

To all members of Shinfield Parish Council

Notice is hereby given and you are summoned to attend a meeting of the Full Council on THURSDAY 15th December 2022 at the School Green Centre, commencing 19.30



Bruce Winton
Parish Clerk
9th December 2022

Members: Cllrs N Boyer, I Clarke, P Emmment, A Grimes, P Jahromi, L James, M Jones, D Lias, N Masseron, M McDowell, I Montgomery, D Peer and R Tatla

Agenda

1. Public Questions

- 1.1 To **RECEIVE** and **CONSIDER** 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 on 24th November 2022

- 3.1 To **APPROVE** the minutes of the Full Council meeting on 24th November 2022* as a correct record of the meeting
- 3.2 To **RECEIVE** information on matters arising

4. Reports

- 4.1 To **RECEIVE** reports from the Borough Councillors** (some to follow)
- 4.2 To raise any questions to WBC via the Borough Councillors
- 4.3 To **NOTE** the draft minutes of the Recreation and Amenities Committee 8th December 2022** and update from the Chairman of the Committee
- 4.4 To **NOTE** the draft minutes of the Planning & Highways Committee 1st December 2022* and update from the Chairman of the Committee
- 4.5 To **RECEIVE** and **NOTE** reports from Working Parties
- 4.6 To **RECEIVE** a report from the Chairman
- 4.7 To **RECEIVE** reports from outside bodies

5. Land Swaps

- 5.1 To **RECEIVE** and **CONSIDER** a verbal report from the Chair of Finance & General Purposes Committee on Land Swaps

6. New Community Centre

- 6.1 To **RECEIVE** and **CONSIDER** a verbal report from Cllr Grimes on the New Community Centre

7. Invoices for Payment

- 7.1 To **CONSIDER** and **RESOLVE** to approve Lloyds Bank payment of invoices **
7.2 To **CONSIDER** and **RESOLVE** to approve Barclaycard payment of invoices **

8. Correspondence

- 8.1 To **RECEIVE** and **CONSIDER** any general correspondence

9. Dates of Next Meetings

- 9.1 To **NOTE** that the next Full Council Meeting is on Thursday 26th January 2023 at 7.30 p.m.
9.2 To **RECEIVE** and **CONSIDER** a revised timetable for council meetings in 2023 reflecting a change in the order of Planning & Highways and Recreation & Amenities committees

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

*** indicates papers to follow*



Minutes of a meeting of
Full Council
Held on Thursday 24th November 2022
At School Green Centre commencing at 19.30

Present: N Boyer, I Clarke, P Emmet, A Grimes (Chair), P Jahromi, L James, M Jones,
D Lias, N Masseron, I Montgomery & R Tatla
Wokingham Borough Councillors P Batth, J Frewin & J Rance

Attending: B Winton (Clerk), S Herring (Deputy Clerk)

22/101 Public Questions

There were no public questions.

22/102 Apologies and declarations of Members' Interest

- 102.1 Apologies had been received from Cllr Peer
Apologies had been received from Borough Cllrs Johnson & Munro
- 102.2 There were no declarations of members' interests
- 102.3 There were no changes to members' declarations of pecuniary interest
- 102.4 It was proposed that Nadine Masseron be co-opted as a member of
Shinfield Parish Council for Spencers Wood South ward

Proposed: Cllr Emmet
Seconded: Cllr Peyman
Approved: Unanimously



22/103

Minutes of the Previous Meeting

- 103.1 The minutes of the meeting of 20th October 2022 were approved as a correct record and signed as such by the Chairman.

Proposed: Cllr Emment
Seconded: Cllr Montgomery
Approved: Unanimously

- 103.2 The following matters arising had been completed:

Clerk to write to WBC regarding a breach of a Tree Protection Order

This had been done.

