

To all members of Shinfield Parish Council

Notice is hereby given and you are summoned to attend a meeting of the Full Council on THURSDAY 20th October 2022 at the School Green Centre, commencing 19.30



Bruce Winton
Parish Clerk
14th October 2022

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

Agenda

- 1. Public Questions**
 - 1.1 To **RECEIVE** and **CONSIDER** questions from the public
- 2. Apologies and declarations of members' interests**
 - 2.1 To **RECEIVE** and **CONSIDER** members' apologies for absence
 - 2.2 To **RECEIVE** and **CONSIDER** declarations of members' interests
 - 2.3 To **RECEIVE** and **CONSIDER** changes to members' declarations of pecuniary interest
- 3. Minutes of Meeting on 29th September 2022**
 - 3.1 To **APPROVE** the minutes of the Full Council meeting on 29th September 2022* as a correct record of the meeting
 - 3.2 To **RECEIVE** information on matters arising
- 4. Reports**
 - 4.1 To **RECEIVE** reports from the Borough Councillors **
 - 4.2 To raise any questions to WBC via the Borough Councillors
 - 4.3 To **NOTE** the draft minutes of the Recreation and Amenities Committee 13th October* and update from the Chairman of the Committee
 - 4.4 To **NOTE** the draft minutes of the Planning & Highways Committee 6th October 2022* and update from the Chairman of the Committee
 - 4.5 To **RECEIVE** and **NOTE** reports from Working Parties
 - 4.6 To **RECEIVE** a report from the Chairman
 - 4.7 To **RECEIVE** reports from outside bodies

5. **Land Swaps**
 - 5.1 To **RECEIVE** and **CONSIDER** a verbal report from the Chair of Finance & General Purposes Committee on Land Swaps
6. **Safer Neighbourhoods**
 - 6.1 To **RECEIVE** and **CONSIDER** an outline proposal for Safer Neighbourhoods scheme to tackle anti-social behaviour*
7. **New Community Centre**
 - 7.1 To **RECEIVE** and **CONSIDER** a verbal report from Cllr Grimes on the New Community Centre
8. **Invoices for Payment**
 - 8.1 To **CONSIDER** and **RESOLVE** to approve Lloyds Bank payment of invoices *
 - 8.2 To **CONSIDER** and **RESOLVE** to approve Barclaycard payment of invoices *
9. **Warm Bank Proposal**
 - 9.1 To **RECEIVE** and **CONSIDER** a recommendation from Recreation & Amenities Committee for the establishment of a “Warm Bank”* over the winter of 2022/23
10. **Correspondence**
 - 10.1 To **RECEIVE** and **CONSIDER** any general correspondence
11. **Date of Next Meetings**
 - 11.1 To review dates of future meetings to avoid clashes with Wokingham Borough Council’s Full Council meetings
 - 11.2 To **NOTE** that the next Full Council Meeting is on Thursday 17th October 2022 at 7.30 p.m.

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

*** indicates papers to follow*



Minutes of a meeting of
Full Council
Held on Thursday 29th September 2022
At School Green Centre commencing at 19.30

Present: N Boyer, I Clarke, P Emmet, A Grimes (Chair), P Jahromi, L James, M Jones, D Lias,
I Montgomery, D Peer, R Tatla

BCllrs P Batth, J Rance

Attending: B Winton (Clerk), S Herring, 6 members of the public

22/81

Public Questions

81.1 Questions on Parking and access to Council minutes online

A member of the public asked the following questions

- 1- Are there any discussions with WBC about traffic calming/parking provision on Basingstoke Road between junction with Beech Hill and Hunter Close? There had been some progress pre-COVID but now traffic levels had returned so had the problems
- 2- What was the council's policy on making committee papers and minutes available online

In respect of Q1, Cllr Grimes advised that the council was still pursuing the problem. At a joint highways meeting with Wokingham Borough Council the night before, more information on traffic calming measures between Lieutenant's Cottage and Lambs Lane had been advised by WBC. SPC had requested the details of these proposals from WBC. Cllr Peer advised that the problems in this area were a combination of issues including the success of the shop, traffic from the nearby industrial estate and inconsiderate parking by some drivers. SPC has previously asked WBC about being able to pay towards the costs of a civil enforcement officer to patrol this area but without any useful response from WBC on the subject.

