidentally as a truck arrived. 2 men got alighted holding phones to their ears. They KICKED a few twigs to pavement. They then got out Blowers moving a few bits to the side, all the while holding the phones! They left after 13 minutes. I went over (took photos) They had NOT cleared the residents' drives which I had been specific about. I reported it. I then got a **phone call from WBC** (in high dudgeon). They "cannot" go onto people's drives to clear debris, even though it was caused by the negligence of the workers WBC sent out. You couldn't make this up.

I Asked about remaining branches dumped on the green edge. "This is private land" they said. It's their responsibility. I know about this piece of land. WBC claim it's not their's. I had contacted the Agents for this land couple years ago because of a dead tree (which fell down last autumn) who said it was now Crown land. WBC said It must have been private contractors who cleared CGR, then why send WBC men to do a second clearing which I had witnessed. Doesn't make any sense, and that dumping will now stay there. Maybe I should ask the King to get it removed.

7.2.24 Reported Broken down Sign just after University Bridge, going into Hollow Lane. Pleased to say within a few hours Highway Asset Management went out and an Order has been issued to reset the sign. Heavy winds must have blown it over as it had not been hit or damaged. 2 days later sign 'replanted' in ground with the mud drawn up around the bottom of the poles. Lesser wind on this day, but I could see the poles wobbling.

I reminded them that 1 year ago I asked for Barrier Panels to be replaced as there are gaps. At the time I was told they are not 'standard' but a year on, and they still have not been ordered. I was told the department has been short staffed with only 2 men covering the Borough. They will now look into this. Good news. Haven't heard from anyone about removing the Graffiti which I also mentioned one year ago.

Completely coincidental to the above, a resident from Chrysanthemum emailed me complaining about the barriers not being fixed. He had contacted WBC 18 months ago about it. One panel was damaged through an accident and the resident maintained the cost of a replacement would have been claimed via the guilty party, and the fence SHOULD have been replaced. He opined – 'council rates up, officer salaries up, services and efficiency down. A disgrace. I bet they are all still working from home!' - Hmm! Yes!

8.2.24 Contacted by a resident on Church Lane, who is living in fear and stress. He first reported flooding back in November 2023 and then 5 more times up to this week. No action nor updates from WBC in short. This young man, his partner and young child are living upstairs because downstairs has been flooded twice, the second time after he had laid new wooden flooring. They only cook downstairs and take their food upstairs. There is nowhere for the child to run or play. WBC will make a site visit only (no remedies) w/c 12th February 17 days after last request for help and 3 months

since the first request! **Update** – WBC did visit the area for allegedly 2 hours. Did not make contact with this resident or make an appointment, nor spoke with the next door resident (who was in) and has been flooded too.

10.2.24 Canvassing in Cutbush Lane cul de sac. Street sign says 67-73. However, there IS a No. 65 to whom I spoke. Emailed WBC to have the large sign rectified. No acknowledgement yet. **Update:** acknowledgement “it’s in hand”. Will watch out.

13.2.24 Contacted by 3 elderly couples living in council accommodation Nos 4,5,6 Millworth Rd. Visited them all. Their toilets were backed up. WBC told them all to ‘**try not to use toilets, showers, baths**’ Bit difficult when you are elderly and some of the other residents in 7,8, 9 have mental health and dementia issues, so they wouldn’t even remember from hour to hour what to do. Very unkind actually. Thames Water visited several times and finally after 4 days everything working.

14.2.24 Another resident in Basingstoke Road (Service) wrote with photos of the severe flooding of their back garden. Play equipment for children ruined. I made contact with him by email and called in on off chance but no one there. Half term. May have gone away.

This is all very disturbing to hear and see. I have visited and talked at length with these residents, all of whom have availed themselves of ‘finding out information’. Thames Water talked at length with one gentleman. TW said that 30 years ago the systems coped with X amount of houses. Now there are XXX amount of houses, and the systems/drains/pipes and pumping stations cannot cope (particularly with the amount of rain we have had). There are no quick and easy fixes, which residents realise, but are not at all happy about. These problems will continue year on year.

I have told you about a family of 5 in a 2 bedroomed house living in appalling conditions in Hyde End Road for 10 years. I have assisted them to speak with Housing/John Redwood over a 2 years period. They were offered a 3 bedroomed property in Arborfield which they turned down. Now have been lucky enough to be offered another property (within a year) in Woodley – they have turned it down!

19.2.24 Resident in The Manor wrote to Catherine G, Chris J. and me complaining that she and others are paying exorbitant fees to a Management Company for work that doesn’t get done. But she also would like WBC to advocate for a fair resolution that addresses the concerns of leasehold and freehold homeowners in the community. She also wondered if WBC would consider adopting the small section of road where she is to match the rest of the road. I had to tell her that if she has signed an Agreement with a Mgt. Co. she needs to go to a solicitor to sort it. I also told her I felt WBC would probably not fund adoption as money is of a premium at the moment.

Minutes of a meeting of
The Facilities Committee
Held on Wednesday 7th February 2024
At School Green Centre commencing at 19:30

Present: Cllrs Boyer, Clarke (Chair), James, Johnson, Peer & Tatla

Attending: S Herring (Deputy Clerk), P Gudge (Facilities Manager)

24/FC/11 Public Questions

11.1 There were no public questions

24/FC/12 Apologies and declarations of Members' Interest

12.1 Apologies for absence had been received from Cllrs Jahromi and Masseron,
and B Winton, Clerk

12.2 Cllr Johnson declared an interest as a member of the football club

24/FC/13 Minutes of the Previous Meeting

13.1 The minutes of the Facilities Committee meeting held on 3rd January 2024
were approved as a correct record and signed as such by Cllr Clarke as Chair of
the committee.

Proposed: Cllr Tatla
Seconded: Cllr Peer
Approved: Unanimously

13.2 The following matters arising were discussed:

24/FC/3.2 Clerk to discuss the rent with the Tennis Club

23/FC/82.2

The ongoing issue of installing the toilets needs to be completed before
further discussions are held regarding the rent. The Tennis Club are
aware that rent needs to be discussed in the near future.

24/FC/3.2 Deputy Clerk to arrange for discounted rate for the hire of Spencers
23/FC/86.2 Wood Pavilion to be published on social media

This had been done

No additional regular hirers or day time bookings had been received since the discounted rate was published.

24/FC/3.2 Clerk to invite Cllr Johnson to the Engagement Working Party
23/FC/86.2

This would be done

24/FC/4.2 Clerk to send Cllr Johnson the draft plans for Millworth Lane Recreation Ground

This had been done

24/FC/5.1 Clerk to communicate to the community via the newsletter and social media that the bollards had been replaced and were constructed of recycled plastic

This had been published in the January 2024 Newsletter

24/FC/5.1 Facilities Manager to arrange for the recycle bins to be put closer to the path to restrict cars from using this route

This will be done once the ground had been prepared. The Clerk was in communication with WBC.

24/FC/5.2 Clerk to report back on storage proposals at the School Green Centre once further information had been received

This was on the agenda

24/FC/5.4 All references to the previous café provider to be removed from the SPC website

This had been done

24/FC/6.2 Clerk to inform the community of the successful asset and the problems with ASB at the Spencers Wood Pavilion

This had been done (via social media)

24/FC/7.1 Facilities Manager to rectify situation relating to goal posts

This had been done

- 24/FC/8.1** UoR to be approached to ascertain whether they had any suitable, available land that could be utilised as a 3G pitch

The Clerk had contacted the UoR but they had no available land that could be utilised as a 3G pitch

- 24/FC/8.2** Cllr Johnson to provide drone pictures of the development of High Copse

Cllr Johnson had provided a number of drone pictures relating to the parish including the development of High Copse

- 24/FC/8.4** Facilities Manager to examine options for maintaining the roundabouts

This was on the agenda

Item 8.1 on the agenda was taken at this point see minute 24/FC/18.1

24/FC/14

Millworth Lane and Sports Provision

- 14.1** Toilets for Millworth Lane

The Facilities Manager reported that an assessment of the trees for the development of Millworth Lane would be done altogether including the tree restricting the delivery and installation of the toilets for the tennis club. As previously reported, WBC had suggested that SPC hire a crane to lift the toilets into position.

ACTION – Facilities Manager to obtain a quote for the cost of a crane and circulate to the Committee once received

19:38 Cllr Johnson left the meeting

- 14.2** Millworth Lane and High Copse

As reported at the previous meeting, WBC had made some alternative suggestions to the original proposals for the development of sports facilities at Millworth Lane. Subsequent to this meeting an alternative model with a 3g 5-a-side pitch and one netball court was proposed instead of four netball/basketball courts. It was, however, felt that the original proposal had been carefully considered following the sports consultation and concern was expressed as to whether the original plan would restrict planning approval. Cllr Tatla explained that a netball league or amateur netball teams would need four courts and informed the committee that the netball season ran from April to October. Members felt that they needed to consider the needs of the local football teams verses the need for netball provision. Cllr Clarke reported that there were indoor netball courts at the sports hub in Ryeish Green.

ACTION – Item to be discussed further at the meeting in March 2024

24/FC/15

School Green Centre and School Green

15.1 School Green Working Party

The Facilities Manager reported that he was in the process of applying for a Lawful Development Certificate from WBC to install the screening on the school green. He would keep members informed of progress once the certificate had been issued.

15.2 Storage at the School Green Centre

This was still being discussed with Shinfield Studios with the proposals for a screening facility. The original plan for the storage to retract into the cupboards in the Pound Green Room was restricted by a supporting structure in the wall that could not be easily removed. Additional proposals were being investigated.

ACTION – Clerk to report back once further information had been received

15.3 Notice Boards

The Facilities Manager reported that the notice boards had now been replaced and that the insurance money had been received to cover the costs.

15.4 Catering at the School Green Centre

The Deputy Clerk reported that the tender documents had been sent to all those who had expressed an interest in running the cafe at the School Green Centre. All candidates were invited to a 'show around' on 2nd and 5th February. Three potential candidates came for a viewing on the 2nd February and three on the 5th February.

The timetable set was:-

23/02/24	Shortlist produced
01/03/24	Presentations and clarification meeting with shortlisted candidates
06/03/24	Consideration of preferred bidder
27/03/24	Decision approval at Full Council meeting

24/FC/16

Spencers Wood Pavilion and Recreation Ground

16.1 Chapel Lane Pre-School contract

The Facilities Manager reported that he had requested SPC solicitors to set a deadline for the signing of the lease for the end of the month. He confirmed that the rent was still being paid.

ACTION – Facilities Manager to report back at the next meeting

24/FC/17

Manor Ground

17.1 Manor Ground Pavilion

The Facilities Manager reported that:-

- The correct sized goal posts had now been delivered.
- Problems had been encountered with a blockage in the foul waste pipe and following investigation it was discovered that there was a dip in the pipe which was now being rectified.
- Pitch renovation and fertilization was due to take place as the ground was looking stressed.

24/FC/18

Parish Wide Items

18.1 Football in the Parish

This item was taken prior to minute 24/FC/14.1

Cllr Johnson reported that the artificial surfaces at Crosfields School were not suitable as they were too hard and this had resulted in a couple of accidents. He had received a request from Shinfield Rangers Football Club to ascertain the use of floodlights at Millworth Lane recreation ground. Cllr Johnson confirmed that the lights would be switched off earlier than 21:30. He was also advised that portable floodlights could attract theft and/or damage but he explained the intention was to lock them away after use.

Members agreed that the football club could use portable floodlights at Millworth Lane with a latest closing time of 21:30.

Proposed: Cllr James
Seconded: Cllr Boyer
Approved: Unanimously

Cllr Johnson reported that space around the pitches at the Manor Ground was tight and requested if this could be taken into consideration next year.

18.2 Renovation of football pitches

This item was taken prior to minute 24/FC/14.1

Cllr Johnson queried the costs of renovating the football pitches for Shinfield Rangers Football Club at Millworth Lane. It was reported that the Football Foundation paid grant money for pitch improvement and a grant had been agreed in 2020 for £18,648 (to cover a six year period) with a contribution from the football club of £9324. The money was paid yearly on a graduated scale being higher in years one and two with no contribution from the football club. Year 5 and 6 being £1554 from the Football Foundation with a contribution of £3108 from the football club.

ACTION – Clerk to arrange a meeting with the Shinfield Rangers Football Club

a meeting with Karl and Ray with me, Ian, Laurie perhaps Paul to confirm the monies that are spent on Millworth and now up at the manor

ACTION – Deputy Clerk to arrange a meeting with the Shinfield Rangers Football Club

18.3 Taking care of open space in the Parish

The Chairman was concerned about weeds and rubbish around the Parish and noted that WBC were not dealing with this on a regular basis resulting in the area looking unkempt. Although it was appreciated that WBC were experiencing financial pressures it was noted that any reports to WBC should be precise about the problems and areas concerned.

Members felt that it would be useful to investigate volunteer groups to assist with keeping the parish tidy.

ACTION – Clerk to investigate volunteer groups that could assist with taking care of open space in the parish.

18.4 Taking care of roundabouts in the parish

The Facilities Manager reported that WBC had a process in place for sponsorship of roundabouts. Any businesses that were interested in doing this could apply to WBC.

ACTION –

- Deputy Clerk to investigate what was included in the sponsorship cost, for example, how many times a year was the grass cut, did it include flowers, etc and was there any difference between a WBC maintained roundabout and a sponsored roundabout
- Deputy Clerk to contact Arborfield Parish Council to enquire about a roundabout in their Parish that had flowers planted
- Councillors and staff to inform any interested companies to contact WBC

18.5 Mountain Bike Track

CLlr Clarke reported that Nigel Frankland (UoR) had suggested that a mountain bike track be built on the land that extended past the bottom of the Manor Ground. It was proposed that 45 houses would be built behind the L'Ortolan building and there was an area of land to the side that was not suitable for housing. Members expressed an interest in this proposal and agreed that it could be explored further with the UoR. Questions would include who would build the track and maintain it.

