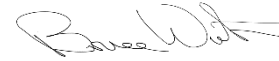


To all members of Shinfield Parish Council

Notice is hereby given and you are summoned to attend a meeting of the Full Council on Wednesday 20th December 2023 at the School Green Centre, commencing at 19.30



Bruce Winton, Parish Clerk
14th December 2023

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 on 25th October 2023 and 22nd November 2023

- 3.1 To **APPROVE** the confidential minutes of the Full Council meeting held on 25th October 2023 as a correct record of the meeting
- 3.2 To **APPROVE** the minutes of the Full Council meeting held on 22nd November 2023* as a correct record of the meeting
- 3.3 To **RECEIVE** information on matters arising

4. Reports Borough Councillors

- 4.1 To **RECEIVE** reports from the Borough Councillors*
- 4.2 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 29th November 2023* and update from the Vice-Chairman of the Committee including updates from:
 - Sports Working Party
 - School Green 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 30th November 2023* and update from the Chairman of the Committee including updates from:
 - Exhibition Working Party
- 5.3 To **NOTE** the draft minutes of the Planning & Highways Committee dated 6th December 2023* and update from the Chairman of the Committee including updates from:
 - Traffic Working Party
- 5.4 To **NOTE** the draft minutes of the Finance and General Purposed Committee dated 13th December 2023* and update from the Chairman of the Committee
- 5.5 To **RECEIVE** a verbal report from the Chairman
- 5.6 To **RECEIVE** reports from outside bodies

6. Spencers Wood Pavilion

- 6.1 To **RECEIVE** and **NOTE** a recommendation from the Facilities Committee on the future hire of the Spencers Wood Pavilion Community Room

7. Land issues

- 7.1 To **RECEIVE** and **NOTE** an update from the Clerk on a potential lease of Ryeish Green playing fields
- 7.2 To **RECEIVE** and **CONSIDER** an update from the Clerk on the options for establishing a presence in the north of the parish
- 7.3 To **RECEIVE** and **NOTE** a verbal update on the completion of the unfinished footpath on Hyde End Lane
- 7.4 To **RECEIVE** and **CONSIDER** a recommendation from the Finance & General Purposes Committee regarding the future of Ryeish Green Pavilion*

8. Shinfield Screening Facility

- 8.1 To **RECEIVE** and **CONSIDER** an update from the Chairman*

9. Football

- 9.1 To **RECEIVE** and **NOTE** the notes of the meeting held with Parish football clubs and Cllr Clarke*

10. Correspondence

- 10.1 To **RECEIVE** and **NOTE** a response from Wokingham Borough Council regarding Spring Gardens Lunch Club*

11. Invoices for Payment

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

12. Dates of Next Meeting

- 12.1 The date of the next Full Council Meeting will be Wednesday 24th January 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, 22nd November 2023
At School Green Centre commencing at 19:30

Present: Cllrs Boyer, Clarke, Grimes (Chairman), Hoyle, Jahromi, James, Jones, Masseron, Montgomery, Peer and Tatla

Attending: BCllr Rance
B Winton (Clerk), S Herring (Deputy Clerk)
10 members of the public

23/145 Public Questions

145.1 Spencers Wood Lunch Club at Spring Gardens

Members of the public expressed concerns that Wokingham Borough Council (WBC) had asked the Lunch Club for a rental payment for using the dining area and kitchen at Spring Gardens. The group had been running since 1987 and provided a hot meal and company for many local people each week, including some residents at Spring Gardens. Many of the people attending were only receiving an income via the state pension and an increase in price would mean that many would be unable to attend. It was stated that the volunteers had, in the past, provided equipment such as a dishwasher and crockery. It was understood that WBC was triggered into this request as residents of Spring Gardens, who pay a maintenance charge, felt they were subsidising the lunch club. The volunteers who run the lunch club had stated that they were willing to contribute towards the increased costs of fuel but were concerned that it appeared they would also be charged for renting the space.

The question raised to Shinfield Parish Council (SPC) was:-

“does SPC agree that the lunch club is a valuable Shinfield community amenity and will they proactively lobby WBC to reverse this proposed charge increase, that is due to come into place from 1st December 2023?”

BCllr Rance had made enquiries with WBC, however, they did intend to proceed with the charge. SPC were happy to support the lunch club and would seek further information from WBC regarding the exact details of the requests.

Proposed – Cllr Grimes
Seconded - Cllr Tatla
Agreed - Unanimously

ACTION – Clerk to seek confirmation from WBC regarding the exact proposals in respect of the Lunch Club

23/146

Apologies and declarations of Members' Interest

146.1 Apologies had been received from Cllrs James & Lias and BCllr Glover

146.2 The following members declared an interest: -

Cllr Masseron declared that she was a member of the Shinfield Players

146.3 There were no changes to members' declarations of pecuniary interests

146.4 Co-option of Councillors

It was proposed that the following residents of Shinfield Parish be co-opted as members of Shinfield Parish Council

- Chester Fernandes
- Zoran Matic
- Brett Johnson

Each candidate had submitted a short resume of the reasons why they wished to join the parish council.

Zoran Matic stated that he would step back from any discussions involving the Designated Emergency Planning Zone (DEPZ) to avoid any conflict of interest from his employment with WBC Emergency Planning department.

146.5 It was proposed that Chester Fernandes be co-opted as a member of Shinfield Parish Council for Shinfield North ward

Proposed: Cllr Jahromi
Seconded: Cllr Boyer
Approved: Unanimously

Cllr Fernandes duly completed and signed a declaration of office form, witnessed by the Clerk.

Cllr Fernandes expressed an interest in joining the Planning and Highways Committee and the Children and Young Adults Committee

146.7 It was proposed that Zoran Matic be co-opted as a member of Shinfield Parish Council for Shinfield Village ward

Proposed: Cllr Tatla
Seconded: Cllr Montgomery
Approved: Unanimously

Cllr Matic duly completed and signed a declaration of office form, witnessed by the Clerk

Cllr Matic expressed an interest in joining the Arts, Culture and Events Committee

- 146.8 It was proposed that Brett Johnson be co-opted as a member of Shinfield Parish Council for Shinfield Village ward

Proposed: Cllr Boyer
Seconded: Cllr Jahromi
Approved: Unanimously

Cllr Johnson duly completed and signed a declaration of office form, witnessed by the Clerk

Cllr Johnson expressed an interest in joining the Children and Young Adults Committee and Planning and Highway Committee

- 146.9 The Clerk advised that it would be beneficial to have a more formal process for the co-option of future councillors which amongst other things confirmed attendance at a minimum number of meetings prior to being considered for co-option.

ACTION – Clerk to draft a formal process for consideration by Full Council

23/147

Minutes of the Meeting held on 25th October 2023

- 147.1 The minutes of the meeting held on 25th October 2023 were approved subject to the correct spelling of ‘recommendation’ at item 141.2 and would be signed by the Chairman as a correct record after the correction had been made.

Proposed: Cllr Tatla
Seconded: Cllr Peer
Approved: Unanimously

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

- 23/130.1** Clerk to contact Cllr Boyer to ascertain his availability for Full Council Meetings

This had been done.

- 23/131.2** Clerk to follow up the publication of the TRO relating to Carney’s Yard
23/118.5

The Clerk advised that he was in regular contact with WBC regarding the site which was slowly being cleared.

- 23/131.2** Clerk to circulate the Finance and General Purposes Committee minutes with
23/118.8 the next full council meeting papers

Minutes of the meeting scheduled for December would be circulated when available.

- 23/134.1** BCllr Gray to check the predicted number for inward migration

There was nothing to report as BCllr Gray was not present.

ACTION – Item to be added to the next agenda

23/134.1 BCLlr Gray to be invited to join the Education Working Party

The Clerk advised that this had not been as the most recent meetings had been during the working day. However future meetings may be scheduled for later in the afternoon or evening when BCLlr Gray may find it easier to join.

23/134.1 Clerk to circulate the notes of the Education Working Party to Cllrs and BCLlrs

This had been done

23/134.2 Clerk to arrange to visit Oakbank School and The Forest School

This had not yet been arranged.

ACTION – Clerk to arrange to visit Oakbank School and The Forest School

23/135.1 Clerk to put forward proposals to members for Terms of Reference for the Children and Young Adults Committee

The Clerk advised that these had been considered at the first meeting of the committee and a revised version would be discussed at the next meeting.

23/135.1 Members to inform the Clerk if they wished to join the Children and Young Adults Committee

Cllrs Montgomery, Tatla and Grimes were currently on the committee. Cllr Matic expressed an interest in joining this committee.

23/137.1 Clerk to obtain a response from Craig Hoggarth and progress the leases

This was on the agenda.

23/137.2 Clerk to provide a formal report on the options for establishing a presence in the north of the parish to the next meeting of the Full Council

This was on the agenda.

23/139.2 Clerk to make the capital grant payment of £8,000 to Oakbank School

This had been done.

23/139.3 Clerk to arrange a meeting of the Finance and General Purposes Committee to
23/139.4 discuss capital grants for Grazeley Village Memorial Hall, St Mary's Church and
23/139.5 Shinfield Players Trust

A Working Party meeting of the Finance and General Purposes Committee had taken place on Tuesday 21st November. This was on the agenda.

- 23/140.1** Clerk to communicate the proposed changes to residents for Polling Stations within the parish

This Clerk advised that due to the amount of content for December's newsletter this would be published in the next e-newsletter (for early January)

ACTION – Clerk to communicate the proposed changes to residents for Polling Stations within the parish

- 23/141.2** Clerk to pay the invoice to Lifebuild Solutions Limited for £53,400 including VAT

This had been done.

- 23/142.2** Clerk to add a decision on the use of Spencers Wood Pavilion to the next agenda of Full Council

The Clerk advised that this would be on the agenda for the Facilities Committee on 29th November to allow a recommendation to come from that committee to Full Council.

147.3 Confidential Minutes of the Meeting held on 25th October 2023

Cllr Hoyle requested that additional wording was provided on the confidential minutes of the meeting held on 25th October 2023. It was agreed that Cllr Hoyle would submit his suggested wording to the Clerk for inclusion in the minutes.

The amended minutes would be submitted to the next meeting of the Full Council for approval.

ACTION – Clerk to submit the amended minutes at the next Full Council meeting.

147.4 Matters arising from the confidential minutes held on 25th October 2023

The Clerk reported that all actions had been dealt with

23/148 Reports from Borough Councillors

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

- 148.2** Questions for Borough Councillors

There were no questions for the Borough Councillors

20.21 BCllr Rance left the meeting

23/149

Reports from Committees and associated Working Parties

149.1 Minutes of Facilities Committee 1st November 2023

Cllr Clarke highlighted the following -

- Shinfield Rangers were turning children away
- He would be holding a meeting with both football clubs to ascertain the current situation
- Anti-Social Behaviour (ASB) – Fencing had been installed at the Recreation Ground Allotments, CCTV upgraded at Spencers Wood Pavilion and shutters would be installed over the entrance canopy there
- Alternative and additional suitable storage was being investigated for the School Green Centre
- Robyns Nest Café would be closing on 23rd December and a working party was being set up to produce a tender document

Sports Working Party

The planning application for Millworth Lane was being prepared.

School Green Working Party

The bollards for the School Green had been ordered and were due to be installed. Planning permission was being sought for the installation of the screening.

Members **NOTED** the minutes of the Facilities Committee meeting held on 1st November 2023

149.2 Minutes of the Arts, Culture and Events Committee 2nd November 2023

Cllr Tatla reported that -

- Charlotte Haitham Taylor, Chair of Arts4Wokingham would be attending the meeting on 30th November

Members **NOTED** the minutes of the Arts, Culture and Events Committee meeting held on 2nd November 2023.

Events Working Party

- Events Working Party were working on the Arts Exhibition for October 2024

149.3 Minutes of the Planning & Highways Committee 8th November 2023

Cllr Peer reported that the committee were looking into the renewal of the Shinfield Parish Neighbourhood Development Plan (SPNDP)

Members **NOTED** the minutes of the Planning and Highways Committee meeting held on 8th November 2023

Traffic Working Party

The Clerk advised that he had now received a response from WBC. However, it was disappointing as it did not address the specific items raised with WBC at the meeting held in July 2023. He would write a formal response asking them to fully address the various requests for traffic improvements put forward by the working party.

ACTION – Clerk to draft a response to WBC requesting an answer to the various requests for traffic improvements in the Parish

149.4 Minutes of the Children & Young Adults Committee 15th November 2023

The Committee had held one meeting and drafted some Terms of Reference for the Committee. These would be reviewed at their next meeting and submitted to Full Council in December.

ACTION – Terms of Reference for the Children and Young Adults Committee to be submitted to Full Council when available

Members **NOTED** the minutes of the Children and Young Adults Committee meeting held on 15th November 2023

Education Working Party

Cllr Montgomery reported -

- BCllr Bray, Piers Bunning, School Place Planning Manager WBC & Rebecca Brookes, WBC had joined a TEAMS meeting of the working party held on 31st October 2023
- Transport issues were discussed, in particular WBC processes and timelines and the movement of allocation of school places between January and September. There were still spaces on transport to Emmbrook. SPC do not want a repeat of the situation this year.
- School places - WBC processes and timelines were discussed.
- Provision of a new primary school – Spencers Wood Primary School / extension of Aldergrove. The clock was running with regards to S106 money for the new primary school as in approximately three years the agreement would expire.
- Sixth Form provision - Hall Farm Development. Cost of busing v. local school. Transport is funded from the general budget and has an impact on other services. Oakbark needs to stabilise and increase capacity slowly.
- Suggestions for a 6th form in SPC – NHM site, Shire Hall, Met office site, SW primary school site (outreach for Reading College / Maiden Erlegh). Bohunt sixth form is closed to Shinfield students.
- Post sixteen transport is not funded
- A further meeting would be arranged from mid January 2024 with Rebecca Brooks and BCllr Bray to look at the numbers for sixth form.

Cllr Hoyle commented that a new secondary school on the proposed Hall Farm development would not materialise for ten to fifteen years which doesn't solve the immediate problem.