In respect of Q2 the Clerk advised that his predecessor had taken a view to provide online access to the minutes and full papers for all committee and council meetings back to January 2020. This was to avoid overloading the website and storage. Any minutes prior to this date were accessible on request. The Clerk accepted that other parish councils included the minutes of full council meetings (but not for any sub-committees or including the background papers for the meeting) for as far back as January 2013.

ACTION – Clerk to review the policy for having council meeting minutes available online

81.2 Spencers Wood Carnival

The Clerk set out the list of items that had been paid for by the organisers in advance of the Carnival and advised that the organisers had arranged for the insurance premium to be carried over to the 2023 Carnival as well as £800 of the payment to the marquee supplier.

All these payments had been made in good faith and paid in advance either as annual payments or as necessary for the delivery of the Carnival. They were in line with the grant application.

CLlr Peer asked if cancellation insurance had been taken out and the organisers advised that this had been too expensive and so had been omitted from the cover. This would be reconsidered for the 2023 Carnival.

Members agreed to the following:

- 1- To underwrite the expenditure incurred but not rolled over to 2023 (£1,274.40)
- 2- To note that a further £1,371.00 has been incurred but would now be regarded as deposit/payment towards the 2023 Carnival (for marquee and insurance respectively)
- 3- The balance of the grant of £3,500.00 (£854.60) to be retained by the organisers for use in 2023

Proposed: CLlr Lias
Seconded: CLlr Jahromi
Approved: Unanimously

It was also agreed that the matter would be referred to the Finance & General Purposes Committee for further consideration of the terms under which the council would provide financial support to the Carnival in future years.

ACTION – Clerk to include consideration of the financial support provided to Spencers Wood Carnival on the next Finance & General Purposes Committee



22/82 Apologies and declarations of Members' Interest

- 82.1 No apologies had been received from Cllrs for this meeting. Apologies had been received from Borough Cllrs Frewin, Johnson & Munro.
- 82.2 There were no declarations of members' interests.
- 82.3 There were no changes to members' declarations of pecuniary interest.

22/83 Make A Difference

- 83.1 Cllr Grimes set out the principles that he and the Clerk had been working on for this item. Some members had concerns about how items would be identified, prioritised and timetabled for this item. After discussion Cllr Grimes advised that he would withdraw the proposal.

22/84 Minutes of the Previous Meeting

- 84.1 The minutes of the committee meeting of 22nd August 2022 were approved as a correct record and signed as such by the Chairman.

Proposed: Cllr Tatla
Seconded: Cllr Emmet
Approved: Unanimously

- 84.2 The following matters arising were covered:

47.1.1 Cllr Grimes to write to both Lidl and Aldi regarding what, if any, plans they had for a shop in Shinfield.

Lidl had now submitted a detailed planning application.

53.1 The Clerk to write to BCllr Batth regarding the pelican crossing at Crossfield School.

This was covered by Cllr Batth in his report later in the meeting.

53.1 Clerk to investigate taking on WBC playgrounds.

The Clerk advised that there was no merit in taking on the WBC playgrounds and the Chair of Recreation & Amenities had a similar view. It was agreed that option would not be pursued.



53.5 Clerk to write to Motion regarding the proposed traffic measures for Three Mile Cross

This would be covered by the Traffic Management Working Party.

56.1 Clerk to establish the whereabouts of the archives

The Clerk advised that Berkshire Records Office had provided a catalogue of the records they are holding on behalf of SPC. This includes council minutes from 1894 to 2013. Records after that date are now located in the cupboard in the Tower Room. There were still some pictures and other items to be accounted for as part of the archive.

ACTION – Clerk to confirm whereabouts of the remaining SPC archives

63.6 Clerk to arrange a meeting with Shinfield Infants School regarding footpath provision

This would be covered by the Shinfield Village Green Working Party

65.1 Clerk to initiate first meeting of Village Green Working Party

The Clerk advised that the R&A committee had agreed terms of reference for the working party and that the first meeting would be Wednesday 12th October.

ACTION – Clerk to report back to R&A following the first meeting

67.2 Clerk to arrange for the installation of bollards at the School Green Centre

The bollards were now scheduled to be installed in the week commencing Monday 3rd October. The school and regular hirers had been made aware of the restrictions on parking.

69.1 Draft Questionnaire on Housing

The Clerk advised that he intended this would be issued in the following week.