Matters arising from Previous meetings (22/93)

- The Clerk had added the School Green Working Party to the agenda of the R&A Committee Meeting held on 10th November 2022
- Clerk to identify the powers that were employed to assist in dealing with ASB in Grazeley. The Clerk advised that he had been unable to establish exactly what the nature of the issue had been, and the remedy employed. In any case he would now liaise with police and WBC ASB team on issues that arise. He was still unclear on what the issue had been and how it had been resolved.
- Clerk to confirm the arrangements for use of the charging posts with BP Pulse:-
The Clerk advised that the Finance Manager had now been able to raise the first invoice for these charging posts and was investigating backdating claims.
- Clerk to review the policy for having Full Council meeting minutes available online (rather than by request). The Clerk advised that all Full Council Minutes from 2014 onwards were now available online via the council's website.
- The Clerk reported that the bus routes had been published in the Parish Newsletter and will feature regularly on the electronic newsletter with a "use it or lose it" message.
- Cllr Grimes to provide an update on the snagging works for the School Green Centre. This was on the agenda.



103.3 The following matter arising (91.2) required further action:

Clerk to arrange a meeting with the WBC ASB officer for Shinfield

The Clerk had a meeting on 24th November with James Phillips and two other members from Wokingham's Anti-Social Behaviour (ASB) team. The Clerk reported that this had been a positive meeting. Meetings would take place regularly and it was suggested that representatives from the Police be invited to these future meetings to assist with building a good working relationship between the various parties.

Cllr Clarke read out a letter from a resident in Clements Close regarding a complaint about various acts of anti-social behaviour committed by the same individual. SPC had no powers to deal with this and any behaviour of this nature should be reported to the Police.

ACTION: Cllr Clarke to supply BCllr Frewin with the details to establish if the person in question was accommodated in a Council property as WBC may be able to act in that case.

103.4 The following matter arising (85.1) required further action:

BCllr Batth to ask WBC to provide the delay model for the traffic light controlled crossing on Shinfield Road and the Road Safety Audit for the Black Boy roundabout works. BCllr Batth reported that he would be attending a meeting taking place on 28th November between the Headteacher of Crosfields School and WBC's Executive for Highways. The exact position of the crossing had not yet been located. Cllrs expressed concern over the existing congestion on the Shinfield Road and the additional effect this new crossing would have on traffic in general and especially bus services to Shinfield. Cllrs also asked if a crossing was required at this site as the majority of the students travel by car.

ACTION – BCllr Batth to express the concerns of the Council at the meeting on 28th November.



22/104

Reports

104.1 Reports from Borough Councillors

Cllr Rance

Members **NOTED** the written report from BCllr Rance

Cllr Batth

Members **NOTED** the verbal report from BCllr Batth

Cllr Johnson

Members **NOTED** the written report from BCllr Johnson

Cllr Frewin

Members **NOTED** the written report from BCllr Frewin

Cllr Munro

Members **NOTED** the written report from BCllr Munro

104.2 Questions for Borough Councillors

There were no questions for Borough Councillors

104.3 Minutes of Recreation & Amenities Committee 10th November 2022

Cllr Clarke gave the following update:

- i) Provision for 13-18 years olds
 - Concern over lack of suitable activities for 13-18 year olds. Only facilities currently were the skate park at the Spencers Wood Pavilion and play facilities at Deep Leap Park
 - Joint consultation with the University of Reading (UoR) on sports provision was due to take place on a Saturday in January 2023 giving the public the opportunity to make suggestions.
 - The ASB team to be asked to input suggestions to the consultation
 - It was recognized that many young adults commute to schools outside of the parish resulting in them arriving back too late to take part in existing activities
 - The Clerk to explore, with schools, activities that would engage teenagers

ACTION - Clerk to write to secondary schools to ascertain activities that would engage teenagers