149.5 Chairman's Report

Cllr Grimes reported –

- Remembrance Sunday went well and was well attended
- Beke Avenue – Consortium reported that it would not open until next March
- He had asked if it was possible to have an Army Cadet Force in Shinfield to help address the lack of opportunities for young people in the parish

149.6 Engagement Working Party

The Engagement Working Party met on 8th November and discussed possible options to engage with the community -

- Councillors and Clerk – tea and cakes – vary locations ie School Green Centre, Grazely Village Hall, Spencers Wood Pavilion, Three Mile Cross, Frensham Green Flat
- Councillors and officers actively engaging with parishioners
- Consider an engagement skills course for councillors and officers
- Continue to develop the newsletter
- Provide a 'Welcome to the Parish' document when new residents come to the School Green Centre to collect bin bags
- Developers pack – we could add something – new builds only

149.7 Reports from Outside Bodies

AWE Local Liaison Committee

Cllr Montgomery had circulated a report from a meeting of the AWE Local Liaison Committee held on 9th November 2023 that he attended.

He drew attention to item 6 of the report where AWE were appealing the planning inspectors approval of a rejected application for 35 houses in Burghfield, previously turned down by West Berkshire Council, by taking the case to the High Court.

It was noted that this was the first application since the development in Kingfisher Drive had been approved.

BALC AGM

Cllr Peer reported that the meeting had been well attended.

- Some parish councils were still holding Zoom meetings
- The Clerk at Finchampstead Parish Council had sadly passed away

23/150

Land Issues

150.1 Ryeish Green playing fields

The Clerk advised that we do have agreement in principle for mutual reciprocal leases. WBC had asked the Clerk to put in writing exactly what that would be even though the terms of the existing lease for Deardon Orchard were quite clear, and WBC had a larger resource available to them. The Clerk would share the document, once drafted, that is proposed to be for a term of 7 years.

ACTION – Clerk to draft lease and circulate to members

150.2 Community Space in the north of the parish

The Clerk had provided his assessment of options for establishing a presence in the north of the parish and recommended a combination of

- Developing community engagement
- Promoting links between Shinfield North and the rest of the parish
- Formally developing a link with Whiteknights to facilitate their building of Phases I and II and taking on the room hire element, Earley Town Council had confirmed they had no issues with this proposal

Cllr Hoyle asked if there were any other places that could be hired in the North of the Parish.

The Clerk was investigating options for community events to be held at Crosfields School. St Barnabas Hall was also available for hire.

Cllr Clarke expressed concerns over the Frensham Green flat going, however, this was a WBC resource and there had been no proposals for this to stop. The flat was quite small and unable to cater for large activities.

The ECMWF site was due to be vacated with the expectation of this being sold to developers. SPC should discuss this site with WBC to see if there was the possibility for a community hub being built on the site.

ACTION – Clerk to continue to investigate possibilities for Shinfield North

150.3 Unfinished Footpath on Hyde End Lane

WBC and Taylor Wimpey were in discussion regarding the footpath and were aware of SPCs offer of a contribution. BCllr Glover had reported that the cost of a temporary path was being updated.

ACTION – Clerk to report on any progress regarding the temporary footpath on Hyde End Lane

150.4 Ryeish Green Pavilion

The Clerk advised that, as discussed at the last Full Council meeting, the matter had been referred to Facilities Meeting on the 1st November. That meeting had agreed to appoint a Quantity Surveyor to provide costings for two scenarios for the refurbishment of the pavilion. One would be based on the work proposed by the dementia group had they been able to purchase the site. The other would create a more open-plan layout. The Quantity Surveyor had visited the site with the Facilities Manager on 8th November to confirm the scope of the works. As requested the timetable was to have this information available for the December Full Council meeting.

ACTION –

- Clerk to add the Ryeish Green Pavilion to the next Full Council Meeting and include detailed costings, if available, with the papers for the meeting

23/151 Public Art

151.1 The Clerk advised that ACE had considered and supported the proposal for SPC to take on the process of identifying an appropriate piece of public art subject to ratification by Full Council. If Full Council supported this, then the Clerk would produce a design brief for consideration at the next ACE meeting along the lines set out in the paper for this meeting. There was a fund of £8,000 available and SPC could contribute additional funds if desired. It was noted that if a water feature was part of the design, it should be of low maintenance.

It was agreed that the council should follow this opportunity up.

23/152 Grant Applications

152.1 Capital Grants

The recommendations from the Finance & General Purposes Working Party for the capital grants were discussed as follows:

152.2 Grazeley Village Memorial Hall - £8,500

It was generally felt that Grazeley Village Memorial Hall were not competitors of the School Green Centre (SGC) or Spencers Wood Pavilion (SWP) as the activities booked in Grazeley could not be accommodated in SPC facilities. The recommendation was for 50% of the works planned. It was agreed to offer the grant subject to a report by the end of March 2024 on matched funding.

Proposed: Cllr Montgomery
Seconded: Cllr Peer
Approved: 10 for and 1 against

ACTION –

- Clerk to inform Grazeley Village Memorial Hall about the grant decision
- Clerk to make payment of £8,500 subject to receipt of the information requested above

152.3 St Mary's Church - £7,902

The majority of councillors felt that the community hall was used primarily for non-religious purposes and therefore was eligible for capital grant funding under SPC's policy on the subject. The recommendation was to pay this grant request in full as it amounted to 28.5% of the total work planned.

Proposed: Cllr Montgomery
Seconded: Cllr Tatla
Approved: 10 for and 1 against

ACTION –

- Clerk to inform St Mary's Church about the grant decision
- Clerk to make payment of £7,902

152.4 Shinfield Players Trust - £20,000

The recommendation was to make a grant of £20,000 which was 49.5% of the total planned works. It was felt that the proposed works enhanced youth activities within the parish which was in line with SPCs overall strategy. SPC to request public recognition for awarding the grant. Shinfield Players Trust to provide proof of matched funding by year end 2023/24.

Proposed: Cllr Montgomery
Seconded: Cllr Jahromi
Approved: Unanimously

ACTION –

- Clerk to respond to inform Shinfield Players Trust about the grant decision
- Clerk to make payment of £20,000 to Shinfield Players Trust subject to receipt of the information above
- Clerk to request that recognition is received for awarding the grant

23/153 Correspondence

153.1 None received

23/154 Invoices for Payment

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

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

154.2 Payments outside the Clerk's financial delegation

There were no payments due to be made under this heading

23/155

Date of Next Meeting

155.1 The date of the next meeting was Wednesday, 20th December 2023

Meeting ended at 22:01

DRAFT

List of Actions

23/145.1	Clerk to seek confirmation from WBC regarding the exact proposals in respect of the Lunch Club at Spring Gardens	Clerk
23/146.9	Clerk to draft a formal process for the co-option of councillors for consideration by Full Council	Clerk
23/147 23/134.1	BCllr Gray to check the predicted number for inward migration	BCllr Gray
23/147 23/134.2	Clerk to arrange to visit Oakbank School and The Forest School	Clerk
23/147 23/140.1	Clerk to communicate the proposed changes to residents for Polling Stations with the parish	Clerk
23/147 23/147.3	Clerk to submit the amended confidential minutes held on 25 th October at the next Full Council meeting	Clerk
23/149.3	Clerk to draft a response to WBC requesting an answer to the various requests for traffic improvements in the Parish	Clerk
23/149.4	Terms of Reference for the Children and Young Adults Committee to be submitted to Full Council when available	Clerk
23/150.1	Clerk to draft lease for Ryeish Green playing fields and circulate to members	Clerk
23/150.2	Clerk to continue to investigate possibilities for Shinfield North	Clerk
23/150.3	Clerk to report on any progress regarding the temporary footpath on Hyde End Lane	Clerk
23/150.4	Clerk to add the Ryeish Green Pavilion to the next Full Council Meeting and include detailed costings with the papers for the meeting	Clerk
23/152.2	Clerk to inform Grazeley Village memorial Hall about the grant decision	Clerk
23/152.2	Clerk to make payment of £8,500 to Grazeley Village memorial hall upon receipt of the information requested	Clerk
23/152.3	Clerk to inform St Mary's Church about the grant decision	Clerk
23/152.3	Clerk to make payment of £7,902 to St Mary's Church	Clerk
23/152.4	Clerk to respond to inform Shinfield Players Trust about the grant application	Clerk
23/152.4	Clerk to make payment of £20,000 to Shinfield Players Trust subject to receipt of the information requested	Clerk
23/152.4	Clerk to request that recognition is received for awarding the grant to the Shinfield Players Trust	Clerk

Borough Councillor Reports

Councillor Glover

To follow

Councillor Gray

Councillor Johnson

Councillor Munro

Continue to push for speed limit changes in Beech Hill Road and other traffic safety measures in Spencers Wood.

Councillor Rance

Was contacted by SPC regarding Licensing Fee for a replacement bus shelter. WBC wanted over £500 plus vat and SPC not happy. Wrote to Paul Fishwick, Stephen Conway, Imogen SduBay. SC who replied immediately saying no reason to charge SPC but over to Paul who did not answer me. Have written 5 emails to PF this month but had no word.

Attended Remembrance Sunday service, bumping into the Baptist Pastor who I had met over helping an Iranian Christian Asylum Seeker couple who fled Iran to here. They've been granted Refugee Status living in Shinfield, helping out at Church, seeking jobs. Both had health problems stemming from 5 years 'on the run' but are now gaining strength. Good Christmas story!

14/11/23 Wrote to Paul Fishwick with photos about the debacle of the coach with 60 kids on board, who could not get through Chestnut Crescent because of badly parked cars. PF passed my email to an officer who said all residents had to do was to "Go Online" requesting double yellow lines. I passed this on. Do not know outcome.

Wrote to Taylor Wimpey about litter bins. They replied within 3 days. Apparently, bins were not in the Planning negotiations years ago which is why there are no bins! So, there we all are, gnashing our teeth about no bins when the bins were never on the agenda originally. Don't know what the answer is. But I do know that a resident has sent me another colour photo showing me a pile of green poo bags all dumped in Croft Road.

Another **resident of Croft Road** wrote to WBC complaining about NO bins copying me in. Cleaner and Greener replied: "We are unable to install bin(s) as we are currently awaiting the outcome of a recent survey carried out to look at the changes we may have to make to our grounds maintenance and street cleansing contractors which includes litter bins/and emptying. Executive Committee considering this 26.10.23 We have copied in ASB team who 'may be able' to arrange relevant signage to encourage owners to take poo bags and litter home." No signs have appeared.

I also reported a **light out in Bay Crescent**. TW will send a workman to fix **eventually**. One month on the light is still out. Same resident who sent me poo bags photo, is clearly a vigilante with reason to

be. Has now sent photo of debris strewn near the broken light that clearly people (young lads?) are smoking/sniffing nitrous oxide/eating/drinking at the spot.

15.11.23 WBC announced Wheelie Bins are purchased ready for 2024, saying “We know some of you would prefer a wheeled **recycle** bin (do we?) **as well as** a wheeled **rubbish** bin. This will be considered under new 2026 Waste Contract (more big bins coming folks to stand on your driveway amid your magnolias and lilacs). Residents in ‘other areas’ have **built outdoor stores** for their containers, whilst others stack them somewhere suitable”. There we have it – residents can build outdoor stores to hide the bins!! Not at all sure how residents of Long Acre, Fullbrook, Shinfield Meadows can do that with a yard frontage and 2 yard back garden!

16.11.23 WBC Full Council with presentations by Youth Council and Police, who are assessing internal structure last seen 2010. Police now working in more complex environments, with growing demand and online crime. Recruiting more officers. Review to improve service, stronger governance, more consistent harm reduction, focus on safeguarding, child exploitation, vulnerable adults, domestic abuse, drug dealing, property cuckooing, retail/bike thefts, car meets, ASB & illegal E.scooters.

17.11.23 Good news: Comms from Natural History Museum’s Planning Appl. to WBC where development proposed is the construction of a Collections, Research and Digitalisation Centre, plus car/cycle parking. Benefits to the community: Employment opportunities, community engagement.

19.11.23 Reported huge amount of wet leaves on pavement for about 30 yards at Garrett Drive. A mother with buggy or wheelchair user could not get through. Took photos, contacted Persimmon and within 3 days all cleared.

20.11.23 Resident fined for parking at Peach Street (originally contacted me 27.8.23) wrote thanking me. I had told him to ‘persevere’ with WBC. He did. WBC : “Parking ticket cancelled”.

More on the Footpath to nowhere! I too contacted TW who said “the missing link was due to be constructed by WBC as part of the school site. However, apparently this has been put on hold/delayed. TW have spoken to Highways and are ‘open to discussion’ to allow WBC to implement the missing link”. TW confirm they own the land **around** it.

Resident who is opposed to Planning Application for house at Hyde End Road, wrote to me that he had heard nothing. I questioned WBC on his behalf. They replied: PA received Aug, with an 8 week target date of 15th Dec. (Aug to Dec is longer than 8 weeks!) PA is still under consideration. Updates in due course.

22.11.23 Shadow Executive Charles Margetts had pursued WBC re school places forecast and WBC replied: “School Place forecast confirms 1045 extra Year 7 places are needed in next 5 years. The areas of most significant pressure includes Shinfield and adj. parts of Lower Earley. This is partly masked by limited parental interest in Oakbank. We are working to increase Year 7 provision at Bohunt as part of the 6th form project which will help School Place Planning Strategy should be available in Jan 2024.”

24.11.23 Resident pointed out a shed had been built and attached to the front and side of a house in Leyland Gardens, in line with the front but not made of bricks. Literally a shed. I took photos and have contacted Enforcement. It remains to be seen what will happen.

30.11.23 Very angry resident within Silchester Place, on behalf of other residents at that end of Basingstoke Road – Thames Water have ‘dumped’ 20 yards of equipment on the grass verge opposite

the houses. I went along took photos. Some of the stuff dumped in old plastic and other debris encouraging rats. I have contacted WBC but had NO response whatsoever. Pursuing Thames Water.

Update 11.12.23 Got nowhere with TW. Kept emailing Highways Assets/other avenues at WBC – told ‘This inbox is no longer monitored and we are no longer responding to any individual emails (even from Councillors!!!!)’ I persevered, kept on.....eventually I got response that TW have permission and a permit to have the equipment there until 15th December 2023 so have recommended residents keep an eye open that it is all removed.

