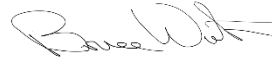


To all members of Shinfield Parish Council Notice is hereby given, and you are summoned to attend a Meeting of the Full Council on Wednesday, 22nd October 2025, commencing at 19:30 in the School Green Centre



Bruce Winton
Chief Executive and Clerk to the Parish Council
17th October 2025

Members: Cllrs Bowler, Boyer (Chair), Clarke, Hoyle, Jahromi, James, Johnson, Jones, Masseron Matic, Montgomery and Peer

Agenda

- 1. Public Questions**
 - 1.1 To **RECEIVE** and **CONSIDER** questions from the public
- 2. Apologies and declaration of members' interest**
 - 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 the Full Council meetings held on 24th September 2025 and 13th October 2025**
 - 3.1 To **RECEIVE** and **APPROVE** the minutes of Full Council meeting held on 24th September 2025*
 - 3.2 To **RECEIVE** information on matters arising from the minutes of the meeting held on 24th September 2025
 - 3.3 To **RECEIVE** and **APPROVE** the minutes of the Extraordinary Full Council meeting held on 13th October 2025*
 - 3.4 To **RECEIVE** information on matters arising from the minutes of the meeting held on 13th October 2025
- 4. Reports from Borough Councillors**
 - 4.1 To **RECEIVE** and **NOTE** reports from Borough Councillors*
 - 4.2 To raise any questions to Wokingham Borough Council via the Borough Councillors.

5. Reports from Committees and associated Working Parties

- 5.1 To **RECEIVE** and **NOTE** the draft minutes of the Facilities Committee held on 1st October 2025* and an update from the Chair
- 5.2 To **RECEIVE** and **NOTE** the draft minutes of the Childrens' and Young Adults Committee held on 2nd 2025* and an update from the Chair
- 5.3 To **RECEIVE** and **NOTE** the draft minutes of the Planning and Highways Committee held on 8th October 2025* and an update from the Chair
- 5.4 To **RECEIVE** and **NOTE** the draft minutes of the Finance & General Purposes Committee held on 15th October 2025*
- 5.5 To **RECEIVE** a verbal report from the Chair of the Council
- 5.6 To **RECEIVE** reports from outside bodies

6. School Green Centre Cafe

- 6.1 To **RECEIVE** and **NOTE** a verbal update from the Café Working Party on the initial period of trading of the Café

7. Neighbourhood Plan Renewal Working Party

- 7.1 To ~~**RECEIVE** and **APPROVE**~~ the Terms of Reference for the Neighbourhood Plan Renewal Working Party* This is duplicated at 10.1

8. Grant Applications

- 8.1 To **RECEIVE** and **CONSIDER** the grant applications approved by the Grants Working Party and endorsed by the Finance & General Purposes Committee*
- 8.2 To **RECEIVE** and **CONSIDER** a capital grant application received from St Barnabas Church (as part of Reading Gateway Church) to permit further discussion with the church*

9. Requests to Release Reserve Funds

- 9.1 To **RECEIVE** and **CONSIDER** a request from the Facilities Committee and endorsed by the Finance & General Purposes Committee for the early release of funds (£5,000) from the Millworth Lane Recreation Ground Refurbishment project to remove two wooden sheds and other items from the site
- 9.2 To **RECEIVE** and **CONSIDER** a request from the Facilities Committee and endorsed by the Finance & General Purposes Committee to release from General Reserves £4,000 to allow the Ryeish Green Pavilion Working Party to appoint specialists to assist with the process of assessing options for the building

10. Terms of Reference

- 10.1 To **RECEIVE** and **APPROVE** the Terms of Reference for Ryeish Green Pavilion Working Party*
- 10.2 To **RECEIVE** and **APPROVE** the Terms of Reference for the Neighbourhood Plan Renewal Working Party*

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. Correspondence

- 12.1 To **RECEIVE** and **NOTE** correspondence from Defence Nuclear Organisation Secretariat

13. Date of Next Meeting

- 13.1 The date of the next Full Council Meeting will be held on 19th November 2025

Minutes of a meeting of Full Council
Held on Wednesday, 24th September 2025
At School Green Centre commencing at 19:30

Present: Cllrs Bowler, Boyer, Clarke, Hoyle, Johnson, Jones, Lias, Masseron (Vice Chair, Corporate Governance), Matic, Montgomery and Peer

Attending: BCllrs Glover, Gray and Rance
S Herring (Deputy Clerk)
J Mason (Finance Manager)
R Emberson-Poole (Customer Care Team Member)

1 member of the public

In the absence of a Chair of the Council and Vice-Chair, Finance and Staffing, Cllr Masseron chaired the meeting as Vice-Chair, Corporate Governance

25/86 Resignation of the Chair of the Council

86.1 Cllr Masseron reported that Cllr Tatla had resigned from the Council on 18th September 2025. Cllr Masseron read out the resignation that had been addressed to the Deputy Clerk.

Wokingham Borough Council (WBC) had been informed of the vacancy and would be publicising the vacancy in accordance with Section 87(2) of the Local Government Act 1972.

The Deputy Clerk would send out nomination forms as per Standing Order 5.5c and 6d(i) in due course.

Members **AGREED** to hold an election for Chair of Shinfield Parish Council at an extraordinary meeting of Full Council on 13th October 2025.

Proposed: Cllr Peer
Seconded: Cllr Clarke
Approved: 8 For/3 Against

ACTIONS–

- Deputy Clerk to send all Cllrs nomination forms for the position of Chair of Shinfield Parish Council.
- Deputy Clerk to send out the agenda for an extraordinary meeting of Full Council to be held on 13th October.

Cllr Masseron thanked Cllr Tatla for her work as Chair to the Council and wished her all the best for the future.

25/87 Public Questions

87.1 There were no public questions.

25/88 Apologies and declaration of members' interests

88.1 Apologies for absence had been received from Cllrs Jahromi and James, B Winton (Chief Executive Officer and Clerk to the Parish Council)

The Deputy Clerk informed members that BCllrs Glover and Gray would be arriving late due to another meeting they were attending.

88.2 There were no declarations of members' interest

88.3 There were no changes to members declaration of pecuniary interest

25/89 Minutes of the Full Council Meetings held on 23rd July 2025 and 29th July 2025

89.1 Minutes of the Full Council Meeting held on 23rd July 2025

The minutes of the meeting held on 23rd July were approved and signed by Cllr Masseron as a correct record.

Proposed: Cllr Clarke
Seconded: Cllr Jones
Approved: Unanimously

89.2 The following matters arising from the meeting held on 23rd July 2025 were discussed:

25/77

25/25.2 ➤ Clerk to circulate responses to Councillors from the various government departments

This had been done on 25th July 2025

➤ Clerk to respond to Ministry of Housing, Communities and Local Government (MHCLG)

This would be done.

ACTION – Clerk to respond to MHCLG

➤ Clerk to write to West Berkshire Council

This would be done.

ACTION – Clerk to write to West Berkshire Council

- Clerk to follow up with Defence Nuclear Organisation (DNO)

This would be done

ACTION – Clerk to follow up with DNO

- 25/37.1 Clerk to request that all Wokingham Borough Clerks prepare a joint case to present to WBC regarding enforcing planning obligations with developers at the Clerk's Forum in October 2025

No further information to report to this meeting.

- 25/78.2** BCllr Rance to investigate numbers of students affected by SEND provision in the parish

BCllr Rance reported that she had sent the information to Cllr Tatla.

ACTION -

- **BCllr Rance to send the report to Deputy Clerk for circulation.**

Post meeting note – The information had been received from BCllr Rance and circulated to members.

- 25/79.4** Cllr Johnson to provide some aerial images to help with the areas discussed at the Planning and Highways Committee meeting held on 9th July 2025.

Cllr Johnson took images and had emailed these to the Clerk.

ACTION - Clerk to circulate images taken by Cllr Johnson.

- 25/79.7** Cllr Tatla to feed back any information to Council from the meeting with Greenshaw Trust at the Full Council meeting in September 2025

Cllr Montgomery, accompanied by the Customer Care Team Supervisor, attended the meeting on 24th September 2025

Cllr Montgomery reported the following:-

- Cllr Montgomery met with the CEO of Greenshaw Trust and the interim Head of Oakbank School who took him on a tour of the school.
- The students were settled with no disturbances and were very well behaved.
- DFE had attended previously and were impressed with the running of the school.
- Greenshaw Trust will be advertising for the post of music teacher possibly to be shared on a 50/50 basis with Hartland High School in Whitley. They will also advertise for a permanent post of PT/Sports instructor to replace the current temporary incumbent.
- Staffing levels currently at 27/30. Appointment of permanent Headteacher to be undertaken in the near future.
- Teachers were now offered a hot meal at lunchtime.

- Greenshaw Trust had requested £6m from the DfE and had secured £3.5m.
- Greenshaw Trust planned to purchase a mini-bus to enable students to attend away matches

Cllrs Clarke and Lias commented that the students looked smart in their new uniform and had noticed an improvement in their demeanour.

25/79.8 Clerk to contact the Spring Gardens Focus Group to ask if Shinfield Parish Council could have an official representative at their meetings

ACTION -

- Clerk to contact the Spring Gardens Focus Group to ask if Shinfield Parish Council could have an official representative at their meetings

25/79.9 Clerk to inform Spencers Wood Village Hall of the SPC Trustees

The Spencers Wood Village Hall Committee has been informed of the SPC Trustees.

25/80.1 Clerk to inform WBC of the decision of the Council to refuse a contribution towards funding a pedestrian crossing on Shinfield Road

This had been done on 5th August 2025.

25/81.1 Clerk to submit proposal for a two-ward split with 10 and 8 councillors to WBC

This had been submitted on 24th July 2025.

25/84.2 Clerk to send out notification for an extraordinary Full Council meeting to be held on Tuesday, 29th July 2025

This had been done.

89.3 The Minutes of the Extraordinary Full Council meeting held on 29th July 2025

The minutes of the meeting held on 29th July 2025 were approved and signed by Cllr Masseron as a correct record

Proposed: Cllr Montgomery

Seconded: Cllr Clarke

Approved: Unanimously

89.4 There were no actions to report on from the meeting held on 29th July 2025

25/90 Report from Borough Councillors

90.1 Report from Borough Councillors

Members **NOTED** the written reports from BCllrs Glover, Gray and Rance

90.2 Questions arising from the reports of the BCllrs

Cllr Clarke requested an update on roundabout maintenance. BCllr Rance reported that she had chased for further information from 'Greener and Cleaner', WBC but had not heard back.

19:55 BCllr Gray joined the meeting

25/91 **Reports from Committees and associated Working Parties**

91.1 **Facilities Committee** held on 3rd September 2025 and an update from the Chair

Cllr Lias wished to raise a point of order relating to minute 25/FC/95.2 Catering Working Party. He felt that the minute reported a fait accompli in relation to the name of the café and all updates should have been reported to Full Council. He felt that the name of the café "Tin Roof Café" was inappropriate.

Cllr Johnson accepted that some members were unhappy with the name of the café. The name was made public at the Spencers Wood Carnival and had been received well by members of the public.

ACTION -

- Cllr Masseron and Clerk to revisit the standing orders to ensure that they covered amendments.

Members **NOTED** the minutes of the Facilities Committee held on 3rd September 2025

91.2 **Art Culture and Events Committee** held on 4th September 2025 and an update from the Chair

Cllr Matic reported the following:-

- A longer timeline had been set for artists entries for the public art project.
- Arts4Wokingham had advised a separate website for artists updates specific to the public art project.
- It was unlikely the Spencers Wood Carnival would continue due to the lack of volunteers.

Cllr Clarke commented on the arrangements for the Annual Parish meeting and suggested that speakers such as the Chief Executive of the Royal Berkshire Hospital, Thames Water, University of Reading would be good options, however, they needed to be booked at least a year in advance.

Cllr Peer reported that Arts4Wokingham had been a great help, however, the project was very time consuming.

Cllr Masseron reported surprise at an additional website where there was no reference in any of the minutes.

Members **NOTED** the minutes of the Arts Culture and Events Committee held on 4th September 2025

20:08 *BCllr Glover joined the meeting*

91.3 **Minutes of the Planning and Highways Committee** held on 10th September 2025 and an update from the Chair

Concern was expressed regarding the land adjacent to Alder Grove School as this would return to the University of Reading (UoR) at the end of 2026. BCllr Gray was expecting this to be considered by WBC Executive Committee and an update would be likely in March 2026. This land had been identified as registering as an asset of community value. Cllr Boyer felt it was unlikely that WBC would buy the land due to the proposed Spencers Wood Primary School.

ACTION -

- Clerk to progress registering the land next to Alder Grove School as an asset of community value and report to the next meeting of Planning and Highways Committee

The planning application for 149 dwellings at Three Mile Cross had been refused by the Secretary of State on the grounds that it was in the Detailed Emergency Planning Zone (DEPZ). There was an appeal process, however, it was felt that this would be unlikely.

Members **NOTED** the minutes of the Planning and Highways Committee held on 10th September 2025

91.4 **Corporate Governance Working Party**

The working party would resume reviewing the Financial Regulations at their next meeting.

91.5 **Report from the Chair of the Council**

No report was made by Cllr Masseron.

91.6 **Reports from Outside Bodies**

Berkshire Association of Local Councils (BALC)

Cllr Peer had attended this meeting and had nothing material to report.

Spencers Wood Village Hall

Cllrs James and Matic had attended the Spencers Wood Village Hall Committee and commented on how welcoming they were.

Grazeley Village Memorial Hall

Cllr Lias had continued to make contact with Grazeley Village Memorial Hall but had still received no response.

25/92

School Green Centre Cafe

92.1 Documents relating to the progress of the transfer of the café from Fresh Berkshire (trading as Crumbs Café) had been circulated to members prior to the meeting to address questions that had been raised by individual Councillors. These papers included:-

- Presentation to Full Council on 29th July 2025
- Proposed presentation to Full Council on 24th September 2025
- Tin Roof Café – financial arrangements
- Report received from Merritt-Harrison Catering Consultancy
- Draft Terms of Reference of the Café Working Party
- Sample menu

The Catering Working Party had apologised for the administrative error in that the delegation to the working party had not been formally recorded in the minutes of the Extraordinary Full Council meeting held on 29th July 2025.