ACTION – Clerk to inform the UoR that SPC would like to explore the proposal for a Mountain Bike Track further.

18.6 **Waste bins in the Parish – MAP OF BINS (LYNDA)**

The Deputy Clerk reported that the waste bins had been mapped and it was now a task to rationalise them across the Parish. The cost of emptying bins was around £20,000 per annum and there was no additional provision in the budget for an increase. Any adjustments would need to be cost neutral and it was suggested that a condition report be initially carried out.

Cllr James suggested that a bin policy be drafted to include criteria such as having bins near bus stops, in open areas where there were no houses, etc. It was recognised that road access was required so the bins could be emptied.

ACTION –

- Cllrs Johnson and Masseron to be asked to carryout a condition report of the SPC waste bins
- Clerk to draft a bin policy

24/FC/19

19.1

Correspondence

Members **NOTED** the 10th year report, from the Wokingham District Veteran Tree Association (WDVTA) regarding Diamond Jubilee Oak Trees, that had previously been circulated.

ACTION – Clerk to write to the WDVTA to thank them for an interesting and informative report

24/FC/20

Date of Next Meeting

20.1

The next meeting would be held on Wednesday, 6th March 2024

The meeting ended at 21:03

List of Actions

24/FC/14.1	Facilities manager to obtain a quote for the cost of a crane and circulate to the Committee once received	Facilities Manager
24/FC/14.2	Millworth Lane development to be discussed further at the meeting in March 2024	Facilities Committee
24/FC/15.2	Clerk to report back on storage at the School Green Centre once further information was available	Clerk
24/FC/16.1	Facilities Manager to report back to the next meeting on the status of the Chapel Lane Pre-School contract	Facilities Manager
24/FC/18.2	Deputy Clerk to arrange a meeting with the Shinfield Rangers Football Club	Deputy Clerk
24/FC.183	Clerk to investigate volunteer groups that could assist with taking care of open space in the parish	Clerk
24/FC/18.4	Deputy Clerk to investigate what was included in the sponsorship cost for roundabouts	Deputy Clerk
	Deputy Clerk to contact Arborfield Parish Council to enquire about a roundabout in their Parish that had flowers planted	Deputy Clerk
	Councillors and staff to inform any interested companies to contact WBC regarding roundabout sponsorship	Councillors / staff
24/FC/18.6	Cllrs Johnson and Masseron be asked to carryout a condition report of the SPC waste bins	Cllrs Johnson and Masseron
24/FC/19	Clerk to write to the WDVTA to thank them for an interesting and informative report	Clerk

Minutes of a meeting of
the Arts, Culture and Events Committee
Held on Thursday 8th February 2023
at School Green Centre commencing at 19.30

Present: Cllrs James, Jones, Matic, Montgomery, Peer & Tatla (Chair)

Attending: B Winton (Clerk)
3 representatives from Arts4Wokingham

24/ACE/1 Public Questions

- 1.1 There were no public questions

24/ACE/2 Public Art

Cllr Tatla took the discussion on Public Art first and welcomed Charlotte Haitham Taylor, Caroline Lindley and David Canning from Arts4Wokingham to the meeting.

- 2.1 There was a very useful discussion on how to develop the proposal for public art on the public plaza to the north of the School Green Centre.

It was necessary to establish the following:

- What was the total budget available for this project? A figure in the region of £50,000 was suggested as being appropriate
- What were the site constraints
- What was the overall timetable

Establishing the above would allow a better understanding of

- The type of artist that could be attracted to the project (it was felt that ideally this would be someone “up and coming”)
- The “story” to be told: there was a preference in the discussion for something that looked to the future of the parish rather than dwelt on the past
- Allow items such as necessary pipes and electricity to be incorporated into the overall scheme rather than have to be retrofitted

Steps would be to:

- Establish the key parameters
- Convene a project team to discuss initial design concept
- Arrange workshops to involve the public in the process. These should be tailored groups including one for school children

Art4Wokingham indicated that they would be happy to help in the overall process

ACTION – Clerk to Add to agenda for F&GP Meeting

24/ACE/3

Apologies and declarations of Members' Interest

- 3.1 There were apologies for absence from Cllrs Jahromi & Masseron
- 3.2 There were no declarations of members' interests

24/ACE/4

Minutes of the previous meeting

- 4.1 The minutes of the committee meeting of 30th November 2023 were approved as a correct record and signed as such by Cllr Tatla.

Proposed: Cllr Montgomery
Seconded: Cllr Peer
Approved: Unanimously

4.2 Actions and Matters Arising

- 23/ACE/35.10 Clerk to contact Benjamin Hindle regarding the redevelopment of the ECMWF site

Chris Howard, WBC had advised that "For the existing site, as the site is owned by effectively the government, any land disposal will need go through an asset review. This process is unlikely to start until the site is broadly vacated or the work to relocate the facility is well underway. Generally speaking, we have not had any significant input into this process where it has been undertaken in the past and effectively it goes in a silo. Having said that, it would most likely be promoted for housing and be subject to all the normal planning considerations if an application was made.

I am not sure what form of community use that was being thought of here and whether it would be significant land take etc but generally speaking, it takes a fair bit of time for any site to be disposed of via the asset review process. If a house builder were to take on the site, as it is within the settlement area, the appetite for community use may not be significant as they would not need to demonstrate special circumstances that they may otherwise need to within the countryside. We can however always ask but I suspect they will want to get best value."

While members recognised that this response did not offer much hope the Clerk was asked to register the council's interest should anything become possible

ACTION – The Clerk to advise Chris Howard of the council's interest in any potential community use at this site

- 23/ACE/43.2 Clerk to investigate the possibility of a children's Sing for Yourself session and to add Community Choir to the June 2024 Agenda

The Clerk advised that Sing for Yourself had not been able to grow numbers to a level that supported continuing with the group and so had advised that they would not continue bookings after the February Half-Term. They thanked the council for their support in trying to establish the group.

The Community Choir discussion would come up again in June.

- 23/ACE/52.1 Clerk to invite Mr Cotton to join the Art Exhibition Working Party

This had been done.

- 23/ACE/52.3 Clerk to arrange the 2024 Annual Litter Pick to be focused in Shinfield North

The planning was to hold the Annual Litter Pick on 5th April 2024 (the middle Friday of the Easter holidays). The equivalent date in 2023 had seen an increase in participation compared to previous years. The intention to focus on Shinfield North was based on the use of the Frensham Green flat or SPC van as a base. There would also be activity elsewhere in Shinfield.

- 23/ACE/52.4 Clerk to speak to the organiser of the annual event in Grazeley

The Clerk had spoken in general terms with the organiser of the Grazeley event about establishing a similar activity in the north of the parish but had not been able to progress things beyond that. It was agreed that this should be looked at for 2025.

- 23/ACE/53.1 Clerk to arrange the issue of the Made in Shinfield posters

This had been done.

- 23/ACE/54.1 Clerk to arrange for the Children and Young Adults Committee to cover Youth Club activities in future

This had been done. For information the Clerk advised that the first of the youth clubs to be held in the School Green Centre had been very positive while on the same night youths had climbed the fence into the play area of the Pre-School at Spencers Wood. It was agreed that establishing a regular space at SGC would be the ideal for the youth club and the Clerk was asked to investigate what could be done.

ACTION – Clerk to review space(s) for the youth club at the School Green Centre

- 23/ACE/54.4 Clerk to arrange sharing of information on mobile catering in the parish

This had been done in the January Newsletter.

- 23/ACE/55.1 Clerk to arrange the meeting of the Public Art Project Team

Clerk to invite Art4Wokingham and Mr Cotton to participate in the Project Team

This had been done.

24/ACE/5

Developing Arts & Culture in the parish

5.1 Art Exhibition

The working party had met on 9th January with David Cotton joining as part of the group. It was a very positive meeting, but the main issue was an identified clash with the Reading Guild of Artists scheduled to take place at Leighton Park School in their October Half-Term. This will require a rescheduling of the exhibition at the School Green Centre to the February 2025 half-term holiday. More Arts had indicated that they would also like to be involved.

Other items that had been discussed were:

- Name for Event – Shinfield Arts Showcase
- Preview Event on the Thursday at 19.00 £10 charge with wine and canapes
- Need to recruit a team of volunteers to handle items such as displaying and returns at the end of the event
- Suggested 20% commissions for items sold but artwork cannot be taken away until the end of the exhibition
- Need to sort out the labelling of the art when it is submitted
- Catalogue of submitted art can be simple but can also carry messaging about public art
- Admission to view by donation – would need to buy or hire in some credit card machines

- Need to develop the Marketing plan in next couple of months

The Clerk has arranged to borrow some exhibition panels on 15th February and will arrange a session where an assessment can be made of lighting requirements for a February exhibition.

ACTION – Clerk to arrange a meeting to consider potential layout using sample exhibition panels.

It was suggested that some form of celebrity welcome/presence at the preview evening would be a positive step.

ACTION – Clerk to investigate possible celebrity attendance at the preview evening

5.2 Christmas Events

The Festive Fayre and Rockin' Around the Christmas Tree had been very successful with the Fayre busy throughout the evening and approximately 250 people taking part in Rockin' Around the Christmas Tree.

Friday 6th December 2024 had been booked for a repeat event.

5.3 Possible Events for Shinfield North

This would be considered for a possible event in 2025.

ACTION – Clerk to develop a possible event for 2025

5.4 Possible October Half-Term Events

The Clerk proposed a "Sing-along Cinema" season. This would feature sing along versions of popular films. If the cinema had been installed it would be a formal launch event otherwise the equipment could be hired in, and the event used to tell people about the cinema plans in more detail. There would be an opportunity to work with the new caterer to develop a special cinema offer. There would also be an opportunity to promote the Rockin around the Christmas Tree event.

From an operational point of view this would be a relatively light on resources to deliver. If needing to hire in, the screen and projector could be set up for Monday to Thursday (allowing the Friday Funday to happen as normal). There could be matinee and evening performances with titles available such as Frozen, Beauty & the Beast, Greatest Showman & Grease.

It might be possible to get some financial help from Shinfield Studios e.g. sponsorship and/or provision of equipment

Members agreed to develop such an event.

ACTION – Clerk to pursue a Sing-along Cinema event for October 2024

24/ACE/6

Shinfield Parish Council Communications

- 6.1 The Clerk advised that the Made in Shinfield poster was now in use on council noticeboards and other potential sites were being established. Some sites had suggested that A3 was too large and so a smaller A4 version with a QR code to the full poster on the website was being developed.

ACTION – Clerk to arrange the use of the Made in Shinfield posters

24/ACE/7

Community Services

7.1 Update on the Youth Club and Flat at Shinfield Rise

The Clerk advised that this was now being covered by the Childrens and Young Adults Committee. There was no other update for the meeting.

7.2 Update on Mobile Catering

Information was included in the January Newsletter. Happy Bee operating Tuesday to Thursday in the morning at School Green Centre.

The Clerk advised that he had received an enquiry for another mobile food provider at Spencers Wood. This had been received only yesterday with no details other than it would offer Mediterranean style food. The Clerk would arrange a meeting to find out more details about the proposal and report back accordingly.

ACTION – Clerk to arrange a meeting and report back accordingly.

24/ACE/8

Correspondence

- 8.1 There was no correspondence for the committee.

24/ACE/9

Date of Next Meeting

- 9.1 The next meeting of the Arts, Culture and Events Committee meeting will be held on Thursday, 7th March 2024 at 19:30

The meeting ended at 21.10

List of Actions

24/ACE/2.1	Clerk to add Public Art to the agenda for the February F&GP Meeting	Clerk
24/ACE/4.2	The Clerk to advise Chris Howard of the council's interest in any potential community use at the ECMWF site	Clerk
24/ACE/4.2	Clerk to review space(s) for the youth club at the School Green Centre	Clerk
24/ACE/5.1	Clerk to arrange a meeting to consider potential layout using sample exhibition panels.	Clerk
24/ACE/5.1	Clerk to investigate possible celebrity attendance at the preview evening of the art exhibition	Clerk
24/ACE/5.3	Clerk to develop a possible event for Shinfield North in 2025	Clerk
24/ACE/5.4	Clerk to pursue a Sing-along Cinema event for October 2024	Clerk
24/ACE/6.1	Clerk to arrange the use of the Made in Shinfield posters	Clerk
24/ACE/7.2	Clerk to arrange a meeting with the potential food vendor at Spencers Wood Recreation Ground and report back accordingly	Clerk

Minutes of a meeting of
Planning & Highways Committee
Held on Wednesday 14th February 2024
At School Green Centre commencing at 19.30

Present: Cllrs Boyer, Grimes, Hoyle, Jahromi, Lias, Masseron & Peer (Chair)

Attending: B Winton (Clerk), S Herring (Deputy Clerk)
1 member of the public and BCllr Glover

24/PC/11 Public Questions

11.1 There were no public questions.

24/PC/12 Apologies and declarations of Members' Interest

12.1 Apologies for absence were received from Cllrs James, Johnson, Tatla

12.2 There were no declarations of members' interests.

24/PC/13 Minutes of the Previous Meeting

13.1 The minutes of the committee meeting of 10th January 2023 were approved and signed as such by Cllr Peer after an amendment was made to item 9.6 with the removal of the last paragraph.

Proposed: Cllr Grimes
Seconded: Cllr Boyer
Approved: Unanimously

13.2 **Actions and Matters Arising**

23/PC/121 Clerk to provide an update from BCllr Fishwick on the unfinished footpath on Hyde End Lane for the next meeting

BCllr Glover advised that this was progressing, and the work would be started as soon as a date had been set.

23/PC/122.2 Clerk to submit the formal response on PA232833 Natural History Museum to WBC

This had been done.