6.12.23 Resident at Hartley Court Road paid £1500 in August for Licence to Trade and so far has not received said licence. WBC not responding to her. She hopes I might have some luck!

Have reported here several times re a resident couple, struggling to be rehoused for 10 yrs, with two mid-teenagers boy and girl and toddler brother being in a 2 bed house with chronic housing issues, crumbling walls, damp, mould. Lots of 6 of 1 & half a dozen of the other issues, but overriding fact is the family are living in super-dreadful conditions. I have campaigned to WBC with little result. The family and I have written to Sir John R with photographic proof, who’s responded, talking to WBC. Movement – WBC doing ‘another’ survey on 14th. Pity all will not be sorted for another Christmas.

11.12.23 I checked up on the paraplegic resident who has been waiting for nearly 2 years to move into his adapted bungalow (but chronic mould and damp was discovered). Finally, the works have been signed off and the substantial amount of work will be starting in earnest 19th December.

12.12.23 All three of us councillors have had an email from a resident of Basingstoke Road, Three Mile Cross, who is incandescent with rage that suddenly a new road sign has been affixed, with NO consultation with residents contrary to 2.4 Wokingham.gov.uk/sites/Wokingham/files: street naming. The new name “Basingstoke Road (Service Road)” which the residents take to mean the legitimisation of Highways constructions workers/HGV drivers/Refuse Collection lorries laying up.

12.12.23 Finally a Christmas ‘Good Feel Story’ – the Spencer’s Wood Lunch Club held their Christmas Lunch for 26 residents today, with turkey, stuffing, potatoes, and sprouts, red serviettes, crackers and wine. With my assistance, the Ladies Wot Do, have come to a compromise with WBC, with regards to the rise in payment to take in the provision of the room/heating/lighting etc.

Merry Christmas everyone and a Happy New Year (wish this rain would stop).

Minutes of a meeting of
The Facilities Committee
Held on Wednesday 29th November 2023
At School Green Centre commencing at 19:30

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

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

8 members of the public

The Chairman welcomed Cllr Johnson to the Facilities Committee

23/FC/80

Public Questions

- 80.1 Two groups attended the meeting to put forward a statement of their requirements for using the Spencers Wood Pavilion Community Room. The Chairman agreed to bring forward item 7.2 on the agenda.

The Clerk had set out the issues in a paper attached to the agenda.

Miriam Grace – Dementia Care

Miriam Grace Dementia Care explained that they had 10 members per day ranging in age from 45 to 92. They were now turning down people because of lack of space. 55% of their clientele live within Shinfield. The services they offer enable the individuals to live at home for longer and gives the families respite care. The Spencers Wood Pavilion Community Room would allow them to increase to 15 members per day. The care they offer works best when offered on a continuous daily basis as dementia clients require continuity and routine therefore the suggestion of Monday to Wednesday and Friday was not conducive to their requirements. They receive regular referrals from Wokingham Borough Council (WBC). Miriam Grace were sympathetic to the needs of the coffee morning and were keen to be supportive and involved in community events.

Spencers Wood Coffee Morning

The coffee morning had been running for 2 years and was attended by 20 people. They are not able to change from a Thursday to a Friday as members have other activities they attend on this day. Many of the members live alone, are over 70 years old and dependent on the facility. Members of the Shinfield View Care Home often visit the coffee morning.

All members of the public left the meeting to allow the committee to discuss the issue in private

The Committee recognised the needs of both groups, and that this was a difficult decision to make.

The Committee recommended that

- the established hirers be given priority to continue with their activities
- Miriam Grace Day Care be offered the space to use when it was available with the option of continuing to hire the Manor Ground on days that the Community Room was unavailable

ACTION –

- Clerk to add the recommendation of the Facilities Committee to the agenda of the Full Council meeting to be held in December 2023
- Clerk to contact both parties and inform them of the decision of the committee, that would be subject to ratification by Full Council

20:04 Cllr Masseron left the meeting

23/FC/81

Apologies and declarations of Members' Interest

- 81.1 There were no apologies for absence
- 81.2 Declarations of members' interests were received from Cllr Johnson who declared he was a member of the Shinfield Rangers Football Club

23/FC/82

Minutes of the Previous Meeting

- 82.1 The minutes of the Facilities Committee meeting held on 1st November 2023 were approved as a correct record and signed as such by Cllr Clarke as Chair of the committee.

Proposed: Cllr Tatla
Seconded: Cllr James
Approved: Unanimously

- 82.2 The following matters arising were discussed:

- 23/FC/68.2 Committee to consider whether to allow use of temporary floodlights and any conditions of use

The Clerk explained that if flood lighting was required at the Manor Ground it would need to be considered in the planning process. Members agreed that this was not a proposal at the current time.

- 23/FC/71.1 Facilities Manager to arrange for the work to commence for the tennis club toilets

This was on the agenda

23/FC/71.1 Clerk to discuss rent with the Tennis Club

The Clerk reported that he had not done this to date

ACTION – Clerk to discuss rent with the Tennis Club

23/FC/71.2 Clerk to organise leaflet distribution in Millworth Lane prior to the submission of the planning application

ACTION - Clerk to arrange for leafleting to Millworth Lane residents at the appropriate time

23/FC/71.2 Clerk to arrange a public meeting to explain the proposals for Millworth Lane

The Clerk had prepared a presentation setting out what was planned for Millworth Lane and the reasoning behind it. Once Shinfield Parish Council (SPC) had a good idea of exactly when the planning permission would be submitted SPC would advertise a public meeting on the subject including leafleting Millworth Lane residents directly. After the presentation had been delivered it would be available on the SPC website and shared in the Newsletter.

ACTION –

- Clerk to arrange a public presentation on the proposed planning application for Millworth Lane at an appropriate time
- Clerk to publish the presentation on the website after the public presentation

23/FC/71.2 Cllr Peer to give details to the Clerk so he can contact Arborfield Football Club

Cllr Peer had passed on the Clerk's contact details to the Arborfield Football Sports Trust, however, they had not made contact with the Clerk to date.

ACTION – Clerk agreed to make contact with Arborfield Football Sports Trust and report to the next meeting

23/FC/71.3 Clerk to draft formal Heads of Terms for the fitness training company and submit to Facilities Committee for approval

On the agenda item 4.3

23/FC/72.1 Facilities Manager to provide details of numbers on waiting lists for the allotments to the next meeting

On the agenda item 5.2

23/FC/72.2 Facilities Manager to make appropriate arrangements for installing a fence at the Recreation Lane allotments

This had been done

23/FC/73.1 Facilities Manager to arrange for the work to replace the bollards to commence on the School Green

On the agenda item 6.1

23/FC/73.1 Facilities Manager to submit the planning application / certificate of lawfulness for the screening

This was in progress.

23/FC/73.2 Clerk to ensure that Shinfield Studios include suitable alternative storage within their final proposal

On the agenda item 6.2

23/FC/73.2 Clerk / Facilities Manager to contact the architects to ascertain whether this proposal was possible

On the agenda item 6.2

23/FC/73.3 Room charges for 2024/25 to be implemented from 1st April 2024

Arrangements had been made to implement the revised charges from 1st April 2024 and regular hirers were being informed of the new tariff.

23/FC/73.3 Deputy Clerk to add to the agenda in six months to review bookings taken for the Community Room at Spencers Wood Pavilion

This will be done

23/FC/73.4 Clerk to arrange for the opening times of the School Green Centre over the Christmas period to be published in the December Newsletter

This had been done

23/FC/73.5 Clerk to arrange a meeting of the Café Working Party

The Working Party were due to meet on 13th December 2023. Members of the Working Party were Cllrs Johnson, Peer and Tatla

ACTION – Café Working Party to report back to the next meeting of the Facilities Committee

23/FC/74.1 Clerk to seek legal advice on how to proceed with the lease/licence for chapel Lane Pre-School

On the agenda item 7.1

23/FC/74.3 Facilities Manager to arrange for the installation of a shutter to the front entrance of Spencers Wood Pavilion

On the agenda item 7.4

23/FC/75.1 Facilities Manager to obtain planning permission for the fencing at Manor Ground

This was on the agenda

23/FC/75.2 Facilities Manager to order the football posts for 9 aside

This had been done

23/FC/76.1 Clerk to investigate the situation with the Environmental Field

This was on the agenda

23/FC/76.3 Deputy Clerk to add to the agenda in January 2024 'Taking care of open space in the Parish'

This will be done

23/FC/76.5 Facilities Manager to arrange for recognition for 'Freely Fruity'

The Facilities Manager was arranging for this to be done

23/FC/77.1 Facilities Manager to obtain quotes for both refurbishment designs for Ryeish Green Pavilion and submit to Full Council for a decision

On the agenda item 10.1

23/FC/83

Millworth Lane and Sports Provision

83.1 Toilets for Millworth Lane

The Facilities Manager reported that WBC had refused the removal of the Oak Tree and required an arborists report before they would consider it further. This would now be included in the full planning application for Millworth Lane.

ACTION – Facilities Manager to arrange for an arborists report and to include the removal of the Oak Tree in the planning application for Millworth Lane

83.2 Verbal report from the Sports Working Party

The Chairman reported that the Millworth Lane refurbishment was discussed at a Teams meeting with Nigel Frankland from the University of Reading (UoR) on Monday 27th November. Mr Frankland indicated he could not foresee that the University would have any formal objections to the plans but anticipated that traffic and access may be seen as an issue in the planning application. The draft presentation had been updated to specifically address this point.

83.3 Fitness Training at Millworth Lane

The Clerk had previously circulated the draft Heads of Terms for the preferred fitness training company to operate at the Millworth Lane site once it had been completed. The company were fully understanding of the need to be considerate to the neighbours of the site and not cause noise or other problems. He would be asking for a formal proposal from the company on proposed rent to start the negotiation process. The Clerk confirmed that the electricity supply would be separately metered.

Proposed - Cllr James
Seconded - Cllr Johnson
Proposed - Unanimously

ACTION – Clerk to negotiate potential rent for the Millworth Lane site with the fitness company

23/FC/84

Allotments

84.1 Fencing for Recreation Ground allotments

The Facilities Manager reported that the fence had been installed at the Recreation Lane Allotments and there had been no reports of Anti-Social Behaviour on the allotment site since it had been erected.

84.2 Allotment waiting list

Numbers on the allotment waiting lists had been previously circulated with the agenda. The numbers had significantly reduced due to the allotment protocol being enforced for those not cultivating the allotment plot. The highest waiting list was for the Deardon Allotments.

23/FC/85

School Green Centre and School Green

85.1 School Green Working Party

The Facilities Manager reported that the new bollards were due to be installed on 11th December 2023. The screening would be installed subject to planning permission approval.

85.2 Storage at the School Green Centre

The Facilities Manager was waiting to hear from Shinfield Studios regarding additional storage at the School Green Centre (SGC) due to the loss of storage if the screening facilities were installed. This may require planning permission. Cllr Peer suggested a pre-planning conversation with WBC prior to submitting the application.

ACTION –

- Clerk to ensure that Shinfield Studios include suitable alternative storage within their final proposal
- Clerk/Facilities Manager to contact the architects to ascertain whether the proposed proposal was possible

85.3 Notice Boards at the School Green Centre

The Facilities Manager reported that the notice boards at the front of the SGC had been knocked down by a van driver. The loss adjuster had written to the company requesting they pay the sum of £2,000 that would cover the cost of replacement notice boards.

ACTION – Facilities Manager to report back to the next meeting on progress for replacement notice boards

85.4 Catering at the School Green Centre

The Clerk had circulated an outline of a tender document. This took the previous tender document as a base to ensure that all headings were considered. This had been updated to take into account the subsequent development of the School Green Centre.

Without labouring the points, the turnover achieved was in line with the lower expectation of the original tender document and was a good performance. However, speed of service, pricing, the actual food offer and portion control were likely to have been significant factors.

It was important to ensure that we had an approach that enabled us to attract the right fit for what we need for the future, therefore the council should be open to a range of proposals. This could range from a “branded” offer to a social enterprise community café.

The tender document would need to include a clause that stated that the café operator would continue to operate until the end of the contract after notice had been served. The Clerk recommended that the café was not run ‘inhouse’.

The Clerk had already received two expressions of interest.

The Clerk suggested that a consultant be hired to ensure that the tender document was correct to attract the right contractor for the requirements of the SGC.

Concern was expressed about the continuity of the café and it was agreed that the Clerk could investigate the hiring of fully serviced vending machines as a temporary measure.

Proposed - Cllr Johnson
Seconded - Cllr Tatla
Agreed - Unanimously

ACTION –

- The Café Working Party would look at the options and report back to the Facilities Committee
- The Clerk to investigate the hire of vending machines for the café

Spencers Wood Pavilion and Recreation Ground**86.1 Chapel Lane Pre-School contract**

The Chapel Lane Pre-School had now requested a Lease rather than a Licence and this was now being checked by SPC Solicitors. The Pre-School were paying the new rent that included the back dated element.

ACTION – Clerk to report back to the committee on the progress of the Chapel Lane Pre-School Lease at the next meeting

86.2 Spencers Wood Pavilion, Community Room hire

This had been discussed at the beginning of the meeting under ‘Public questions’.

The Clerk suggested that proactive promotion of the Spencers Wood Pavilion (SWP) was required to attract more bookings. A proposed design for signage had been circulated with the papers to make it easier to identify. Cllr Johnson offered to prepare a video of the SWP that could be accessed by a QR code visible on the front of the building. The Clerk also suggested that a promotional offer of 50% discount be offered to any new hirers between now and the end of March 2024. Members agreed that all these suggestions should be initiated.

ACTION –

- Clerk to arrange for signage to be installed at the SWP
- Clerk to promote a 50% discount until the end of March 2024 on new bookings at the SWP
- Clerk to develop a video for promotion of the SWP with assistance from Cllr Johnson

86.3 Upgrade to CCTV at the Spencers Wood Pavilion

The Facilities Manager reported that the upgrade to the CCTV at the SWP had a positive effect on reducing the incidents of ASB on the site. The system allowed clearer identification of activity on the site.

86.4 Installation of shutters to the front entrance of Spencers Wood Pavilion

The Facilities Manager reported that the shutter to the front entrance of the SWP was due to be installed on 17th December 2023. Cllr Peer queried whether this would attract graffiti, however, it was reported that this had not been a problem generally experienced at this site.