Members **ACCEPTED** the apology of the Catering Working Party

Proposed: Cllr Boyer
Seconded: Cllr Matic
Agreed: Unanimously

Members **NOTED** that the consultant's report was positive about the way the process was being dealt with.

Various questions were raised relating to the expenditure and recording processes that were addressed by the Finance Manager, however, there had not been sufficient time to gather all the information that Cllr Masseron had requested that afternoon. The Finance Manager advised members that financial arrangements were already addressed in the Financial Regulations and Standing Orders and it was not necessary to add special regulations for the setting up of the café. Cllr Lias, therefore, proposed that the presentation by the Catering Working Party and questions relating to the financial arrangements and compliance with the Standing Orders be deferred to the Extraordinary meeting on 13th October 2025.

Proposed: Cllr Lias
Seconded: Cllr Clarke
Agreed: 7 Agree / 2 Against / 2 Abstained

Cllr Hoyle **PROPOSED** that the Terms of Reference of the Catering Working Party be accepted. *(The Deputy Clerk advised that for a vote to take place the item should have been identified on the agenda).*

Proposed: Cllr Hoyle
Seconded: Cllr Bowler
Agreed: 5 Agree / 0 Against / 6 Abstained

ACTION – An update and further discussion on the “Tin Roof Café” to be added to the agenda of the Extraordinary Meeting of Full Council on 13th October 2025.

25/93

Invoices for Payment

93.1 Payments made within the Clerk's financial delegation

Members **NOTED** the payments made within the Clerk's financial delegation

- Cllr Clarke noted the high cost of High Copse utilities usage and for the Council to be aware.
- Cllr Masseron noted item 46 – uniforms for the cafe

ACTION-

- Clerk to add an agenda item on cafe expenditure to the Extraordinary Full Council meeting to be held on 13th October 2025

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

Members **NOTED** the payments made on Barclaycard within the Clerk's financial delegation

93.3 **Payments outside the Clerk's financial delegation**

There were no payments outside the Clerk's delegation.

25/94

Correspondence

94.1 There had been no correspondence received.

25/95

Date of Next Meeting

95.1 The date of the next Full Council meetings will be

- Extraordinary meeting – Monday, 13th October at High Copse Pavilion
- Full Council – Wednesday, 22nd October 2025 at the School Green Centre

Meeting ended at 20:55

List of Actions

25/86.1	➤ Deputy Clerk to send all Cllrs nomination forms for the position of Chair of Shinfield Parish Council.	Deputy Clerk
	➤ Deputy Clerk to send out the agenda for an extraordinary meeting of Full Council to be held on 13th October.	Deputy Clerk
25/89.2		
25/25.2	➤ Clerk to respond to Ministry of Housing, Communities and Local Government (MHCLG)	Clerk
	➤ Clerk to write to West Berkshire Council	Clerk
	➤ Clerk to follow up with Defence Nuclear Organisation (DNO)	Clerk
25/78.2	BCllr Rance to send the report on students affected by SEND provision to the Deputy Clerk for circulation	BCllr Rance Deputy Clerk
25/79.4	Clerk to circulate aerial images taken by Cllr Johnson of the areas discussed at the Planning and Highways Meeting held on 9 th July 2025 to members of the council	Clerk
25/79.8	Clerk to contact the Spring Gardens Focus Group to ask if Shinfield Parish Council could have an official representative at their meetings	Clerk
25/91.1	Cllr Masseron and Clerk to revisit the standing orders to ensure that they cover amendments	Cllr Masseron Clerk
25/91.3	Clerk to progress registering the land next to Alder Grove School as an asset of community value and report to the next meeting of Planning and Highways Committee	Clerk
25/92.1	An update and further discussion on the “Tin Roof Café” to be added to the agenda of the Extraordinary Meeting of Full Council on 13 th October 2025	Deputy Clerk
25/93.1	Clerk to add an agenda item on café expenditure to the Extraordinary Full Council meeting to be held on 13 th October 2025	Clerk

Minutes of the Extraordinary meeting of Full Council
Held on Monday, 13th October 2025
At High Copse Pavilion commencing at 19:30

Present: Cllrs Bowler, Boyer, Clarke, Hoyle, Jahromi, James, Johnson, Masseron, Matic, Montgomery and Peer

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

3 members of the public

In the absence of a Chair of the Council, Cllr James as Vice-Chair of Finance and Staffing, chaired the start of the meeting.

25/96 Election of Chair of the Council

96.1 One nomination had been received for Chair of the Council for 2025 to 2026

Cllr Boyer – nominated by Cllrs James and Peer

In accordance with Standing Order 6d(i) the election of the Chair was by show of hands

96.2 Cllr Boyer was duly elected as Chair of Shinfield Parish Council for the remainder of 2025/2026

Proposed: Cllr James
Seconded: Cllr Peer
Approved: Unanimously

96.3 Cllr Boyer signed a declaration of acceptance of office as Chair of the Council

25/97 Apologies and declaration of members' interests

97.1 Apologies for absence had been received from BCllr Rance

97.2 There were no declarations of members' interest

97.3 There were no changes to members declaration of pecuniary interest

25/98 Councillor vacancies

- 98.1 The Chair reported that the council had received notice of resignation from Cllr Fernandes (Shinfield North) and Cllr Lias (Grazeley)

Members **NOTED** the resignations and that there were now 12 members of the council.

ACTION – Clerk to ensure that the vacancies were advised to Wokingham Borough Council

25/99 School Green Centre Cafe

- 99.1 The Clerk had issued a presentation covering the aspects of the café requested by members on Friday 10th October. Cllr Masseron had submitted additional questions on Sunday 12th October and the Clerk advised that the presentation had been updated to respond to those questions.

Clerk took members through the presentation and answered additional questions on the detail and provided clarifications as required.

Cllr Masseron suggested that the “Work From Here” scheme should be priced at £5 per half day rather than the suggested £10 per whole day

There will be formal reporting on the progress of the café at each council meeting for the six-month trial period. This will include sales data.

Cllr Masseron thanked the Clerk for answering the questions she had submitted.

The Clerk advised members that getting the café ready to open had been a significant effort by the entire team. Members thanked all staff for their commitment and additional work on this project.

- 99.2 Councillors accepted that all expenditure incurred had been necessary to achieve the opening of the café. It was proposed that the previously approved allocation for one off costs be formally increased to cover the small excess and that the use of certain revenue accounts (e.g. training, uniforms, cleaning) were appropriate provided the total costs to the council remain within the budgets approved for 2025/26 in January 2025.

Proposed: Cllr Masseron
Seconded: Cllr Hoyle
Approved: Unanimously

25/100 Date of Next Meeting

- 100.1 The date of the next Full Council meetings will be Wednesday, 22nd October 2025 at the School Green Centre

Meeting ended at 20.50

BOROUGH COUNCILLOR RANCE

September/October report - Jackie Rance, Shinfield Borough Councillor

14.09.25 Heard that a driver had mounted the 'pavement' from road leading to doctor's surgery opposite Lidl and drove onto Beke. Immediately contacted WBC. Not heard from them, but a couple of huge blocks of concrete now in place.

Not heard a word from Elise Eishner, Lidl Manager..... After I wrote regarding Lorries loading and unloading in the middle of the night at Lidl. Enforcement at WBC have been informed and actioned

22.09.25 Resident of Pascal, at Shinfield Park written at length to WBC, Environmental Agency, Weather Station on Shinfield Road. Maintains there is a dreadful smell. Threatens all with litigation. Had conversation with him. 13.10.25

23.09.25 Manager, Lead Local Flood Authority, WBC wrote 4.09.25 that "I will be glad to see the back of this. At a meeting on 8th will request Barriers/Cones on B3270 be removed". This regarding the cones and barriers on B3270 about which I have been fighting for 4 and a half years now. (3.10.25 – not yet gone!!)

29.9.25 Resident contacted me about the door of the old pavilion at Ryeish Green kicked in. He had reported it to police. I phoned/text Sarah Bell immediately (7pm) as she would very probably know who to inform.

30.9.25 Wychelm Road residents have been through hell and back. Been waiting since April for their kitchen to be stripped, leaking pipes to be fixed, and a new kitchen fitted. **None** of which has happened. The lady of the house is actually suffering from acute anxiety now. Update: after a firm email from me regarding the long wait, and the work is never done in a joined up way, met with Cardo the contractors at Wychelm, and watched measuring for a brand new kitchen. Now just got wait for Thames Water or WBC to mend the pipes before the kitchen goes in.

30.9.25 Resident deeply concerned over hike in Thames Water bills which have increased by 40%. He feels we should have more water suppliers and urged me to bring this to the attention of WBC/Parliament!

30.9.25 Received copy of letter dated 24/9/25 going to 1000 residents from Wrenbridge, apologising profusely for the disruptions caused by the demolition works and site preparation of the Shire Hall/Foster Wheeler site, since 2nd July to present. They acknowledged they had been working closely with the Environmental Team at WBC. Phases 2, 3, 4 and 7 are complete. Phase 1 is partially complete. Complete demolition 1,5,6 is on schedule for 31st October 2025, plus processing and crushing of demolition materials, Clean up of site, removal of all plant equipment.

1.10.25 Another planning application – 183 houses Hyde End Road either side of the road. Have made comments.

2.10.25 Party to a series of emails from residents of Shinfield Park, next to the Shire Hall demolition, and many reports with explicit photos of huge dust clouds and 'not very good water spouts' dampening it all down.

3.10.25 On a whim, went to Frensham Green to see if No 36 was occupied, since the community aspect was shut down 18 months ago for that very purpose – to give someone a

home. Judging by ornaments and vases on the window-sills, there is someone living there. Have asked for an update from WBC. Not heard back yet.

4.10.25 Heard from the lady and child about to be evicted on 16th October. She's not been offered anywhere just yet – probably be last minute. The house is large and she has a lot of 'stuff'. She actually asked me to help her sell some of it! I said that wasn't in my remit.

5.10.25 Heard from the Programme Officer for the Examination into the soundness and legal compliance of the Local Plan. Two Inspectors will be at the Hearing taking place on 18th November 2025 at 10 am at Shute End. The public are allowed to attend.

5.10.25 Visited Spinney at Carnation Close. I asked for it to be cut back 4 months ago. It wasn't. I asked again end of August. Then 2nd September I was 'promised' that it would be done. By today, it has not been touched for months and looks dreadful. Normally it is a lovely little walk through. (**7.10.25** It's been cut – but 'some' wildflowers left to be cut later!!)

6.10.25 Land next to Dobbies is being used as a Fly-tipping Dump after the owners removed the netting as trespassers were ripping it anyway. FB users have been querying the Tipping and what's happening. I contacted the owners whose ambition was to build an eco-friendly house/garden, removing only blighted trees. However TPO's were put in place. The couple have spent a fortune trying to get WBC to overturn their ruling to no avail – the husband being under such stress that he has lost **all** his hair. Sad news. They are attempting to sell the land.

8.10.25 Attended NAG/Arborfield. Heard from PCSO's re ASB, shoplifting, other crimes. The worst presently is bad behaviour around Millworth Lane/football pitch. Referred to as a "Hot Spot". Shinfield Park resident attended and was not at all kindly to WBC. She said some factually incorrect things about the matter. I have been a party to all Whatsapp messages/emails regarding this, and can vouch and said so, that all Officers concerned have been eminently polite and immediately responsive to resident's queries on dust/water spouts/environmental matters. There have been a few hiccups and plenty of Dust. **13.10.25** Confirmed today from WBC on subject of Asbestos Management, that any asbestos was removed months ago by a licenced contractor in strict accordance with legislation laid down by the Health & Safety Executive. This means that the generated dust by the demolition work contains nothing more sinister than concrete dust!! Why didn't they say so, months ago!

Shinfield Park resident reports there's a new Management Company. Worried they are going 'to become part of Reading Council and not WBC'!

9.10.25 Resident offered me brand new 180 Tena Pants for 5-10 yr olds (her son had grown) as she knows I do charity work. Couldn't refuse but then thought who would want these? Chose Addington School, Woodley as first port of call and they accepted with open arms. Job done!

10.10.25 Couple who live in my Ward contacted me about their son who has a 5yr old son on Autistic Spectrum Level 3. They live in Buckinghamshire. Their Council is not helping with matters. They have been to 20 schools who say for one reason or another they can't take the boy. They are struggling with home schooling for the moment. I contacted my counterpart at Buckinghamshire Council, I wrote out a list of what the couple need to do (get firm with the Council for a start) and am in close contact. The young couple are at their wit's end!

12.10.25 Met elderly resident at Sika who has terminal cancer and just come out of hospital after more surgery. Has a husband with Dementia in a Care Home, where they are insisting she moves him out to another place. She has run out of money and run out of energy. Am trying to assist (but not sure how)

BOROUGH COUNCILLOR GLOVER

I asked at the WBC council meeting, what the outcome of improvements to the school bus service has been, and was told that every child who had applied for a place had been given one.

I was one of six councillors (out of 54) who took the opportunity to visit four recently developed sites (Wokingham town centre, Hatch Farm, Shinfield and Arborfield Garrison) with planning officers and the consultant working on the Design Guide for Loddon Garden Village. The sites had been selected on previous visits the consultant had made, during which local residents showed him things they liked and things that didn't work so well in their local areas. The area outside Shinfield Infants School and the junction of Beke Avenue and Bolton Drive were included (negative); and the School Green Centre (mostly positive). We learned a lot about how developments are, or can be, designed to be more livable and give residents a sense of 'place'.

I attended the NAG where I mentioned to the PCSOs that the weight limit on Back Lane/Lambs Lane needs enforcement. I also reported on FP12. The PCSOs had been told nothing about the two arson incidents on this path.

Highways

3MX Traffic lights: Nothing to report.

Village gates/speed limits more generally: The WBC Speed Limit Policy will be coming to Community and Corporate O&S at the beginning of November.