- 23/PC/122.2 Cllr Grimes to respond to Dr Gurr, Director of Natural History Museum and invite him to attend a Full Council Meeting

This had been done and the Natural History Museum had sent a delegation to attend Full Council on 24th January. Subsequently Chris Howard had forwarded their summary of biodiversity proposals.

ACTION – Clerk to circulate the NHM Biodiversity proposals to members

- 24/PC/4.2 Clerk to invite Chris Howard to a future meeting

Cllrs Grimes and Peer had spoken to Chris Howard while attending a presentation by the Natural History Museum at WBC offices on 29th January and Mr Howard had accepted an invitation to the Planning and Highways Committee meeting in April.

ACTION – Clerk to invite Chris Howard to the committee meeting on 17th April 2023. This meeting would start at 19:00.

- 24/PC/4.3 Clerk to contact ET Planning regarding potential future Issues

There was a meeting on Monday 12th February, and this is also covered in minute 24/PC/18.1.

- 24/PC/6.1 Clerk to write to BCllrs regarding the number of ‘not expedient’ enforcement notice decisions

The Clerk had written to the Borough Councillors and the concern had been forwarded on to Marcia Head, Head of Development Management at WBC. She had arranged for the Clerk to see the most recent batch of reports on items deemed to be ‘not expedient’. In each of the 5 reports the current position was clearly set out including information about what was expected under the planning permission, what the current status was and most importantly why the decision to close it as ‘not expedient’ was made.

The Clerk would be able to request reports on any future cases if members wished to have more information on a specific issue.

- 24/PC/6.4 Clerk to include a summary of items where there was little or no response from WBC at Full Council at the earliest opportunity

As had been reported at Full Council the Clerk was finding that it was a time-consuming exercise to record the full details of every instance of lack of response from WBC.

- 24/PC/7.2 Clerk to continue to work on arranging for the streetlamps to be turned off between 00:30 and 05:00

This was on the agenda

24/PC/8.1 Clerk to circulate a 'brief' for a consultant for the review of Shinfield Parish Neighbourhood Plan (SPNP) to members of the committee for comment

This was on the agenda

24/PC/8.1 Clerk to appoint a consultant to carry out a review of the SPNP with a deadline of 31 March 2024

This was on the agenda

24/PC/8.2 Clerk to include Neighbourhood Park as a possible element for inclusion in the revised SPNP

This was on the agenda

24/PC/9.4 Clerk to contact Nigel Frankland, University of Reading (UoR) regarding options for increasing biodiversity within the parish

The Clerk had written to Nigel Frankland after the previous meeting but had not received any response as to how this could be achieved with the University. He will continue to follow up.

ACTION – Clerk to contact Nigel Frankland, University of Reading regarding options for increasing biodiversity within the parish

24/PC/9.7 Clerk to circulate the Local Transport Plan 4 to members and add to agenda for the next meeting

This had been done

24/PC/14

Schedule of Deposited Plans

14.1 Planning applications were circulated to members weekly and comments noted on the WBC planning portal.

14.2 Planning application 233038 – Land East of Hayes Drive North, Three Mile Cross for 148 dwellings

Cllr Boyer suggested that this application be referred to ET Planning for a formal response on behalf of SPC. This should include issues of flooding, traffic, pollution, wildlife and infrastructure, access to the new development and any impact on the nearby thatched cottage that was a listed building. It was important to request that all previous comments on the planning application should follow through to the next consultation. SPC would also resubmit their previous comments.

ACTION – Clerk to ask ET Planning to respond to PA 233038

24/PC/15

Appeals

- 15.1 The Clerk advised that the papers for the meeting had indicated no changes to the active Planning Inspectorate appeals. However, since issue the decision on Belamie Gables had been received. This had been circulated with the Planning Applications on 9th February.

The appeal had been dismissed on the grounds of concerns over adequate parking and access for emergency vehicles. When WBC had rejected the application, they had cited concerns over the emergency off-site plan for AWE Burghfield. However the Planning Inspector had considered that the business continuity emergency plan subsequently submitted by the applicant had addressed this concern and the Office of Nuclear Regulation would also no longer object subject to the imposition of suitably worded conditions.

24/PC/16

Enforcement Notices

- 16.1 Closed Enforcement Notices

Of the Closed Enforcement Notices this month one application had been submitted and four were deemed to have no breach.

WBC had provided an update on Carneys Yard to advise that

“Clearance works are continuing, and the landowner has fully cleared the site and removed the unauthorised hard standing. They are starting to lay the topsoil ready for seeding, however the wet weather is slowing progress on completing this.”

- 16.2 Live Enforcement Notices

Of the Live Enforcement Notices this month there was one new case of unauthorised works to a listed building in Three Mile Cross, six with ongoing investigation, five awaiting compliance, one awaiting information, two awaiting information and one with no status listed.

Members requested more information regarding 34 Leyland Gardens RFS/2023/088953.

Cllr Lias agreed to find out further information in relation to the listed building that the render had been removed from.

ACTION –

- Clerk to request further information from WBC regarding RFS/2023/088953
- Cllr Lias to find out further information relating to the listed building that the render had been removed from

17.1 Footpath matters

- As previously reported, the footpath on Hyde End Lane was awaiting a start date.
- Footpath 20 – Clares Green Road to Brambles was due to be completed.
- Andrew Glencross, WBC had asked permission to carry out work to improve the path to the north of Ryeish Green Pavilion. The Clerk had confirmed with the Chairs of Facilities and Planning & Highways that they had no objections and had advised Mr. Glencross accordingly.

17.2 Update on Streetlamps

The Clerk advised that he has not been able to spend any time on this matter since the last meeting due to other priorities.

ACTION – Clerk to continue to work on arranging for the streetlamps to be turned off between 00:30 and 05:00

17.3 Renaming of the 'Service Road' on Basingstoke Road

The Clerk had not received any further update on this item. It was understood that the road would be renamed with the house numbers and the sign for the 'service road' would be replaced.

17.4 Traffic Working Party

The Clerk reported that the Traffic Working Party wished to take WBC to task on the lack of progress for requests to traffic improvements in the Parish. They wanted to give a clear message and felt that an area to focus on could be from the Black Boy Roundabout to Beke Avenue where there were a number of issues including the introduction of a yellow box junction, speed limit reduction to 30mph and pedestrian crossing. The working party would look at this at their meeting on Tuesday, 20th February.

Cllr Lias expressed concerns over the work due to commence on the Basingstoke Road in January that had now been delayed until Easter due to Gigaclear works.

Cllr Lias gave an update on the proposed traffic lights at Church Lane/Basingstoke Road junction. He had been informed that there was no problem with the funding and Tavor Wimpey and the UoR were waiting for the work to commence.

ACTION – Traffic working party to put together a letter that sets out the frustrations of SPC at the lack of communication and action from WBC on improvements to traffic issues in Shinfield Parish.

24/PC/18

Renewal of Neighbourhood Plan

18.1 Shinfield Parish Neighbourhood Plan (SPNP)

Cllr Peer, the Clerk and Deputy Clerk had met online with David Weatherill from ET planning to discuss DEPZ (see next item on the agenda) and also the neighbourhood Plan.

Mr Weatherill advised having an internal discussion about what this committee wished to see updated or added in to the existing plan. This may for example include the nominating of land for development, the inclusion of a design code and, as previously discussed, including a Neighbourhood Park within the plan.

This would then be used to allow ET planning (and others) to provide an estimate of costs.

Locality do provide a grant of up to £10k for a neighbourhood plan and a further £8k for work that includes, for example, a design code or allocating sites for housing. This is however reduced by any grant support received since 2015 and SPC had received approximately £25k for the production of the original plan.

He then recommended that there was no further action until such time as WBC had issued their latest Local Plan update (most likely this would not happen until after the borough elections in May). This would then ensure that any work done on the SPNP would be consistent with WBC's Local Plan update. This would be a change to the previous intention of completing the review in early part of 2024.

ET planning could undertake this work and were already conducting formal reviews of existing parish council neighbourhood plans.

Members were in agreement with this course of action and suggested that a project group be set up to examine the scope of the SPNP to ascertain if there needed to be revised or added content.

ACTION – Clerk to arrange a meeting of a project group to look at the scope of the SPNP

24/PC/19

Developments within the DEPZ

19.1 Questions would be addressed to Chris Howard, WBC at the meeting on 17th April 2024.

24/PC/20

Correspondence

20.1 The Clerk had received a message from the owners of the land adjacent to Dobbies Garden Centre on Hyde End Road as they wished to clarify the situation regarding the work they were carrying out on

their land. They explained that they had removed the sucker growth from around the Lime trees with the permission of WBC. They recognised that it does look bare due to the large amount of sucker growth removed and that there are currently no leaves on the trees.

They have requested that if anyone has any issues with what they are doing they should contact them to discuss this further or look on the WBC website where the full details of what had been approved is recorded. The works on the lime trees was covered by PA232556 and further works by PA240122. They would like to reiterate that they would not do anything without permission.

It was noted that the land was in 'countryside' and there was a TPO on the trees.

20.2 Members **NOTED** the Ruscombe Neighbourhood Plan

20.3 All members and the Clerk had received a request from Save our Loddon Valley Environment (SOLVE) regarding their concerns on the proposed development at Hall Farm, Arborfield. This had been discussed at Full Council on 24th January and the Clerk had been asked to invite SOLVE to a private meeting to consider the issues around Hall Farm. SOLVE had accepted an invite and were considering potential dates for this meeting which would most likely be on a Monday or Tuesday evening to avoid any clashes with council business.

CLlr Grimes had attended A SOLVE presentation in Arborfield and reported that it had not been well attended. A similar presentation was planned by SOLVE for Saturday, 17th February in Spencers Wood between 14:00 and 17:00.

ACTION – Clerk to arrange a meeting with SOLVE

20.4 WBC Local Transport Plan 4

The Traffic Working Party would draft a response to WBC. This should include capacity modelling for J11 and the Blackboy roundabout.

ACTION – Traffic Working Party to draft a response to the WBC Local Transport Plan 4

20.5 Land off the Basingstoke Road

Richborough had asked for a private meeting to discuss their proposals for development of the land off the Basingstoke Road.

ACTION – Clerk to arrange a meeting with Richborough for Monday, 26th February

20.6 Sale of Land at Hill View

This had been administered by Auction House South Yorkshire. 7 small strips of land were sold as one lot for £50. However, it was noted that there was a “non-refundable administration charge of £1,200 VAT INC”.

20.7 WBC update on California Crossing

Cllr Lias had concerns about the amount of information being provided for the work at California Crossroads compared to the lack of information regarding the work on Basingstoke Road.

24/PC/21

Date of the next meeting

21.1 The date of the next meeting will be Wednesday, 13th March 2024

The meeting ended at 21:00

List of Actions

24/PC/13.2 23/PC/122.2	Clerk to circulate the NHM Biodiversity proposals to members	Clerk
24/PC/13.2 24/PC/4.2	Clerk to invite Chris Howard to the committee meeting on 17 th April 2024	Clerk
24/PC/13.2 24/PC/9.4	Clerk to follow up with Nigel Frankland (UoR) regarding options for increasing biodiversity within the parish	Clerk
24/PC/14.2	Clerk to ask ET Planning to respond to PA233038	Clerk
24/PC/16.2	Clerk to request further information from WBC regarding RFS.2023/088953	Clerk
24/PC/16.2	Cllr Lias to find out further information relating to the cottage in Spencers Wood where the render had been stripped off	Cllr Lias
24/PC/17.2	Clerk to continue to work on arranging for the streetlamps to be turned off between 00:30 and 05:00	Clerk
24/PC/17.4	Traffic working party to put together an article that sets out the frustrations of SPC at the lack of communication and action from WBC on improvements to traffic issues in Shinfield Parish	Traffic working party
24/PC/18.1	Clerk to arrange a meeting of a project group to look at the scope of the SPCP	Clerk
24/PC/20.3	Clerk to arrange a meeting with SOLVE	Clerk
24/PC/20.4	Traffic working party to draft a response to the WBC Local Transport Plan 4	Traffic working party
24/PC/20.5	Clerk to arrange a meeting with Richborough for Monday, 26 th February	Clerk



Minutes of a meeting of
Finance & General Purposes Committee
Held on Wednesday 21st February 2024
At School Green Centre commencing at 19.30

Present: I Clarke, A Grimes, L James (Chair), I Montgomery, D Peer

Attending: B Winton (Clerk), J Mason (Finance Manager)

24/FGP/1

Public Questions

- 1.1 There were no public questions.

24/FGP/2

Apologies and declarations of Members' Interest

- 2.1 There were apologies from Cllr Tatla for this meeting.
- 2.2 There were no declarations of members' interests.

24/FGP/3

Minutes of the Previous Meeting

- 3.1 The minutes of the committee meeting of 13th December 2023 were approved as a correct record and signed by Cllr. James.

Proposed: Cllr Montgomery
Seconded: Cllr Peer
Approved: Unanimously

24/FGP/4

Actions and Matters Arising

23/FGP/60

Clerk and Facilities Manager to develop a long-term maintenance plan

The Clerk advised that this would be completed in conjunction with the Facilities Manager before the latter left at the end of May 2024

ACTION - Clerk and Facilities Manager to develop the long-term maintenance plan

23/FGP/60 Clerk to offer the school prize scheme to all schools in the parish

The Clerk advised that he would write to the schools in the parish to advise them that this scheme was being offered to them.

ACTION - Clerk to write to all the schools

23/FGP/62.1 Finance Manager to request a statement for the NS&I account for the next bank reconciliation.

This had been done.

23/FGP/64.2 Clerk to add Budgets to the agenda for the January Full Council meeting

This had been done.

23/FGP/65.2 Clerk to follow upon discussions regarding lease for Ryeish Playing Field with Craig Hoggeth.

This was on the agenda at Item 9.2

23/FGP/65.3 Clerk to investigate options for a community building on the ECMWF site with WBC

Chris Howard, WBC had advised that he would inform the owner of the site of our interest and make any applicants aware.