23/FC/87**Manor Ground****87.1 Manor Ground Pavilion**

The Chairman reported that football was now underway at the Manor Ground. A few teething problems had been encountered: -

- There had been some problems with parking which were due to the football club facilities manager not opening the gate. Cllr Johnson reported that the clubs were trying to ensure that there was not an overlap of games to alleviate any parking issues and participants were encouraged to maximise the parking space by double parking where appropriate.
- Football goalposts had been ordered and would be delivered within two weeks.

23/FC/88**Parish Wide Items****88.1 Environmental Field**

This was at the bottom of Hayes Drive and the field had been left in a poor condition by Taylor Wimpey.

The Clerk reported that he not been able to investigate this due to other priorities. The Chairman felt it was unlikely that anything further could be done on this subject.

88.2 High Copse Pavilion

Nigel Frankland, University of Reading (UoR) reported that work was expected to commence in January 2024. Football pitches should be ready for the season in 2025 and it would be dependent on the weather as to whether cricket would start in 2025 or 2026 (a minimum of 18 months is required to establish a cricket square). The working party would have a follow up meeting to look at the proposed design of the Pavilion that would include 8 changing rooms, a large community room, kitchen and bar area.

88.3 Taking care of open space in the Parish

To be discussed in January 2024

88.4 Bus Shelter on Hyde End Lane

This had now been installed.

88.5 Deardon Orchard

The Facilities Manager reported that a second working party had met on 17th November 2023 to complete the remedial work on the fruit trees at the Deardon Orchard.

88.6 **Registration of Allotments**

Members noted the updates with the Land Registry for Pound Green (BK525694) and Arborfield Road (BK525693) allotment sites.

23/FC/89

Ryeish Green Pavilion

89.1 Refurbishment of Ryeish Green Pavilion

Tony Grover, Surveyor was in the process of costing up the two options set out at the previous Facilities Meeting with the intention of these going to Full Council in December.

ACTION – Clerk to add to the agenda of the Full Council in December 2023

23/FC/90

Correspondence

90.1 There was no correspondence

23/FC/91

Date of Next Meeting

91.1 The next meeting would be held on Wednesday, 3rd January 2024

The meeting ended at 21:38

List of Actions

23/FC/80.1	Clerk to add the recommendation of the Facilities Committee to the agenda of the Full Council meeting to be held in December 2023	Clerk
23/FC/80.1	Clerk to contact Miriam Grace Day Care and Spencers Wood Coffee Morning group of the decision of the Committee	Clerk
23/FC/82.2 23/FC/71.1	Clerk to discuss the rent with the Tennis Club	Clerk
23/FC/82.2 23/FC/71.2	Clerk to arrange for leafleting to Millworth Lane residents at the appropriate time	Clerk
23/FC/82.2 23/FC/71.2	Clerk to arrange a public presentation on the proposed planning application for Millworth Lane at an appropriate time	Clerk
23/FC/82.2 23/FC/71.1	Clerk to publish the presentation on the website after the public presentation	Clerk
23/FC/82.2 23/FC/71.1	Clerk agreed to make contact with Arborfield Football Sports Trust and report to the next meeting	Clerk
23/FC/82.2 23/FC/73.5	Cafe Working Party to report back to the next meeting of the Facilities Committee	Clerk
23/FC/83.1	Facilities Manager to arrange for an arborists report and to include the removal of the Oak Tree in the planning application for Millworth Lane	Facilities Manager
23/FC/83.3	Clerk to negotiate potential rent for the Millworth Lane site with the fitness company	Clerk
23/FC/85.2	Clerk to ensure that Shinfield Studios include suitable alternative storage within their final proposal	Clerk
23/FC/85.2	Clerk/Facilities Manager to contact the architects to ascertain whether the proposed proposal was possible	Clerk / Facilities Manager
23/FC/85.3	Facilities Manager to report back to the next meeting on progress for replacement notice boards	Facilities Manager
23/FC/85.4	The Café Working Party would look at the options and report back to the Facilities Committee	Café Working Party
23/FC/85.4	The Clerk to investigate the hire of vending machines for the café	Clerk
23/FC/86.1	Clerk to report back to the committee on the progress of the Chapel Lane Pre-School Lease at the next meeting	Clerk
23/FC/86.2	Clerk to arrange for signage to be installed at the SWP	Clerk
23/FC/86.2	Clerk to promote a 50% discount until the end of March 2024 on new bookings at the SWP	Clerk
23/FC/86.2	Clerk to develop a video for promotion of the SWP with assistance from Cllr Johnson	Clerk / Cllr Johnson
23/FC/89.1	Clerk to add to the agenda of the Full Council in December 2023 'Refurbishment of Ryeish Green Pavilion'	Clerk

Minutes of a meeting of
the Arts, Culture and Events Committee
Held on Thursday 30th November 2023
at School Green Centre commencing at 19.30

Present: Cllrs James, Jahromi, Jones, Masseron, Montgomery, Peer and Tatla (Chair)

Attending: B Winton (Clerk)
No member of the public

23/ACE/49

Public Questions

- 49.1 There were no public questions. Members noted the discussion with Charlotte Haitham Taylor and Robin Cops from Arts4Wokingham which had preceded the meeting. The Chair had thanked both for the informative and thought-provoking discussion.

23/ACE/50

Apologies and declarations of Members' Interest

- 50.1 There were no apologies for absence.
- 50.2 There were no declarations of members' interests

23/ACE/51

Minutes of the previous meeting

- 51.1 The minutes of the committee meeting of 2nd November 2023 were approved as a correct record and signed as such by Cllr Tatla.

Proposed: Cllr Jahromi
Seconded: Cllr Montgomery
Approved: Unanimously

51.2 **Actions and Matters Arising**

- 23/ACE/28.3 Clerk to keep Wokingham Arts Society informed with the planning for the Art Exhibition

The Clerk advised that he would keep Wokingham Arts Society fully informed in the planning for the Art Exhibition.

23/ACE/28.4 Clerk to report back to the next meeting regarding potential involvement by More Arts in the Art Exhibition

The Clerk had met with two representatives of More Arts on 6th November and the organisation would be very keen to be involved in the exhibition. They were looking to relaunch their art rental activities and participation in the exhibition would help raise their profile. They believed that they would be able to source at least 40 pieces of art (all from Wokingham borough A-level art students) which would help ensure there was sufficient content for the exhibition.

Again the Clerk would keep More Arts fully informed regarding planning for the Art Exhibition

23/ACE/29.2 Clerk to use the next newsletter to start a database of local artists and craftspeople

This had been done with 2 initial responses.

23/ACE/30.3 Clerk to continue to monitor the coffee trailer performance

The Clerk advised that the operator had decided to cease trading for the time being at Spencers Wood Recreation ground and concentrate instead on establishing her business at Ryeish Sports Hub. The operator had advised that there was a low footfall in the area and having two sets ups each day was proving to be labour intensive. They were, however, grateful for having been offered use of the space.

23/ACE/30.4 Clerk to continue to follow up the pizza vehicle proposal

The Clerk advised that the pizza vehicle had received its trading licence and started operations from Spencers Wood Recreation ground on Thursday 23rd November. There had been no complaints or concerns raised from residents to the Clerk following the first week's trading. The Clerk had briefly visited the Spencers Wood Recreation ground on the way to the meeting and the van look good in situ with no obvious issues or concerns.

23/ACE/35.10 Cllr Tatla to report back to the next meeting regarding her discussions with Nicola Peacock

Cllr Tatla advised that she had met with Nicola Peacock and had a wide-ranging discussion on subjects including:

- The council having a presence in the north of the parish. One option may be to speak to Benjamin Hindle at an early stage of discussions regarding the potential redevelopment of the ECMWF site
- The development of public art. Nicola Peacock had suggested that there may be £10k available for this

ACTION – Clerk to contact Benjamin Hindle regarding the redevelopment of the ECMWF site

23/ACE/43.1 Clerk to continue to keep the Art Exhibition on the agenda

This will be a standing item

23/ACE/43.2 Clerk to continue to investigate the possibility of a children's Sing for Yourself session

The Clerk had not followed up the idea of a possible Children's SingforYourself. There was a discussion on possible options for an adult choir, but it was decided to add Community Choir to the June 2024 Agenda

ACTION – Clerk to enquire about the possibility of a children's SingforYourself

23/ACE/43.4 Clerk to proceed with the planning for the Festive Fayre/Rockin' Around the Christmas Tree event

The Clerk advised that there were approximately 30 stalls arranged via a commercial hire of the rooms. The Christmas Tree element would be led by the SingforYourself group leader.

23/ACE/44.1 Clerk to use the agreed logo in the Made in Shinfield Parish poster

That was on the agenda at Item 5.1.

23/ACE/46.1 Clerk to add to add Public Art to the agenda for Full Council on 22nd November

This matter had been discussed and agreed by Full Council on 22nd November. This was on the agenda at Item 7.1

23/ACE/46.2 Clerk to draft a design brief for Public Art for consideration by the committee

This was also covered by Item 7.1 on the agenda.

23/ACE/52

Developing Arts & Culture in the parish

Art Exhibition

52.1 The Clerk and Deputy Clerk had had a meeting with an artist called David Cotton who has responded to the article in the annual newsletter. Mr Cotton has a great deal of experience with art exhibitions through Reading art groups and was very keen to offer his help with the art exhibition.

Mr Cotton was broadly in agreement with the draft plans for the exhibition but made the following observations:

- He would recommend making a charge for artists' participation (even if only to cover costs). This shows a level of commitment on the part of the artist
- He would recommend having a modest preview evening (again with a charge)
- Proceeds going to a nominated charity would be seen in a positive light by the artists
- The rooms intended for the exhibition would be ample for 200-300 items, but we should check the impact of shadows cast by the art panels
- Liked the "off the wall" element as getting people interested in art

The Clerk recommended asking Mr Cotton to join the exhibition working party

ACTION – Clerk to invite Mr Cotton to join the Art Exhibition Working Party

Christmas Events

52.2 The Festive Fayre and Rockin' Around the Christmas Tree would be taking place on Friday 1st December. Pound Green and Ryeish Green rooms had been hired out to the organisers of the Festive Fayre element who had approximately 30 local businesses turning up for the event which starts at 3.30 p.m. to catch after school traffic.

At 5.30 everyone would be invited out to the School Green Christmas Tree for the formal turning on of the lights by the Chairman of the Council followed by Rockin' Around the Christmas Tree element which was a 25-minute programme of well-known Christmas songs prepared and led by the leader of the SingforYourself group.

The Festive Fayre would continue until 8.00 p.m. and the café would be open throughout. There would be a Repair Cafe in the main café between 4.00 and 6.00.

Possible Events for Shinfield North

- 52.3 The Clerk advised that he and the Facilities Manager had visited Crosfields School last week to see what facilities they had particularly in support of community events. The school would be keen to support a community event as part of their own community engagement. Date and rates for facilities hire would be subject to what was being proposed and when.

It was agreed that the Annual Litter Pick should be focussed on Shinfield North in 2024 as a first event under this initiative.

ACTION – Clerk to arrange the 2024 Annual Litter pick to be focused in Shinfield North

- 52.4 The Clerk was asked to speak to the organiser of the annual event in Grazeley to see if they would be interested in helping to establish another community event in the north of the parish.

ACTION – Clerk to speak to the organiser of the annual event in Grazeley

Proposals for Sleep Out Event

- 52.5 The possibility of an annual sleep out event was discussed perhaps using the Spencers Wood recreation Ground and Pavilion as a based. It was decided not to pursue such an event at present while other initiatives were being followed through.

23/ACE/53

Shinfield Parish Council Communications

- 53.1 The Clerk advised that the details of the Made in Shinfield posters were being finalised and with the approved logo this would start to be rolled out.

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

23/ACE/54

Community Services

- 54.1 **Update on the Youth Club and Flat at Shinfield Rise**

It was agreed that the youth club activities should more correctly be covered by the Childrens and Young Adults Committee

ACTION – Clerk to arrange for the Children and Young Adults Committee to cover Youth Club activities in future

54.2 **Coffee Trailer**

This had been covered earlier.

54.3 **Pizza Vehicle**

This had been covered earlier.

54.4 **Mobile Catering**

The Clerk advised that there would be a joined-up publication of information on mobile catering in the parish

ACTION – Clerk to arrange sharing of information on mobile catering in the parish

23/ACE/55

Public Art

55.1 It was agreed that there should be a working party to progress the design brief for public art. It was agreed that there should be representation from Arts4Wokingham on the working party and, if he was interested in joining, David Cotton.

Councillors James, Matic, Masseron, Peer and Tatla all expressed an interest in joining the working party.

It was discussed that it may be possible to include CIL as match funding to help progress the project.

ACTION – Clerk to arrange the Public Art Working Party

ACTION – Clerk to invite Art4Wokingham and Mr Cotton to join the Public Art Working Party

Correspondence

56.1 There was no correspondence for the committee.

23/ACE/57

Date of Next Meeting

57.1 The next meeting of the Arts, Culture and Events Committee meeting will be held on Thursday, 4th January 2024 at 19:30. Cllrs Jahromi and Montgomery sent their apologies in advance for this meeting.

The meeting ended at 21.15

List of Actions

23/ACE/35.10	Clerk to contact Benjamin Hindle regarding the redevelopment of the ECMWF site	Clerk
23/ACE/43.2	Clerk to investigate the possibility of a children's Sing for Yourself session	Clerk
	Clerk to add Community Choir to the June 2024 Agenda	Clerk
23/ACE/52.1	Clerk to invite Mr Cotton to join the Art Exhibition Working Party	Clerk
23/ACE/52.3	Clerk to arrange the 2024 Annual Litter Pick to be focused in Shinfield North	Clerk
23/ACE/52.4	Clerk to speak to the organiser of the annual event in Grazeley	Clerk
23/ACE/53.1	Clerk to arrange the issue of the Made in Shinfield posters	Clerk
23/ACE/54.1	Clerk to arrange for the Children and Young Adults Committee to cover Youth Club activities in future	Clerk
23/ACE/54.4	Clerk to arrange sharing of information on mobile catering in the parish	Clerk
23/ACE/55.1	Clerk to arrange the meeting of the Public Art Working Party	Clerk
	Clerk to invite Art4Wokingham and Mr Cotton to participate in the Working Party	Clerk

Minutes of a meeting of
Planning & Highways Committee
Held on Wednesday 6th December 2023
At School Green Centre commencing at 19.30

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

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

2 members of the public

23/PC/119

Public Questions

119.1

PA232653 Greentech Solar Farm

A representative from Greentech attended to answer questions in relation to the planning application for the solar farm.