Cycleway marking: I believe the developers have been given an updated spec for this.

Footway from Lailey Path to Infants' School: Nothing to report. My contact is on leave. I have escalated it to the Director of Place and Growth.

Hyde End Lane drainage: Gully outside Oakbank School has been cleared but a problem with a gully on the school site has been identified and notified to the Trust.

FP12

I am now on a task force to put this forward as a joint SPC-WBC project, together with a resident and Cllr Masseron, who I am sure will report on this. I mentioned it on the above site visit with planning officers and someone suggested we need a catchy name for it – 'Oak Tree Path'? 'Two Oaks Path'? Any other suggestions?

Back Lane/Lambs Lane

As well as the lack of enforcement of the weight limit, I was asked last week by a resident to look into the problems at drop off and pick up times. I have been over to talk to the school and witnessed drop off time on Tuesday morning. But years 5 and 6 are away on a residential trip at the moment so it is not as bad as usual. Will revisit next week. It would be good if we could do something to encourage more walking and wheeling to school. I've read up about School Streets but it seems that WBC have already been burned by that (Lambs Lane was probably assessed as part of that project and deemed unsuitable).

Swan Inn

The Review of the Premises Licence concluded that the licence did not cover the outdoor areas. Plastic 'glasses' for outdoor use. Nothing can be done about the bus because it's not covered by licensing.

MereOak Park and Ride

Planning application for solar panels has been submitted.

Planning

I'm very pleased that the application for 2 houses in Jardine Meadows has been refused.

I was drawn into the Shinfield MUGA fencing controversy for a day or so and it seems to be being resolved.

I obtained information about CIL money for the various green spaces in Spencers Wood and sent it on. I'm now asking whether any of it has been spent.
I've spoken with Chris Howard about the green spaces, cycleway marking etc and hoped to get some answers but will have to follow up. Again.

ASB

I have asked what the council can do about the fly tipping at 176 Hyde End Road and it's been referred to the ASB team.
I reported the fly tipping at the Salvation Army bins. A huge number of bags were left there last week.

Minutes of a meeting of
The Facilities Committee
held on Wednesday 1st October 2025
at the School Green Centre commencing at 19:30

Present: Cllrs Boyer, Clarke (Vice-Chair), Jahromi, James, Masseron and Peer

Attending: B Winton (Chief Executive and Clerk to the Parish Council)
S Ali (Facilities Manager)

2 members of the public

25/FC/101 Public Questions

101.1 There were no public questions.

25/FC/102 Apologies and declarations of Members' Interest

102.1 Apologies for absence had been received from Cllr Johnson and the Deputy Clerk.

Cllr Clarke chaired the meeting in the absence of Cllr Johnson

102.2 Declarations of Members' interests

There were no declarations of Members interests.

25/FC/103 Minutes of the Previous Meeting

103.1 The minutes of the Facilities Committee meeting held on 3rd September 2025 were approved as a correct record and signed by Cllr Clarke

Proposed: Cllr Jahromi

Seconded: Cllr Peer

Approved: Unanimously

103.2 The following matters arising from the meeting held on 3rd September were discussed:

25/FC.49.2

25/FC/15.2

- Deputy Clerk to check the content of the signs for Millworth Lane Recreation Ground with the Council's insurance company.

This had been done.

- Facilities Manager to arrange for the installation of the signage.

This was in progress

ACTION - Facilities Manager to arrange for the installation of the signage

25/FC/22.2

- Facilities Manager to arrange for the signage relating to liability to be installed at all Council sites on the same basis as the wording agreed for Millworth Lane Recreation Ground.

This was in progress.

- Facilities Manager to display temporary signage until the final signs are ordered, delivered and installed.

This had been done.

25/FC/64.2.1

Deputy Clerk to circulate the letter given by SPC to object to the planning application in 2010 to the Committee

This had been done.

25/FC/70.1

Facilities Manager to report any response received from the Gymnastics team to the Ryeish Green Pavilion Working Party

The Facilities Manager had received a response from the gymnastics team. The site would not be financially viable to the gymnastics team in its current state. They felt that the only viable option would be for the council to undertake the renovations then they could lease it.

25/FC/77/1

Clerk to inform members of the Committee of the response to the planning application for Millworth Sports Park once received

The final decision on the planning application for the Fitness Centre had been delayed to 22nd October 2025.

25/FC/77.1 Deputy Clerk to circulate the draft review process prepared by the Clerk to members of the Committee

This had been circulated and would be discussed at a future meeting.

25/FC/83.2 ➤ Facilities Manager to report back to the Committee on the water testing results of Grazeley Pond once received

Waterwise had been testing the water in the pond and had submitted a report. The PH levels were reported as steady, and the pond was clean.

➤ An update of the Grazeley Road Pond to be reported in the next SPC newsletter

This had been done.

25/FC/83.7 Cllr Clarke to contact Lidl to ask if they were interested in sponsoring a roundabout in the Parish

Cllr Clarke reported that he had not yet done this.

ACTION - Cllr Clarke to contact Lidl to ask if they were interested in sponsoring a roundabout in the Parish

25/FC/91.1 ➤ Clerk to add to the agenda of the Finance and General Purposes Committee a request from the Facilities Committee to release a portion of funding, set aside for the redevelopment at Millworth Lane Recreation Ground, to remove the sheds, scaffolding and concrete base.

This would be on the agenda for the meeting of Finance and General Purposes Committee to be held on 15th October 2025

➤ Facilities Manager to obtain quotes for the removal of the sheds, scaffolding and concrete base at Millworth Lane Recreation Ground

The Facilities Manager provided an update on potential costs. This would be advancing money from the CIL allocation to the overall project. Members agreed to recommend to the Finance & General Purposes committee the early release of funds.

ACTION – Clerk to add to the agenda for the Finance & General Purposes committee meeting on 15th October.

- Finance Manager to contact the insurance company to ascertain whether a claim could be submitted for the work done to clear up the mess that had resulted from ASB

This had been done, and the claim would be below the insurance excess

- Deputy Clerk to set up a meeting for the Working Party to recap on Millworth Lane Recreation Ground

This has been arranged for Thursday 9th October at 16.00

- 25/FC/91.2 Facilities Manager to chase up the installation of the ramp for the Tennis Club toilets

The Facilities Manager reported that the ramp had now been installed

- 25/FC/91.3 ➤ Deputy Clerk to set up a meeting for the Sports Working Party in September to discuss High Copse Sports usage

This has yet to be arranged

- Deputy Clerk to share documents relating to High Copse Sports usage with the Committee

To be discussed at the above meeting when convened

- 25/FC/91.4 Facilities Manager to investigate how much water could be extracted at High Copse under a licence for a borehole, and the cost of a licence

The Facilities Manager was in contact with an expert in this area and would obtain a quote for a survey and cost of a borehole.

ACTION – Facilities Manager to circulate the quote for a survey of High Copse and the potential cost of a borehole.

- 25/FC/92.1 ➤ Deputy Clerk to circulate the terms of reference for the Ryeish Green Pavilion Working Party to members of the Committee.

This had been done – see minute 25/FC/104.1

- The next meeting of the working party would be held on 16th September 2025

This was on the agenda – see minute 25/FC/106.1

It was also suggested that the Facilities Manager contact a member of the public who has knowledge of borehole extraction

ACTION – Facilities Manager to contact member of the public regarding boreholes

25/FC/93.1 Deputy Clerk to arrange for the publication of room prices for 2026/27

This was in progress.

25/FC/94.1 ➤ Facilities Manager to obtain quotes for additional PV panels at High Copse Pavilion

This was in progress. Each panel would cost approximately £1500 to £2000.

ACTION – Facilities Manager to provide an analysis of the cost versus usage to ascertain if this was a financially viable option

➤ Facilities Manager to arrange for the installation of a smart meter at High Copse Pavilion

There was uncertainty over what smart meters were installed at High Copse pavilion. The Facilities Manager was asked to verify the details of smart meters at High Copse.

ACTION – Facilities Manager to confirm smart meters for High Copse Pavilion

➤ Facilities Manager to arrange for the installation of a timer on the car park lighting

This was in progress.

25/FC/96.1 Deputy Clerk to present an example of a “feature wall” at the Spencers Wood Pavilion to the next meeting

This had not been done due to other priorities.

ACTION – Deputy Clerk to present an example of a “feature wall” at the Spencers Wood Pavilion to the next meeting

25/FC/96.2 ➤ Facilities Manager to obtain quotes for a concrete base for the Youth Shelter at Spencers Wood Recreation Ground

This was on the agenda – see minute 25/FC/109.1

➤ Facilities Manager to arrange for the proposal for the Community Shelter to be put on the noticeboard at Spencers Wood Recreation Ground and arrange for publication in the October newsletter.

This was on the agenda – see minute 25/FC/109.1

- 25/FC/98.2 Cllr Clarke to investigate commuted money, in relation to the three unfinished areas left by Taylor Wimpey, and report back to the next meeting before any proposals were put forward to WBC

Cllr Clarke advised that Taylor Wimpey had paid WBC a commuted fund in respect of this area.

The Clerk was asked to formally write to WBC and request details of all commuted sums held by WBC in respect of sites within the parish

ACTION – Clerk to ACTION – Facilities

- 25/FC/98.6 Facilities Manager to find out the maintenance schedule for the roundabouts in the parish

This was on the agenda – see minute 25/FC/111.1

25/FC/104

Terms of Reference for the Ryeish Green Pavilion Working Party

- 104.1 The Terms of Reference for the Ryeish Green Pavilion Working Party were **APPROVED** by the Committee subject to the following amendment to the quorum.

Members agreed to a slight amendment to read “The quorum for the meeting is 3, one of whom should be a member of Shinfield Parish Council”. Cllr Masseron confirmed that the intended output from the Working Party were recommendations for potential future use.

Proposed: Cllr Masseron
Seconded: Cllr Clarke
Agreed: Unanimously

25/FC/105

Millworth Lane / High Copse redevelopment

- 105.1 Update for the Fitness Centre at Millworth Lane

The Facilities Manager reported that this was nearly through the planning process with a decision expected by 22nd October.

- 105.2 An update from the working party on High Copse Sports usage including proposals for tendering cricket facilities.

A draft tender document had been drawn up for consideration at the meeting of the Sports Working Party. There had been no shortage of interest in cricket facilities, including 5 cricket clubs, a cricket academy and two members of the public

- 105.3 A verbal update on water irrigation for the Sports pitches at High Copse.

This had been discussed at minutes 25/FC.49.2 (25/FC/91.4)

25/FC/106**Ryeish Green Pavilion**

- 106.1 An update from the working party to look at viable option for the future of Ryeish Green Pavilion

A meeting had taken place on 16th September to discuss proposals from Shinfield Rangers.

The Facilities Manager had contacted four estate agents, one was not interested, one had indicated that they would be happy to offer a valuation, and two others would do this for a cost.

It was therefore agreed that a request would be made to the Finance and General Purposes committee to release funds to facilitate enable the working party to have access to the professional support they require.

ACTION – Clerk to add to the agenda for the Finance & General Purposes committee meeting on 15th October.

It was reported that the insurance company would only cover the building if weekly inspections were carried out. The Facilities Manager confirmed these were taking place.

25/FC/107**Microgeneration**

- 107.1 An update on microgeneration within the Shinfield Parish Council estate

There was no update from the Clerk regarding Microgeneration

25/FC/108**School Green Centre and School Green**

- 108.1 A verbal update on matters relating to the School Green Centre

The Facilities Manager reported that an engineer was due to visit the next day to repair the heating system air pump.

The blinds in the Ryeish Green Room were covered under the 'snagging' with Shinfield Studios and would be repaired in due course.

- 108.2 Salvation Army clothes bins at School Green

Due to the amount of clothes that were fly tipped by these bins, a request had been made for them to be emptied more frequently.

Wokingham Borough Council (WBC) would be asked to monitor and deal with any fly tipping via their camera.

ACTION – Clerk to follow up with WBC

25/FC/109

Spencers Wood Pavilion

109.1 An update on the installation of Community Shelter

The Committee requested that leaflets be put through the doors of local residents and on the noticeboard at Spencers Wood Recreation Ground to inform residents of the proposed installation of a Community Shelter.

The installation of a Community Shelter would require planning permission.

ACTION – Facilities Manager to organise a leaflet drop and article published in the SPC newsletter

25/FC/110

Allotments

110.1 Enforcement Protocol for dealing with allotment plots

An enforcement policy was introduced in 2022; however, this was proving to be a long process to follow through to completion. The Allotments Officer had consulted with other councils on enforcement policies and now submitted a revised policy to tighten up the process for consideration. This still gave time for allotment holders to take corrective measures prior to the termination of their lease. Members agreed to the application of the revised process with immediate effect.

Proposed: Cllr Masseron
Seconded: Cllr Peer
Agreed: Unanimously

ACTION –

- Allotments officer to instigate the revised enforcement policy
- Clerk to add an item to the next agenda to consider whether SPC wished to maintain their policy on not taking on any further allotment sites

110.2 A Verbal update on the allotments inspection process

The process has continued as before through the summer, but the frequency will reduce during the winter period when there is less work taking place on allotment sites.

25/FC/111.1

Parish Wide Items

11.1 A verbal update from Cllr Clarke on following

I. The Environmental Field at the End of Hayes Drive
Members noted the Ecological Mitigation Area Habitat Creation and Management Plan for this area dated April 2015 circulated by Cllr Masseron. This illustrated the developer's failure in this area.

This would be linked to the action on the Clerk to obtain details of commuted sums.

- II. Grassed area at Deep Leap Park
- III. Open area next to the two new football pitches at Hyde End Lane
- IV. Parish roundabouts

There were no updates on the above items

- V. Reconfiguration of the junction at Church Lane/Three Mile Cross

WBC have provided assurances that the work will take place in 2026. It was agreed to remove this item from the agenda until the April 2026 unless there are updates in the meantime.

ACTION – Deputy Clerk to schedule this item to return to the agenda in April 2026.

111.2 An increase in bin collection within the Parish

Two broken bins have been replaced within the overall bin budget. Cllr Johnson has identified 2 new bins are required for High Copse footpath. The existing budget can accommodate this cost in year but there would be an ongoing increase of £500 per bin per year from 2026/27.