The Clerk reported a recent incident of ASB at the Spencers Wood Pavilion where a youth club attendee had thrown a stone and broken a window. The Clerk had discussed this with Mark Sandringham who would write to the parents about acceptable behaviour. Names, where available, should be passed to the ASB team for intervention, however, it was noted that the CCTV footage at night is not clear enough to identify individuals. The Clerk advised that if the letter from Mark Sandringham did not have an impact, then he and Cllr Tatla could attend the youth club and meet the parents to discuss the issues around acceptable behaviour.

ii) Cllrs expressed concern over the lack of sixth form provision in the Parish especially due to the rising number of new housing developments. It was recognised that the only secondary school in the parish was a 'free school' with no sixth form provision. The lack of provision had resulted in residents having to pay to transport this group for sixth form education depriving a large group from affordable access. It was suggested that free bus passes be issued for six-form students. Cllrs requested to be informed on WBCs strategy for sixth form provision.

ACTION –

- a) BCllrs Frewin to write to Prue Bray, Executive Member for Children's Services of WBC and ask her and relevant officers to meet with SPC to discuss these issues
- b) Clerk to invite Prue Bray to meet members of SPC either at Full Council or a specially convened meeting
- c) Clerk to request from WBC data on the number of children bused to schools and related costs
- d) Clerk to ask Oakbank Secondary School if there were any plans for sixth form provision and whether the Education Funding Agency could assist.

Members **NOTED** the minutes of the Recreations & Amenities Committee meeting on 10th November 2022.

BCllrs left the meeting at 08:28

104.4 **Minutes of the Planning & Highways Committee 3rd November 2022**

Cllr Lias who chaired the Planning & Highways meeting gave the following update:

- The process for switching off the street lights between 00:00 – 05:00 was currently being investigated.
- Footpath that ends on Fullbrook Road needs completing by WBC. This will be dealt with at the next Highways and Planning meeting.

ACTION – Clerk to add to the next meeting of the Highways and Planning meeting.

Members **NOTED** the minutes of the Planning & Highways Committee meeting on 3rd November 2022.

104.5 **Working Parties**

School Green Working Party:

The working party had met twice and reported to the R&A Committee. The committee had asked for some initial costings based on the draft proposals from the working party and these draft proposals would be discussed further at the next meeting.

Traffic Working Party:

Cllr James reported that the programme of desired improvements were aimed at redirecting through traffic away from the parish. A fully implemented scheme would be quite expensive. The next step was to arrange a meeting with Borough Councillors, Cllr Grimes, the Clerk, and councillors from Swallowfield Parish Council.

ACTION – Clerk to arrange the next meeting of the Traffic Working Party to include those named above.

104.6 **Chairman's Report**

Cllr Grimes advised of the following:

- Ongoing discussions with Reading Buses and a request to update the bus stop flags as they were still displaying disbanded services
- He congratulated the Clerk and his team on the successful operation of the Remembrance Day service
- He was no longer the Chairman of the Spencers Wood Village Hall and he reported that they now had a functioning committee.



104.7 **Reports from Outside Bodies**

Cllr Montgomery reported on The AWE Local Liaison Committee meeting held on 23 November 2022 at the Recreation Society Room AWE Aldermaston:-

- Meeting included Health and Safety Information regarding the two AWE sites. Slight rise in recorded injuries, mainly minor events causing slight injuries recorded for OSHA and RIDDOR records maintained by AWE.
- ONR and EA gave their reports on working with AWE management, no major problems arising.
- Discussions on recent exercise held to examine responses of staff to major incidents occurring within the site. All considered "Adequate" (the most you can get) by the Office of Nuclear Responsibility. Run under the auspices of MOD, ONR, WBC, and other safety bodies.
- The DEPZ is currently under revision on a three year cycle and will be published after consultation with West Berks Council. A new booklet will be prepared for all affected residences and there will be a website upgrade as well.
- Concern expressed over effect of any "incident" and possible warnings needing to be given to a recently laid out Travellers Site nearby.
- John Steele, Planning Officer for AWE mentioned that the **MOD** will now review **ALL** planning applications and pre-apps in the near vicinity of both sites. The MoD had objected to the Kingfisher drive appeal currently underway
- Cllr Montgomery had asked what has become of the planning application mentioned during the last LLC meeting, regarding the provision of an infant school in Spencers Wood. He was advised that following discussion with Wokingham Planning there is a suggestion to move the school to the other side of an adjoining road – outside the DEPZ
- LLC to receive training on revised DEPZ when available.