Discussion and questions were based around the upgrade to the public right of way (PRoW) and the suggested creation of a permissive footpath along the side of the solar farm down to the Basingstoke Road.

Greentech would need to seek agreement with the landowner to upgrade the path as a 'multi-user route' within the leased area and request permission from Wokingham Borough Council (WBC) for the part that would be used for construction access (this was identified in Figures 1.2b and 6.5 in the 'Planning Statement').

Cllr Grimes requested that a permissive footpath run alongside the edge of the solar farm down to the Basingstoke Road to create an alternative path for walkers. Greentech were willing to look into the possibility but would need to check with WBC regarding access onto the road as there may be restrictions of a 'ransom strip' onto the Basingstoke Road. Cllr Masseron expressed concerns that this may reduce the usage of the PRoW placing its continuation at risk. This PRoW was important as it linked Swallowfield footpath 18 and Shinfield footpath 22a. Cllr Masseron reported that the Ramblers were meeting to discuss this footpath and she would report back to the Clerk.

ACTION – Clerk to draft a response to the planning application

23/PC/120**Apologies and declarations of Members' Interest**

- 120.1 Apologies for absence were received from Cllrs Hoyle, Jahromi and Tatla
- 120.2 There were no declarations of members' interests.

23/PC/121**Minutes of the Previous Meeting**

- 121.1 The minutes of the committee meeting of 8th November 2023 were approved and signed as such by Cllr Peer

Proposed: Cllr Grimes
Seconded: Cllr Lias
Approved: Unanimously

- 121.2 **Actions and Matters Arising**

- 23/PC/111.2** Cllr Masseron to make initial contact with Nigel Frankland (UoR) to
23/PC/92.2 see if a crossing was planned on the Arborfield Road

Cllr Masseron had spoken to Nigel Frankland and there were no current plans for a crossing

- 23/PC/111.2** Clerk to follow up with Nigel Frankland (UoR) regarding creating a gap
23/PC/92.2 in the fence at the Arborfield Road end of the new footpath that runs to Millworth Lane or to display a sign at the Millworth Lane end to inform users that there was no exit at the end of the path

Cllr Masseron reported that a gap had now been created in the Heras fencing to allow access to the path.

- 23/PC/111.2** Clerk to provide BCllr Glover with the information regarding the cost
23/PC/92.2 of providing parking enforcement so she could follow up the cost of providing parking enforcement

The Clerk had originally made this request in early October and had been told it would be provided "ASAP". He had chased in advance of the November Planning and Highways meeting and again in advance of this meeting. He has been advised that the parking team were discussing this with their contractor and they (WBC) were expecting a response by the end of the week.

- 23/PC/111.2** Clerk to add an item to the agenda in November 2024 to follow up the
23/PC/92.2 issue of replacing the stile with a kissing gate on footpath 22 on Sussex Lane

This will be done.

23/PC/111.2 Deputy Clerk to continue to liaise with the Shinfield Parish Volunteer
23/PC/92.2 Group and assist with publication of the revised leaflets

Deputy Clerk advised that this was ongoing. Walk 6 had now been finalised and the updated version would be published on the Council website once received.

23/PC/111.2 Deputy Clerk to send an electronic copy of the 'walks map' to the two
23/PC/92.2 local care homes

This will be done.

23/PC/111.2 Proposal on further provision of information on walks to be
23/PC/92.2 considered at the next meeting

There was nothing further to report at this point as we were awaiting revisions to the walks.

23/PC/111.2 Clerk to continue to monitor the status of the enforcement relating to
23/PC/93.3 Carney's Yard

The Clerk had checked with WBC's Enforcement Team and this was still progressing

23/PC/111.2 Clerk to circulate the list of terms used by WBC on the 'closed
23/PC/95.1 enforcement notices'

This had been done.

23/PC/111.2 Cllr Masseron to continue to monitor the situation relating to the
23/PC/105.1 unfinished footpath on Hyde End Lane

Information was reported in Cllr Masseron's footpath report previously circulated.

It was noted that WBC had not acknowledged or thanked Shinfield Parish Council (SPC) for the offer of part funding.

Cllr Lias felt that WBC were using the delay in building the primary school as an excuse not to complete the path.

ACTION – Clerk to contact BCllr Fishwick to ascertain the current situation

23/PC/111.2 Clerk to follow up with UoR regarding a request that the path on
23/PC/107.1 Cutbush Lane be upgraded with the NHM access road work.

The Clerk advised that this appeared to be covered by Planning Application 232995 which covered the provision of road access to the proposed Natural History Museum site. However, the details were not available online. It was likely that these details would be available for the next weekly round of planning applications.

23/PC/111.2 Clerk to continue to seek a response from WBC regarding SPC
23/PC/107.3 requests on traffic improvements and to copy the Chairman into any emails sent

The Clerk had written the response, as agreed by members of the working party, and had copied in Borough Councillor Paul Fishwick and Chris Easton, Assistant Director Highways and Transport at WBC. No response or acknowledgement had yet been received.

23/PC/115.2 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

23/PC/115.3 BCllr Glover to investigate and report back to the Committee regarding the government money received by WBC to support bus services

BCllr Glover was not present, however, it was noted that there was now a Sunday service from Mere oak to Reading only, Hartley Court is now serviced, and free transport is being offered within the Borough on a Saturday leading up to Christmas.

23/PC/116.1 Clerk to circulate a 'brief' for contractors to review the Shinfield Parish Neighbourhood Plan (SPNP) to members of the committee for comment

This was on the agenda

23/PC/116.1 Clerk to appoint a contractor to carry out a review of the SPNDP

This was on the agenda

23/PC/122

Schedule of Deposited Plans

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

122.2 Planning Application 232833 Natural History Museum

Concern was expressed in relation to this application that was merely a warehouse for safe storage of artefacts. Any employment opportunities were likely to be for the lower paid staff in the community and there was no apparent benefit to the community in terms of educational outreach.

SPC would be more supportive if access to exhibits was made available for the community and schools, and would expect a detailed plan for community engagement and outreach. Additionally, SPC would like to see improvements in access from Cutbush Lane to Lower Earley to link up with the cycle route as well as funding towards sustainability of bus numbers 3 and 600. As the British Museum would also be on this site, members felt that there was an opportunity for an holistic approach to a community facility and educational engagement with schools.

Members agreed that they would object to the application as it was outside the development limits and was not conducive to the SPNDP as it was in the countryside. If planning was approved there should be a condition that the facility was not occupied until a community engagement plan was written and approved.

It was agreed that the Clerk would draft a response that would be considered by Cllrs Boyer, Grimes, James and Masseron.

ACTION – Clerk to draft a response for consideration by the working party

PA232653 – Greentech Solar Farm

This was discussed under 'Public Questions'. It was agreed that –

- PRow should be upgraded
- A permissive path to the Basingstoke Road should be requested for the duration of the Lease

23/PC/123

Appeals

123.1 The Clerk advised that two of the three live planning appeals had been decided since the last meeting. The appeals related to Uplands, Basingstoke Road. The Planning Inspectorate decision was that WBC were correct to refuse the planning application (222052) but their enforcement requirement to completely remove the double gates and wall was excessive and WBC had been instructed to change the enforcement to allow the option of reducing the height of the wall.

There was also one new appeal in respect of Belamie Gables in Hyde End Road (223802). SPC had made no comment on the application.

23/PC/124

Enforcement Notices

124.1 Closed Enforcement Notices

There were 9 items closed since the last report. Of these 7 were deemed to be “no breach”, one was deemed not expedient to follow up and one had seen an application submitted.

124.2 Live Enforcement Notices

The Clerk noted that there were 3 new items on the list. These were in relation to

- GBSA, Gravelly Bridge Farm – Rifle club without permission
- Land at Stanbury House – construction traffic in private estate
- 34 Leyland Gardens – grey structure at side of property

Members noted the contents of the report that had previously been circulated.

23/PC/125

Highways, Street Lighting and Footpath Matters

125.1 Footpath matters

Cllr Masseron had previously circulated a written report. She highlighted the fact that the yellow gate on Footpath 20 that leads to the Ryeish Green Pavilion was regularly blocked by cars parking in front of the gate. WBC had now agreed that a ‘no parking’ sign could be attached to the SPC sign pole if necessary. Flooding was occurring to the right of the Ryeish Green Pavilion due to ditches not being cleared by WBC, it was unclear whose land this was and this needed clarification. It was also believed that WBC were intending to lay a path along the fence line of the pitches in line with their cycling and walking improvement plan, however, this land was owned by SPC who were unaware of this project.

It was also noted that the section of Millworth Lane from the tennis club to the new path was due to be resurfaced.

ACTION – Clerk to ascertain who owned the land to the right of the Ryeish Green Pavilion

125.2 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

23/PC/126**Renewal of Neighbourhood Plan**

126.1

Shinfield Parish Neighbourhood Plan (SPNP)

The Clerk reported that he was still drafting the brief for the SPNP for the consultant to review. The consultant's review would check that the current plan was fit for purpose, applied to all current legislation and would advise SPC whether the current plan required minor or major updates.

ACTION -

- Clerk to circulate a 'brief' for consultant to members of the committee for comment
- Clerk to appoint a consultant to carry out a review of the SPNP with a deadline of 31 March 2024

23/PC/126**Subscriptions**

126.2

Locality subscription

When this was reviewed at the Annual Council meeting the Locality subscription was marked as needing to be reviewed before the subscription was renewed. This renewal is now due.

The Clerk advised that he had not made any material use of Locality.

Members agreed not to renew the Locality subscription at the current time.

23/PC/127**Correspondence**

127.1

Ruscombe Neighbourhood Plan

Members NOTED the Ruscombe Neighbourhood Plan

127.2

Guardian Article relating Proposed move of Royal Botanical Gardens Kew

Members NOTED the above mentioned article

127.3 Planning application 232490 – Land off Langley Common Road
Arborfield Wokingham

Cllr Lias had drawn this application to the Clerk's attention. There was significant opposition from residents and both Arborfield and Newlands and Barkham Parish Councils had posted lengthy and detailed objections to the application. Members felt that a response from SPC was required as traffic would be increased significantly around the parish as a result of this development, it was outside of the development limits and contrary to SPNP.

ACTION – Clerk to object to the planning application

23/PC/128

Date of the next meeting

128.1 The date of the next meeting will be on Wednesday, 10th January 2024

The meeting ended at 21:40

List of Actions

23/PC/119.1	Clerk to draft a response to Planning Application 232653 – Greentech Solar Farm	Clerk
23/PC/121 23/PC/111.2 23/PC/105.1	Clerk to contact BCllr Fishwick to ascertain the current situation relating to the unfinished footpath on Hyde End Lane	Clerk
23/PC/122.2	Clerk to draft a response for consideration by the working party on PA232833 Natural History Museum	Clerk
23/PC/125.1	Clerk to ascertain who owned the land to the right of the Ryeish Green Pavilion	Clerk
23/PC/125.2	Clerk to continue to work on arranging for the streetlamps to be turned off between 00:30 and 05:00	Clerk
23/PC/126.1	Clerk to circulate a 'brief' for consultant to members of the committee for comment relating to the SPCNP	Clerk
23/PC/126.1	Clerk to appoint a consultant to carry out a review of the SPCNDP with a deadline of 31 March 2024	Clerk
23/PC/127.3	Clerk to object to PA232490 – Land off Langley Common Road, Arborfield, Wokingham	Clerk

Minutes of a meeting of
Finance & General Purposes Committee
Held on Wednesday 13th December 2023
At School Green Centre commencing at 19.30

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

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

23/FGP/57

Public Questions

57.1 There were no public questions.

23/FGP/58

Apologies and declarations of Members' Interest

58.1 There were no apologies for this meeting.

58.2 There were no declarations of members' interests.

23/FGP/59

Minutes of the Previous Meeting

59.1 The minutes of the committee meeting of 20th September 2023 were approved as a correct record and signed by Cllr. James.

Proposed: Cllr Montgomery

Seconded: Cllr Peer

Approved: Unanimously

23/FGP/60

Actions and Matters Arising

23/FGP/8.2 Clerk to check position on Parish Hall Lease

This is on the agenda

23/FGP/18.4 Clerk and Facilities Manager to develop a long-term maintenance plan

The Clerk advised that major ongoing repairs and redecorations (planned preventative maintenance) had been included in the 5-year budget to be discussed later in the meeting. The Clerk proposed that a condition survey was commissioned to consider the long-term planning for major items such as lifts and roofs. This would ensure that the Sinking Fund was adequately providing for future needs.

ACTION - Clerk and Facilities Manager to commission a condition survey

23/FGP/45.2 Clerk to arrange the display of the Notice of Conclusion of Audit

This had been completed.

23/FGP/49.2 Clerk to communicate the Draft Heads of Terms for a lease of Ryeish playing fields to Craig Hoggeth

This was on the agenda at item 8.2

23/FGP/49.3 Clerk to add Whiteknights School to agenda for Full Council

This had been added to the agenda for Full Council on 25th October 2023 and was on the agenda for this meeting at Item 8.3

23/FGP/50.1 Clerk to add the revenue grant recommendations to the Full Council agenda

These had been added to the agenda for the Full Council meeting on 27th September and had been approved unanimously

23/FGP/50.2 Clerk to convene a meeting of the Working Party to consider capital grant applications

This had been done and the matter of capital grants resolved at Full Council on 22nd November 2023

23/FGP/50.3 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 in the new term to advise them that this scheme was being offered to them.

ACTION - Clerk to write to all the schools

23/FGP/51.1 Clerk to include the financial assumptions into the budget process

This had been done and the budgets were Item 7 on the agenda.