It was anticipated that additional bins will need replacing in 2026/27.

Members agreed to the in year additional cost and asked that provision be made for additional bins and collections be made in the 2026/27 budget process.

111.3 The positioning of the Salvation Army clothes bins at School Green

This had been covered earlier in the meeting.

111.4 The maintenance of the Ryeish Green Sports pitches

The Clerk provided an update received from WBC regarding the pitches at Ryeish Green Playing Fields. "Due to changes in management in the summer, the contractors missed an important part of the window to complete maintenance works. We are formulating a short-term plan and will have a better medium-term plan once this season ends."

111.5 A verbal update from Cllr Clarke regarding Shinfield Tennis Club

Cllr Clarke provided an update on the arrangements with the Tennis Club.

111.5 Option for improving the safety of the decommissioned play park at Three Mile Cross

The Facilities Manager advised that Heras fence panels were order which will allow the removal of the orange mesh netting.

25/FC/112

Correspondence

112.1 There was no correspondence to the committee.

25/FC/113

Date of Next Meeting

113.1 The next meeting would be held on Wednesday, 29th October 2025.

The meeting ended at 21.00

List of Actions

DRAFT

Minutes of a meeting of
Children and Young Adults Committee
Held on Thursday 2nd October 2025
At School Green Centre commencing at 19:30

Present: Cllrs Bowler, Matic and Montgomery (Chair)

Attending: Cllr Peer as an observer
B Winton (Chief Executive and Clerk to the Parish Council)

25/CYA/29 Public Questions

29.1 There were no public questions.

25/CYA/30 Apologies for Absence and Declarations of Interest

30.1 The Chair welcomed Cllr Bowler to her first meeting of the committee.

30.2 Approval of apologies for absence

Apologies for absence were received from Cllr Johnson.

30.2 Members' declarations of interest

There were no declarations of members' interests.

25/CYA/31 Minutes of the previous meeting

31.1 The minutes of the meeting held on 5th June 2025 were approved and signed by the Chair as a correct record.

Proposed: Cllr Matic
Seconded: Cllr Montgomery
Approved: Unanimously

32.2 Matters arising from the minutes

24/CYA/35.2 Clerk to send out Meeting Invites for the Education Working Party meeting on 3rd July to members of CYA.

This had been done.

- 24/CYA/37.3 Clerk to request the Youth Club to design posters aimed at directing young people to websites relevant to them

The Clerk had requested this but had not been able to follow up if this had been carried out by the Youth Club.

ACTION – Clerk to request the Youth Club to design posters aimed at directing young people to websites relevant to them

- 24/CYA/38.1 Clerk to arrange touchscreen devices for the café

A second touchscreen has been ordered for the café and will be installed while work is taking place in the café. The screen will be located to the left of the “bar” area and sit alongside the poster boards that will be used for community information.

ACTION – Clerk to arrange installation of the touchscreen device

- 24/CYA/38.1 Clerk to arrange a “user-friendly” agenda to be posted alongside the formal agenda for the next meeting

This had not been done for this current meeting.

ACTION – Clerk to arrange “user-friendly” agenda to be posted alongside the formal agenda for the next meeting

- 25/CYA/13.1 Clerk to report back on equipment for streaming meetings following the site visit to other council using the same equipment

The Clerk and Deputy Clerk had spent time with Bracknell Town Council who displayed the equipment they use in their dedicated boardroom. In addition there have been discussions with Cloudy IT who offer software and hardware solutions. Cllr Johnson has also spoken with Cloudy IT, and a meeting has been arranged for 10th October to discuss further.

ACTION – Clerk to provide an update at the next meeting.

- 25/CYA/15.1 Clerk to confirm viability of the route for a Beating of the Bounds type event and report back at the next meeting with a draft outline for the event. To be worked on in conjunction with ACE.

It was agreed that further consideration should be deferred until 2026

ACTION – Clerk to add to the agenda for the February Meetings of both Children and Young Adults and Arts, Culture and Events committees

- 25/CYA/15.2 Clerk to arrange a meeting with students of Oakbank School, to discuss a Young Councillors Working Party

It was agreed to defer discussing this with Oakbank until they had a permanent head teacher in post.

ACTION – Clerk to add to the agenda for the December meeting of the committee

- 25/CYA/15.2 Clerk to advise Oakbank that if they had any set plays or books, they wished to screen a film version of this could be arranged for the Shinfield Cinema

This would be done with the next meeting with the school. This could also extend this to National Theatre Live if it was of interest to the school.

ACTION – Clerk to note for next discussion with Oakbank School

- 25/CYA/15.3 Clerk to arrange promotion of the Shinfield bus to run alongside the Frensham Green bus in August 2025

This had been done and was well received.

- 25/CYA/23.1 Budget ideas to be shared with Chair and the Clerk

Previous discussion was about more direct communications with residents through community ambassadors and door to door exercises.

- 25/CYA/24.1 Clerk to obtain an update regarding Oakbank School from Greenshaw Learning Trust

This was on the Agenda at Item 4.1

- 25/CYA/24.3 Cllr Fernandes to report back to the next meeting on discussions at St Mary's Junior School Governors Meeting

There was no report from Cllr Fernandes.

- 25/CYA/26.2 Clerk to arrange a talk at Oakbank School on what the parish council does that affects students

This is on the agenda at Item 6.2

25/CYA/26.4 Clerk to arrange a Working Party on creating a Youth Council when proposals were received for consideration

This was another item to be deferred to the next meeting with the school

ACTION – Clerk to note for next discussion with Oakbank School

25/CYA/32

Education

32.1 An update on the change of trust for Oak bank

Cllr Montgomery gave the following report on his visit to Oakbank with Customer Care Team Supervisor

- The CEO of Greenshaw Trust and the interim Head of Oakbank School who provided a tour of the school.
- The students were settled with no disturbances and were very well behaved.
- DfE had attended previously and were impressed with the running of the school.
- Greenshaw Trust will be advertising for the post of music teacher, possibly to be shared on a 50/50 basis with Hartland High School in Whitley. They will also advertise for a permanent post of PT/Sports instructor to replace the current temporary incumbent.
- Staffing levels currently at 27/30 posts. Appointment of permanent Headteacher is to be undertaken in the near future.
- Teachers were now offered a hot meal at lunchtime. Greenshaw Trust had requested £6m from the DfE and had secured £3.5m.
- Greenshaw Trust planned to purchase a minibus to enable students to attend away matches

A member of the public had contacted the Clerk to advise that they had also visited the school and it “was encouraging to see calm, focused classrooms where students were fully engaged in their learning”

33.2 The Member of the public also advised that they had been informed that the school had “an ongoing concern regarding the high rates being charged for access to the Leisure Centre.” They explained that these costs were proving prohibitive, preventing the school from expanding the sports and enrichment activities they’d like to offer. The member of the public felt that was a “valuable opportunity for WBC to work collaboratively with Oakbank” and asked if the Education Working Party could explore this further with WBC.

ACTION – Clerk to add to agenda for next Education Working Party

32.2 A verbal report from Cllr Fernandes as a Governor of St Mary’s Junior School

There was no report from Cllr Fernandes. Cllr Montgomery advised that St Mary’s Junior School was on track to join Agape Trust in January 2026.

32.3 Other Education matters in the Parish

There were no other matters to consider, although it was noted that the school buses issue seems to have been a lot quieter this year.

25/CYA/33

Anti-Social Behaviour

33.1 Update on Anti-Social behaviour within the Parish

There had been a noticeable issue with youths congregating at Millworth Lane in August particularly into breaking into the sheds on site and spreading broken glass and other debris across large portions of the site. The police and PCSO were very helpful and SPC took direct action by removing all content from the sheds and making them much harder to break in. The plan is to remove the wooden sheds completely in anticipation of the overall Millworth Lane project.

More recently attention has turned to Ryeish Green Pavilion with forced entry and evidence of drugs taking inside the building. Again the security of the building has been enhanced to avoid any future incidents. Longer term the working party intend to submit proposals to the Facilities Committee in December 2025 and to Full Council in February 2026.

25/CYA/34

Youth Matters

34.1 An update on proposals for a Youth event in Shinfield Parish

At the last meeting it was agreed that a Youth event would not be followed up for 2025.

34.2 Oakbank School – presentation by the Clerk on matters of interest to students

This was another item to discuss at the next meeting with Oakbank School

ACTION – Clerk to note for next discussion with Oakbank School

34.3 Ideas on how to Engage with children and young adults including potential for summer holiday excursion

The Clerk suggested Young Enterprise scheme may be a future option and Cllr Matic suggested the Duke of Edinburgh Scheme. It was agreed to investigate the requirement for Duke of Edinburgh Scheme

ACTION – Clerk investigate the requirement for Duke of Edinburgh Scheme

34.4 An update on setting up a Youth Council.

This had been covered earlier in the meeting.

25/CYA/35

Correspondence

34.1 Membership of CYA

Members were asked to consider if they felt they needed to add to the list of councillors on the committee.

ACTION – Members to consider if they felt they needed to add to the list of councillors on the committee

34.2 Attendance on a NALC training course “Future Leaders; Attracting young talent to parish and town councils” on 25th February 2026

The Clerk asked if any members would like to attend this training. Cllr Peer put her name forward and the Clerk would also sign up for the training session.

ACTION – Clerk to register Cllr Peer and himself for the Future Leaders; Attracting young talent to parish and town councils” on 25th February 2026

25/CYA/35

Date of Next Meeting

35.1 The date of the next Children and Young Adults Committee meeting will be 27th November 2025 (Cllr Bowler gave her apologies for that meeting)

The meeting ended at 21.00

List of Actions

DRAFT

Minutes of a meeting of
Planning & Highways Committee
Held on Wednesday 8th October 2025
At School Green Centre commencing at 19:30

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

Attending: B Winton (Clerk)

2 members of the public

25/PC/97 Public Questions

97.1 There were no public questions.

25/PC/98 Apologies and declarations of Members' Interest

98.1 Receive and consider approval of apologies for absence

Apologies had been received from Cllrs Boyer & Hoyle and Deputy Clerk

98.2 There were no declarations of members' interests

25/PC/99 Minutes of the Previous Meeting

99.1 The minutes of the Planning and Highways Committee held on 10th September 2025 were approved and signed as such by Cllr Peer

Proposed: Cllr Jahromi
Seconded: Cllr Peer
Approved: Cllr Unanimously

99.2 Actions and Matters Arising from the meeting held on 10th September 2025

25/PC/82.2

- 25/PC/78.1 ➤ Clerk to arrange a meeting to clarify with members of the committee what would be required from a monitoring officer

The meeting had not yet been arranged.

ACTION - Clerk to arrange the meeting

ACTION – Clerk to inform Andrew Grimes of the delay

- Clerk to add to the agenda of the next meeting of Planning and Highways Committee an item to discuss a monitoring officer for the LGV development

The meeting with other councils did not take place as we were unable to achieve attendance by BCLr Conway and Nick Irvine from WBC

ACTION - Clerk to arrange the meeting with BCLr Conway and Nick Irvine from WBC

- 25/PC/82.1 ➤ Deputy Clerk to set up a pre-meeting to discuss the proposal for a pump track prior to the next Facilities Committee meeting

This had been cancelled but has been rearranged for 29th October immediately before the Facilities Meeting that evening

- Deputy Clerk to invite members of the Planning and Highways Committee to the presentation by Jules Shaw, UoR on pump tracks prior to the next Facilities Committee meeting

This had been done but then cancelled due to illness of the University of Reading representative

- Clerk to carry out a search to find out who owns the land for the Hyde End Lane footpath via the Land Registry

The Land Registry search showed the land as being owned by Taylor Wimpey

- 25/PC/89.3** Cllr Johnson to speak to BCLr Rance regarding her objection to Planning Application 242598 for the fitness centre at Millworth Lane

This had been resolved.

- 25/PC/93.2** Clerk to apply for Assets of Community Value for the Manor Ground Pavilion and land; High Copse Pavilion and land; and land adjacent to Alder Grove School

These had not been done. The Clerk advised that his research had indicated the Royal British Legion had become an Asset of Community Value in 2013.

ACTION – Clerk to apply for Assets of Community Value for the Manor Ground Pavilion and land; High Copse Pavilion and land; and land adjacent to Alder Grove School

- 25/PC/95.2** Deputy Clerk to circulate the invitation to attend a VIP reception on 2nd October 2025 regarding the Royal Elm Park Development to members of the committee

This had been done

- 25/PC/95.3** Members to read through the Charvil Neighbourhood Plan and report back on any observations

Members had nothing to add.

- 25/PC/95.4** Members were invited to comment on the notification regarding Solar Canopies at MereOak Park and Ride

The Clerk was asked to find out why the plans did not include canopies over the disabled bays on the site

ACTION – Clerk to ascertain why the plans for PV panels at MereOak Park & Ride did not include the disabled bays on the site.

25/PC/100

Schedule of Deposited Plans

- 100.1 Planning applications were circulated to members weekly. Plans deposited following the most recent Thursday planning email which require urgent attention will be forwarded as received.

- 100.2 Planning application 233038 – Land east of Hayes Drive of 3 Mile Cross.

Members considered the Planning Inspector's Summary of PA 233038 (Land east of Hayes Drive) which includes the views of the then Secretary of State. These represented the strongest possible support for the protection of the Offsite Emergency Plan and the DEPZ.

The Clerk advised that the Defence Nuclear Organisation Secretariat had advised that "MoD welcomes this decision which emphasised the OSEP is under significant pressure" and that AWE Plc and MoD "will continue to take the appropriate actions to challenge developments within the DEPZ which threaten the adequacy of the OSEP"

- 100.3 Members agreed to submit a response to PA 252138 (Land East and West of Hyde End Road) as drafted by Cllr Boyer.