Cllr Montgomery also advised that school buses had pre-determined responses and Cllrs asked for clarification as to what would happen to pupils from the parish who travelled to school by bus in the event of an incident in the DEPZ.



CLlr Lias advised that Grazeley Village Memorial Hall had recently held their AGM and their bookings income was now higher than pre-Covid levels. The Clerk was asked to write to the Committee and congratulate them.

ACTION – Clerk to write a letter of congratulations

22/105

Land Swaps

- 105.1 This matter had been considered by the Finance & General Purposes Committee which had proposed accepting the land swap as put forward by Wokingham Borough Council with the inclusion of Ryeish Green Pavilion as SPC had been unable to identify any viable alternative uses for the building. The Clerk had written to the officer at WBC dealing with the matter and was awaiting a formal response.

ACTION – Clerk to share the proposal with the BCllrs

22/106

School Green Centre

- 106.1 Cllr Grimes gave the following update on the School Green Centre
- School Green Centre had not finalised issues with Life Build. Significant issues being that the render on the outside of the building is not the same shade all over and the aluminum flashing doesn't match on the north side
 - It was noted that the roof was weathering in
 - Bollards were now in place in the car park
 - Power being generated from the panels on the roof was approximately 40% of total usage
 - Cllrs commented on the landing looking 'messy' due to storage by Robyn's nest. The Clerk advised that this was in hand with Robyn's Nest
 - The Facilities Manager was to be asked to provide quotes to F&GP for either reseeding the courtyard or changing to an artificial grass

ACTION – Facilities Manager to provide quotes to F&GP for either reseeding the courtyard or changing to an artificial grass

08:58 Cllr Peyman left the meeting



22/107

Invoices for Payment

107.1 Payment of the Lloyds Bank invoices were **NOTED**.

The following payments were discussed:

- Oltco Resin floor Specialists – 20% deposit for Playground Surface Repairs (Facilities Manager to update)

ACTION – Facilities Manager to provide further details on this expenditure.

As part of the general discussions about various invoices and subsequent discussion about the number of residents that had signed up to the online newsletter, it was suggested that a breakdown of households in the Parish would be useful

ACTION – Clerk to request background data from WBC on how many households were in the Parish, to include a breakdown of housing by Band and the number of residents.

Post meeting note: The Clerk advises that the 2021 Census information by Parish should be available in early 2023

107.2 Payment of the Barclaycard invoices were **NOTED**

22/108

Warm Room

108.2 The Clerk reported that the Warm Room was open five days a week and would be offered until at least the end of February 2023. The Tower Room had been allocated and provided a hot water urn for tea and coffee, jigsaws, colouring, games, a Firestick for the TV, and an Echo dot. Due to the mild weather the take up was low. The Clerk would continue to monitor the usage of the Warm Room.

22/109

Correspondence

109.1 There was no correspondence.

22/110

Dates of Next Meeting

110.1 The next meeting of the Full Council will be on Thursday, 15th December 2022.

109.2 The Clerk reminded members and Borough Councillors that the January Full Council Meeting would be on Thursday 26th January 2023 and not the 19th as originally published.