71.1 Anti-Social Behaviour

- a. There had been no update from BCllr Johnson following his meeting with the Police and Crime Commissioner (PCC)
- b. A collective approach from BCllrs and Parish Councillors towards the PCC
- c. Clerk had still to identify the powers used to deal with ASB in Grazeley
- d. The Clerk advised that arrangements had been made to have a PCSO attend this meeting for when it was originally scheduled but he had been advised that the PCSO had since been instructed that they could only attend the Neighbourhood Action Group
- e. The Clerk has spoken to the Youth Club manager regarding the comments made at the previous meeting regarding the Youth Club

ACTION – BCllr Johnson to provide an update on meeting with PCC

ACTION – Clerk to identify powers used to deal with ASB in Grazeley

74.3 SPC participation in Spencers Wood Carnival

The carnival had not taken place, but the council would be involved in the 2023 event.

77.1 SPC arrangements with BP Pulse

The Clerk advised that some progress had been made in establishing the exact arrangements with BP Pulse but the company was proving hard to pin down.

ACTION – Clerk to confirm arrangements for use of charging posts with BP Pulse



22/85

Reports

85.1 Reports from Borough Councillors

BCllr Rance gave a summary of her written report. Members **NOTED** the report.

BCllr Batth provided a verbal report. He had met with the Deputy Head of Crosfields School and the planning & highways officers to scope the pelican crossing on Shinfield Road. He was chasing up when this would be installed. Cllr Grimes asked if WBC could provide the delay model for the crossing showing the impact the crossing would have on an already slow-moving road. Cllr Peer made the point that Shinfield Parish were not being kept fully informed by WBC on issues such as this. This led on to discussions about the current works on the Black Boy roundabout and Cllr Grimes asked that WBC also provide the Road Safety Audit for the work taking place there

ACTION – BCllr Batth to ask WBC to provide the delay model for the pelican crossing on Shinfield Road and the Road Safety Audit for the Black Boy roundabout works

BCllr Munro had advised that he was in ongoing discussion with a resident in Langford Avenue regarding damp and extractor fan replacement issues with Vivid Homes. He believed BCllr Frewin has similar issues with the same company

85.2 Questions to Wokingham Borough Council via Borough Councillors

The Borough Councillors were asked if Wokingham Borough Council would consider setting up a licensing scheme for Houses of Multiple Occupation. Currently there is a mandatory licensing scheme for buildings occupied by 5 or more individuals which form 2 or more households and there are shared basic amenities.

Councillors felt that while there was a need for such properties, WBC needed to exercise greater control over HMOs to prevent their uncontrolled spread and avoid poorly operated and maintained HMOs becoming a nuisance to other residents. This has been an ongoing issue for several years particularly in Shinfield rise which was now being seen across the parish.

85.3 Minutes of Recreation & Amenities Committee 27th September 2022

Cllr Clarke drew Members attention to the following main points:

Work on the Multi Use Games Area at Spencers Wood Recreation Ground would commence on 3rd October

The annual rental for allotments would increase in 2023 by 20% (the most common rate rising from £20 to £24 per annum)

The Help for Ukraine event had been postponed and would be rescheduled

The council refused to accept Orchard Rise Allotments until such time as they were satisfied that the ground was in an appropriate condition

Shinfield Cricket Club had attended for a discussion on the future of cricket at the new pitch at Manor and at Millworth Lane

It was intended to work with the University of Reading on a joint consultation exercise for sports provision at Millworth Lane and High Copse

Members **NOTED** the minutes of the Recreations & Amenities Committee meeting on 27th September 2022.

85.4 Minutes of the Planning & Highways Committee 1st September 2022

Members **NOTED** the minutes of the Planning & Highways Committee meeting on 1st September 2022.

85.5 Working Parties

There were no reports from Working Parties



85.6 Chairman's Report

Cllr Grimes advised of the following:

Cllr Brown had resigned from the council due to ill health. He thanked Cllr Brown for all his hard work and contributions to the council over the years and this view was shared by the other members of the council. Members were encouraged to keep in touch with Cllr Brown.

There had been further discussions regarding the bus services. Problems had been experienced by children who live in the parish but go to school in Reading being unable to get onto the buses particularly at the end of the day when the services were already buses with passengers getting on in the centre of Reading. The school services would be operated with double deckers to help alleviate the problem.