25/PC/101 Appeals

- 101.1 Planning inspectorate appeals relating to Shinfield Parish

Members **NOTED** that With the result of 233038 as discussed above and 240307 being decided in favour of the Plymouth Brethren last month there are currently no live appeals

25/PC/102 Enforcement Notices

- 102.1 Closed Enforcements tables for September 2025

Nothing received from WBC

- 102.2 Outstanding Enforcements tables for September 2025

Nothing received from WBC

25/PC/103 Highways, Street Lighting and Footpath Matters

- 103.1 A verbal report on Highways, Street Lighting and Footpath matters

Cllr Masseron referred members to the most recent report from the Ramblers which indicated public rights of way in Grazeley not being reinstated after being ploughed over. This was being followed up by the Ramblers directly with WBC.

There was a discussion on the recent arson attacks on the veteran Oak on Footpath 12. Cllr Masseron was working with two members of the public and BCllr Glover to identify how best the tree could be protected (TPOs were being requested) and the footpath improved. BCllr had also brought the issue to the attention of WBC.

It was likely that a project to achieve comprehensive set of protection measures would be in the tens of thousands of pounds and there was a discussion to consider if this would be a suitable project to explore joint CIL-funding. In this instance it would be starting from first principles rather than as has been the case in the past. Members agreed to the informal group opening discussions with WBC to take this forward – subject to any formal proposal going through SPC's formal approval for the release of funds.

- 103.2 A verbal updated regarding the Clerk letter to the Traffic Commissioners.

The Clerk had written to Traffic Commissioners on 7th August and received a response on 27th August advising the letter should have been directed to Driver and Vehicle Standards Agency.

The Clerk was chasing DVSA for an update on this item.

ACTION – Clerk to follow up with DVSA

- 103.3 A verbal updated regarding cars driving across the footpath between School Green centre and Beke Avenue.

Concrete blocks have now been installed, and problem has been addressed.

- 103.4 There had been no update from WBC regarding Lailey Path. The Clerk was asked to follow up with WBC.

ACTION – Clerk to obtain an update regarding Lailey Path project from WBC.

25/PC/104

Renewal of Neighbourhood Development Plan (SPNDP)

- 104.1 Terms of Reference for Neighbourhood Plan Renewal Working Party.

The Terms of Reference were circulated for comments on 7th October. Members agreed to recommend the draft document to Full Council for approval.

Proposed: Cllr Masseron
Seconded: Cllr Peer
Approved: Unanimously

ACTION – Clerk to add Terms of Reference to agenda for Full Council

- 104.2 It was suggested that ex-Cllr Lias may be invited by Cllr Boyer as Chair of the Working Party to continue to attend as a co-opted member of the Working Party

ACTION – Clerk to advise Cllr Boyer of this proposal

- 104.3 Update on Fee Proposals

The Clerk advised that two initial proposals covering scoping work and two more detailed proposals had been received. These would be discussed further at the next Working Party meeting on 23rd October.

- 104.3 Assets of Community Value (ACV)

The Clerk had no progress to report on this item

ACTION – Clerk to follow up Assets of Community Value

25/PC/105

Correspondence

105.1 Any Correspondence received.

There was no correspondence to consider.

25/PC/106

Date of the next meeting

106.1 The date of the next meeting will be Wednesday, 5th November 2025

The meeting ended at 20.15

List of actions

Minutes of a meeting of
Finance & General Purposes Committee
Held on Wednesday 15th October 2025
At School Green Centre commencing at 19.30

Present: Cllrs James (Chair), Johnson, Matic & Peer

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

25/FGP/52

Public Questions

52.1 There were no public questions.

25/FGP/53

Apologies and declarations of Members' Interest

53.1 Following his election as Chair of Shinfield Parish Council, Cllr Boyer, in accordance with Standing Orders, was now Vice-Chair of the committee.

53.2 There were apologies from Cllrs Boyer, Masseron & Montgomery for this meeting.

53.3 There were no declarations of members' interests.

25/FGP/54

Minutes of the Previous Meeting

54.1 The minutes of the committee meeting of 18th June 2025 were approved as a correct record and signed by Cllr James as Chairman of the Committee

Proposed: Cllr Johnson
Seconded: Cllr Matic
Approved: Unanimously

54.2 Actions and Matters Arising

15.1 Clerk to ensure draft list of potential invitees to a business breakfast event was available for the Public Art meeting on 27th June

This had been done.

- 39.1 Clerk to amend the terms of reference for ratification by Full Council
- This had been done.
- 42.3 Clerk to progress the list of major repair items with the Facilities Manager
- This was on the agenda at Item 6.3
- 43.1 Clerk to add the draft revised Standing Orders to the agenda for Full Council
- This had been done.
- 44.1 Clerk to take draft fraud policy to corporate governance working party
- This will be included in the work programme for the working party.
- 45.1 Clerk to arrange a follow up meeting with WBC Finance Officers regarding S106 Funds
- This had not yet been arranged
- ACTION - Clerk to arrange a follow up meeting with WBC Finance Officers regarding S106 Funds**
- 46.1 Clerk to refer the Shinfield North Consultation process to the Children & Young Adults Committee
- This had been done.
- 46.1 Clerk to discuss the consultation in advance with WBC officers
- This will be arranged under the auspices of the Children & Young Adults Committee
- 50.1 Clerk to follow up options for Microgeneration advice
- This was on the agenda at item 14

25/FGP/55**Corporate Risk Register**

- 55.1 The Clerk advised that he would add in the relevant points regarding the café to the Council's Risk Register as had been covered at the Extraordinary Council Meeting held on 13th October.

ACTION – Clerk to amend the Risk Register to incorporate the additional risk items arising from running the café in-house

25/FGP/56**Financial Reports**

- 56.1 Completion of Audit in respect of 2024/25

Cllr James advised that formal notification had been received from the external auditor that their audit of 2024/25 accounts had now been completed. There were no comments recorded other than those approved for the AGAR return.

Members **NOTED** receipt

- 56.2 Bank Reconciliations

The Chair of the Committee confirmed that he had reviewed the bank reconciliations as at the end of September 2025 on 14th October 2025 and that all was in order. A copy of the signed reconciliation was presented to members.

Members **NOTED** the report.

- 56.3 Current Year Financial Performance (2025/2026)

The Chair and Finance Manager provided an update on the initial performance for the current financial year. There were no items of concern at this time. While there were positive and negative variances, the net projection was a positive variance of £25,800 of which £25,000 related to interest income due to lower capital expenditure than had been budgeted.

Members **NOTED** the report.

25/FGP/57**Financial Reserves & CIL**

- 57.1 CIL update

The Chair and Clerk took members through the current position on CIL. The balance of CIL (Including known future receipts) not allocated to a project was £587.6k

Members **NOTED** the report.

57.2 Update on reserves

The Chair provided an update on reserves as at 30th September 2025. There were no significant changes to the previous report. The Clerk had been advised that the expected total cost of elections (if all three vacancies proceeded to contested elections) would be approximately £8k which was the amount of the election reserve. If required, then provision would need to be made to store and possibly increase the reserve in the budget planning for 2026/27. If there were no contested elections, then there would only be a fee of £75 for each vacancy.

Members **NOTED** the report.

57.3 Major Repairs Reserve

The Clerk advised that he has arranged a meeting with the Facilities Manager to restore momentum on this project

ACTION – Clerk progress the list of major repair items with the Facilities Manager

57.4 Request to release funds from the Millworth Lane Refurbishment budget for early removal of two wooden sheds at Millworth Lane

The Facilities Committee has requested the early release of £5,000 from the budget already approved for the refurbishment of Millworth Lane recreation Ground. This is work required for the overall project being brought forward to reduce the potential for Anti-Social Behaviour as was experienced on the site during the summer.

Members agreed to **RECOMMEND** the release of the funds to Full Council

Proposed: Cllr Johnson
Seconded: Cllr Matic
Approved: Unanimously

ACTION – Clerk to add to the agenda for Full Council

- 57.5 Request to make funds available to the Ryeish Green Working Party
- The Facilities Committee has requested the release of funds to enable the Working Party to appoint professional support as required to progress the project.
- Members agreed to **RECOMMEND** to Full Council releasing £4,000 from General Reserves to assist in progressing the project.

Proposed: Cllr Johnson
Seconded: Cllr Matic
Approved: Unanimously

ACTION – Clerk to add to the agenda for Full Council

25/FGP/58

Corporate Governance Working Party

- 58.1 Progress has been steady but there has been no meeting since 11th August and the next meeting is scheduled for 20th October.

25/FGP/59

Budget Planning

- 59.1 Initial Planning Assumptions for 2026/27 budget

Members agreed to apply the following planning assumptions for the setting of 2026/27 budgets

Inflation 3.5%
Payroll 4.0%

The café would be shown as a separate element and not be subsumed into the overall figures pending the decision of Council on whether to retain the café in-house or otherwise.

- 59.2 Initial inputs from committees regarding budget requirements for 2026/27

Members considered the list of revenue and capital items received from committees and these will be taken into account during the planning process.

Councillor Johnson advised on discussions with the University of Reading regarding the potential 3G pitch at High Copse so that could also be considered in the budget process.

- 59.3 Budget Briefing Session

It was agreed that the Clerk would offer 1-2-1 sessions with any members who wanted an update or refresher on the budget process.

ACTION – Clerk to offer budget training/refresher to members who request it

25/FGP/60**S106 Funds**

- 60.1 SPC involvement in development of major S106 agreements

This was ongoing.

- 60.2 WBC move to allow S106 records to be viewed by a portal

The Clerk reported that WBC had informed him regarding delays in the implementation of an on-line portal for all S106 agreements within the borough. It had been proposed that the portal would have been available in September. There was no revised date for implementation.

25/FGP/61**Land Issues**

- 61.1 The Clerk provide an update as follows:

61.1.1 - There were no updates on the Land Registrations

61.1.2 – The Clerk had asked the council’s solicitor to establish why WBC had not progressed the reciprocal leases for Ryeish Playing Fields and Deardon Way Fields.

ACTION – Clerk to follow up with SPC’s solicitor

61.1.3 – Community Space in the North – This would be covered by Item 12.2 on the agenda

61.1.4 – Ryeish Green Pavilion Working Party

Cllr Johnson provided an update on the conversations held to date with interested parties. The questionnaire that had been issued was showing considerable support for the idea of having the pavilion as a community asset, but any proposals must be able to demonstrate that they had long-term viability.

61.1.5 – The Clerk had advised the council’s solicitor to progress extinguishing the parish hall lease following the meeting in June. The Clerk has chased the solicitor for an update.

ACTION – Clerk to follow up with SPC’s solicitor

61.1.6 – Assets of Community Value

The Clerk has yet to progress Assets of Community Value

ACTION – Clerk to follow up on Assets of Community Value

61.1.7 – Fitness Centre element at Millworth Lane

The Clerk advised that no objections had been received to the Planning application for the Fitness Centre and this will be signed off at the relevant WBC meeting on Friday 17th October. We can then carry out the works and notify the fitness provider so they can order their equipment.

25/FGP/62

Live Project Teams

- 62.1 The Clerk provided an updated list of the live project teams.

Members **NOTED** the report.

25/FGP/63

Grants

- 63.1 Members considered the recommendations received from the Grants Working Party and agreed to refer them, without modification, to Full Council for formal approval.

ACTION – Clerk to add to agenda for Full Council meeting on 22nd October

- 63.2 Members considered the Capital grant application from Reading Gateway Church (St Barnabas). The proposed works would result in additional community space availability in the church and neighbouring hall. It was agreed to recommend to Full Council that further discussions were held with the church to consider the application further.

ACTION – Clerk to add to agenda for Full Council meeting on 22nd October

25/FGP/64

Public Art

- 64.1 At their most recent meeting the working party had agreed to defer the closing dates for applications to be deferred until January 2026 to allow the project to be communicated to students at art schools. The next meeting of the Public Art Working Party was scheduled for Friday 27th June at 2.30 p.m.

Members **NOTED** the update.

25/FGP/65

Microgeneration

- 65.1 There had been no significant progress on this item

ACTION – Clerk to follow up options for Microgeneration advice

25/FGP/66

Date of Next Meeting

66.1

Next meeting was scheduled for 10th December 2025

The meeting ended at 20.50

List of Actions

Report form Grants Working Party

Wednesday 13th September 2025

Grant Application 2025/2026

1. The Council received 13 applications for grant funding against a budget of £30,000. In addition to the grant applications listed below, the Council is committed to the School awards Scheme (2), the Rent Subsidy Scheme (3) and the new scheme for young people (4)

Ref	Applicant	Application £
1	The Cowshed	5,000.00
2	Spencers Wood Lunch Club	500.00
3	Wokingham Job Support Scheme	550.00
4	Shinfield Running Club	5,000.00
5	Link Visiting Scheme	2,000.00
6	Wokingham Volunteer Centre	1,000.00
7	Berkshire MS Treatment Centre	1,000.00
8	Citizens Advice Wokingham	2,000.00
9	Shinfield Tennis Club	5,245.00
10	Feel Good Community CIC	5,000.00
11	Keep Mobile Community Transport	1,600.00
12	ABC - Assisting Berkshire Children to Read	1,000.00
		<u>29,895.00</u>

For comparison in 2024 the Council received 14 applications for the total sum of £12,045.

2. School Awards Scheme – The Council makes an award based on three beneficiaries per class at £20.00 per award. In 2025 there are 2 additional classes at Aldergrove and this explains the increase of £120.00 from the sum awarded in 2024 which was £3,600.

	Classes	£
Shinfield Infants and Nursery School	11	660
Alder Grove	13	780
Grazeley	7	420
Shinfield St Mary's	12	720
Whiteknights	12	720
Lambs Lane	7	420
		<u>62</u>
		<u>3,720</u>

3. In addition to the new applications there are two ongoing revenue support grants based on subsidised rent at Spencers Wood Pavilion.

Seniors Social Morning £1,625

Volunteer Car Scheme £4,567

4. Grants to Individuals

The Council launched a new scheme earlier this year for young people. There was only one application for the maximum amount of £150.00.