The meeting ended at 21:23



List of Actions

- | | | |
|-----------|---|---|
| 103.3 | Cllr Clarke to supply BCllr Frewin with the details of the complaint from a resident in Clemments Close to establish if the person in question was accommodated in a Council property as WBC may be able to act in that case. | Cllr Clarke &
BCllr Frewin |
| 103.4 | BCllr Batth to express the concerns of the Council in respect of the crossing at Crosfields School at the meeting on 28 th November. | BCllr Batth |
| 104.3(i) | Clerk to write to secondary schools to ascertain activities that would engage teenagers | Clerk |
| 104.3(ii) | <ul style="list-style-type: none"> a) BCllrs Frewin to write to Prue Bray, Executive Member for Children's Services of WBC and ask her and relevant officers to meet with SPC to discuss these issues b) Clerk to invite Prue Bray to meet members of SPC either at Full Council or a specially convened meeting c) Clerk to request from WBC data on the number of children bused to schools and related costs d) Clerk to ask Oakbank Secondary School if there were any plans for sixth form provision and whether the Education Funding Agency could assist | <ul style="list-style-type: none"> BCllr Frewin Clerk Clerk Clerk |
| 104.4 | Clerk to add an item regarding the footpath that ends on Fullbrook Road to the next meeting of the Planning & Highways meeting | Clerk |
| 104.5 | Clerk to arrange the next meeting of the Traffic Working Party to include Borough Councillors, Cllr Grimes, Councillors from Swallowfield Parish Council | Clerk |
| 104.7 | Clerk to write a letter of congratulations to the committee of Grazeley Village Hall Memorial Hall | Clerk |
| 105.1 | Clerk to share the proposals of land swaps between SPC & WBC with the BCllrs | Clerk |
| 106.1 | Facilities Manager to provide quotes to F&GP committee for either reseeding the courtyard or changing to an artificial grass | Facilities
Manager |
| 107.1 | Facilities manager to provide further details on the expenditure to Oltco Resin Floor Specialists | Facilities
Manager |
| 107.1 | Clerk to request background data from WBC on how many households in the Parish; to include a breakdown of housing by Band and the number of resident. | Clerk |

Minutes of a meeting of
Planning & Highways Committee
Held on Thursday 1st December 2022
At School Green Centre commencing at 19.30

Present: Cllrs N Boyer, P Emmet, A Grimes, P Jahromi, L James, D Lias (Vice-Chair),
N Masseron, D Peer (Chair), R Tatla

Attending: Bruce Winton (Clerk), Sally Herring (Deputy Clerk) and one member of the public

22/PC/114 Public Questions

114.1 No public questions had been received

22/PC/115 Apologies and declarations of Members' Interest

115.1 There were no apologies for this meeting.

115.2 There were no declarations of members' interests.

22/PC/116 Minutes of the Previous Meeting

116.1 The minutes of the committee meeting of 3rd November 2022 were
approved as a correct record and signed as such by Cllr Peer.

Cllr Peer thanked Cllr Lias for deputising during her absence.

Proposed: Cllr R Tatla
Seconded: Cllr P Emmet
Approved: Unanimously

116.2 **Actions and Matters Arising**

106.5 Clerk to chase the University of Reading regarding the condition of
Footpath 17 in relation to the narrowing of the entrance at the
bottom part of the field and the barbwire fences on either side

The Clerk had written to Nigel Frankland at University of Reading on
19th November and NF had indicated he would look to have scalplings
laid as an interim measure.

ACTION – Clerk to add to the next agenda

- 75.3 Clerk to send letter as discussed at previous meeting regarding availability of land for potential retail development

The Clerk had written to the resident on 7th November. No response had been received.

- 101.5 Clerk to write to the resident in Hayes Drive

The Clerk had written to the resident in Hayes Drive explaining the latest position including that Taylor Wimpey were close to handing over the development to Wokingham Borough Council (WBC) which would then allow them to install double yellow lines. The resident was still dissatisfied that immediate action could not be taken. It was NOTED that there was nothing further Shinfield Parish Council (SPC) could do at this time.

- 102.1 Clerk to contact John Russell regarding the travel plan for Crosfields School

The Clerk had been informed by John Russell at Motion that WBC had discharged the travel condition on Crosfields School. The detailed explanation was not available online via the planning portal and John Russell had asked WBC to provide him with a copy.