Cllr Grimes had attended the borough reading of the Royal Proclamation on Sunday 11th October in Wokingham and had later read the Royal Proclamation at St Mary's Church.

Cllr Grimes had been in discussion with a new potential member who was now attending the meetings for experience.

Cllr Grimes had met with the new Chairman of Arborfield Parish Council

85.7 Reports from Outside Bodies

There were no reports from outside bodies.

85.8 Refurbishment of California Country Park

Cllr James and the Clerk had attended a Teams meeting with Wokingham Borough Council and invitees from other parishes to hear WBC's proposals for the lakeside at the park. WBC advised that they were looking for contributions from each of the parishes based on postcodes obtained for bookings at the park. The Shinfield Parish Council contribution was suggested to be £25,000. It was felt that there were flaws in the basis of calculating the shares and that a large proportion of the total cost was for the refurbishment of existing infrastructure which should be covered by WBC. The matter would be considered further at Finance & General Purposes Committee with a recommendation to Full Council.

ACTION – Clerk to add to agenda for the next Finance & General Purposes Committee



22/86

Land Swaps

- 86.1 Cllr James asked if the Finance & General Purposes committee could revisit the issue of land swaps and consider if there were other parcels of land that could usefully be included in the arrangement.

ACTION – Clerk to add to the agenda for the next Finance & General Purposes Committee

22/87

School Green Centre

- 87.1 There were no updates on this item.

22/88

Invoices for Payment

- 88.1 Payment of the Lloyds Bank invoices was **APPROVED**.

Proposed: Cllr Montgomery
Seconded: Cllr Jahromi
Approved: Unanimously

- 88.2 Payment of the Barclaycard invoices was **APPROVED**.

Proposed: Cllr Montgomery
Seconded: Cllr Jahromi
Approved: Unanimously

22/89

Correspondence

- 89.1 There was no correspondence.

22/90

Dates of Next Meeting

- 90.1 The next Full Council Meeting is on Thursday 20th October 2022 at 7.30p.m.

The meeting ended at 21.25



List of Actions (TO BE UPDATED)

47.1.1	Clerk to circulate Lidl Planning Application when received	Clerk
53.1	Clerk to follow up provision of pelican crossing at Crosfields School with BCllr Batth	Clerk
53.1	Clerk to investigate taking on WBC Playgrounds	Clerk
56.1	Clerk to confirm the whereabouts of SPC archives	Clerk
63.6	Clerk to arrange a meeting with Shinfield Infants School regarding footpath provision	Clerk
65.1	Clerk to initiate first meeting of Village Green Working Party	Clerk
66.1	Cllr Grimes and Clerk to continue to work with WBC on land swaps	Cllr Grimes Clerk
67.2	Clerk to update on progress of installing bollards at the School Green Centre	Clerk
69.2	Clerk to include discussion of email from Matthew Gould on agenda for Planning & Highways meeting on 1 st September	Clerk
71.1a	BCllr Johnson would be meeting the Police and Crime Commissioner shortly and would raise the matter directly with them	BCllr Johnson
71.1b	There would be a collective approach from the Parish and Borough Councillors to the PCC	SPC/WBC Councillors
71.1c	Clerk to identify the powers that were employed to assist in dealing with ASB in Grazeley	Clerk
71.1d	Police/PCSOs to be asked to attend Full Council to discuss the approach to ASB	Clerk
71.1e	Clerk to speak to Youth Club manager regarding the comments made about the Youth Club	Clerk
74.3	Clerk to arrange SPC participation at Spencers Wood Carnival	Clerk
75.1	Clerk to update draft questionnaire and issue it	Clerk
77.1	Clerk to report on the arrangements with BP Pulse	Clerk

Minutes of a meeting of
Recreation & Amenities Committee
Held on Thursday 13th October 2022
At School Green Centre commencing at 19.30

Present: P Emmet, P Jahromi, L James, R Tatla

Attending: B Winton (Clerk), P Gudge (Facilities Manager), S Herring and one prospective new councillor

22/RA/70 Public Questions

- 70.1 It had originally been planned to have Raymond Barry from Wokingham Borough Council in attendance to discuss Orchard Rise allotments, but this had been deferred to 10th November committee meeting to allow more members to participate in the discussion.

There were no questions from the public.