ACTION - Clerk to continue to follow up to Chris Howard

23/FGP/65.3 Clerk to investigate the feasibility of a mobile community space

As had been discussed at Full Council on 24th January the Clerk was to investigate the issues regarding such an approach and produce a Business Case for a future meeting.

23/FGP/65.4 Clerk to add the future of Ryeish Green pavilion to the agenda for the December Full Council meeting

This had been done.

23/FGP/65.5 Clerk to proceed with the formal extinguishing of the lease on the parish hall

This was on the agenda at Item 9.5.

23/FGP/66.1 Clerk to add the proposal for a Screening Facility at School Green Centre to the agenda for the December Full Council meeting.

This had been done and was also on the agenda at Item 10.1.

- 23/FGP/67.1 Finance Manager to arrange the movement of funds to CCLA and Lloyds Short-Term Deposit

This was on the agenda at Item 14.1.

24/FGP/5 Risk Register

5.1 Risk Register

The Clerk advised that he had reviewed the Risk Register and had no recommended changes to any of the risk items for consideration at this meeting.

24/FGP/6 Financial Reports

6.1 Bank Reconciliations

Cllr. James confirmed that he had reviewed the bank reconciliations to the end of January 2024 on 20th February and that all was in order. A copy of the reconciliation was presented to members, and this included the NS&I statement. Members **NOTED** the report.

6.2 Update on Bookings

The Clerk advised that he had produced a booking report to the end of January 2024 including advanced bookings already in the system for the remainder of the year. For prudence he had not included any additional future bookings for February or March 2024.

The Clerk advised that the School Green Centre continued to run ahead of budget (projected for the year was £124.3k up £4.3k/3.6% compared to a budget of £120k). Of this £101.8k (81.2% of the total projected income) was already achieved and the remaining £22.6k was confirmed bookings.

Spencers Wood Pavilion was also ahead of budget. Projected for the year was £50.1k up £2.1k/4.4% compared to a budget of £48.0k). Of this £41.6k (86.7% of the total projected income) was already achieved and the remaining £8.5k was confirmed bookings.

Members **NOTED** the report.

6.3 Actual compared to Budget and Forecast

Cllr James advised that the current forecast was now a favourable £83k for the year to 31st March and set out the main changes accounting for this. The surplus in the budget would be held in reserves against the anticipated shortfalls in 2025/26 and 2026/27 as been discussed at the previous meeting.

Cllr James thanked the staff for their efforts in establishing the Friday Fun Days as a successful part of what was on offer to residents.

24/FGP/7

Financial Reserves & CIL

- 7.1 Total CIL receipts for the parish were now £3,468.8k of which £2,136.4k has been spent leaving a balance of £1,332.4k.

The balance on current projects was £857.1k for Millworth Lane, £242.0k for Traffic Improvements and £54.8k for School Green with £178.5k yet to be allocated to a specific purpose.

There is approximately £563.8k anticipated in respect of future receipts. If these materialise this would result in a total of £742.3k yet to be allocated to projects.

It was anticipated that there would be some capital expenditure around High Copse (for example providing additional PV panels to reduce utility costs). Cllr Grimes suggested investigating grant schemes for both High Copse and other council buildings.

Members **NOTED** the report.

ACTION – Clerk to investigate potential grant funding for PV panels

- 7.2 The balance of reserves as at 31st January 2024 comprised CIL of £1,332.4k and other reserves of £226.2k giving a total of £1,558.6k

Members **NOTED** the report.

24/FGP/8

Review of Budget Setting process

- 8.1 Members agreed that the approach taken for setting the 2024/25 budgets including projecting for three years after that should be repeated for the next budget cycle with more involvement from councillors, and particularly the Chairs of Committees.

Cllr James had provided a briefing session for a fellow councillor on the budget process and suggested that a more formal session was provided for all councillors next year.

ACTION – Clerk to arrange a budget briefing session for all councillors as part of the budget process for 2025/26

9.1 SPC's Internal Auditor conducted their Internal Audit Review on 5th and 7th February. The findings were:

- There had been an incorrect treatment of VAT on the Dementia group at the Manor Ground. The Finance Manager had corrected this
- The creation of a CCLA account had been noted in the minutes but the account had not yet been opened. This was a delay on the part of CCLA and the Finance Manager has been chasing
- Not all employees had received a contract of employment when they started. This related to front of house staff, and all have been issued with a contract
- The notice on the Exercise of Public Rights was published on the 3rd July which was a day late. According to the AGAR statement note this will need to be noted in the audit report (assertion M). The auditor will state that this was an administrative error and not indicative of any problems at the council

Members **NOTED** the report

Land Issues

10.1 Land Registrations

There had been no change to the status of any of the land registrations since the last meeting.

10.2 Draft Heads of Terms for a lease of Ryeish playing fields

WBC have now prepared draft Heads of Terms for both the Ryeish playing fields and for Deardon Field. Approval had already been given in principle to mutual leases and members approved proceeding on this basis.

ACTION – Clerk to confirm approval of the Heads of Terms with WBC

This led to a more general discussion on infrastructure expenditure and Cllr James would work with the Clerk to ascertain the exact status of S106 funding within the parish

ACTION – Cllr James and Clerk to complete an analysis of S106 expenditure within the parish

10.3 **Provision of Community Space in the North of the Parish**

Members were disappointed to hear that the WBC flat at Frensham Green was no longer available as a community facility as it was required for housing stock. The Clerk was asked to convey this to WBC.

ACTION – Clerk to write to WBC to express disappointment at the closing of the Frensham Green flat

ACTION – Clerk to add to the agenda for Full Council meeting

Members agreed that this increased the importance of SPC identifying a viable option for the provision of community space in the north of the parish. This may be via one or more of the following

- Investment in Whiteknights School
- Community Bus
- Potential for a community space within the ECMWF site
- Supporting groups at locations such as St Barnabas

ACTION – Clerk to develop business case and options for provision of community space in the north of the parish

10.4 **Future of Ryeish Green Pavilion**

We now have a clearer position regarding the Change of Class of Use but still need to confirm exactly what, if any, issues there are around access to the pavilion.

Once matters are resolved the issue will be put before Full Council again for a definitive decision on the pavilion.

ACTION – Clerk to continue to establish access requirements to Ryeish Green Pavilion

10.5 **Parish Hall Lease**

The Clerk had had not progressed this item

ACTION – Clerk to proceed with the formal extinguishing of the lease on the parish hall

24/FGP/11

Screening Facility in School Green Centre

- 11.1 Cllr Grimes advised members of the current proposal from Shinfield Studios which, due to structural challenges, would now need to be provided in the Ryeish Green room and not Pound Green room as originally intended. The Clerk had confirmed that this would be a viable arrangement.

Shinfield Studios have also confirmed that they would manage the work directly and all funding. The Studios had also produced a draft agreement for the provision of the facility.

Members agreed to support the proposal and recommend it to Full Council

ACTION – Clerk to add to the agenda for Full Council

24/FGP/12

Provision of Public Art

- 12.1 At the ACE meeting on 8th February three members of Art4Wokingham had attended to discuss their involvement in the provision of public art in the area to the north of the School Green Centre. The discussions led to a consensus that the developer funds available £8k would not result in a piece of public art which would be a significant merit to the parish. The ACE committee was therefore asking F&GP to consider supporting a project for public art up to a total of cost of £50k. The actual cost to SPC would be reduce by funds from the developer, grants and sponsorship raised for the project and income from events such as the Art Exhibition planned for February 2025.

ACTION – Clerk to add to the agenda for Full Council

24/FGP/13

Annual Grant Awards Scheme

- 13.1 The Clerk had prepared a paper reviewing the 2023 Annual Grant Scheme and recommending reprising the process for 2024 with some revised wording and an emphasis on encouraging new initiatives. Cllr Grimes suggested one amendment to the wording. Members voted to accept the paper subject to the amendment proposed by Cllr Grimes.

Proposed: Cllr Grimes
Seconded: Cllr Clarke
Approved: Unanimously

24/FGP/14

Redecoration of the Grazeley Room at School Green Centre

- 14.1 This would be the first call on the Sinking Fund and is intended to provide an additional element of robustness to reduce the frequency of future redecoration works. Members agreed to approve the work and to delegate future redecoration work to the Clerk up to a limit of £10k per annum subject to the work being within budget and part of the overall long-term maintenance programme for the building. The Clerk would also advise the Facilities committee of any such work.

Proposed: Cllr Peer
Seconded: Cllr Grimes
Approved: Unanimously

Cllrs Grimes and Clarke asked for a note from the Facilities Manager on the details of the redecoration

ACTION – Clerk to arrange for Cllrs Grimes and Clarke to receive a note on the details of the proposed redecoration of the Grazeley Room

24/FGP/15

Investment Policy

- 15.1 The Finance Manager was chasing CCLA to expedite the opening of the new account. She had also moved funds to the higher interest Lloyds bank account as agreed previously.

24/FGP/16

Catering at the School Green Centre

- 16.1 Cllr Peer advised that there had been 31 expressions of interest followed by six site visits and finally four tender submissions received by the deadline of 16th February 2024 at 1.00 p.m. The submissions were then opened and reviewed by a working party led by Cllr Peer with Cllrs Johnson & Tatla, the Clerk and Deputy Clerk in attendance.

Each was reviewed and assessed against the published criteria and weighting set out in the tender documentation. This had resulted in each of the members of the panel separately identifying two clear front runners and two which they did not feel should be consider for the contract.

It was proposed to invite the remaining two parties to attend a formal presentation and question session. The presentation would ask them to set out their vision for how the café (and its associated activities including marketing) would look six months after it opened. They would be asked to provide some samples of items that would appear on their menus and answer questions regarding their presentation and tender documentation.

24/FGP/17

Date of Next Meeting

- 17.1 Next meeting was scheduled for 17th April 2024.

The meeting ended at 21.20

List of Actions

23/FGP/60	Clerk and Facilities Manager to commission a condition survey to establish long-term sinking fund requirements	Clerk Facilities Manager
23/FGP/60	Clerk to write to schools within the parish to offer funding for the school prize scheme	Clerk
23/FGP/65.3	Clerk to investigate options for a community building on the ECMWF site with Chris Howard at WBC	Clerk
24/FGP/7.1	Clerk to investigate potential grant funding for PV panels	Clerk
24/FGP/8.1	Clerk to arrange a budget briefing session for all councillors as part of the budget process for 2025/26	Clerk
24/FGP/10.2	Clerk to confirm approval of the Heads of Terms for Ryeish Playing Fields and Deardon Field with WBC	Clerk
24/FGP/10.2	Cllr James and Clerk to complete an analysis of S106 expenditure within the parish	Cllr James Clerk
24/FGP/10.3	Clerk to write to WBC to express disappointment at the closing of the Frensham Green flat	Clerk
24/FGP/10.3	Clerk to add to the closure of Frensham Green flat to the agenda for Full Council meeting	Clerk
24/FGP/10.3	Clerk to develop business case and options for provision of community space in the north of the parish	Clerk
24/FGP/10.4	Clerk to continue to establish access requirements to Ryeish Green Pavilion	Clerk
24/FGP/10.5	Clerk to proceed with the formal extinguishing of the lease on the parish hall	Clerk
24/FGP/11.1	Clerk to add the provision of a screening facility at the School Green Centre to the agenda for Full Council	Clerk
24/FGP/12.1	Clerk to add the provision of public art to the agenda for Full Council	Clerk
24/FGP/14.1	Clerk to arrange for Cllrs Grimes and Clarke to receive a note on the details of the proposed redecoration of the Grazeley Room	Clerk

Provision of Screening Facility at School Green Centre

The following report was prepared for the Finance & General Purposes Committee meeting on 21st February and is now recommended to Full Council

Introduction

The previous proposal to fit the cinema equipment within the storage cupboards in Pound Green has proven unworkable due to the trussing contain within the wall between the two cupboards which would require a significant amount of work to the building plus would require suitable alternative storage.

Other potential options have been considered and discussed including a site visit on 29th January and a follow-on visit with Stephen Law (Project Manager from Bidwells working on behalf of Shinfield Studios), Cllr Grimes, Clerk and Facilities Manager on 13th February. This has arrived at the option set out below.

Recommended Solution

The recommended approach is now to site the facility within the Ryeish Green Room (rather than Pound Green room as originally considered). The seating would be against the wall adjoining the reception area and the screen wall mounted in front of the doors connecting to the Pound Green Room. This is set out in Item 7.1a.

Seating

The seating would comprise of retractable seating for approx. 60 seats with the other 20 being free standing chairs of a matching design. This allows the original planning constraint to be met. The smaller retractable area is required to ensure acceptable sightlines and distance from the screen (Ryeish is a smaller room). The depth of the seating when retracted would be 1.25m and a width of 6.34m. It would need to be positioned to avoid impacting on the access door and would require some work on the ventilation door in the corner of the room.

A smaller seating area will reduce concerns over floor loading. This is set out in Item 7.1b.

Other considerations

- Location of data rack to be confirmed – an option exists for using the existing data cabinet within the plant room
- Modifications to existing 'vent' door to be confirmed
- Window blind to be motorized – Ryeish Green is a smaller space to achieve a blackout solution for
- Proposal for fire door to be presented – the existing fire door is clear glass so a suitable approach will be required

- Confirmation required that the acoustic material in the hall can, or cannot be decorated – the current working theory is this is not possible due to implications on surface finishes/sealing of the acoustic properties.
- Loose seating options need to be consistent with the design proposals for the retractable seating

Impact on School Green Centre Operations

As has been the SPC position throughout, there should be no adverse impact on existing use of the building.

While there is a loss of floor space in this room the Clerk and Deputy Clerk feel that this is manageable. Due to the nature of existing bookings it is actually more acceptable than an equivalent loss of floor space in the Pound Green room.