ACTION – Clerk to follow up with John Russell

- 108.2 Clerk to apply for rights of representation in respect of Planning Application 201022 – Proposal of 49 dwellings on land west of Kingsfisher Drive

This was an item on the agenda

- 110.1 Clerk to write to the developers (Taylor Wimpey) to raise a Health and Safety issue in respect of Footpath 20

This was an item on the agenda

- 110.2 Clerk to investigate potential savings, for reducing the number of hours the street lights were switched on, to ascertain if this was a financially viable option

This was an item on the agenda

- 11.2 Clerk to check what would be required to make changes to the timing of the street lights

This was an item on the agenda

- 111.1 Clerk to establish if there was any opportunity to co-ordinate with Swallowfield Parish Council in relation to controlling the traffic from Riseley to Spencers Wood

This was an item on the agenda

- 112.1 Clerk to write to Clarke Telecom (CT) proposing the relocation of the mast at the MereOak Park and Ride site

This was an item on the agenda

- 112.1 Clerk to find out if CT had any statutory rights

This was an item on the agenda

22/PC/117

Schedule of Deposited Plans

- 117.1 Planning Application 223287

The Clerk reported that the application from the University of Reading (UoR), for five sports pitches in addition to those already planned at High Copse had resulted in 90 negative objections. In summary, the objections were focused on traffic, access and parking issues

Summary of objections

Car Parking	40	Unsuitable	8
Traffic	55	Village	5
Wildlife	56	Bus Lane	3
Green Space	43	Promise not to	3
Not needed	35	build on site	
Pollution	25	Other	6

Members noted that the application was for four junior pitches and one full size rugby pitch in addition to the main application for a pavilion, a cricket pitch and two full sized pitches.

Residents were concerned about the traffic to the proposed pavilion through residential areas (and including coaches). They were also concerned that the distance between the pavilion and the furthest of the additional pitches might lead to ad-hoc parking near to where a match was to take place rather than in the dedicated car park.

Cllr Lias brought to the attention of the Committee the potential relocation of the new primary school to reposition it outside the area of the DPEZ. This would conflict with the building of the sports pitches at High Copse.

It was NOTED that Members were unanimously in agreement to support the local residents' objections, although it was recognised that SPC had very little control.

ACTION

- a) Clerk to respond to the application in support of the residents' concerns
- b) Clerk to arrange a meeting with Nigel Franklin, UoR and Cllrs Clarke & Peer to discuss the proposal from AWE regarding the relocation of the primary school

22/PC/118

Appeals

118.1 Planning Inspectorate Appeals

It was NOTED that there were 8 planning inspectorate appeals currently in progress in the parish.

118.2 Attendance at Planning Inquiry in respect of Planning Application 201002 – Proposed 49 dwellings on land west of Kingfisher Drive

Rights of representation had been applied for and Cllr Lias was able to attend as a representative of Shinfield Parish Council (SPC). Cllr Peer thanked Cllr Lias for attending on behalf of SPC.

Cllr Lias reported on the following, from his attendance at the Planning Inquiry:-

- Only one planning officer was present from WBC
- The appellant presented a strong case in favour of the application with supporting information
- Although the dwellings would be located within the DEPZ the appellant argued that there would be minimal risk to future

residents and any risk would be dependent on the direction of wind flow

- WBC had a protocol to react within 20 minutes of an incident: residents are instructed to stay indoors and shut all windows and doors for 48 hours after which full evacuation to either the leisure centre in Lower Earley or South Reading where decontamination procedures would be carried out

Councillors felt that any risk, regardless of whether or not it was minimal, was still of concern. It was reiterated that SPC already had a high percentage of low cost housing and believed the case was being used to test the constraints of the DEPZ. It was recognised that ultimately it was the decision of the MOD and AWE and that SPC should ask for clarification.