Recommendation

After consideration by the members, the following grants were approved;

Ref	Applicant	Application £	Panel Recommendation £
1	The Cowshed	5,000	5,000
2	Spencers Wood Lunch Club	500	500
3	Wokingham Job Support Scheme	550	550
4	Shinfield Running Club	5,000	550
5	Link Visiting Scheme	2,000	1,500
6	Wokingham Volunteer Centre	1,000	0
7	Berkshire MS Treatment Centre	1,000	1,000
8	Citizens Advice Wokingham	2,000	500
9	Shinfield Tennis Club	5,245	0
10	Feel Good Community CIC	5,000	0
11	Keep Mobile Community Transport	1,600	1,000
12	ABC - Assisting Berkshire Children to Read	1,000	500
		29,895	11,100
13	Rent Subsidy Grants	6,192	6,192
14	School Award Scheme	3,720	3,720
15	Individual Grant	150	150
Total Recommended Grant Award		39,957	21,162
Total Budget for Grants		30,000	30,000
Variance		9,957	-8,838

There is £8,838 available for any new grant applications in the year

Shinfield Tennis Club – Councillor Johnson has met with the Tennis Club to explain why the Council is not recommending a grant for CCTV and security measures.

ACTION REQUIRED

Finance & General Purposes Committee recommend Full Council approve the Panel Recommendations shown above

Shinfield Parish Council Grants and Loan Applications in excess of £5,000

Shinfield Parish Council recognises the value of community activity and the need to have sustainable infrastructure to deliver this. With this Funding source, communities can work with the parish council to identify community infrastructure needs and apply for funding for projects that would make the most difference for local residents. Resources are limited and there is no guarantee of funding, but all applications will be carefully considered.

This document explains

- Who can apply for funding
- What types of projects could be supported?
- What conditions are attached to an offer of funding?
- How to apply for funding

Who Can Apply for Funding?

- Funding is available for constituted voluntary or community groups and not-for-profit organisations whose operations are based in Shinfield Parish.

Expression of interest

In the first instance before completing any application form you should contact the Parish Clerk and express an interest in acquiring grant and/or loan for an amount in excess of £5,000 for a project that meets the requirements detailed below. Our Clerk will arrange for a meeting with one or more parish councillors to discuss your requirements and assist you to make an application.

What kind of projects can be supported?

Funding is available from £5,000 to £30,000 to cover costs of acquiring essential equipment and upwards for larger projects such as improvements to property especially where this allow for enlargement in the light of newcomers to the parish. Schemes should ensure that facilities are safe, accessible and fit for purpose and address gaps in local community provision or increase community involvement. Funding will be by way of grants and/or long-term loans. Where loans are made to private members' clubs, interest may be charged. Applications will be considered on a case by case basis, but these are the main priorities for funding:

- Health and safety requirements (such as roof repairs, sports-related play surfaces, boiler or heating system replacement, re-wiring, dry rot), improvements to accessibility (such as ramps, accessible toilets, parking, foot and cycle path, lighting).
- Modernisation where there is evidence the existing condition is affecting use (such as kitchen, toilets, sports pitches, hall flooring).
- Extensions, new buildings or facilities to meet increased demand or proven deficits in local provision (such as extended community facilities,) or feasibility studies to determine viability of such projects

Shinfield Parish Council Grants and Loan Applications in excess of £5,000

There are some specific exclusions to Community Funding and you cannot apply for the following:

- Revenue funding (staff and general running costs including low level repairs)
- Projects where there is an alternative primary source of funding made available from another body.
- Works on private property where public access is not secured or that mainly benefit an individual or business.
- Projects that exclusively promote political or religious activities
- Projects that have already started before a funding decision is made

The following types of projects will be ineligible for funding except in the specific circumstances shown here:

- If your project involves work that would normally be the responsibility of another organisation, such as the borough council or a government agency, for highway improvements, street lighting, signage or similar work, it will be ineligible unless there is evidence of a broader public benefit (e.g. community safety) and the responsible authority confirms that the work is outside its scope and is prepared to take on future maintenance responsibility.

If any of these points apply to your proposal this can be discussed at the Expression of Interest stage and, if the proposal is then taken forward, the application form allows you to provide more detailed evidence on which your proposal will be assessed.

WHAT CONDITIONS ARE ATTACHED TO AN OFFER OF FUNDING?

PARTNERSHIP FUNDING

All applicants will be expected to provide some partnership funding.

EVIDENCE OF NEED

- All applications must provide evidence that the project is needed by the local community and that it cannot be funded in full, from the applicant's own resources. There are various ways to provide this evidence.
- The need might be identified in the Neighbourhood Plan, which will provide evidence that the community has already been consulted on the issue. The current Neighbourhood Plan is published on our website www.shinfieldparish.gov.uk If you have carried out your own community consultation, you can provide a summary of the results and the notes from any meetings or consultation events you have held.

Shinfield Parish Council Grants and Loan Applications in excess of £5,000

You may also be able to provide supporting evidence about the people in your community and their current and future needs from the Ward Profiles published on the Wokingham Borough Council Website. For projects relating to health and safety issues, you might have a survey or specialist's report to confirm the extent of the work needed.

It will not be enough to make general statements about the need to improve facilities. We will need evidence that you are addressing one of the priorities listed previously, that you have investigated the best options and that you have community support for your project. You will also have to show that you do not have sufficient funds to carry out this work.

SUSTAINABILITY

You must be able to maintain the improved or extended facilities without further financial support from the Council and you will be asked to provide a financial plan to show that this is the case. All projects must have an impact on the community for a minimum of five years and larger projects may be asked to prove longer-term sustainability.

OPEN ACCESS

Any facility supported by funding must be available to all the local community at reasonable cost and benefits must not be restricted by any reference to a person's race, age, gender, religion, belief, sexual orientation or any other protected characteristic. Any restrictions that relate to the nature of community activity carried out must be fully explained in the application.

PROPERTY OWNERSHIP

You must own the building or facility concerned or have permission from the owner for the work to be carried out and security of tenure for at least five years, and we will ask for evidence of this.

PERMISSIONS

You will be responsible for securing all permissions for the works to be carried out, including planning, building control, amendments to lease or any relevant regulatory body requirements and we will ask for evidence that all permissions have been granted and conditions met before the project starts.

PROCUREMENT

In all cases any contracts or tenders placed by the applicant must follow the Parish Council's Standing Orders and Financial Regulations. Procurement must adhere to the local government best practice guidelines so that best value is secured:-

Works valued between £5,000 and £60,000 (excluding VAT) must be commissioned on the basis of at least three competitive quotes, while works valued over £60,000 must be subject to a full tender process. More information will be provided if a funding is awarded. No costs can be included for work carried out before a funding decision is made.

Shinfield Parish Council Grants and Loan Applications in excess of £5,000

MONITORING

If your application is successful, your project will be monitored throughout to ensure that it is delivered as planned. Your funding agreement will also include some specific outcomes, taken from the information provided in your application, which will be monitored one year after project completion to ensure that the identified community benefits have been, and will continue to be, delivered.

PAYMENTS OF FUNDING

The council will pay all funding in arrears based on a claim for works completed. Stage payments will be considered where appropriate.

The Council may be prepared to offer long term loans for Capital projects such as refurbishment or extensions to premises; these would normally be repayable over an agreed period. Loans to charitable organisations may be interest free but loans to private member clubs with premises within the parish may carry interest.

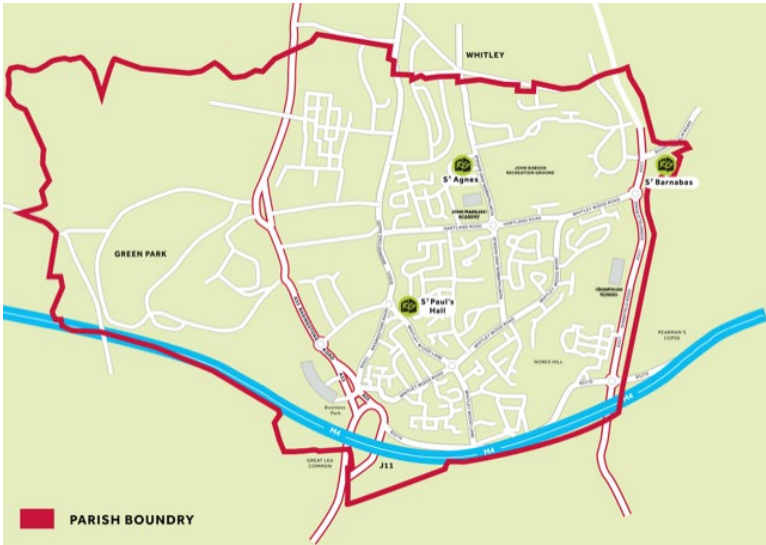
In all cases the applicants will be required to submit up to date accounts and a fully costed business plan, the parish council will examine all proposals in detail. Funding will need to be secured on property or land or in the case of equipment ownership will remain with the parish council. Full discussion between the applicant and parish council representatives should take place in advance of any application being made. The project will be reviewed by the Councils Finance and General Purposes committee and an initial offer made, subject to acceptance of the terms offered final approval of funding will be at the discretion of Full Council.

COUNCIL LOANS

The council will seek any loan to be registered with the Land Registry in the way a normal mortgage would be registered. Should the organisation fail, or the property be sold at some later date any outstanding loan will be repayable.

Grants and Loans are subject to repayment on demand if the lender defaults on any agreed payments without discussing the situation with the council, and loans, grants for projects not on council owned land will be subject to immediate repayment should the organisation become bankrupt or any agreement to sell the land in question considered

Shinfield Parish Council Grants and Loan Applications in excess of £5,000

APPLICATION FORM FOR SUBMISSION	
Box 1 NAME OF PROPOSING ORGANISATION	Reading Gateway Church – St Barnabas Site
Box 2 NAME OF PROJECT	St Barnabas Church Building Reordering and Community Hub Project
Box 3 PROJECT ADDRESS (please provide a full address and enclose a plan/map identifying the location with your application)	Reading Gateway Church@ St Barnabas 14 Elm Road RG6 5TS  The map shows the parish boundary in red. Key locations marked include Green Park, Whitley, St Agnes, St Paul's Hall, and St Barnabas. The River Thames is shown in blue at the bottom. A legend indicates the red line represents the 'PARISH BOUNDARY'.
Box 4 PROPERTY OWNERSHIP Who owns the property? If the property is leased, please provide details of the agreement.	The property is owned by the Diocese of Oxford. The Parochial Church Council (PCC) of Reading Gateway Church has full operational control and long-term tenure. Required permissions under Church of England Faculty jurisdiction are in progress and insurer approvals have already

Shinfield Parish Council Grants and Loan Applications in excess of £5,000

Have you got permission to carry out these works?	been obtained. This ensures all works will comply with regulatory and conservation standards
Box 5 CONTACT DETAILS Please give a named contact, address, phone number and an email address for the application.	Revd Nick Hill Rector and Project Lead Reading Gateway Church The Vicarage 290 Northumberland Ave Reading RG28DD Email: nick.hill@readinggateway.church Phone: 0797422861
Box 6 AMOUNT APPLIED FOR Is this a loan or a grant?	£25,000 GRANT
Box 7 VAT Are you VAT Registered?	NO
Box 8 JUSTIFICATION Does the project relate to the new development in the Parish? You should explain how the project will mitigate the impact of additional people and houses?	

Shinfield Parish Council Grants and Loan Applications in excess of £5,000

The Reordering of St Barnabas is not a new project and is refurbishing an existing building. As you know we operate existing mission projects, and the revitalised Church will allow us to grow current projects and offer space for new community projects run by us or the local people themselves.

The parish ranks in the top 15% most deprived nationally (Index of Multiple Deprivation), with high levels of food insecurity, social isolation, and poor access to services.

St Barnabas is already overwhelmed by demand for toddler groups, community groups, older adult activities, food support, and wellbeing programmes.

In January 2025, the church's gas boiler was condemned, forcing closure of the main building and cancellation or relocation of activities. This has left the adjacent 1923 timber hall overused, unfit in winter, and unable to cope with demand.

The need for this project has already been clearly identified by the local community through the Shinfield Neighbourhood Plan (2017), which was based on extensive consultation with residents (over 700 responses). That consultation showed in relations to our project:

- 86% of residents wanted a flexible community centre to meet local needs.

The Neighbourhood Plan notes that while Shinfield Parish has five community halls, they are fully booked and lack modern equipment, leaving little room for new groups or services. It also includes specific policies to protect community assets (Policy 9) and require new facilities to match population growth (Policy 10).

This evidence is even more urgent today. Since the Plan was adopted, Shinfield's population has continued to grow rapidly, with thousands of new homes delivered or planned. The St Barnabas site is at the heart of North Shinfield and Frensham Green in walking distance for those most in need areas already recognised as experiencing deprivation, fuel poverty and social isolation.

The Wokingham Tackling Poverty Strategy 2022–26 highlights three groups most at risk locally:

- Families “just about managing” with little or no savings,
- Households in persistent hardship, and
- Older residents who are “asset rich, cash poor.”

Our existing projects, the Food Pantry, Parish Nursing, toddler and over-50s groups already respond to these needs, but the current building is no longer fit for purpose. By reordering St Barnabas into a warm, safe, sustainable and flexible community hub, we will:

- Directly meet the Neighbourhood Plan's community facility goals,
- Provide the kind of inclusive hub that residents themselves requested,
- Restore essential capacity lost due to the condemned heating system, and
- Align with Wokingham Borough's poverty strategy by creating space for food, health, and wellbeing services on people's doorstep.

This shows that the St Barnabas Reordering Project is not just desirable, but essential, urgent and community-mandated: a long-term solution already consulted on, backed by statutory planning policy, and made even more critical by current building failures and growing local hardship.

Box 9

BENEFIT TO COMMUNITY

Funding is available exclusively to organisations operating from a base within Shinfield Parish.

Please provide evidence that a significant proportion of those who will benefit from this project are residents of this parish. How will you ensure there is open access?

The significant proportion of those that currently benefit and for the future are residents within Shinfield Parish and we check this when people sign up by using their post code. This data is stored in accordance with GDPR on three databases, our own ChurchSuite, Parish Nursing (Confidential) and Your Local Pantry.

Reading Gateway Church is well known for its openness and diversity and this is part of our DNA.