The benefits of this proposed location are that the seating can be designed for the handrails to stay in place when the seating is retracted which is a significant operational enhancement that would not have been possible under the original plan.

While there would be no opportunity to provide additional storage this proposal does at least maintain all existing storage spaces. Provided the free-standing chairs required are stackable they can be stored in existing storage spaces.

Reception Area

A further discussion would be required to ensure that the reception area was more effectively integrated into the look and feel of the “cinema”.

Window for Work to be Carried Out

The school holiday period (late July to end of August) has been identified as a potential window for this work. This meets the lead time for equipment ordering.

This is a normally quiet time for us and the limited number of bookings currently in the diary for this period have been relocated elsewhere in the building. The room has been provisionally set aside for the 6-week period to ensure that the work can be achieved if approved.

Draft Agreement between Shinfield Studios and Shinfield Parish Council

A draft agreement has been prepared on behalf of Shinfield Studios for the agreement between them and the council.

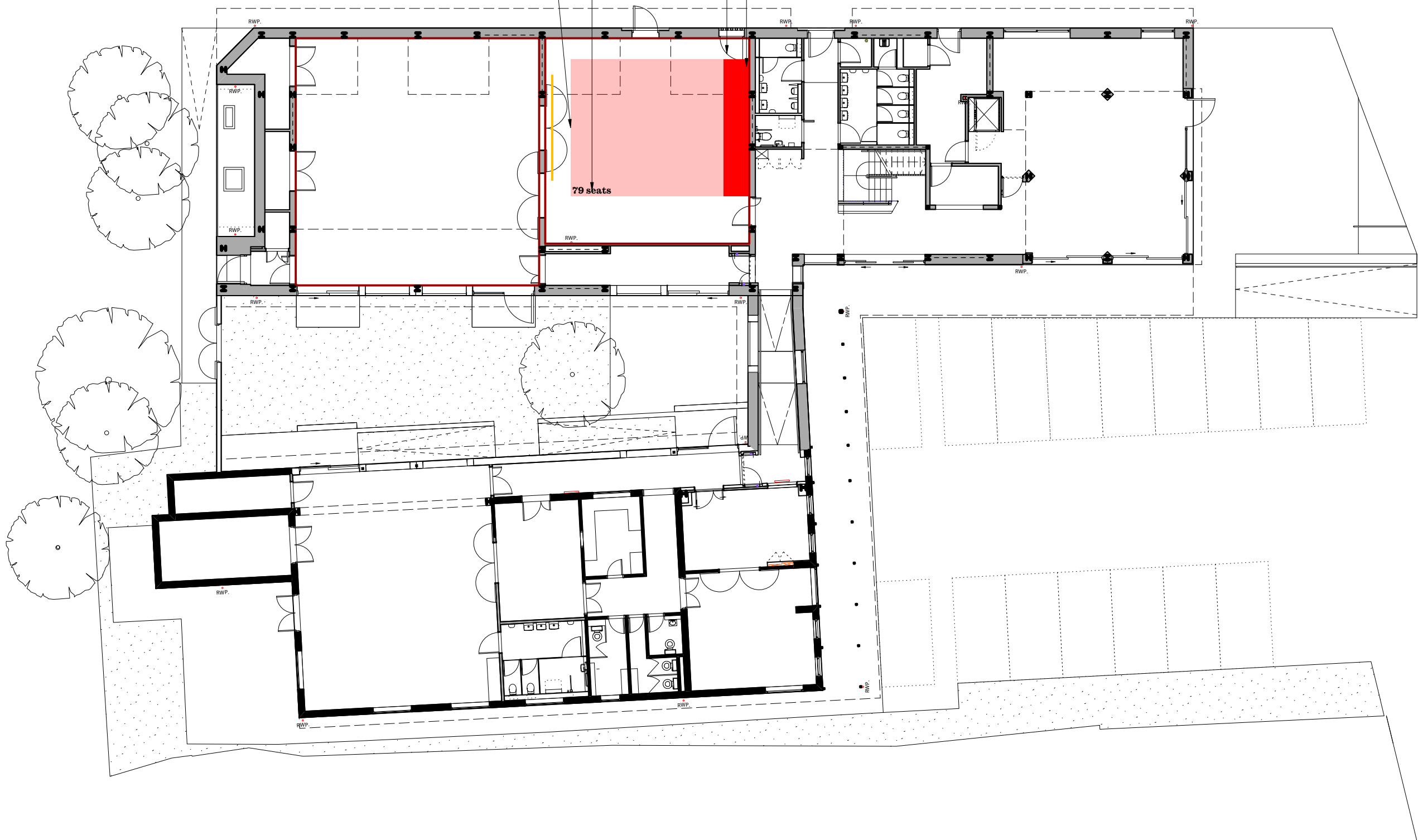
This is attached at Item 7.1c.

Cannot accomodate sufficient space for 11 rows

Modifications for the ventilation door required

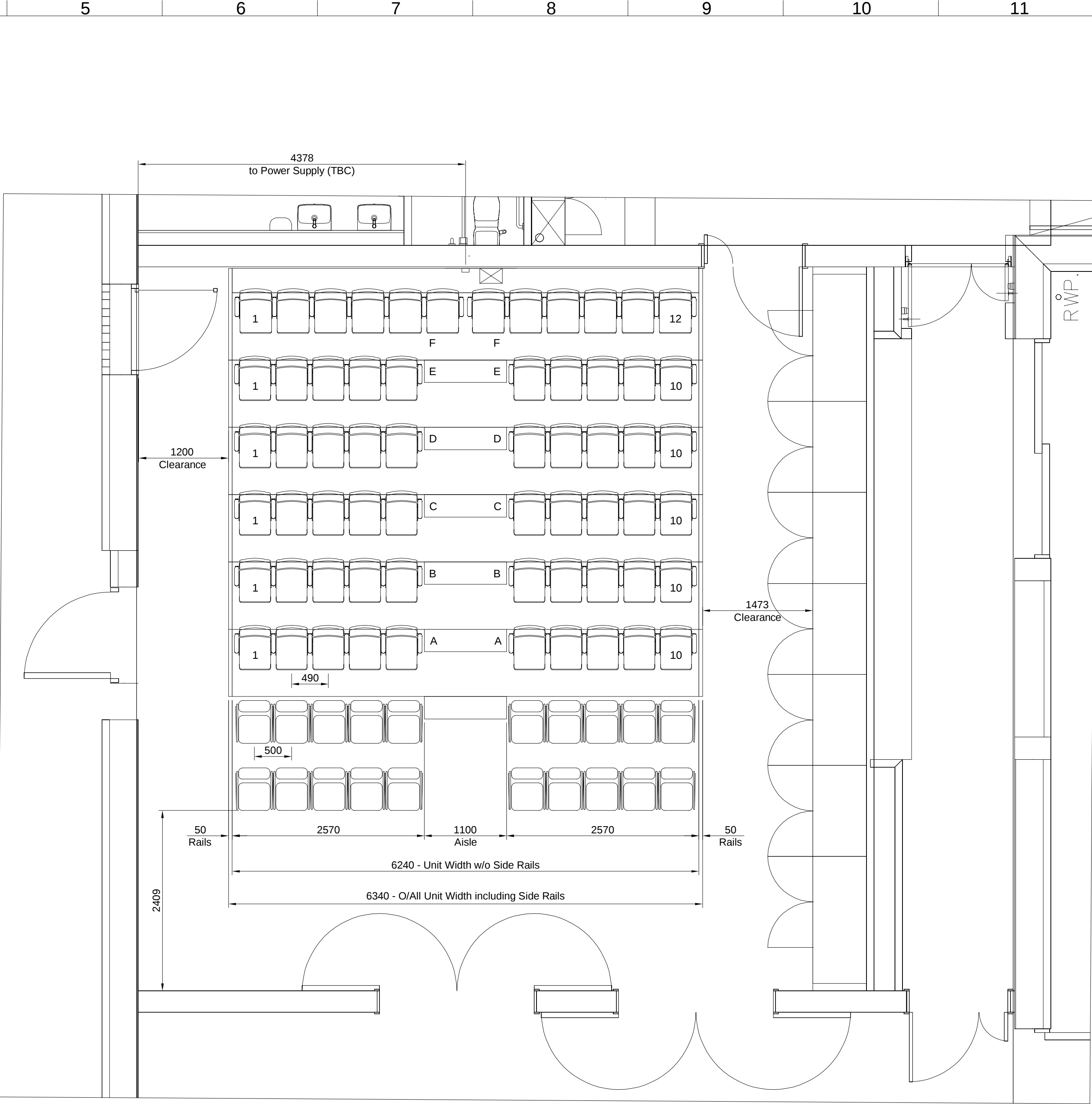
Front row is located too close to the screen, uncomfortable viewing angle

Limited head height

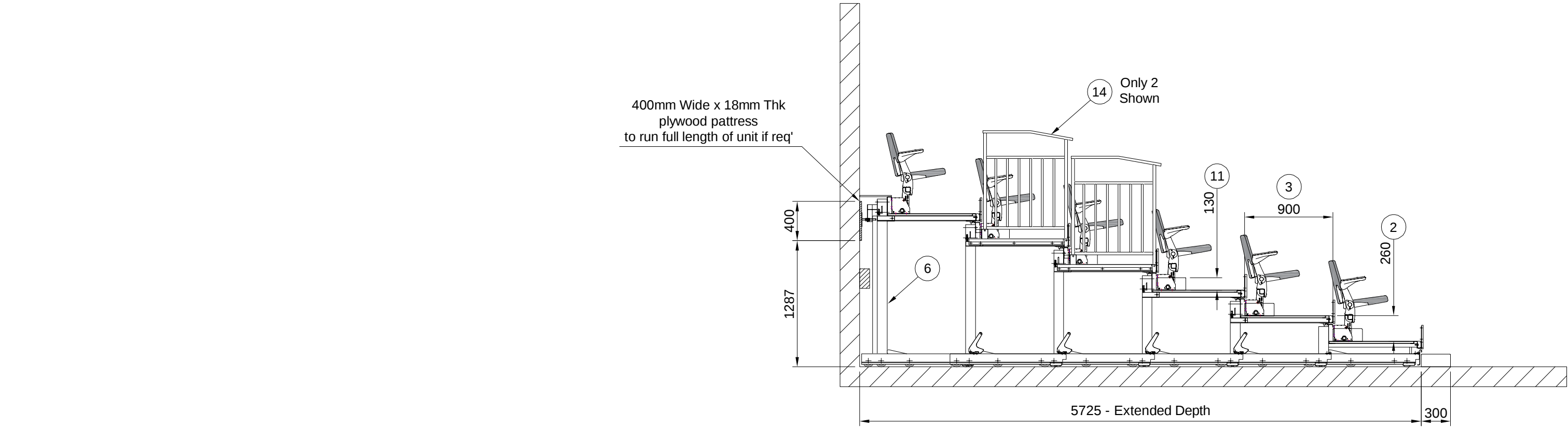


RevNo	1	2	3	4	5
		Revision Note	Date	Signature	Checked
B	Unit updated to fixed type. Fascias & HDS chairs added. Rows reduced to 6.		12/02/2024	GM	---