ACTION – Clerk to write to the MOD and AWE expressing members concerns and asking for clarification of the risks

22/PC/119

Enforcement Update

119.1 Closed Enforcement Notices

The Clerk reported that these had not been received and he would forward them to the Members for comment once he had them

ACTION – Clerk to circulate Closed Enforcement Notices to the Committee Members once received

119.2 Live Enforcement Notices

The Clerk reported that these had not been received and he would forward them to the Members for comment once he had them

ACTION – Clerk to circulate Live Enforcement Notices to the Committee Members once received

119.3 Carney's Yard, Church Lane, Three Mile Cross

The Clerk had circulated a response from Helen Maynard, Principal Planner at WBC. WBC had visited the site where the tenant had stated that work was being carried out as “national security works”. The tenant had been asked to apply for temporary planning permission on this basis.

Members expressed concern that the site was not being used for the original purpose.

ACTION – Clerk to keep the application under review

22/PC/120

Highways, Street Lighting and Footpath Matters

120.1 Footpath 20

The Clerk had not yet written to the developers.

ACTION – Clerk to write to the developers (Taylor Wimpey) to raise a Health and Safety issue in respect of Footpath 20

120.2 Street Lighting

The Clerk presented a verbal report on previous years expenditure on street lighting, and the current and projected expenditure, to demonstrate the increase in costs due to the rise in electricity costs. The increased costs had resulted in the expenditure far exceeding the budget. A list of street lights that SPC were responsible for had been obtained. All these streetlights had LED bulbs, were remotely connected, and could easily be reprogrammed to switch off at set hours with no additional costs to SPC. There were no statutory requirements to have street lights.

Members suggested that each light be evaluated individually to ascertain whether there would be any potential risk in switching off the lights between 00:00 and 05:00. For example, it was not felt appropriate to turn off lights where roads regularly flood and at busy road junctions. It was noted that traffic was minimal during these hours and statistically vehicle crime reduced when they were in an unlit area.

The Clerk was asked to prepare a report on a light by light basis for the next meeting and to advise on how best to consult with residents who may be affected by any changes

ACTION – Clerk to:-

- prepare an evaluation of risks, per street light, that were the responsibility of SPC
- advise on how best to consult with residents who may be affected by any changes adopted by the committee

22/PC/121**Road Traffic****121.1 Traffic Working Party**

The Traffic Working Party has been meeting every two weeks. Cllr James provided a summary of the work carried out by the Working Party to date.

The proposals were aimed at reducing the amount of through traffic in the parish, reducing speed levels and deterring the use of specific roads as cut-throughs. The proposals included

- reducing the speed limits to 30mph across the Parish with 20mph speed limits outside school areas
- installing traffic calming measures to encourage the use of the Eastern Relief Road (ERR) and the A33
- extending the bus lane on Hollow Lane to reduce the general traffic to single lane usage (again encouraging use of the ERR)
- Making Church Lane between St Mary's Church and the junction opposite the Six Bells one-way (actual direction to be in consultation with residents)

As some of the proposals would involve Riseley, the Clerk reported that Swallowfield Parish Council and the BCllr for Swallowfield had been invited to join the next meeting of the Traffic Working Party.

The Clerk reported that a public consultation would take place at the School Green Centre on 28th January 2023 at the same time as the sports consultation. Motion could be invited to assist with the public meeting. Depending on the results of the consultation SPC may request Motion to assist with the planning. There would then be a detailed discussion with WBC Highways about how these proposals could be achieved.

ACTION – Clerk to report back to the next meeting of the Planning and Highways Committee

22/PC/122**Correspondence****112.1 Clarke Telecom (CT) - Regarding proposed mast for Three Mile Cross**

The Clerk had written to CT regarding the proposed mast for Three Mile Cross and submitted the response for further discussion.