23/FGP/51.2 Clerk to continue to prepare the 5-year financial plan

This was also covered under Item 7

23/FGP/52.1 Clerk to arrange the replacement of the bus shelter

The new bus shelter on Hollow Lane had been installed on 27th November

23/FGP/53.1 Clerk to arrange for the investment of funds in the CCLA Public Sector Deposit Fund

This was on the agenda

23/FGP/61 Risk Register

61.1 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.

23/FGP/62 Financial Reports

62.1 Bank Reconciliations

Cllr. James confirmed that he had reviewed the bank reconciliations to the end of November 2023 on 5th December and that all was in order. A copy of the reconciliation was included in the papers for the meeting. It was noted that NS&I only provide a statement where there had been transactions and there had been no recent movements on that account. Members **NOTED** the report.

ACTION – Finance Manager to request a statement for the NS&I account for the next bank reconciliation.

62.2 Update on Bookings

The Clerk advised that he had produced a booking report to the end of November 2023 including advanced bookings already in the system and his projected future bookings.

The Clerk advised that the School Green Centre continued to run slightly ahead of budget (projected for the year was £121.6k up £1.6k/1.33% compared to a budget of £120k). Of this £112.5k (92.52% of the total projected income) was already booked.

Spencers Wood Pavilion bookings for November were very good with three weekend bookings accounting for over £1.0k. This has resulted in the pavilion looking to be £0.9k/1.88% up on budget.

Members **NOTED** the report.

23/FGP/63

Financial Reserves & CIL

- 63.1 The balance of unexpended CIL was currently £1,411.0k with £1,210k earmarked for specific projects (£860k for Millworth Lane, £250k for Traffic Improvements and £100k for School Green – although it was not expected that the full sums would be required for the traffic and School green elements). To this balance of £201k there was approximately £549.9k anticipated in respect of future receipts. If these materialise this would result in a balance of £750.9k for new schemes with no projects currently earmarked. It was anticipated that there would be some capital expenditure around High Copse (for example providing additional PV panels to reduce utility costs)

Members **NOTED** the report.

- 63.2 The balance of reserves as at 30th November 2023 comprised CIL of £1,439.5k and other reserves of £224.4k giving a total of £1,663.9k

Members **NOTED** the report.

23/FGP/64

Budgets

- 64.1 **Forecast of Outturn for 2023/24**

The Clerk and Finance Manager provided an update on the forecast of outturn for 2023/24. The current projection for 2023/24 was a surplus of £73.1k. The main factors were Manor Ground income (£24.0k), additional interest from higher rates (£15.5k) and lower than anticipated electricity costs (£37.9k).

Members **NOTED** the Forecast of Outturn

- 64.2 **Budgets for 2024/25**

The Clerk set out the assumptions that had been made for income and expenditure within the budget process and advised the anticipated increase in Band D equivalent properties to be used in the calculation of the precept. The planning assumption had been to ensure that the precept increase did not exceed 5.0%. The budget presented was based on an increase of 4.5%

Members agreed to recommend the proposed budget to Full Council at the meeting in January 2024.

Proposed: Cllr Tatla
Seconded: Cllr Clarke
Approved: Unanimously

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

64.3 **Precept**

The Clerk advised that Wokingham Borough Council had informed him that the Band D equivalent properties would rise from 7,613.2 to 7,802.8 an increase of 189.6 (2.49%).

The recommended Precept increase would be £3.54 (4.5%) rising from £78.75 to £82.29.

It was estimated that there were approximately 400-500 further Band D equivalents properties to be delivered.

Members agreed to recommend the proposed precept to Full Council at the meeting in January 2024

Proposed: Cllr Tatla
Seconded: Cllr Clarke
Approved: Unanimously

64.4 **Projections for Future Years**

The Clerk advised that as instructed he had created a five-year plan including projections up to 2027/28. These projections for future years did not make any assumptions for inflation but did take into account anticipated volume changes.

The projections recognised

- a deficit in 2025/26 of £53.4k
- a smaller deficit in 2026/27 of 16.1k
- before returning to surplus in 2027/28 with £14.3k

The Clerk advised that these figures reflected the lag between expenditure being incurred for Millworth Lane and subsequently High Copse sooner than the income was generated. Significantly however there was a ramping up of contributions to the sinking fund from £30k to eventually £75k p.a.

Members **NOTED** the projections and agreed to recommend that the forecast surplus from 2023/24 was held in reserve against the anticipated shortfall in subsequent years.

64.5 **Elections Reserve**

The Clerk advised that within the reserves figure discussed earlier in the meeting there was a provision of £8,000 to cover the costs of one contested ward election based on advised costs from Wokingham Borough Council. As the council was at full capacity for the first time it was now more likely that there may be a contested election. The Clerk noted that this would be affected by how many members would wish to stand again at the next election. It was agreed to increase this reserve to £16,000 over the next 3 years to provide for the possibility of contested elections in two wards.

23/FGP/65

Land Issues

65.1 **Land Registrations**

Members noted the updates with the Land Registry for Pound Green (BK525694) and Arborfield Road (BK525693) allotment sites. Cllr Clarke noted that this was a project that had been underway for three years and was now moving towards completion. He advised that when completed we should formally arrange for the deeds to be transferred into our possession.

65.2 **Draft Heads of Terms for a lease of Ryeish playing fields**

The Clerk had written to Craig Hoggeth at WBC setting out the proposed terms of the renewal of the lease on Deardon Field and based on the terms of the original lease. These would be mirrored in the lease of the Ryeish Green playing fields to Wokingham Borough Council. Both leases would run for 7 years, have the same expiry date and be for a peppercorn rent.

The Clerk was awaiting a formal response from Mr Hoggeth

ACTION – Clerk to follow up with Craig Hoggeth

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

The Clerk advised that he was still reviewing options for the provision of community space in the north of the parish. Cllr James noted that we were still waiting an input from Whiteknights School regarding to their intended approach for a new building at the school which the council may wish to be involved with.

It was noted that the European Centre for Medium Range Weather Forecasting would be closing, and the site put up for development. The Clerk was asked to investigate with Wokingham Borough Council whether there was any possibility of having a community building included in any redevelopment.

ACTION – Clerk to investigate options for a community building on the ECMWF site with WBC

There was a discussion about the possibility of providing a community space in the form of a bus that could travel to Shinfield North (and other parts of the parish). The Clerk was asked to investigate the feasibility of this option.

ACTION – Clerk to investigate feasibility of a mobile community space

65.4 **Future of Ryeish Green Pavilion**

Members considered the costs of refurbishing the pavilion that had been provided by our Chartered Building Surveyor. These were in the region of £440k.

Cllr Clarke expressed concerns regarding vehicle access to the playing fields for maintenance and emergency vehicles. The Clerk advised that it was always the intention to protect this access. Cllr Grimes also suggested that other access points to the playing fields could be found.

Cllr Clarke also wished to ensure that there was a “home” for the football teams within the parish. The Clerk suggest that Millworth Lane pavilion or the High Copse pavilion could function in the role of “clubhouse”.

All agreed that there was insufficient access to playing fields, but this would not be affected by any sale of the pavilion. The future of the container currently used by Spencers Wood Football Club would need to be considered.

With regards to the refurbishment the Clerk advised that to recover the costs involved would take at least 17 years on an assumed rental of £25k per annum. This was before considering the effect of inflation. There was also a very high risk of the building being left without a tenant during that period.

The option of renting the pavilion out on a rent-free basis with the tenant paying for the refurbishment of the building was considered. However it was felt that to be attractive to any possible tenant there would need to be an extremely rent-free period (20 years) and the

offer of security of tenure. The outcome of such an arrangement would be the same as a disposal of the building.

It was proposed therefore that as

- There was no suitable alternative council use of the building and
- The costs and risks of refurbishment were uneconomic

The building should be put up for disposal as had originally been proposed.

Members agreed to recommend to Full Council that the building be sold.

Proposed: Cllr Grimes
Seconded: Cllr Tatla
Approved: Unanimously

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

65.5 **Parish Hall Lease**

The Clerk had circulated to members a response from Katherine Lamprell which advised on the process for extinguishing the lease. Members agreed that the Clerk should proceed with that process.

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

65.6 **Land to the North of School Green Centre**

It was noted that the land to the north of the School Green Centre would be redeveloped at some point in 2024 and that there was an approved scheme for the work. This included the provision of public art which was being considered under the auspices of the Arts, Culture and Events committee.

23/FGP/66

Screening Facility in School Green Centre

66.1 Cllr Grimes advised that a letter of support for the proposed facility had been provided on the basis of the approval at Full Council in October. A further letter of reassurance had been requested from the studios.

Members felt unable to give any further reassurance as this was a matter for Full Council at their meeting on 20th December and the Clerk would write accordingly.

Cllr Grimes, the Clerk and Facilities Manager had been part of an online meeting on Tuesday evening to go through the detailed specifications for the screening facility. The equipment would be to a very high standard and all costs would be met by the studios.

The main items to note were that the floor would need to be lifted in Pound Green Room to provide for the tracks for the retractable seating and suitable alternative storage would need to be provided. The studios would appoint specialists to explore potential solutions involving AOC and SPC.

ACTION – Clerk to add to agenda for December Full Council

23/FGP/67

Investment Policy

- 67.1 Members AGREED the proposals to
- Transfer £103,000 to CCLA Public Sector Deposit Fund. It was not anticipated to require these funds within the next 5 years
 - Move the balance of monies held in the Lloyds Current Account but not required to fund ongoing revenue expenditure to short-term fixed deposit (still with Lloyds Bank)

ACTION – Finance Manager to arrange for the moving of the funds as agreed

23/FGP/68

Financial Regulations

- 68.1 The Clerk advised that the review of Financial Regulations was progressing slowly and would report as soon as this had been completed.

23/FGP/69

Date of Next Meeting

- 69.1 Next meeting was scheduled for 21st February 2024.

The meeting ended at 21.30

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/62.1	Finance Manager to request a statement for the NS&I account for the next bank reconciliation	Finance Manager
23/FGP/64.2	Clerk to add Budgets to the agenda for the January Full Council meeting	Clerk
23/FGP/65.2	Clerk to follow upon discussions regarding lease for Ryeish Playing Field with Craig Hoggeth	Clerk
23/FGP/65.3	Clerk to investigate options for a community building on the ECMWF site with WBC	Clerk
23/FGP/65.3	Clerk to investigate the feasibility of a mobile community space	Clerk
23/FGP/65.4	Clerk to add the future of Ryeish Green pavilion to the agenda for the December Full Council meeting	Clerk
23/FGP/65.5	Clerk to proceed with the formal extinguishing of the lease on the parish hall	Clerk
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	Clerk
23/FGP/67.1	Finance Manager to arrange the movement of funds to CCLA and Lloyds Short-term deposit accounts	Finance Manager

Ryeish Green Pavilion

Introduction

At the Full Council meeting on 25th October members considered the bids submitted for the purchase of Ryeish Green Pavilion. Members asked for information on the costs of refurbishing the building for leasing as an alternative to selling the building.

Costs of Refurbishment

At the Facilities Meeting on 1st November it was agreed that two configurations of the building be costed in order to reflect potential end users.

In both cases major elements included new windows and shutters, a new entrance porch to the front of the building, refurbish and redecorated rooms throughout the building. Externally the gutters would be renewed, and a resurfaced car park fenced off from the footpath provided.

The costings (attached) were provided by Tony Grover, a Chartered Building Surveyor from BDS Surveyors using nationally approved rates for the various work items required.

Option 1 - £442.3k VAT Ex (but including contingency)

This was to configure the building as a largely open plan space which involves converting the two changing rooms into one space and having a moveable partition to connect with the existing community room.

Option 2 – £441.5k VAT Ex (again including contingency)

This included partitioning one of the changing rooms into two smaller spaces.

Recommendation of Finance & General Purposes Committee

The above costings were considered by F&GP at their meeting on 13th December. Members felt that the costs of refurbishment were at a level where any potential recovery from future rental income would take an excessively long period of time (17+ years to return to a break-even position) and that the risk of the building being left without a tenant in the future was high.

Consideration was given to retaining the building and offering it to a potential tenant on a rent-free period in return for which the tenant would undertake the refurbishment at their own expense. However the likely period to be offered rent-free (potentially 20 years) and the need to offer security of tenure would result in a situation where effectively the council was disposing of the building.

The committee therefore recommends that the council proceeds with the sale of Ryeish Green Pavilion. This was resolved 5 for and 0 against with one abstention.

Postscript

At a meeting on sports matters with WBC officers on Thursday 14th December, they advised that any change of use of the building would not receive planning permission. They would also raise concerns about the use of the access road.

It is therefore recommended that further consideration is given to the future of the pavilion.