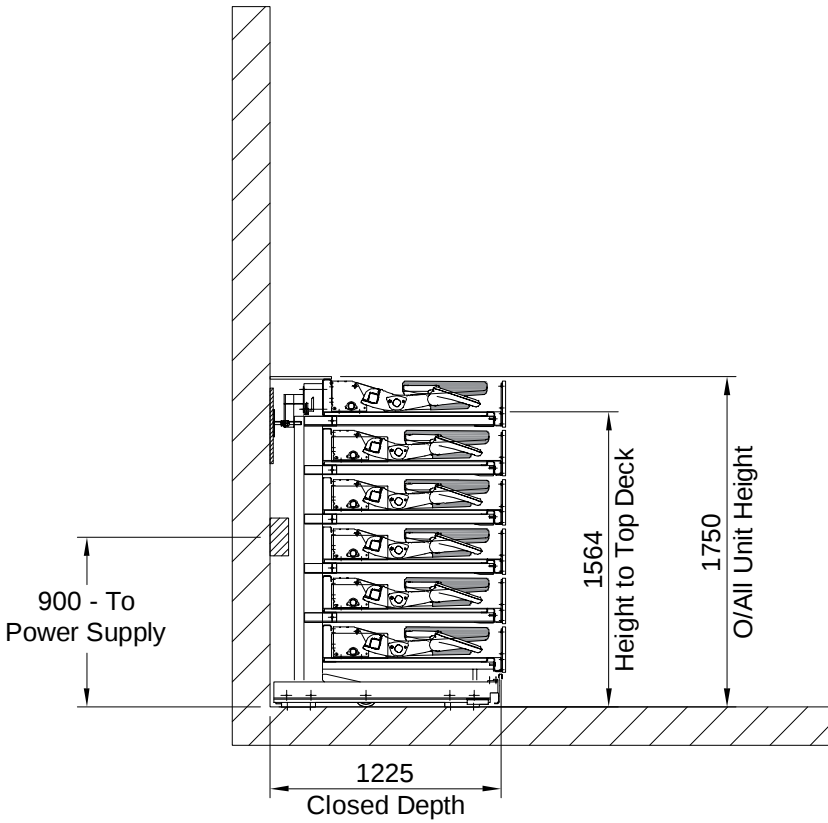
A	Relevant Standards & Codes - BS EN 1990:2002+A1:2005 - Eurocode 0: Basis of structural design - BS EN 1991-1-1:2002 - Eurocode 1: Actions on structures: General actions - Densities, self-weight, imposed loads for buildings - BS EN 1991-1-2:2002 - Eurocode 1: Actions on structures: General actions - Actions on structures exposed to fire - BS EN 1993-1-1:2005+A1:2014 - Eurocode 3: Design of steel structures: General rules and rules for buildings - BS EN 1993-1-2:2005 - Eurocode 3: Design of steel structures: General rules: Structural fire design - BS EN 1993-1-3:2006 - Eurocode 3: Design of steel structures: General rules: Supplementary rules for cold-formed members and sheeting - BS EN 1993-1-8:2005 - Eurocode 3: Design of steel structures: Design of joints - BS EN 1993-1-9:2005 - Eurocode 3: Design of steel structures: Fatigue - BS EN 1993-1-10:2005 - Eurocode 3: Design of steel structures: Material toughness and through-thickness properties - BS EN 1993-1-11:2006 - Eurocode 3: Design of steel structures: Design of structures with tension components - BS EN 1993-1-12:2007 - Eurocode 3: Design of steel structures: General - High strength steels - BS EN 1995-1-1:2004+A2:2014 - Eurocode 5: Design of timber structures: General - Common rules and rules for buildings - BS EN 1995-1-2:2004 Eurocode 5: Design of timber structures: General - Structural fire design - BS EN 1090-1:2009+A1:2011 - Execution of steel structures and aluminium structures. Requirements for conformity assessment of structural components - BS EN 1090-2:2008+A1:2011 - Execution of steel structures and aluminium structures. Technical requirements for steel structures 2006/95/EC: The Low Voltage Directive 2004/108/EC: The Electromagnetic Compatibility Directive 98/27/EC: The Machinery Directive - BS EN ISO 12100:2010 - Safety of machinery. General principles for design. Risk assessment and risk reduction. - BS 7671/A3: Requirements for Electrical Installations. IET Wiring Regulations 17th Edition - BS EN 60204-1:2006+A1:2009 - Safety of machinery. Electrical equipment of machines. General requirements. - BS EN ISO 14122-3:2001+A1:2010 - Safety of machinery. Permanent means of access to machinery. Stairways, stepladders and guard-rails. - British association of Spectator Equipment Suppliers (BASES): Recommendations for the Specifications and Use of Telescopic and Other Spectator Seating (Blue Guide). - BS EN 13200-1:2012 - Spectator facilities. General characteristics for spectator viewing area. - PD CEN/TR 13200-2:2005 - Spectator facilities. Layout criteria of service area. Characteristics and national situations. - BS EN 13200-3:2005 - Spectator facilities. Separating elements. Requirements. - BS EN 13200-4:2006 - Spectator facilities. Seats. Product characteristics. - BS EN 13200-5:2006 - Spectator facilities. Telescopic stands. - BS EN 13200-6:2012 - Spectator facilities. Demountable (temporary) stands. - BS EN 13200-7:2014 - Spectator facilities. Entry and exit elements and routes. - BS EN 12727:2000 - Furniture. Ranked seating. Test methods and requirements for strength and durability. - BS EN 12520:2015 - Furniture. Strength, durability and safety. Requirements for domestic seating. (Was BS 4875-1:2007) - BS EN 1022:2005 - Domestic furniture. Seating. Determination of stability. (Was BS 4875-2:1985 & BS 4875-4:1988) - BS EN 1728:2012 - Furniture. Seating. Test methods for the determination of strength and durability. Was BS 4875-3:1985) - BS EN 12521:2015 - Furniture. Strength, durability and safety. Requirements for domestic tables. (Was BS 4875-5:2009) - BS 4875-7:2006 - Strength and stability of furniture. Domestic and contract storage furniture. Performance requirements. - BS 5852:2006 - Methods of test for assessment of the ignitability of upholstered seating by smouldering and flaming ignition sources. - BS 5852-1:1979 - Fire tests for furniture. Methods of test for the ignitability by smokers' materials of upholstered composites for seating. - BS 5852-2:1982 - Fire tests for furniture. Methods of test for the ignitability of upholstered composites for seating by flaming sources. - BS EN 1021-1:2014 - Furniture. Assessment of the ignitability of upholstered furniture. Ignition source smouldering cigarette. - BS EN 1021-2:2014 - Furniture. Assessment of the ignitability of upholstered furniture. Ignition source match flame equivalent. - BS 5395-1:2010 - Stairs. Code of Practice for the design of stairs with straight flights and winders.	
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	POWER SUPPLY DETAIL: BS4343 (IEC 60309) Industrial Surface Socket (Blue 16A 2P+E) MOUNTED 900mm HIGH. (BY OTHERS). POWER SUPPLY: 240Volts, 16Amps, 50Hz, Single Phase (2 Conductors + Earth). A dedicated supply is required without RCD protection.	
	Control Panel mounted close to Power Supply. Size is 400mm High, 300mm Wide x 200mm Deep. Plus Isolator, Protruding from Door. Power Supply mounted approx. 900mm High	



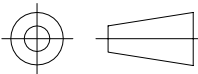
PLAN VIEW ON EXTENDED SEATING



ELEVATION ON EXTENDED SEATING



ELEVATION ON RETRACTED SEATING

13	14	15	16
Sales Specification			
Ref.	Description		
1	PLATFORM IDENTIFICATION	TP-F-PO-26-90 FIXED POWER OPERATED UNITS C/W 'SOFT START'	
2	ROWRISE	260mm	
3	ROWDEPTH	900mm	
4	NUMBER OF ROWS	6 No. SEATING ROWS 6 No. PLATFORMS	
5	REAR PLATFORM	STANDARD	
6	PLATFORM STRUCTURE	E.P.C. SATIN BLACK	
7	PLATFORM DECKING	19mm THICKNESS	
8	DECKING FINISH	CARPET EUROCORD RANGE TELESCOPIC PLATFORM ONLY COLOUR: T.B.C.	
9	PLATFORM DECK SIDE TRIM	INCLUDED INTEGRAL WITH RAIL SYSTEM	
10	PLATFORM DECK INFILLING	NOT REQUIRED	
11	INTERMEDIATE (AISLE) STEPS	1 SETS OF 6 No. - 1100mm WIDE FITTED WITH ALUMINIUM NON-SLIP NOSING	
12	FASCIA PANELS	INCLUDED - LAMINATE FINISH FROM STANDARD RANGE	
13	AISLE FASCIA PANELS (REMOVABLE)	NOT INCLUDED	
14	SIDE RAILS	2 SETS OF 6 No. REMOVABLE TYPE COLOUR: E.P.C. SATIN BLACK	
15	REAR RAILS	NOT REQUIRED	
16	FRONT RAILS	NOT REQUIRED	
17	PLATFORM SIDE CURTAIN	2 SETS OF 6 No. - REMOVABLE TYPE	
18	PLATFORM REAR CURTAIN	NOT REQUIRED	
19	PLATFORM SIDE PANEL	NOT INCLUDED	
20	PLATFORM REAR PANEL	NOT REQUIRED	
21	FLOOR PROTECTION BOARDS	NOT INCLUDED	
22	SIDE KICK PLATES	NOT REQUIRED	
23	CHAIR IDENTIFICATION	GALLERY 3	
24	CHAIR TYPE	FULLY UPHOLSERED a: SEMI-AUTOMATIC FOLD-DOWN G3 b: HDS CHAIRS	
25	SEAT CENTRES	490 / 500mm REAR ROW	
26	SEAT FABRIC	FROM THE XTREME RANGE BY CAMIRA COLOUR: T.B.C.	
27	SEAT FRAME	E.P.C. SATIN BLACK	
28	ARMREST TYPE	INCLUDED - WOOD TYPE	
29	SEAT NUMBERS	INCLUDED	
30	AISLE LETTERS	INCLUDED	
31	AISLE LIGHTS	INCLUDED	
32	SIDE RAIL TROLLEYS	2 No. INCLUDED	
TOTAL SEAT QUANTITY		a: 62 No. / b: 20 No TOTAL: 82 No.	
All information is subject to confirmation by site survey.			
CUSTOMER APPROVAL (Only for completion when an order is placed with Hussey Seatway Ltd) Once you, the customer, are content that the information contained within this drawing satisfactorily meets your requirements, then complete and sign this approval stamp. Note, commencement of this project cannot be undertaken without this approval. Print Name:Signature: Company Name:Date: Please return to Hussey Seatway Ltd when completed.			
GENERAL TOLERANCE ± 1mm 	 husseyseatway PUBLIC SEATING SYSTEMS THIS DRAWING IS THE PROPERTY AND COPYRIGHT OF HUSSEY SEATWAY LTD. COPYING OR REPRODUCTION WITHOUT WRITTEN PERMISSION IS PROHIBITED. © 2017 Tel: +44 (0)1985 847200 Fax: +44 (0)1985 847300 Email: info@husseyseatway.com Web: www.husseyseatway.com		
Shinfield Community Centre			
SALES APPLICATION DRAWING			
P05436-23-01	Revision: B	Drawn By: GM	Checked By: --- Date: 24/10/2023 A1 Scale: 1:40 Sheet: 1/2
13	14	15	16

RevNo	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
B	Unit updated to fixed type. Fascias & HDS chairs added. Rows reduced to 6.			Date	Signature	Checked										
				12/02/2024	GM	---										

Relevant Standards & Codes

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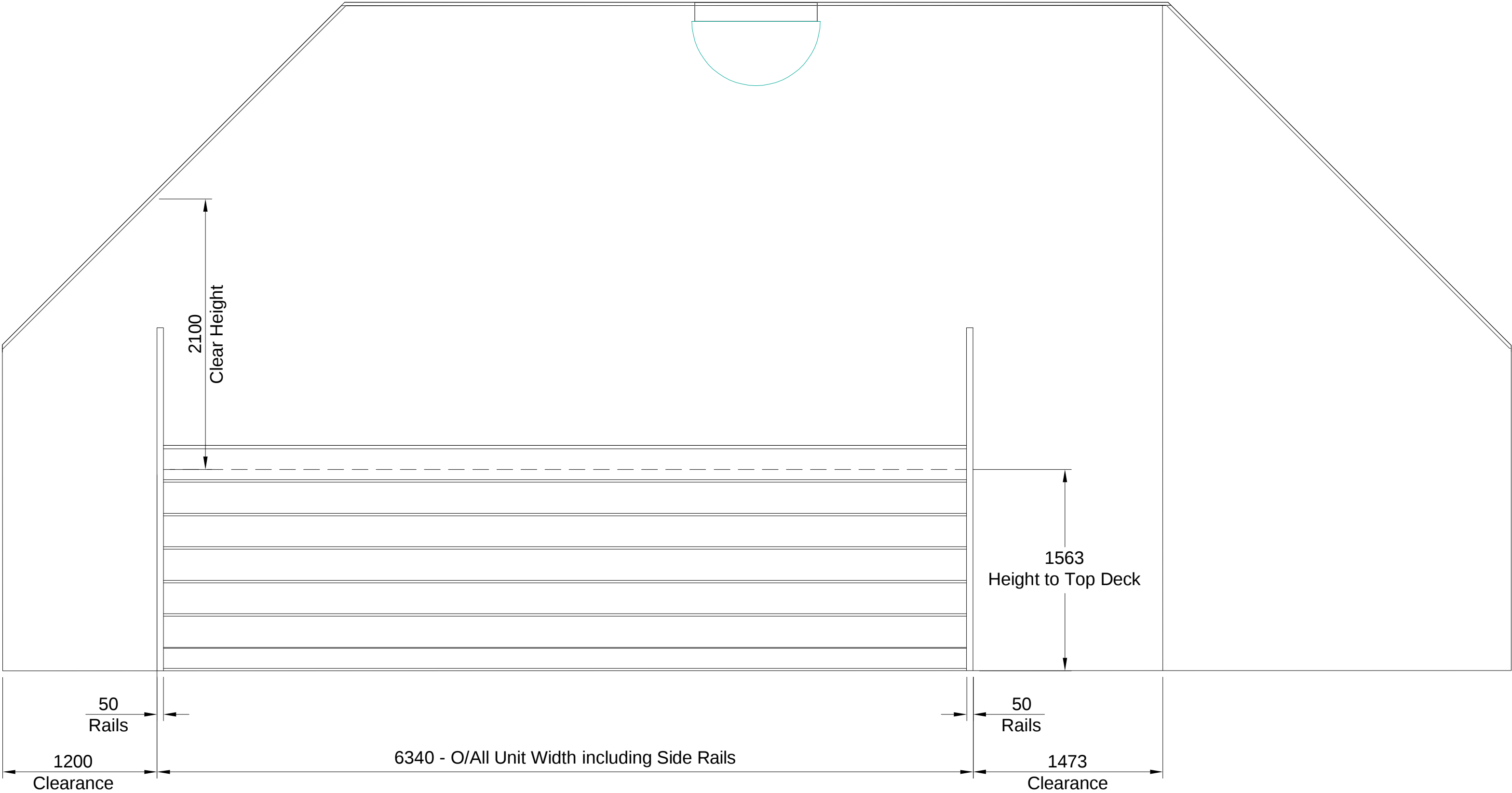
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POWER SUPPLY:
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A dedicated supply is required without RCD protection.

Control Panel mounted close to Power Supply.
Size is 400mm High, 300mm Wide x 200mm Deep.
Plus Isolator, Protruding from Door.

Power Supply mounted approx. 900mm High



SKETCH OF FRONT VIEW W/O CHAIRS FOR CLARITY

All information is subject to confirmation by site survey.

CUSTOMER APPROVAL

(Only for completion when an order is placed with Hussey Seatway Ltd)

Once you, the customer, are content that the information contained within this drawing satisfactorily meets your requirements, then complete and sign this approval stamp. Note, commencement of this project cannot be undertaken without this approval.

Print Name: _____ Signature: _____

Company Name: _____ Date: _____

Please return to Hussey Seatway Ltd when completed.