Members NOTED the response from CT but requested that the Clerk write to them again including a map to indicate the desired positioning of the mast. Concerned was again expressed regarding the current

proposed location as it was deemed to be too close to residential property

ACTION – Clerk to write to CT, including a map of a suggested position for the mast, and to request they reconsider their proposal

22/PC/123

Project Schedule

113.1 There was nothing further to report

The meeting ended at 20:55

The next meeting is Thursday 5th January 2023

List of Actions

22/PC/116.2	106.5 - Clerk to chase the UoR regarding the condition of Footpath 17 and add to the next agenda	Clerk
	102.1 - Clerk to follow up with John Russell regarding the travel plan for Crosfields School	Clerk
	110.1 – Clerk to write to the developers (Taylor Wimpey) to raise a Health and Safety issue in respect of Footpath 20	Clerk
22/PC/117	Planning Application 223287	
	a) Clerk to respond to the application in support of the residents' concerns	Clerk
	b) Clerk to arrange a meeting with Nigel Franklin, UoR and Cllr Clarke to discuss the proposal from AWE regarding the relocation of the primary school	Clerk
22/PC/118	Clerk to write to the MOD and AWE, in relation to Planning application 201002, expressing members concerns and asking for clarification of the risks	Clerk
22/PC/119.1	Clerk to circulate the Closed Enforcements Notices to the Committee Members once received	Clerk
22/PC/119.2	Clerk to circulate the Closed Enforcements Notices to the Committee Members once received	Clerk
22/PC/119.3	Clerk to keep the application for Carney's Yard, Church Lane, Three Mile Cross, under review	Clerk
22/PC/120.1	Clerk to write to the developers (Taylor Wimpey) to raise a Health and Safety issue in respect of Footpath 20	Clerk
22/PC/120.2	Streeting lighting	
	- Clerk to prepare an evaluation of risks, per street light, that were the responsibility of SPC	Clerk
	- Clerk to advise on how best to consult with residents who may be affected by any changes adopted by the committee	Clerk

22/PC/121.2	Clerk to report back to the next meeting of the Planning and Highways Committee on the Traffic Working Party	Clerk Clerk
22/PC/122	Clerk to write to CT, including a map of a suggested position for the mast, and to request they reconsider their proposal	Clerk

Item 9.2

2023

	January	February	March	April	May	June	July	August	September	October	November	December
Recreation & Amenities	05/01/2023 *	02/02/2023	02/03/2023	06/04/2023 *	04/05/2023	01/06/2023	06/07/2023	03/08/2023	07/09/2023	05/10/2023	02/11/2023	30/11/2023
Planning & Highways	12/01/2023	09/02/2023	09/03/2023	13/04/2023	11/05/2023	08/06/2023	13/07/2023	10/08/2023	14/09/2023	12/10/2023	09/11/2023	07/12/2023
Finance & General Purposes		16/02/2023		20/04/2023		15/06/2023		17/08/2023		19/10/2023		14/12/2023
Staffing	19/01/2023		23/03/2023		25/05/2023		20/07/2023		20/09/2023		16/11/2023	
Full Council	26/01/2023	23/02/2023	16/03/2023	27/04/2023	18/05/2023 *	22/06/2023	27/07/2023	24/08/2023	28/09/2023	26/10/2023	23/11/2023	21/12/2023
Annual Parish Meeting			<<<-----TBC----->>>									

* Papers to be issued by
29/12/22

* Easter Sunday is 9th
April

* Annual Council Meeting
must take place within
14 days of election
(14/5/23)

~ Must take place
sometime between
1/3/23 and 31/5/23

All meetings 1 week
earlier to avoid Christmas

Changes since Initial Publication

December 2022 Recreation & Amenities and Planning & Highways will swap order to allow Planning & Highways to be able to receive Enforcement Notices before the meeting
Full Council and Staffing Swapped for March 2023 to avoid clash with WBC Full Council

To Note

There is a clash between Full Council Meetings on 18th May 2023
No WBC Meeting schedule available online beyond end May 2023