Option 1 Costs

General Summary

Building Alterations & General Refurbishment (Kitchen Shown Separately)	29,500.00
Kitchen Refurbishment	14,600.00
Window/Ext Door Replacement Inclg Security Shutters	58,900.00
New Front Entrance	14,600.00
Floor Finishes	28,800.00
Services	136,400.00
External Works	100,900.00
Contractors Preliminaries	18,400.00
	402,100.00
Contingency Sum	40,210.00
Cost Plan Total Excluding VAT	
	442,310.00

Option 1 Costs

	<u>Qty</u>	<u>Unit</u>	<u>Rate</u>	<u>Total</u>	<u>Section Totals</u>
<u>Building Alterations & General Refurbishment (Kitchen Shown Separately)</u>					
General soft strip of existing changing rooms, showers etc.	1	Item	1,278.00	1,278.00	
Demolish & cart away existing partition walls forming changing rooms/plant room to create communal space	1	Item	1,866.38	1,866.38	
Demolish existing wall between new large communal space and existing meeting room to create new opening	1	Item	425.25	425.25	
Remove & cart away all existing floor finishes, tiled/timber skirtings etc. & make good existing 'assumed' screeded floor with latex or similar - All areas excluding kitchen included below	1	Item	5,880.94	5,880.94	
Extra over last item for break out existing screed to shower areas currently laid to falls & re-screed to match surrounding floor areas.	1	Item	2,352.24	2,352.24	
Allow for breaking out existing drainage gullies & capping off drain previously serving shower areas	1	Item	250.20	250.20	
Make good/re-tack & plaster ceilings where required	1	Item	2,822.69	2,822.69	
Make good/replaster walls where partitions removed etc.	1	Item	7,418.85	7,418.85	
Refurbish storage spaces as required	1	Item	828.00	828.00	
Supply & install movable partition between large/small communal spaces Type 200 Movawall or similar	1	Item	6,382.40	6,382.40	

<u>Building Alterations & General Refurbishment</u>	<u>29,504.94</u>
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Kitchen Refurbishment

Isolate all existing kitchen services, strip out & cart away existing kitchen fittings including remove splashback wall tiling, vinyl floor finishes etc. & make good as required	1	Item	804.75	804.75	
Supply & install new kitchen fittings & worktops to agreed specification/configuration to include basic appliances	1	Item	10,755.00	10,755.00	
New floor finishes - Non slip sheet vinyl with coved skirtings to all walls	1	Item	1,272.00	1,272.00	
Tiled splashbacks above worktops	1	Item	1,095.60	1,095.60	
Decoration - standard finish	1	Item	702.60	702.60	

<u>Kitchen Refurbishment</u>	<u>14,629.95</u>
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Window/Ext Door Replacement Includg Security Shutters

Remove & cart away all existing security shutters, windows, doors	1	Item	3,202.88	3,202.88	
Supply & install new PPC windows to agreed specification:					
Kitchen 1 No Wdw	1	Item	1,322.76	1,322.76	
Communal Space Large 4 No Wdws	1	Item	5,291.03	5,291.03	
Referee 1 No Wdw	1	Item	992.79	992.79	
Gents/Accessible WC's 2 No Wdws	1	Item	2,645.51	2,645.51	
Female WC 1 No Wdw	1	Item	2,642.63	2,642.63	
Communal Space Small 2 No Wdws	1	Item	2,645.51	2,645.51	
Front Entrance - New door/screen to replace existing Plant Room shutter	1	Item	4,536.00	4,536.00	
Side Entrance to corridor - Single door	1	Item	2,116.80	2,116.80	
Rear Entrance to corridor - Single door	1	Item	2,116.80	2,116.80	
Side Entrance to small Communal Space - Single door	1	Item	2,116.80	2,116.80	
Store Area - Single door	1	Item	2,116.80	2,116.80	
Electronically controlled security shutters to all windows & external doors	1	Item	27,175.20	27,175.20	

<u>Window/Ext Door Replacement Includg Security Shutters</u>	<u>58,921.50</u>
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Option 1 Costs

	<u>Qty</u>	<u>Unit</u>	<u>Rate</u>	<u>Total</u>	<u>Section Totals</u>
<u>New Front Entrance</u>					
Construct new front entrance lobby as follows:					
Excavate, foundations, oversite	1	Item	1,037.46	1,037.46	
Superstructure walls	1	Item	4,464.89	4,464.89	
Roof	1	Item	4,370.00	4,370.00	
Entrance door/window(s)	1	Item	4,698.00	4,698.00	
					<u>New Front Entrance</u>
					<u>14,570.35</u>

Floor/Wall Finishes Includg Decorations

Toilet/wet areas - Non slip sheet vinyl with coved skirtings to all walls	1	Item	2,821.20	2,821.20	
Communal spaces - Heavy duty carpet/Vinyl	1	Item	10,926.75	10,926.75	
Provide new timber skirtings to communal areas/corridor	1	Item	1,225.13	1,225.13	
Entrance mats etc.	1	Item	360.00	360.00	
Wall tiling to basin splashbacks & referee shower area	1	Item	925.34	925.34	
Redecorate all new & existing areas	1	Item	12,523.80	12,523.80	
					<u>28,782.22</u>

Services

Isolate & strip out unwanted/redundant plant from plant room, tanks from loft space & cart away.	1	Item	1,047.00	1,047.00	
Isolate, strip out sanitaryware, supplies & wastes (where not suitable for reuse) from female/accessible/male toilets & referee's room.	1	Item	1,362.00	1,362.00	
Isolate & strip out showers & associated supplies/wastes etc. from home/away dressing rooms.	1	Item	906.00	906.00	
Strip out electrical fittings/circuitry & prepare for rewiring.	1	Item	934.50	934.50	
Strip out any other services as necessary.	1	Item	1,377.00	1,377.00	
Plumbing & Heating:					
Alter/adapt/replace existing hot/cold services & wastes to suit new kitchen layout including replace existing water heater	1	Item	1,440.00	1,440.00	
Alter/adapt/replace existing hot/cold services & wastes to female/accessible/male toilets & referee's room.	1	Item	10,140.00	10,140.00	
Kitchen 2nd fix/finals following kitchen install.	1	Item	840.00	840.00	
Female/accessible/male toilets & referee's room 2nd fix/finals following refurbishment including supply of new sanitaryware	1	Item	16,560.00	16,560.00	
New heating system includg ASHP - specification to be agreed	1	Item	39,361.50	39,361.50	
Electrical Includg Solar:					
Power includg shutter supplies etc.	1	Item	12,960.00	12,960.00	
Lighting Includg External	1	Item	10,920.00	10,920.00	
Extract ventilation	1	Item	3,000.00	3,000.00	
Solar/PV	1	Item	18,000.00	18,000.00	
Switchgear/DB's etc.	1	Item	3,000.00	3,000.00	
CCTV	1	Item	3,600.00	3,600.00	
Alarm system	1	Item	6,000.00	6,000.00	
Allow for builder's work in connection with services works	1	Item	4,950.00	4,950.00	
					<u>Services</u>
					<u>136,398.00</u>

Option 1 Costs

	<u>Qty</u>	<u>Unit</u>	<u>Rate</u>	<u>Total</u>	<u>Section Totals</u>
<u>External Works</u>					
Car Park Area:					
Excavate to reduce levels to extended car park area	159	m3	16.50	2,623.50	
Cart away excavated material	159	m3	62.70	9,969.30	
Level & compact bottom of exc & treat with weed killer	530	m2	3.09	1,637.70	
Geotextile membrane	530	m2	1.80	954.00	
Sub-base - open graded crushed concrete	80	m3	87.15	6,928.43	
Capping layer - limestone scalpings	53	m3	116.10	6,153.30	
Compact fill	530	m2	2.49	1,319.70	
Macadam surfacing	530	m2	49.50	26,235.00	
Line marking	1	Item	420.00	420.00	
Paths - Allow 1200 wide to building perimeter:					
Uplift & cart away existing paving	1	Item	460.08	460.08	
Excavate to reduce levels to proposed new paths	16	m3	16.50	267.30	
Cart away excavated material	16	m3	62.70	1,015.74	
Level & compact bottom of exc & treat with weed killer	65	m2	3.09	200.23	
Geotextile membrane	65	m2	1.80	116.64	
Sub-base limestone scalpings	10	m3	116.10	1,128.49	
Compact fill	65	m2	2.49	161.35	
600mm x 600mm paving slabs on full mortar bed	65	m2	125.70	8,145.36	
Fencing:					
1800mm palisade fencing or similar to car park areas with lockable gate access point	1	Item	18,453.31	18,453.31	
General:					
Replace fascias & soffits	1	Item	8,360.19	8,360.19	
Replace rainwater goods	1	Item	1,743.17	1,743.17	
Generally check remaining external building fabric for defects and make good as necessary	1	Item	2,895.00	2,895.00	
Generally tidy external areas around building	1	Item	1,683.00	1,683.00	
					<u>100,870.79</u>

Option 2 Costs

General Summary

Building Alterations & General Refurbishment (Kitchen Shown Separately)	26,400.00
Kitchen Refurbishment	14,600.00
Window/Ext Door Replacement Inclg Security Shutters	58,900.00
New Front Entrance	14,600.00
Floor Finishes	29,800.00
Services	137,800.00
External Works	100,900.00
Contractors Preliminaries	18,400.00
	401,400.00
Contingency	40,140.00
Cost Plan Total Excluding VAT	441,540.00

Option 2 Costs

	<u>Qty</u>	<u>Unit</u>	<u>Rate</u>	<u>Total</u>	<u>Section Totals</u>
<u>Building Alterations & General Refurbishment (Kitchen Shown Separately)</u>					
General soft strip of existing changing rooms, showers etc.	1	Item	1,278.00	1,278.00	
Demolish & cart away existing partition walls forming lobbies to old changing rooms to create office spaces	1	Item	992.25	992.25	
Remove & cart away all existing floor finishes, tiled/timber skirtings etc. & make good existing 'assumed' screeded floor with latex or similar - All areas excluding kitchen included below	1	Item	5,880.94	5,880.94	
Extra over last item for break out existing screed to shower areas currently laid to falls & re-screed to match surrounding floor areas.	1	Item	2,352.24	2,352.24	
Allow for breaking out existing drainage gullies & capping off drain previously serving shower areas	1	Item	250.20	250.20	
Make good/re-tack & plaster ceilings where required	1	Item	2,822.69	2,822.69	
Make good/replaster walls where partitions removed etc.	1	Item	7,112.85	7,112.85	
Refurbish storage spaces as required	1	Item	828.00	828.00	
Construct new partition to create extension to existing corridor with access door to Room 3 & separating partition between Rooms 2 & 3	1	Item	4,891.08	4,891.08	

<u>Building Alterations & General Refurbishment</u>	<u>26,408.24</u>
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Kitchen Refurbishment

Isolate all existing kitchen services, strip out & cart away existing kitchen fittings including remove splashback wall tiling, vinyl floor finishes etc. & make good as required	1	Item	804.75	804.75	
Supply & install new kitchen fittings & worktops to agreed specification/configuration to include basic appliances	1	Item	10,755.00	10,755.00	
New floor finishes - Non slip sheet vinyl with coved skirtings to all walls	1	Item	1,272.00	1,272.00	
Tiled splashbacks above worktops	1	Item	1,095.60	1,095.60	
Decoration - standard finish	1	Item	702.60	702.60	

<u>Kitchen Refurbishment</u>	<u>14,629.95</u>
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Window/Ext Door Replacement Includg Security Shutters

Remove & cart away all existing security shutters, windows, doors	1	Item	3,202.88	3,202.88	
Supply & install new PPC windows to agreed specification:					
Kitchen 1 No Wdw	1	Item	1,322.76	1,322.76	
Rooms 1 & 3 - 4 No Wdws	1	Item	5,291.03	5,291.03	
Referee 1 No Wdw	1	Item	992.79	992.79	
Gents/Accessible WC's 2 No Wdws	1	Item	2,645.51	2,645.51	
Female WC 1 No Wdw	1	Item	2,642.63	2,642.63	
Communal Space 2 No Wdws	1	Item	2,645.51	2,645.51	
Front Entrance - New door/screen to replace existing Plant Room shutter	1	Item	4,536.00	4,536.00	
Side Entrance to corridor - Single door	1	Item	2,116.80	2,116.80	
Rear Entrance to corridor - Single door	1	Item	2,116.80	2,116.80	
Side Entrance to small Communal Space - Single door	1	Item	2,116.80	2,116.80	
Store Area - Single door	1	Item	2,116.80	2,116.80	
Electronically controlled security shutters to all windows & external doors	1	Item	27,175.20	27,175.20	

<u>Window/Ext Door Replacement Includg Security Shutters</u>	<u>58,921.50</u>
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Option 2 Costs

	<u>Qty</u>	<u>Unit</u>	<u>Rate</u>	<u>Total</u>	<u>Section Totals</u>
<u>External Works</u>					
Car Park Area:					
Excavate to reduce levels to extended car park area	159	m3	16.50	2,623.50	
Cart away excavated material	159	m3	62.70	9,969.30	
Level & compact bottom of exc & treat with weed killer	530	m2	3.09	1,637.70	
Geotextile membrane	530	m2	1.80	954.00	
Sub-base - open graded crushed concrete	80	m3	87.15	6,928.43	
Capping layer - limestone scalpings	53	m3	116.10	6,153.30	
Compact fill	530	m2	2.49	1,319.70	
Macadam surfacing	530	m2	49.50	26,235.00	
Line marking	1	Item	420.00	420.00	
Paths - Allow 1200 wide to building perimeter:					
Uplift & cart away existing paving	1	Item	460.08	460.08	
Excavate to reduce levels to proposed new paths	16	m3	16.50	267.30	
Cart away excavated material	16	m3	62.70	1,015.74	
Level & compact bottom of exc & treat with weed killer	65	m2	3.09	200.23	
Geotextile membrane	65	m2	1.80	116.64	
Sub-base limestone scalpings	10	m3	116.10	1,128.49	
Compact fill	65	m2	2.49	161.35	
600mm x 600mm paving slabs on full mortar bed	65	m2	125.70	8,145.36	
Fencing:					
1800mm palisade fencing or similar to car park areas with lockable gate access point	1	Item	18,453.31	18,453.31	
General:					
Replace fascias & soffits	1	Item	8,360.19	8,360.19	
Replace rainwater goods	1	Item	1,743.17	1,743.17	
Generally check remaining external building fabric for defects and make good as necessary	1	Item	2,895.00	2,895.00	
Generally tidy external areas around building	1	Item	1,683.00	1,683.00	
					<u>100,870.79</u>

SHINFIELD STUDIOS LIMITED

PROPOSAL FOR COMMUNITY SCREENING ROOM

Shinfield Studios Limited (**SSL**) is in the process of constructing a major film studios complex in Shinfield. As part of this development, SSL entered into a section 106 agreement dated 10 December 2021 (the **s106 Agreement**), under which it is required to deliver a screening room. This screening room was originally to be located on the main film studio site, but the s106 Agreement is in the process of being varied to allow the screening room to be located within the parish of Shinfield.

Following negotiations with Shinfield Parish Council (**SPC**) a resolution was passed at the Full Council Meeting of 25 October 2023 (see Full Council Minutes 25.10.2023 at minute number 23/138.2) approving SSL's proposals for the screening room to be located in Hall A (Pound Green Room), School Green Community Centre, Shinfield RG2 9EH.

SSL and SPC have agreed, subject to: (a) a formal legal agreement being put in place and (b) SSL obtaining confirmation from Wokingham Borough Council's (**WBC**) that the installation of the screening room in Hall A will discharge its obligations under the s106 Agreement the following terms in relation to the installation of the screening room in Hall A.

Whilst the specification of the equipment and the works required for the screening room are still being finalised between SSL and SPC, the screening room is to include the following elements:

- Projector and roll-up projection screen
- Video and audio system
- Upgraded room acoustics
- Lighting/shading control
- Assisted hearing loop system
- Cameras and microphones to support video conferencing
- Streaming and webcasting connectivity
- Control system and rack installation including centralised system controls
- 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.