St Barnabas is already much more than a place of worship. It is a lifeline in one of the most deprived parts of Shinfield Parish. The surrounding estates fall within the top 15% most deprived areas nationally (Index of Multiple Deprivation), with high numbers of families on Universal Credit and older residents facing isolation and fuel poverty.

Despite limited facilities, the church has stepped into the gap:

- Our Food Pantry, running weekly since 2024, now supports over 120 local adults and children, many from North Shinfield and Frensham Green.
- Our Parish Nurse and volunteers provided support to over 4,000 people last year, addressing issues ranging from mental health and loneliness to crisis care and end-of-life support.
- We are trusted by local schools, councils and charities to host Holiday Activity Fund (HAF) sessions, toddler groups, and over-50s activities.

Yet the current buildings are no longer fit for purpose. The main church had to close in January 2025 when the gas boiler was condemned, and the adjacent timber hall is cold, cramped, and already used to capacity. Community services are being held back by lack of space, poor heating, and accessibility issues.

The reordered St Barnabas will transform this space by providing:

- **A warm, safe and fully accessible hub**, designed for everyone regardless of age, background, or income.
- **Sustainable facilities** with solar power, efficient heating and LED lighting to cut running costs.
- **Flexible spaces** for a wide range of activities: food pantry and café, parenting and toddlers, over-50s socials, wellbeing and health clinics, advice drop-ins, and civic events.
- **Partnership opportunities** for Wokingham Borough Council, Reading Borough Council, health providers, and voluntary groups in the heart of the community.
- **A welcoming environment** for spiritual wellbeing including a new group, the Hong Kong Christian fellowship, ensuring intergenerational and intercultural inclusion.

By investing in this project, Shinfield Parish Council would be enabling the reordering of St Barnabas Church — a building that will broaden and extend its use from a place of worship on a Sunday morning to a place of welcome and community use the other six days a week. The renewed space will directly tackle food and fuel poverty, social isolation, and the lack of accessible facilities. It will ensure that the growing population of North Shinfield and Frensham Green has a true community hub on their doorstep a place of hope, help & support, and belonging for decades to come.

Shinfield Parish Council Grants and Loan Applications in excess of £5,000

This project represents a permanent and sustainable transformation. Upgrades to solar PV, low-energy infrared heating, and restored heritage features are designed for 20+ years of community use. All furnishings are modular and future-proof. The reordered building will require no further major works and will reduce utility and maintenance costs, enabling long-term community impact.

In addition to our mission and outreach projects the St Barnabas Site is used by a local Judo Club, Scouts and Girl Guides, Slimming World, and Stepping Stones (a Disability Charity)for many years before due to lack of funds they had to close down.

Box 10

COST

How much will the overall project cost?

(Please provide a breakdown including any written quotes or outline costs).

Category / Works	Description	Cost (£)
Power Supply	Groundworks, new 3-phase supply	16,297
Solar & Heating	40 solar panels, 20kW HV battery, infrared heating, consents	78,994
Electrical & Lighting	New Distribution Board, wiring, New LED lighting scheme (design & installation), CCTV security system	38,148
Carpentry & Joinery	New hospitality drinks counter, new internal lobby and external front doors, repositioning choir stalls, removing and re-using pews.	20,944
Decoration and Flooring	Internal and front external elevation, raised platform area, carpets, floor renovation	26,604
Preparatory & Boiler Room Works	Gas disconnection, fire-rated doors, smoke detectors, pew removal, container storage, scaffolding	14,988
Accessibility & Safety	Fire evacuation chair, portable disabled ramp	924
<u>Sub-Total Works</u>		<u>214,497</u>
Project preliminaries & site costs	Architect fees, CDM management, fencing, etc.	15,000
Project management (5%)		10,724
Contingency (5%)		10,724
<u>Total Project Cost</u>		<u>£250,946</u>

The costs are based on quotation and due to the large number of quotes we are happy to make them available for inspection rather than include them in the submission. As part of our procurement process, we have already carried out an extensive review of key suppliers and benchmarked pricing against comparable contractors. For standard works (such as electrical installations), we have sought at least two or three quotes where possible, to demonstrate value for money.

Shinfield Parish Council Grants and Loan Applications in excess of £5,000

A number of contractors involved in this project are specialist suppliers specifically recommended or required by the Church of England Diocesan Advisory Committee (DAC) for example, in carpentry and conservation works. Their expertise ensures that the reordering is delivered to the appropriate ecclesiastical and heritage standards.

Box 11

FUNDING OF PROJECT

How do you propose to fund the total cost of the project? Partnership funding is a condition of Shinfield Parish Council grant funding.

We have taken a systematic approach to fundraising, commencing in May 2025. Whilst we have prepared the content for submissions, we have employed an experienced grants fundraising consultant, to advise us on suitable funders, the varying submission requirements and submission dates.

We have identified and shortlisted 30 grant funders that are well known for funding our type of project and over the next six months are progressively submitting bids.

From the Church of England Development Fund and Diocese of Oxford Boiler Replacement Fund, we expect grants amounting to £75,000.

As you may be aware many grant funders require 50% of the funds to be secured before we can submit and we are at the start of the fundraising process. We therefore value Shinfield Parish Council at this early stage considering awarding a grant as this will achieve the 50% funding target (combining RGC funds, CoE, Diocese and Shinfield). This will also demonstrate to external grant funders that we have local support, and it cannot be over-emphasised how important this is. Both Shinfield and Earley Councils awarded small grants for the St Barnabas Food Pantry which has been operating at St Barnabas site for nearly a year.

	£
Contribution from RGC own Restricted funds	£20,000
Church of England & Diocese Grants	£75,000
Anticipated Donations (Stewardship Portal)	£10,000
Shinfield PC Funding requested	£25,000
Other Planned Grant Applications in progress	£120,000
Total	£250,000

We have attached our 2024 Audited Accounts and provided an Income Statement and Balance Sheet as of 31st August 2025 downloaded from our Xero accounting software.

Shinfield Parish Council Grants and Loan Applications in excess of £5,000

Looking at the Balance Sheet, the £20,000 RGC Restricted Fund amount above is in the Capital & Reserves item 961 Restricted Funds. This restricted fund supports our mission and operations staff and expenses. The amount of £20,000 was previously donated by a member of our congregation.

The Balance Sheet Item at the end of the report 'Item 960' Retained Earning is our required 'Reserves' which we endeavour to maintain a minimum of 3-month costs, as good practice in line with Charity Commission guidelines.

We cannot afford to fund a capital project like St Barnabas from our General Operational Fund.

The 2025 Income Statement continues to demonstrate we have a track record of a well-established and well managed Church and Charity who are embedded in the local community with committed financial support.

The Designated Funds Column is general monies we donate and give away to external and overseas mission projects. We Tithe 10% of our Church general income from the congregation and transfer these funds from the General Fund to Designated Funds.

For example, an amount from Tithing flows into the Designated Funds and then out to the Parish Nursing Project. Therefore, Designated Funds we always show a negative at end of year showing a reducing balance.

It can be seen our Restricted Funds for 2025 shows we have received more gifts, grants and donation than expenditure and the Balance Sheet show the total of funds carried over from last year together with income this year.

The General Fund is our Church buildings and administration operational income and expenditure. We endeavour to plan for a balanced budget each year and the Report attached '2025 General Fund YTD (Year to Date) Balance of Budget' to the year-end shows we forecast to have a £8.037 surplus which is less than the Income Statement to 31st August as we have significant expenses in the last quarter of the year.

Please note:

We require your latest year end audited accounts and up to date (less than 60 days old) to be submitted with the application.

Shinfield Parish Council Grants and Loan Applications in excess of £5,000

Box 12

PROJECT PLAN

Please indicate timescales and milestones for the project.

When will you expect to claim grant (this could be instalments)?

1. February 2025: Gas Boiler fails, and St Barnabas Church Closed
2. March 2025: Design and quotations commenced for a new Nett Zero heating system
3. April 2025: Design of the interior to provide a flexible usable space
4. May 2025: Expert external Fundraising Consultant appointed
5. July 2025: DAC submission
6. September 2025: DAC Approval -in -Principle
7. September 2025: Grant Submission commenced
8. October 2025: Submission to Chancellor for Final Approval
9. October 2025: CDM Expert Site Safe Appointed
10. January 2026: SSEN install new 3-phase electricity supply
11. March 2026: Anticipated Fundraising completed and achieved necessary funds
12. April 2026: Contracts awarded
13. May 2026: Works commenced on site
- 14. June 2026: Requested Drawdown of Grant Funding**
15. August 2026: Works Completed
16. August 2026: Final inspections
- 17. 1st September 2026 : St Barnabas Church Reopens to Public**

Due to the short nature of the Project Works over a period of 2-3 months it would seem practical to pay in one lump sum once the works have commenced. As with your previous grant we would confirm that all the Total Cost funds are available before requesting your payment.

Box 13

PLANNING APPROVAL

Will you require planning permission to carry out this work?

Explain your concerns if you expect any problems with your application?

NO, we do not require Planning Approval

We have made submission to the Diocese of Oxford DAC and can report:

We have made full submissions to DAC in July 2025 and have obtained **Approval in-principle** 'for all the works in September 2025 with final design details to be agreed before contracts awarded and Works commence. We are now awaiting final approval from the Diocesan Chancellor for the works to proceed.

Box 14

MONITORING THE PROJECT

How will you monitor the initial project and implementation?

How will you monitor progress of the planned outcomes of the project and how successful it is?

What risks have you identified for the project?

We confirm when provided, we will follow the Shinfield Parish Council's Standing Orders and Financial Regulation. The St Barnabas Church Reordering will adhere to the Local Government best practice guidelines and those of the Church of England. As a registered Charity we also have strict governance requirements.

Based on the size of the project we are implementing **Construction, Design & Management (CDM) 2015 Regulations**, where the Principal Designer will be our Operations Manager, Geoff Hassett, who is a qualified chartered civil engineer with many years' experiences as project director on the design and construction of multi-disciplinary projects similar and much larger/ complex to the St Barnabas Reordering. The Principal Contractor will be assigned initially to our Rector Nick Hill, who in his previous career was an interiors/kitchen contractor on large scale commercial kitchens. There are two main contracts being awarded (i) Solar and infrared heating and (ii) main electrical installations. Each of these will be awarded separately and will be on site separately and when on site will take over the Principal Contractor responsibilities. For the remaining small works Nick Hill will take on this role and is experienced in such a role.

We have carried out detailed comparison of heating systems and solar panel systems reviewing and assessing numerous proposals. We have taken into consideration 'Whole Life Cycle Costing'; capital costs, maintenance and operations and importantly the comfort and safety of the users of the Church space and facilities. The Diocese DAC process is an independent technical review of the long-term suitability of the design, and they have endorsed the design.

We have an exceptionally strong team of Nick and Geoff to oversee the project management of the implementation phase.

The CDM 2015 manages the risk at the design and works implementation phases. We are engaging SiteSafe as our CDM independent expert who will advise us at each stage.

Shinfield Parish Council Grants and Loan Applications in excess of £5,000

Regarding the risk of not achieving adequate funds, we will not start the works until all the funds are pledged. We consider, we have made informed and been advised by our expert fundraiser, making pragmatic estimates of the sums each grant funder is likely to pledge.

Regarding measuring planned outcomes we closely monitor weekly attendance at our mission and outreach projects. The Your Local Pantry @ St Barnabas, you kindly made a small grant to set up the pantry, YLP has a portal that records name, address, contact details, family size, reason for needing to use the Pantry and our team of Volunteers talk to the members while they shop and over coffee and tea while they are waiting. A key feature of our mission work is all our projects are inter-connected and managed by a senior team of a full-time Community Missioner and the Vicar. We make referrals from one project to others.

The Parish Nursing is our largest and most extensive mission project. And they have a confidential database, and we obtain 1-2-1 reviews and assessments.

We enclose our 2024 IMPACT REPORT ‘Making a Difference 2024 Update’

Operating these community projects in Church facilities then offers people that attend the opportunity for further support and wellbeing by attending our varied Church services. We have examples of a lady attending out Foodwise Cooking class, building new friendship relationship with our Food Coach Ellie, who lives locally in the community, gaining confidence, to then invite her lesbian partner and children to a Church service where they are welcomed. This had a positive impact on her family.

Box 15

Please declare here any relationship you may have with an officer or member of the Council.

None

Name: Mr Geoffrey F Hassett

PositionOperations Manager

Nature of Relationship.....Not Applicable

Signed

Geoffrey hassett

Dated30/9/2025.....

**Ryeish Pavilion Working Party
Terms of Reference
30th July 2025**

Status

- Working Party reporting to the Facilities Committee.

Members

- Open to all councillors, officers and parishioners invited to attend who have an interest in the future of Ryeish Pavilion.

Meetings

- The quorum of the meetings is 3, INCLUDING AT LEAST ONE COUNCILLOR
- Meetings will be held every 3 weeks at 9.30AM at High Copse Pavilion, with additional meetings as required.
- If required remote meetings can be held online (zoom/teams).
- The minutes of the meeting will be recorded using Facilitator Mobile.

Aims and objectives

- To fairly assess all options as to the future of Ryeish Pavilion.
- To consult with the wider community and consider their views.
- To provide evidence based recommendations to enable the Council to come to a decision regarding the future of Ryeish Pavilion.
- Recommendations to be made to the Facilities Committee meeting December 2025, and to the Full Council meeting February 2026.

**Shinfield Parish Council
Neighbourhood Plan Renewal Working Party
Terms of Reference**

Status

- This is a formal Working Party of Shinfield Parish Council reporting to Planning & Highways Committee

Purpose

- The Neighbourhood Plan Renewal Working Party (NP Renewal WP) is responsible for the process of renewing existing NP Made in 2016. This will require a completely new made plan.