GENERAL TOLERANCE
± 1mm

husseyseatway
PUBLIC SEATING SYSTEMS

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Fax: +44 (0)1985 847300
Email: info@husseyseatway.com
Web: www.husseyseatway.com

Shinfield Community Centre

SALES APPLICATION DRAWING

P05436-23-01	Revision: B	Drawn By: GM	Checked By: ---	Date: 24/10/2023	A1 Scale: 1:20	Sheet: 2/2
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DATED

2024

SHINFIELD PARISH COUNCIL

(1)

SHINFIELD STUDIOS LIMITED

(2)

Agreement for the installation of a screening room
Hall A
Shinfield Parish Hall
School Green Centre
School Green
Shinfield
Reading RG2 9EG

FARRER&Co

THIS AGREEMENT is made on

2024

BETWEEN

- (1) **SHINFIELD PARISH COUNCIL** of School Green Centre, School Green, Shinfield, Reading RG2 9EH (**SPC**); and
- (2) **SHINFIELD STUDIOS LIMITED** incorporated and registered in England and Wales with company number 13039287 whose registered office is at 1 Fleet Place, London EC4M 7WS (**SSL**).

BETWEEN

- (A) SPC owns the freehold of the property at Shinfield Parish Hall, School Green Centre, School Green, Shinfield, Reading RG2 9EH.
- (B) SSL is in the process of constructing a major film studio complex in Shinfield. As part of this development, SSL has entered into a Section 106 Agreement dated 10 December 2021 under which SSL is required to deliver a screening room within the Parish of Shinfield.
- (C) SPC and SSL have agreed that this screening room is to be located in Hall A which forms part of Shinfield Parish Hall.
- (D) SSL has agreed to undertake the works to install the screening room and SPC has agreed to allow SSL to occupy Shinfield Parish Hall as a licensee to carry out these works.

IT IS AGREED as follows:

1. Interpretation

The following definitions and rules of interpretation apply in this Agreement.

1.1 Definitions:

Approved Documents means the plans, specifications and drawings for the Screening Room Works agreed pursuant to clause 2.1 including (where applicable):

- (a) any variations or amendments that may be agreed by SSL and SPC from time to time in accordance with clause 2.9; and
- (b) any minor variations permitted under clause 2.10.

Building Contract means the building contract entered into between SSL and the Building Contractor dated 26 July 2023 based on the Joint Contracts Tribunal Minor Works Contract with Contractor's Design 2016 edition, as amended by a schedule of amendments, and as further amended by a Section Instruction (as defined in the Building Contract) for the instruction of the Screening Room Works, or such other building contract with similar effect as may be approved by SPC (such approval not to be unreasonably withheld or delayed).

Building Contractor means Curo Construction Limited whose registered office is at 3-4 New Street, London EC2M 4TP or such other building contractor as may be appointed by SSL to carry out the Screening Room Works and approved by SPC (such approval not to be unreasonably withheld or delayed), together with any

replacement building contractor that may be appointed by SSL and approved by SPC (such approval not to be unreasonably withheld or delayed).

Building Regulations Dutyholder Regime means Part 2A of the Building Regulations.

CDM Regulations means the Construction (Design and Management) Regulations 2015 (*SI 2015/51*).

Certificate of Making Good means the Contract Administrator's certificate or written statement issued in accordance with the Building Contract certifying that any defects, shrinkages or faults appearing in the Screening Room Works during the Rectification Period and for which the Building Contractor was responsible under the Building Contract have been made good.

Collateral Warranties means a collateral warranty from the Building Contractor and the Contract Administrator, such deeds to be in the forms annexed to the Building Contract or Section Instruction or appointment as the case may be, in each case with such amendments as may be approved by SPC (such approval not to be unreasonably withheld).

Contract Administrator means Bidwells LLP of Bidwell House, Trumpington Road, Cambridge CB2 9LD or such other person as may be appointed as a replacement contract administrator for the time being by SSL in relation to this Agreement and the Building Contract.

Equipment means the projector and roll-up projection screen and audio system.

Licence Period means the period from the Works Commencement Date until the date that is [] weeks after the Practical Completion Date.

Practical Completion Certificate means the Contract Administrator's certificate or written statement issued in accordance with the Building Contract certifying that the Screening Room Works are practically complete according to the terms of the Building Contract and setting out the date on which practical completion occurred.

Practical Completion Date means the date stated in the Practical Completion Certificate.

Property means the property known as Hall A, Shinfield Parish Hall, School Green Centre, School Green, Shinfield, Reading RG2 9EH.

Rectification Period means the rectification period for the making good of defects, shrinkages or other faults in the Screening Room Works under the Building Contract.

Regulations means the CDM Regulations and the Building Regulations Dutyholder Regime, together or separately as the context requires.

Representative means the SPC Representative and the SSL Representative, together or separately as the context requires.

Requisite Consents means building regulation approvals, by-law approvals, and any other consents, licences and authorisations required from any competent authority, statutory undertaker or person for the carrying out of the Screening Room Works.

Screening Room Works means the works to be carried out by SSL to install the screening room in the Property as more particularly described in Schedule 1 and as shown in the Approved Documents.

SPC Representative means Andrew Grimes of SPC.

SSL Representative means Darrin Morris of Shadowbox Studios.

VAT means value added tax [or any equivalent tax] chargeable in the UK.

Works Commencement Date means the date of commencement of the Screening Room Works agreed pursuant to clause 2.5.

- 1.2 Clause, Schedule and paragraph headings shall not affect the interpretation of this Agreement.
- 1.3 A **person** includes a natural person, corporate or unincorporated body (whether or not having separate legal personality).
- 1.4 The Schedules form part of this Agreement and shall have effect as if set out in full in the body of this Agreement. Any reference to this Agreement includes the Schedules.
- 1.5 A reference to a **company** shall include any company, corporation or other body corporate, wherever and however incorporated or established.
- 1.6 Unless the context otherwise requires, words in the singular shall include the plural and in the plural shall include the singular.
- 1.7 Unless the context otherwise requires, a reference to one gender shall include a reference to the other genders.
- 1.8 A reference to legislation or a legislative provision is a reference to it as amended, extended or re-enacted from time to time.
- 1.9 A reference to legislation or a legislative provision shall include all subordinate legislation made from time to time under that statute or statutory provision.
- 1.10 A reference to **this Agreement** or to any other agreement or document referred to in this Agreement is a reference to this Agreement or such other agreement or document as varied or novated (in each case, other than in breach of the provisions of this Agreement) from time to time.
- 1.11 Unless the context otherwise requires, references to clauses, Schedules and Annexes are to the clauses, Schedules and Annexes of this Agreement and references to paragraphs are to paragraphs of the relevant Schedule.
- 1.12 Any words following the terms **including, include, in particular, for example** or any similar expression shall be construed as illustrative and shall not limit the sense of the words, description, definition, phrase or term preceding those terms.
- 1.13 Any obligation on a party not to do something includes an obligation not to allow that thing to be done.
- 1.14 Unless this Agreement otherwise expressly provides, a reference to the **Property** or the **Screening Room Works** is to the whole and any part of them.

1.15 If any provision or part-provision of this Agreement is or becomes invalid, illegal or unenforceable, it shall be deemed deleted, but that shall not affect the validity and enforceability of the rest of this Agreement.

1.16 A reference to **writing** or **written** excludes fax and email.

2. Screening Room Works

2.1 SSL shall at no cost to SPC procure that the Approved Documents are prepared and submitted to SPC for approval (such approval not to be unreasonably withheld or delayed). SSL and SPC shall work together, both acting reasonably, to agree the Approved Documents through their respective Representatives by 29 February 2024. SSL and SPC confirm that they have each delegated authority to their respective Representative to agree the Approved Documents. Upon agreement of the Approved Documents, the Approved Documents shall be signed by the Representatives.

2.2 SSL and SPC, both acting reasonably, shall agree a method statement for the carrying out of the Screening Room Works with a view to minimising disruption to the ongoing use of the School Green Community Centre.

2.3 SSL shall apply for and use reasonable endeavours to obtain the Requisite Consents in respect of the Screening Room Works.

2.4 SSL shall issue the Section Instruction in respect of the Screening Room Works.

2.5 Prior to commencing the Screening Room Works, SSL and SPC will, both acting reasonably, agree the commencement date for the Screening Room Works which shall be between 1 March 2024 and [] September 2024.

2.6 SSL will use reasonable endeavours to complete the Screening Room Works by 31 December 2024 as extended pursuant to this clause 2.6 (the "Target Date"). The Target Date shall be extended commensurate with any extensions of time:

2.6.1 allowed by the Contract Administrator under the terms of the Building Contract; and/or

2.6.2 certified by the Contract Administrator as being fair and reasonably, having regard to the delay in question where completion of the Screening Room Works is delayed due to an event or cause that is beyond SSL's reasonable control.

2.7 For the avoidance of doubt the Screening Room Works shall be carried out at no cost to SPC. SSL shall have no liability for any failure to achieve completion of the Screening Room Works by the Target Date or other breach of clause 2.6.

2.8 Following agreement of the Approved Documents SSL shall use reasonable endeavours to procure that the Screening Room Works are carried out:

2.8.1 with due diligence and in a good and workmanlike manner;

2.8.2 in accordance with this Agreement, the Building Contract, the Approved Documents, and the Requisite Consents in respect of the Screening Room Works;

Commented [FC1]: Date to be discussed, such that the works can be completed by the Target Date.

- 2.8.3 in accordance with all statutory or other legal requirements and the recommendations or requirements of the local authority or statutory undertakings.
- 2.9 SSL shall not, (subject to clause 2.10), vary, alter, add to or remove anything from the Approved Documents without SPC's consent (such consent not to be unreasonably withheld or delayed).
- 2.10 SSL may make minor variations to the Approved Documents without SPC's consent provided that:
- 2.10.1 the variations are insubstantial and immaterial;
- 2.10.2 the variations are in accordance with the Requisite Consents in respect of the Screening Room Works and any statutory requirements;
- 2.10.3 any substitute materials used are of an equal or better quality and suitability to those originally specified;
- 2.10.4 SSL informs SPC of the variations within a reasonable time.
- 2.11 SSL shall allow SPC and its surveyors access to the Property to inspect the progress and quality of the Screening Room Works at reasonable times and on reasonable notice.
- 2.12 If and to the extent the Regulations apply to the Screening Room Works, SSL shall:
- 2.12.1 agree in writing with SPC that SSL is to be treated as the only client in respect of the Screening Room Works for the purposes of the Regulations and the parties agree that this clause is such an agreement;
- 2.12.2 comply with its obligations as a client for the purposes of the Regulations;
- 2.12.3 ensure that the principal designer and the principal contractor that it appoints in relation to the Screening Room Works comply with their respective obligations under the Regulations;
- 2.12.4 ensure that all relevant documents relating to the Screening Room Works are placed in the health and safety file for the Property by the principal designer or principal contractor in accordance with the CDM Regulations.

3. Practical Completion and Rectification Period

- 3.1 SSL shall use reasonable endeavours to procure that the Contract Administrator:
- 3.1.1 gives at least 2 working days' notice to SPC of the Contract Administrator's intention to inspect the Screening Room Works for the purpose of issuing the Practical Completion Certificate and allows SPC and its surveyor to attend the inspection and make representations either during the inspection or in writing immediately thereafter; and
- 3.1.2 without fettering the discretion of the Contract Administrator in carrying out duties under the Building Contract, takes proper account of any representations that are made in accordance with clause 3.1.1 when considering whether to issue the Practical Completion Certificate in accordance with the terms of the Building Contract.

- 3.2 SSL shall use reasonable endeavours to procure that the Contract Administrator gives a copy of the Practical Completion Certificate to SPC as soon as practicable after its issue.
- 3.3 The issue of the Practical Completion Certificate shall be conclusive evidence binding on the parties that the Screening Room Works have been completed in accordance with the terms of this Agreement, subject to SLL's obligations during the Rectification Period.
- 3.4 Provided that SPC grants SSL (and those authorised by SSL) the necessary access to the Property, SSL shall use reasonable endeavours to enforce the Building Contractor's obligations under the Building Contract to remedy any defects, shrinkages or faults appearing in the Screening Room Works during the Rectification Period.
- 3.5 During the Rectification Period, SPC may make written representations to the Contract Administrator identifying defects, shrinkages or faults in the Screening Room Works which the Building Contractor is obliged to remedy in accordance with the Building Contract. Without fettering the discretion of the Contract Administrator in carrying out duties under the Building Contract, SSL shall use reasonable endeavours to ensure that the Contract Administrator takes proper account of any such representations.
- 3.6 SSL shall use reasonable endeavours to procure that the Contract Administrator:
- 3.6.1 gives at least 5 working days' notice to SPC of the Contract Administrator's intention to inspect the Screening Room Works for the purpose of issuing the Certificate of Making Good and allows SPC and its surveyor to attend the inspection and make representations either during the inspection or in writing immediately thereafter; and
- 3.6.2 without fettering the discretion of the Contract Administrator in carrying out duties under the Building Contract, takes proper account of any representations that are made in accordance with clause 3.6.1 when considering whether to issue the Certificate of Making Good in accordance with the terms of the Building Contract.
- 3.7 SSL use reasonable endeavours to procure that the Contract Administrator gives a copy of the Certificate of Making Good to SPC as soon as practicable after its issue.
- 3.8 SSL shall use reasonable endeavours to procure the grant of the Collateral Warranties in favour of SPC prior to the Practical Completion Date.

4. Insurance

- 4.1 From the date of this Agreement until the Practical Completion Date, SSL shall insure or shall procure that the Building Contractor insures the Screening Room Works and all plant and unfixed materials and goods delivered to or placed on or adjacent to the Property and intended for incorporation in the Screening Room Works in accordance with the Building Contract.
- 4.2 In the event of any loss or damage occurring before the Practical Completion Date to the Screening Room Works, plant, materials or goods so insured, SSL shall procure that their reinstatement or replacement is carried out diligently and with all reasonable

Commented [FC2]: Note: Insurances to be resolved with the contractor.

speed. SSL shall apply the proceeds of the insurance towards such reinstatement or replacement and shall make good any deficiency out of SSL's own funds.