SSL and SPC have agreed to work together to finalise the design and specifications for the works and the equipment at no cost to SPC.

SSL and SPC aim to finalise the specifications by end of February 2024. SSL and SPC have delegated authority to the following individuals to agree the final specifications:

- SSL representative: Darrin Morris
- SPC representative: Andrew Grimes

Once the design and specifications have been finalised SSL will procure the carrying out of the works and installation of the equipment set out in the agreed design and specifications in accordance with the s106 Agreement and Building Regulations and at its own cost.

The works will take place after March 2024, but before December 2024. The commencement date for the works is to be agreed between SSL and SPC (both acting reasonably). SSL and SPC (both acting reasonably) will agree a method statement for the carrying out of the works with a view to minimising disruption to the ongoing use of the School Green Community Centre.

SSL will procure that the works are insured in accordance with the building contract entered between SSL and its building contractor, which will be based on a standard form of building contract published by the JCT, 2016 Edition.

Following completion of the works, SSL will be responsible for the maintenance of the screening equipment for a period of [one/] year. Thereafter provided that SPC has continued to diligently maintain the screening equipment, SSL will at the request of SPC replace any screening equipment which is beyond economic repair once during the first 10 years.

SPC will grant SSL any necessary licences and will enter into any necessary agreements to allow SSL to carry out the works and to discharge its obligations under the s106 Agreement.

SSL will pay SPC's reasonable legal costs for dealing with the costs of documenting these agreed terms in a formal agreement and for granting any necessary licences and entering into any necessary agreements up to a maximum of [£].

SSL will also pay SPC's reasonable professional costs in relation to the installation of the screening facility up to a maximum sum of [£].

Signed.....

For and on behalf of Shinfield Studios Limited

Signed.....

For and on behalf of Shinfield Parish Council

Meeting of Football Clubs and Cllr Ian Clarke on Thursday 30th November at SGC at 19:00

Present:

James Curren, Manager of Spencer's Wood FC.

Karl Eastmond- Bye, Manager of Shinfield Rangers, plus 3 coaches, including Brett.

Ian Clarke, Chair of Facilities committee was Chairing the meeting.

The meeting was held as the first of 4 a year to communicate with the sports clubs in the Parish. No 1. was with the 2 local football teams, to discuss any issues and numbers involved playing for both teams.

Spencer's Wood Football Club

Players. 265 boys and 30 girls, which equates approx 22 teams.

They play their matches at Ryeish Green sports field and train on the 3g pitch several evenings a week, at an annual cost of £50,000, with the present facilities, they are finding it difficult to take on more children.

Part of the SW FC is the Little Kickers age 4 to 6, who play at Spencer's Wood recreation ground on a Saturday, numbers range from 40 to 60.

Shinfield Rangers

Boys 243, Girls 176. All u/7s to u/16s

Equates to approx 33 teams.

They also coach and manage:

2 Veteran teams.

2 Bobby Cat teams, Disabled players

2 Disabled teams.

They have been training at Crosfields but, finding it impossible to train on sand hockey pitches, have tried The Madejski Academy, cost £100 per hour!!!!

Also trying to share the Ryeish Green 3g pitch, they do get a 25pc discount, as the Berks and Bucks FA paid for the 3G pitch £625,000, that is why they have the 25pc discount but, WBC own the land it sits on but, the 3G pitch is managed by a Leisure company and the problem sometime arises that they can let the pitch out for £100 plus to other organisations.

Their annual cost is also £50,000 per year, at this time they are unable to take any more children.

Problems

Immediate lack of 3G training facilities, especially in the long winter months.

The girls train at Milworth Lane Rec but, next winter it may be transformed into numerous other leisure facilities.

The 2 extra pitches off of Hyde End Lane, not yet seeded, is permanently under water, as there has been no drainage included in the scheme.

There are problems with Ryeish Green pitches, the drainage cost of these was £365, 000 but, very little has been done as maintenance since the contractors left subsequently some of the pitches are dangerous.

The future

Over the next 5 to 10 years there is going to be an acute lack of training facilities, the quality and the number of pitches need to progress.

Neither team has what they could call THEIR Base, Shinfield are using Milworth Lane, Spencer's Wood are using a Ship container by Ryeish Pavilion.

With the emergence of girls and Ladies football, with a lot of coverage on TV and the huge impact the Lionesses have made on the population, this will have a significant effect on the need for more facilities over the period mentioned. We have to be prepared.

Cllr Ian Clark

Spring Gardens Lunch Club – Response from Wokingham Borough Council

Good Morning Mr Winton

Thank you for your email, please accept my apologies for the delay in my response.

I am aware that a number of councillors have made enquiries about the lunch club at Spring Gardens and there appears to be some conflicting information circulating so I just wanted to clarify some points below

In June the residents of Spring Gardens raised concerns about

- The cost of utilities used by the lunch club which the residents are funding through their service charges but not benefiting from (other than 3).
- That non-residents are parking in the residents reserved spaces on the days of the lunch club making parking extremely difficult. Also
- That the lunch club is making it difficult to use their communal space on the days that it runs.

Residents suggested that the lunch club should be paying towards these charges.

I met with Janice from the lunch club in July as I wanted to understand about the set up and the history of the lunch Club. Janice was already aware that residents were concerned about costs. Our residents use the communal areas daily for their own coffee meetings and do their own breakfast get together on a weekly basis, they also look after the flower beds and are proud of their home.

I followed up with an email to Janice in early October, having done some investigation work around costs, and suggested a proposed the payment of £25 per week.

I sent Janice some of the information that I had uncovered as set out below - which I think may have led to some of the confusion. I am not sure where the 'commercial hall hire' came from as this was not suggested at all. I was merely trying to explain that the proposed cost is good value compared to other options:

Last year some work was completed for our library service which advised that the national average charge for premises is £65/hour and £250 for a four-hour meeting room for 10 people, according to TagVenue, a meeting room booking site. The recommendation given for a large room that would be needed for between 10 – 40 people is £30 Per Hour, £100 per half day and £200.00 for a full day. On this basis a lunch club this would be a weekly charge of £105.00 per week. Another example was also given to one of the local councillors that in the local Spencer's Wood, 3 Mile Cross Room Hire would be £12 per hour without the use of a kitchen.

Residents have reiterated that Spring Gardens is their home and they have a vested interest in it. Our residents pay rent for their homes, the use of the communal areas and its up keep. The communal areas we have recently redecorated, and is in the process of having carpets and lighting in the communal areas replaced.

If you need any other information please let me know.

Kind regards

Debbie Playle
Housing Manager (LHC & Sheltered)
Economy and Housing
Wokingham Borough Council
Email: debbie.playle@wokingham.gov.uk Tel: 07584 187 818

Ref	Date Paid	Supplier / Payee	Amount Paid (inc VAT) £	Description
1	07/11/2023	FibreNest	37.00	Broadband November - The Manor Pavilion
2	15/11/2023	Chargemaster Limited	10.39	Charging (Van) and Fee - Charge Card November
3	16/11/2023	Berkshire Sound Hire	552.00	Hire of Sound System Remembrance Sunday
4	16/11/2023	Alphabet (GB) Ltd	468.85	Rental of Facilities Van - November
5	17/11/2023	Absolute Brilliance Cleaning Ltd	5,649.58	Cleaning School Green Centre October
6	17/11/2023	Absolute Brilliance Cleaning Ltd	765.60	Cleaning The Manor - September & October cleaning & supplies
7	17/11/2023	Absolute Brilliance Cleaning Ltd	1,822.72	Cleaning Spencers Wood Pavilion - October
8	17/11/2023	Nigel Jeffries Landscaping Ltd	853.20	Final Summer Grass Cut - October
9	17/11/2023	Broxap	510.00	Replacement Litter Bin - Cutbush Lane
10	17/11/2023	SSE Southern Electric	467.15	Street Lighting - Unmetered Supply - October 23
11	17/11/2023	Kreatif Design Ltd	59.99	Web Hosting November
12	17/11/2023	Fcc Recycling (UK) Ltd	112.90	RE3 - 26th October Disposal Green Waste
13	17/11/2023	Berkshire Pest Control Ltd	90.00	Orchard Rise Allotments - 1 Wasp Treatment
14	17/11/2023	Berkshire Pest Control Ltd	475.20	Annual Fee - Millworth Allotments Pest Control (Rats)
15	17/11/2023	About Access Limited	420.00	Staff Training - Audit Accessibility
16	17/11/2023	Lister Wilder	220.52	Mower Fuel - 2 Stroke & Weed Killer
17	17/11/2023	Grazeley Village Hall	210.00	Grant for Xmas Tree
18	20/11/2023	Telefonika UK Ltd	155.02	4 Mobile Phones - October
19	22/11/2023	British Gas Lite	1,134.12	Electricity - October SGC North
20	22/11/2023	British Gas Lite	73.57	October 2023
21	22/11/2023	British Gas Lite	705.44	Electricity - October SGC South
22	22/11/2023	British Gas Lite	349.06	October 2023
23	24/11/2023	GPT Services Limited	1,296.00	Clear & Remove Debris Grazeley Pond
24	24/11/2023	M & D Services	450.00	Installation Memorial Bench (Reimbursed by a member of the public)
25	24/11/2023	Ricoh UK Ltd	529.07	Rental & Copies Qtr 2
26	24/11/2023	Spotless Oven Cleaning	195.00	Clean Oven in Hirers' Kitchen - SGC
27	24/11/2023	Deycare Domiciliary Ltd	170.00	Friday Funday Equipment Hire
28	24/11/2023	Bring Me Sunshine Window Clean	264.00	Windows & Gutter Cleaning (SGC)
29	24/11/2023	Fcc Recycling (UK) Ltd	110.54	RE3 - 15/11/2023 Disposal of General Waste
30	24/11/2023	Select Environmental Services	403.47	Commercial Waste Services all Facilities - October
31	24/11/2023	Select Environmental Services	1,928.78	Commercial Waste Services - Litter Bins
32	24/11/2023	Air It Limited	1,191.01	Microsoft 365 Business Syatem Licences & E Mails - November
33	24/11/2023	Air It Limited	51.59	Internet SGC - November
34	24/11/2023	Air It Limited	378.17	Datto Cloud Back Up - November
35	24/11/2023	Air It Limited	1,347.66	Managed IT Support - November
36	24/11/2023	Air It Limited	51.59	Internet SWP - November
37	27/11/2023	British Gas Lite	262.43	October Estimated
38	27/11/2023	British Gas Lite	36.50	External School Green Meter - October
39	28/11/2023	Lloyds Bank plc	19.03	Mthly Fee (£7) and Charges for Cheques and Cash Deposited (£12.03) - October
40	28/11/2023	Land Registry	6.00	Search Fees
41	29/11/2023	Employees	25,648.18	Net Pay November
42	01/12/2023	Castle Water Limited	279.36	Water & Waste - Pavilion Clares Green Road Sept - Oct
43	01/12/2023	Castle Water Limited	117.40	Water Recreation Lane Allotments (Estimated Reading) - Oct & Nov
44	01/12/2023	Nest Pension Contributions	2,882.31	Pension Contributions Nov (Ee's & Er's)
45	01/12/2023	Wokingham Borough Council	1,004.00	Business Rates - December (SGC)
46	01/12/2023	Wokingham Borough Council	157.00	Business Rates - December (SWP)
47	01/12/2023	Wokingham Borough Council	89.00	Business Rates - December (Ryeish Pavilion)
48	08/12/2023	Councillor	11.25	Mileage Claim
49	08/12/2023	HMRC Payee	10,425.17	PAYE & NI Contributions - November
			64,446.82	

Prior
Committee Approval
Other Items of Expenditure approved by Committees and signed off by the Clerk for payment

50				
23/FC/139.2	16/11/2023	Oakbank School	8,000.00	Grant for Cycle Rack
51				
Staffing Committee 2021	17/11/2023	Worknest Limited	6,520.75	Annual Fee (Contract Yr 3 of 3) - HR, Health & Safety and Legal Insurance
52				
23/FC/76.1	24/11/2023	Kempton Carr Croft	3,456.00	Agents Fee for Marketing Ryeish Pavilion
53				
23/FC/74.3	24/11/2023	Access & Security Systems	1,454.40	Security Shutters for Pavilion (50%)

Ref	Date Paid	Supplier	Amount Paid (VAT inc) £	Description
1	02/11/2023	Scale Lane Printers	6.43	Receipt Book for Waste Bags
2	06/11/2023	Adobe Software	51.98	Monthly Subs November
3	10/11/2023	Neez International	16.49	Hand Bell - School Green Centre Equipment
4	13/11/2023	Dobbies	2.99	Galvanised Garden Wire - Facilities
5	15/11/2023	Post Office	125.00	Top Up Postage Stamps - Office
6	16/11/2023	Eventbrite	95.00	Course S Herring
7	17/11/2023	Co-operative	19.54	Volunteer Day Refreshments - Orchard
8	22/11/2023	Onedirect	605.74	Replacement Screen - CCTV, School Green Centre
9	23/11/2023	Amazon EU	15.75	Equipment for Litter Picker
10	24/11/2023	Foshan Wukong	4.79	iPhone Adapters - office
11	27/11/2023	Gentworks	60.00	Parts for Urinal - SGC South
12	28/11/2023	TSSC - Safety Supply Company	63.47	Protective Barbed Wire Gloves - Facilities
13	28/11/2023	Coop	10.00	Tea/Coffee Office
Total Payments			1,077.18	

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

1. WJ Hatt Limited - £8,133.60

Stage payment for works to improve the water supply at Hartley Court Allotments including new troughs. The expenditure was approved by Finance & General Purposes Committee in December 2022 **(22/FGP/444)**

2. GW Shelter Solutions Ltd - £9,000.72

The manufacture, supply and installation of a new replacement bus shelter at School Green. The expenditure was approved by Finance and General Purposes Committee at the September meeting **(23/FGP/52)**.

3. M & D Services - £18,900

Supply and installation of 91 new safety bollards on School Green. The expenditure was approved by Facilities Committee on 1st November **(23/FC/73)**