Membership

- The Working Party shall have at least four members of the Council
 - All members of the Planning & Highways are deemed to be members of the Working Party
- The Working Party has the authority to include membership from outside the council
 - Currently this includes Ian Young
 - The Working Party may co-opt other members of the public with experience and/or skills that will help achieve the purposes of the Working Party
- The quorum for the Working Party is three members including at least two councillors
- The committee will elect a Chair from amongst its members
 - The Chair will in conjunction agree the agenda for any meeting
- The Clerk (or in his absence another member of staff) shall attend these meetings as clerk to the Working Party and produce notes and update any draft plan as appropriate

Meetings

- The Working Party will select its own meeting schedule but in the absence of any amendments made by the Working Party it shall meet monthly on the day after Full Council meetings.
- Meetings will normally therefore be held on a Thursday evening towards the end of each month
- Where there is a clear consensus there is no need to have a formal vote, but the Chair may request a formal vote. Other members of the committee may similarly propose that there is a vote on any item under discussion.

Aims and Objectives

- To manage the process of renewing the council's Neighbourhood Plan including:
 - Identifying areas where the existing plan requires
 - Updates
 - Amendment
 - New elements
 - Identifying what, if any, professional support is required to successfully complete the renewal process
 - Identifying the costs involved and receiving authority to spend from Planning & Highways Committee and/or Full Council as required

- Identifying where community engagement and involvement in the process is required
 - Ensuring the required consultation and engagement takes place in accordance with guidance and input from any professional support engaged
- The Council will also be seeking a wider Community Plan and where there is an overlap with the NP Renewal ensuring that any consultation or engagement can support both outcomes in the most cost-efficient way
 - For example where both plans require asking the same or similar questions this is considered to avoid having to repeat the exercise

Delegated powers

- The Working Party has the following delegated powers:
 - Delegation of work to the Clerk and other officers as appropriate
 - Delegation of works to any professional support subject to being within the agreed budget and delegated authority
 - To arrange public consultations and questionnaires necessary to achieve the Aims and Objectives

Reporting on the activities of the Working Party

- The Chair of the Working Party shall provide a written or verbal update on the activity of the Working Party to each Planning & Highways Committee meeting
 - This will include any specific information requested by the parent committee

Review

- The Working Party shall review these terms of reference annually at the first meeting after the annual meeting of the council
 - Any changes necessary will be referred to the Planning & Highways Committee for approval
- If necessary additional reviews of these terms of reference may take place at any other time of the year

Ref	Date Paid	Payee	Amount Paid (inc VAT) £	Description
001	12/09/2025	Everflow Utilities	80.40	October / November - Waste & Water All sites
002	15/09/2025	EDF Energy	1,869.07	Electricity High Copse - August
003	15/09/2025	Corona Energy Retail 4 Limited	731.81	Electricity August - SGC (North)
004	16/09/2025	Alphabet (GB) Ltd	397.65	Contract Hire Van - September
005	18/09/2025	Kompan UK	1,000.22	Millworth Surface Repairs
006	18/09/2025	Ricoh UK Ltd	759.31	Photo Copier - Rental & Copies - 1 May to 31 July
007	18/09/2025	Air It Limited	513.93	Telephones & Internet - 3 Sites (September)
008	18/09/2025	Air It Limited	3,374.07	IT Services, Cloud, Support & Licensing - September
009	18/09/2025	Select Environmental Services	2,716.44	Litter Bins - August Weekly Collections 47 bins
010	18/09/2025	Nigel Jeffries Landscaping Ltd	2,095.20	Grass Cutting - August
011	18/09/2025	HAG Ltd	5,528.40	Kitchen Fire Safety Shutter
012	18/09/2025	Berkshire Pest Control Ltd t/a	228.00	2 Visits - Rat Treatment - Clares Green Road Allotments
013	18/09/2025	Office Depot International (UK	110.64	Office Stationery
014	18/09/2025	Larkstel Ltd	1,821.98	Grass Cutting & Pitch Maintenance - August - The Manor
015	18/09/2025	National Association Local Cou	42.00	Training - Attract Young Talent Councils
016	18/09/2025	Kreatif Design Ltd	81.60	Web Hosting September
017	18/09/2025	Imagin Products Ltd	16.38	ID Card - New Staff members
018	18/09/2025	Berkshire Clearance Services	2,304.00	Clean Up Millworth Lane - Vandalsim
019	18/09/2025	Rialtas Business Solutions Ltd	96.32	Upgrade Number of Users
020	18/09/2025	Alexandra	43.98	Shirts for Reception Staff
021	18/09/2025	Safe I.S. Ltd	454.86	Fire Warden Safety for Staff
022	18/09/2025	Adcock Refrigeration	354.00	Air Conditioning Unit Maintenance
023	18/09/2025	A1 Locksmiths (Berkshire) Ltd	175.48	Padlock for Clares Grn Rd Allotments
024	18/09/2025	Telefonika UK Ltd	337.98	6 Staff Mobiles - September
025	19/09/2025	Corona Energy Retail 4 Limited	24.68	Electricity - Ryeish Pavilion August
026	19/09/2025	Corona Energy Retail 4 Limited	57.53	Electricity - Millworth - August
027	19/09/2025	Corona Energy Retail 4 Limited	27.15	External Meter School Green - August
028	19/09/2025	Corona Energy Retail 4 Limited	157.10	Electricity - The Manor - August
029	19/09/2025	Corona Energy Retail 4 Limited	809.49	Electricity - SGC - August
030	19/09/2025	TotalEnergies Gas & Power Limi	316.71	Gas - Standing Charge Only High Coose
031	22/09/2025	Peninsula Business Services	475.42	1 Mth - HR & H&S Services - September
032	22/09/2025	Everflow Utilities	242.22	Waste & Water 12/10/25 - 11/11/25 - SGC
033	22/09/2025	Everflow Utilities	68.47	Waste & Water 12/10/25 - 11/11/25 - Millworth
034	22/09/2025	Everflow Utilities	83.75	Waste & Water 12/10/25 - 11/11/25 -Allotments
035	22/09/2025	Everflow Utilities	1,066.29	Waste & Water 12/10/25 - 11/11/25 - SWP
036	24/09/2025	Employees	25,720.09	Net Pay September
037	30/09/2025	Lloyds Bank plc	8.50	Fees - Aug/Sept
038	01/10/2025	Wokingham Borough Council	1,223.00	SGC October 1/10th
039	01/10/2025	Wokingham Borough Council	195.00	Manor October 1/10th
040	01/10/2025	Wokingham Borough Council	157.00	SWP Oct 1/10th
041	01/10/2025	Wokingham Borough Council	42.00	Millworth Oct 1/10th
042	01/10/2025	IRIS Software Limited	55.20	August Payroll Services
043	02/10/2025	Nest Pension Contributions	2,548.97	September Pension Contributions
044	06/10/2025	Fcc Recycling (UK) Ltd	244.92	Disposal Waste Re3 - 2 Vists
045	06/10/2025	Berkshire Pest Control Ltd t/a	442.80	2915/CALL OUT/Berkshire Pest C
046	06/10/2025	Blackburn IT Services Ltd	180.00	Allotment Inspection App 1 yr
047	06/10/2025	Arthur J Gallagher Insurance B	561.11	Renewal Engineering Insurance (lift 1 yr)
048	06/10/2025	Office Depot International (UK	84.45	Office Folders
049	06/10/2025	Gartec Limited	672.00	Regular Service Lift - SGC
050	06/10/2025	Thames Valley Signs (berkshire	144.00	SPC - Roller Banner for Public Events
051	06/10/2025	Select Environmental Services	2,084.45	Collections from 43 Litter Bins - June
052	06/10/2025	Select Environmental Services	1,255.17	Commercial Waste Services (5 Sites) May
053	06/10/2025	A1 Locksmiths (Berkshire) Ltd	10.50	Cam Lock School Green Centre
054	06/10/2025	Imagin Products Ltd	24.48	Staff Badges
055	06/10/2025	SSE Energy Solutions	522.73	August 2025
056	06/10/2025	Fresh Berkshire Ltd TA Crumbs	7,200.00	Purchase of Items from Crumbs
057	06/10/2025	SKS Window Cleaning	420.00	Windows 10th September
058	09/10/2025	Councillor	17.10	Mileage September
059	09/10/2025	The Repair Cafe	100.00	Youth Club - Bird Box Project
060	09/10/2025	Kompan UK	1,020.00	Repairs to Playground
061	09/10/2025	Cockburn Building & Groundwork	1,260.00	Concrete Ramp for Millworth Toilets
062	09/10/2025	Arthur J Gallagher Insurance Company	25,714.61	Annual Insurance - All Risks
063	09/10/2025	PKF Littlejohn LLP	2,520.00	External Auditors - Assurance Review 2024/2025
064	09/10/2025	Absolute Brilliance Cleaning Limited	7,526.06	August
065	09/10/2025	Office Depot International	449.85	Blue Wiping Rolls for High Copse
066	09/10/2025	A & E Fire & Security	465.46	Zone Plan - Fire Alarms at Manor
067	09/10/2025	Larkstel Ltd	4,401.98	Grass Cutting & Pitch Maintenance & Treatment- September - The Manor
068	09/10/2025	Slice of Heaven	174.00	Food Supply - Cakes for Cafe
Total of Payments			115,907.96	

Ref	Date	Supplier	Payment (inc VAT) £	Description
001	02/09/2025	Amazon EU	25.99	Crayons - Childns' Activities - Café
002	02/09/2025	Amazon EU	7.99	Shelf Bracket Clips for High Copse
003	02/09/2025	4Imprint UK	427.19	Promotional Sweets - Carnival
004	03/09/2025	Amazon EU	97.58	Youth Club - Art Crafts
005	04/09/2025	Amazon EU	22.00	Replacement Kettle - High Copse
006	05/09/2025	Planet Neon	414.77	Interior Signs Cafe
007	06/09/2025	Adobe	56.98	1 mth Subscription Adobe September
008	08/09/2025	Props For Shows	40.50	Plastic Fruit for Carnival
009	08/09/2025	The Safer Food Group	465.60	Food Safety Training -
010	09/09/2025	Deals Incorporated	16.99	Facilities Tools - Blow Torch
011	09/09/2025	Mailchimp	40.27	Mailing App- Monthly Newsletter
012	10/09/2025	Amazon EU	2.99	Brushes for Youth
013	10/09/2025	Amazon EU	6.63	Glitter Gel - Youth Club
014	10/09/2025	Amazon EU	7.64	Cables for Lap Tops
015	10/09/2025	Amazon EU	26.54	Glitter for Youth Club
016	10/09/2025	Lidl	56.82	Youth Club - Tuck Shop Purchases
017	10/09/2025	Amazon EU	8.32	Youth Club Activities - Crafting
018	11/09/2025	Amazon EU	17.63	Cables for Screens SGC
019	12/09/2025	Wayfair	439.80	Café Lights
020	14/09/2025	Sainsbury's plc	6.50	Tea Bags - Office & Visitors
021	16/09/2025	Profal	34.99	Metal Strips for Café Kitchen Sink
022	16/09/2025	TV Licensing	174.50	TV License - 1 yr (SGC)
023	16/09/2025	Textmagic	60.00	Prepaid Credit for Messaging Allotment Holders
024	17/09/2025	Lidl	24.66	Youth Club - Tuck Shop Purchases
025	19/09/2025	Buzz Catering	23.77	Rinse Aid for Dishwasher at High Copse
026	21/09/2025	Amazon EU	24.26	Storage Case for Youth Club Nintendo Consul
027	22/09/2025	RBL Poppy Appeal	421.50	Poppy Wreaths - To be recharged to organisations
028	24/09/2025	Wayfair	86.97	3 Additional Lights for café
029	25/09/2025	Rivervale	262.80	Documentation Fee New Council Van
030	25/09/2025	Go Custom	282.94	Cafe T Shirts & Embroidery (can be used further orders for SPC shirts)
031	26/09/2025	Amazon EU	11.04	Perspex Leaflet Holders
032	27/09/2025	The Clever Baggers	17.14	3 Shoe Bags for Human Fruit Machine at Spencers Wood Carnival
033	28/09/2025	Best Buy Enterprises	10.99	Petty Cash Box - Cafe
034	29/09/2025	Amazon EU	7.69	Counter Bell - Café
035	30/09/2025	TV Licensing	174.50	TV Licence - 1 year (SWP)
036	30/09/2025	RBL Poppy Shop	10.00	Box and Poppies for Reception
037	30/09/2025	Safety Signs for Less	70.60	Health & Safety Signs - SGC & High Copse
			3,887.08	SWP = Spencers Wood Pavilion SGC = School Green Centre

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

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



Ministry of Defence
Main Building
Whitehall
London SW1A 2HB
United Kingdom

Our Ref: TO2025/22465

Telephone: +44(0)20 7218 9000

E-mail: DNO-SecretariatTeam@mod.gov.uk

Mr Bruce Winton
Clerk to Shinfield Parish Council
Email: bruce.winton@shinfieldparish.gov.uk

2 October 2025

Dear Mr Winton,

Thank you for your further correspondence of 4 September 2025, regarding the Detailed Emergency Planning Zone (DEPZ) around the Atomic Weapons Establishment (AWE) Burghfield site.

As you may be aware, the Minister for Housing and Planning, on behalf of the Secretary of State for Housing, Communities and Local Government, upheld the Planning Inspectorate's original recommendation to dismiss the appeal and refuse planning permission for 148 houses within the DEPZ (case reference: APP/X0360/W/24/3354607).

The Ministry of Defence (MOD) welcomes this decision which emphasised the Off-Site Emergency Plan (OSEP), maintained by West Berkshire District Council, is under significant pressure and that the proposed development would unacceptably add to this. The decision also highlighted the national security implications of the AWE Burghfield site not being able to operate should the OSEP be declared inadequate. The full decision letter and Inspector's Report can be found below:

<https://www.gov.uk/government/publications/recovered-appeal-land-east-of-hayes-drive-and-north-of-church-lane-three-mile-cross-reading-berkshire-ref-3354607-22-september-2025>

It would not be appropriate for the MOD to comment on upcoming planning applications within the DEPZ, however, we can assure you that AWE plc and the MOD have and will continue to take the appropriate actions to challenge developments within the DEPZ which threaten the adequacy of the OSEP. This includes providing evidence during planning inquiries in order to emphasise the national strategic importance of the AWE sites and operations.

Yours sincerely,

Defence Nuclear Organisation Secretariat