- 4.3 SSL shall maintain, or procure that the Building Contractor maintains, insurance in respect of injury to or death of any person or loss or damage to any real or personal property for an indemnity of not less than £[AMOUNT] for any one occurrence or series of occurrences arising out of the same event. Such insurance shall be maintained from the date of this Agreement until the end of the Rectification Period.
- 4.4 SSL and SPC mutually agree not to do or permit anything to be done, or omit to do or permit any omission, that they are aware, or that a reasonable person would be aware, might render any insurance policy required by this clause 4 void or voidable.

5. SSL's obligations

- 5.1 The obligations in clauses 2 to 8 are personal and binding only on Shinfield Studios Limited, incorporated and registered in England and Wales with company number 13039287 whose registered office is at 1 Fleet Place, London EC4M 7WS.
- 5.2 Save in relation to clause 5.4, SSL shall be released from all liability in respect of its obligations referred to in this Agreement after a period of 12 months after the Practical Completion Date, except in relation to any claim made against or notified to it prior to the end of that period.
- 5.3 Following the Practical Completion Date SSL shall be responsible for maintenance of the Equipment for a period of 12 months provided that the Equipment has been kept, maintained and used correctly by SPC.
- 5.4 If requested by SPC within the period of 10 years from the date of this Agreement SSL shall replace any Equipment which is beyond economic repair provided that the Equipment has been kept, maintained and used correctly by SPC. SSL shall only be required to replace Equipment on one occasion.
- 5.5 For the avoidance of doubt, SSL shall have no liability or obligation pursuant to clauses 5.3 and/or 5.4 resulting from deliberate damage to or misuse of the Equipment.

6. SSL's occupation

- 6.1 During the Licence Period SSL (and anyone authorised by SSL) is entitled to occupy the Property (together with all necessary materials, plant, machinery and equipment) for the purpose of carrying out the Screening Room Works.
- 6.2 This Agreement does not operate as a demise of the Property and during the Licence Period:
- 6.2.1 any occupation of the Property by SSL is by way of licence only;
- 6.2.2 SSL does not have, and is not entitled to, any estate, right or interest in the Property;
- 6.3 SSL shall procure the making good (to the reasonable satisfaction of SPC) any damage to any land or building or any plant and machinery (other than the Property) which is caused by the carrying out of the Screening Room Works.

Commented [FC3]: Cross-referencing to be checked once agreement finalised.

7. Legal costs

[SSL] shall pay SPC's reasonable legal costs and disbursements incurred in connection with this Agreement [including an amount equal to any VAT incurred on those costs and disbursements except to the extent that the SPC is able to recover that VAT].

8. VAT

8.1 Each amount stated to be payable under or pursuant to this Agreement is exclusive of VAT (if any).

8.2 If any VAT is chargeable on any supply made by one party to the other party under or pursuant to this Agreement, the paying party shall pay to the other party an amount equal to that VAT.

9. Entire agreement

9.1 This Agreement and the documents annexed to it constitute the whole agreement between the parties and supersede all previous discussions, correspondence, negotiations, arrangements, understandings and agreements between them relating to their subject matter.

10. Joint and several liability

10.1 Where a party to this Agreement comprises more than one person, those persons shall be jointly and severally liable for the obligations and liabilities of that party arising under this Agreement. The party to whom those obligations and liabilities are owed may take action against, or release or compromise the liability of, or grant time or other indulgence to, any one of those persons without affecting the liability of any other of them.

11. Notices

11.1 Any notice given under this Agreement must be in writing

11.2 Any notice or document to be given or delivered under this Agreement must be:

11.2.1 delivered by hand; or

11.2.2 sent by pre-paid first class post or other next working day delivery service.

11.3 Any notice or document to be given or delivered under this Agreement must be sent to the relevant party as follows:

11.3.1 to SPC at:

[ADDRESS]

[DX: [DX NUMBER]]

[Fax: [FAX NUMBER]]

marked for the attention of: [NAME/POSITION]

or at SPC's solicitors [], quoting the reference [REFERENCE];

11.3.2 to SSL at:

[ADDRESS]

[DX: [DX NUMBER]]

[Fax: [FAX NUMBER]]

marked for the attention of: [NAME/POSITION]

or at SSL's solicitors, Farrer & Co LLP 66 Lincoln's Inn Fields, London WC2A 3LH quoting the reference [REFERENCE];

or as otherwise specified by the relevant party by notice in writing to each other party.

11.4 Any change of the details in clause 11.3 specified in accordance with that clause shall take effect for the party notified of the change at [9.00 am] on the later of:

11.4.1 the date, if any, specified in the notice as the effective date for the change; or

11.4.2 the date [five] working days after deemed receipt of the notice.

11.5 Giving or delivering a notice or a document to a party's conveyancer has the same effect as giving or delivering it to that party.

11.6 Any notice or document given or delivered in accordance with clause 11.1, clause 11.2 and clause 11.3 will be deemed to have been received:

11.6.1 if delivered by hand, on signature of a delivery receipt [or at the time the notice or document is left at the address] provided that if delivery occurs before 9.00 am on a working day, the notice will be deemed to have been received at 9.00 am on that day, and if delivery occurs after 5.00 pm on a working day, or on a day which is not a working day, the notice will be deemed to have been received at 9.00 am on the next working day; or

11.6.2 if sent by pre-paid first class post or other next working day delivery service, at [9.00 am] on the [second] working day after posting.

11.7 In proving delivery of a notice or document, it will be sufficient to prove that:

11.7.1 a delivery receipt was signed or that the notice or document was left at the address; or

11.7.2 the envelope containing the notice or document was properly addressed and posted by pre-paid first class post or other next working day delivery service.

11.8 A notice or document given or delivered under this Agreement shall not be validly given or delivered if sent by email.

11.9 This clause does not apply to the service of any proceedings or other documents in any legal action or, where applicable, any arbitration or other method of dispute resolution.

12. Third party rights

- 12.1 This Agreement does not give rise to any rights under the Contracts (Rights of Third Parties) Act 1999 to enforce any term of this Agreement.

13. Governing law

This Agreement and any dispute or claim (including non-contractual disputes or claims) arising out of or in connection with it or its subject matter or formation shall be governed by and construed in accordance with the law of England and Wales.

14. Jurisdiction

Each party irrevocably agrees that the courts of England and Wales shall have exclusive jurisdiction to settle any dispute or claim (including non-contractual disputes or claims) arising out of or in connection with this Agreement or its subject matter or formation.

AS WITNESS the hands of the parties hereto on the date first before written.

Schedule 1

Screening Room Works

Whilst the specification of the equipment and the works required for the Screening Room Works are still being finalised between SSL and SPC, the Screening Room Works are to include the following elements:

- 1.1 Projector and roll-up projection screen
- 1.2 Video and audio system
- 1.3 Upgraded room acoustics
- 1.4 Lighting/shading control
- 1.5 Assisted hearing loop system
- 1.6 Cameras and microphones to support video conferencing
- 1.7 Streaming and webcasting connectivity
- 1.8 Control system and rack installation including centralised system controls
- 1.9 Raked comfort seating (stored when not in use to maintain flexibility of Hall A)

The system could also potentially benefit from cameras and microphones to support video conferencing, streaming and webcasting connectivity.

Signed by [NAME OF DIRECTOR] for and
on behalf of SHINFIELD PARISH COUNCIL

.....
Director

Signed by [NAME OF DIRECTOR] for and
on behalf of SHINFIELD STUDIOS LIMITED

.....
Director

Public Art

Introduction

Please read the minutes of the Arts, Culture & Events Committee meeting of 8th February for background (Item 5.2 Pages 1-2).

Item 7.1 of the Full Council agenda for Full Council in November 2023 also refers.

For ease of reference the area of the public plaza is shown below.



Reference	Payment Date	Payee/Supplier	Amount Paid (inc VAT) £	Brief Description
1	15/01/2024	Chargemaster Limited	7.85	Mthly Subs Fuel Card
2	16/01/2024	Alphabet (GB) Ltd	468.85	Van Rental - January
3	18/01/2024	Telefonika UK Ltd	155.14	Mobile Phones (4) - January
4	22/01/2024	Shinfield Players Theatre	20,000.00	Approved Grant 23/152.4
5	23/01/2024	British Gas Lite	786.68	Electricity SWP - December
6	23/01/2024	British Gas Lite	100.52	Electricity - Millworth Lane December
7	23/01/2024	British Gas Lite	1,337.58	Electricity - SGC North - December
8	23/01/2024	British Gas Lite	11.84	Electricity (Sch Green) - December
9	24/01/2024	HMRC paye	6,090.90	NI & PAYE December
10	30/01/2024	Lloyds Bank plc	16.46	Account Fee £7.00 & Charges £9.46 - December
11	31/01/2024	Employees	20,544.09	Net Pay January
12	31/01/2024	British Gas Lite	856.75	Electricity SGC (South) - December
13	31/01/2024	FibreNest	37.00	Monthly Broadband Charge January - The Manor
14	01/02/2024	Wokingham Borough Council	210.00	Business Rates Millworth Lane Pavilion
15	02/02/2024	PPL PRS Ltd	658.98	PPL/PRS Annual Licence - Music Licence
16	02/02/2024	Displaysense Ltd	141.80	Lockable Poster Cases - SWP
17	02/02/2024	Deycare Domiciliary Ltd	340.00	Hire Equipment 22nd/29th December Fund Days
18	02/02/2024	Thames Valley Signs	766.13	Installation of Frosted Panels - Café
19	02/02/2024	Office Depot International (UK	290.23	Office Supplies(Paper, Dividers, Adhesive, Pens)
20	02/02/2024	Robyn's Nest	142.50	Remembrance Day Catering for Public
21	02/02/2024	Alpha Furnishings Ltd	334.80	Additional Kids Chairs - SGC
22	02/02/2024	Royal Electrics	1,980.00	Installation New External Electricity Supply
23	02/02/2024	A1 Locksmiths (Berkshire) Ltd	75.74	Additional Keys for SWP
24	02/02/2024	Lister Wilder	124.98	Motomix 2 stroke
25	02/02/2024	Select Environmental Services	386.46	School Green Centre - December
26	02/02/2024	Enerveo Ltd	87.70	Woodside Way - Repair Faulty Lantern
27	02/02/2024	Air It Limited	51.59	Internet SGC - January
28	02/02/2024	Air It Limited	51.59	Internet SWP - January
29	02/02/2024	Air It Limited	378.17	Datto Cloud Back up January
30	02/02/2024	Air It Limited	1,280.27	Managed IT Support - January
31	02/02/2024	Air It Limited	1,191.01	Microsoft Licences - January
32	02/02/2024	Air It Limited	285.25	Phones (SGC) - 1 month
33	02/02/2024	Air It Limited	401.64	Phones SWP - Car Scheme & Pre School - 4 mths
34	02/02/2024	Air It Limited	877.93	New Lap Top Facilities
35	07/02/2024	Employees	1,939.92	Ers & Ees Pension - January
36	07/02/2024	HMRC Payee	6,464.25	NI & PAYE January
Total Payment			68,874.60	
Number Payments			36	

Reference	Payment Date	Supplier	Reference	Amount Paid (inc VAT) £	Brief Description
1	03/01/2024	TTI Uk Limited	B0423	183.99	Portable Jet Wash & Extension Pole
2	06/01/2024	Asda	B0421	23.00	Cleaning Tools - SGC
3	08/01/2024	Amazon EU	B0419	8.99	Adapter for Office Iphone
4	08/01/2024	Best Buy Enterprise	B0424	14.99	Cleaning Tools - SGC
5	08/01/2024	Screwfix Ltd	B0427	38.98	Broom & Broom Handles for SGC
6	08/01/2024	Asda	B0441	47.39	Cleaning Supplies - SGC
7	09/01/2024	Amazon EU	B0417	38.07	HDMI Cables for Screens - SGC
8	10/01/2024	Adobe	B0413	51.98	Creative Cloud Software - monthly fee
9	11/01/2024	Reading Caravans	B0414	55.99	Portable Water Tank - Cleaning Facilities
10	11/01/2024	Seton	B0434	30.62	Snow Shovel
11	11/01/2024	Seton	B0435	312.48	Salt & Bin - SGC
12	12/01/2024	Bestport Limited	B0415	113.98	Heavy Duty Weed Control Membrane - Vacant Allotments
13	12/01/2024	Amazon EU	B0418	16.99	Adapter Jet Wash/Water Tank
14	12/01/2024	SLCC Enterprises Ltd	B0420	78.00	Community Engagement Course - Clerk
15	15/01/2024	National Windscreens	B0416	142.54	VAT (only) on Insurance Claim Van
16	18/01/2024	Amazon EU	B0422	6.79	Tidy Bag for Cables -office
17	22/01/2024	Amazon EU	B0431	12.59	Reference Book - Clerk
18	22/01/2024	Amazon EU	B0432	14.66	Reference Book - Clerk
19	22/01/2024	Amazon EU	B0439	36.58	Reference Book - Clerk
20	24/01/2024	Game	B0437	424.96	Game Station for Youth Club
21	24/01/2024	Just Fans	B0438	14.63	Spiral End Cap to Cover Pipe
22	25/01/2024	Amazon EU	B0425	99.98	Door Mats for Grazeley
23	26/01/2024	Scale Lane Printers	B0429	12.86	Cash Receipt Books
24	29/01/2024	Coop	B0428	5.10	Hospitality - Biscuits for Visitors (Shinfield Studios)
25	29/01/2024	Amazon EU	B0430	23.99	Reference Book - Clerk
26	31/01/2024	Asda	B0436	143.87	Youth Club Consumables
Total Payments				<u>1,954.00</u>	
Number of payments				26	

Payments Due to be Made Outside of the Clerk's Financial Delegation

There are no payments due to be made under this heading.