22/RA/71 Apologies and declarations of Members' Interest

- 71.1 Apologies had been received for this meeting from Cllrs Bowyer, Clarke and Peer. As both the Chair and Vice-Chair of the committee were not present it was agreed that Cllr Emmet would chair this meeting.

- 71.2 There were no declarations of members' interests.

- 71.3 There were no changes to members' declarations of pecuniary interest.

22/RA/72 Minutes of the Previous Meeting

- 72.1 The minutes of the committee meeting of 27th September 2022 were approved as a correct record and signed as such by Cllr Emmet.

Proposed: Cllr Tatla
Seconded: Cllr Jahromi
Approved: Unanimously

72.2 The following matters arising were covered:

22/RA/40.2

- a) Orchard Rise allotments to be transferred to SPC when preparatory works have been completed.

ACTION – Clerk to keep under review and for discussion in November

- b) Quarterly Report on Bookings to be provided at November meeting

ACTION – Clerk to add to agenda for November meeting

22/RA/42.2

Clerk to write to SWVH committee about the provision of a Christmas tree. Members agreed to provide a tree for the Spencers Wood Memorial Hall for 2022 and also asked the Clerk to identify possible locations for a tree somewhere in Shinfield North.

ACTION – Clerk to arrange a tree for SWMH and to investigate possible sites for Shinfield North

22/RA/43.1

Clerk to review application form to provide more information to allow members to be better informed about grant requests. The Clerk was still working on this

ACTION – Clerk to review application form

22/RA/44.1

Clerk to check with the Chairman regarding the tree for Peter Hughes. The Clerk had discussed this and a tree in the courtyard at the School Green Centre would not be appropriate as the WI had already planted a tree there. A tree as a memorial for Peter Hughes could be incorporated into the School Green Working Party without needing to wait for the entire scheme to be agreed.

ACTION – Clerk to include in School Green Working Party

22/RA/44.14

Clerk to put in place specific agreement with the three allotment holders who currently have chickens. This agreement had now been finalised. It was understood that we now only have one plot holder still keeping poultry.

22/RA/48.2

Facilities Manager to follow up with N Frankland at University of Reading regarding permission for some preparatory works at Millworth Lane. The Facilities manager was still chasing N Frankland for this specific permission.

ACTION – Facilities Manager to follow up with University

22/RA/57.1

Facilities Manager to liaise with the University of Reading and Shinfield Cricket Club regarding requirements for Manor Court. The University had provided drawings of the proposed pavilion and the Facilities Manager had shared these with the cricket club to ensure that they met the league's requirements.

ACTION – Facilities Manager to follow up with University and cricket club to ensure the Manor Court pavilion will be compliant with league requirements

22/RA/60.1

Facilities Manager to monitor progress of MUGA works at Spencers Wood Recreation Ground and the corrective actions required on the fitness equipment. See Item 73.1 below.

22/RA/60.2

CLlr Clarke to obtain detailed quote for toilets at Shinfield Tennis Club. See Item 73.2 below.

22/RA/60.3

Clerk and Facilities Manager to develop an initial business plan for Millworth Lane post redevelopment. See Item 73.3 below.

22/RA/60.3

Clerk and the Facilities Manager to work with the University of Reading for a consultation event to take place before Christmas 2022. See Item 75.4 below.

22/RA/61.3

CLlr Tatla to follow up the availability of the minibus for Frensham Green group with Wokingham Borough Council. CLlr Tatla advised that Wokingham Borough Council were now able to provide a minibus on a Monday evening (at least until the end of 2022) which would allow the group to make use of the facilities at Spencers Wood Pavilion.

22/RA/61.3

Clerk and Facilities Manager to investigate viable options for SPC having its own facility in Shinfield North. This has not yet been followed up. Members were asked to suggest any potential options to the Clerk.

ACTION – Clerk and Facilities Manager to follow up

22/RA/62.2

Clerk to revisit the grant request with Shinfield Guides. No update had been received from the Guides.

ACTION – Clerk to follow up with the Guides

22/RA/63.1

Clerk to report back on first meeting of School Green Working Party. This was on the agenda.

22/RA/64.1

Clerk to arrange for the new allotment rates to be implemented. The Clerk had attended the Allotment Holders AGM on Monday 3rd October and advised of the rate change at the meeting. A formal communication to all allotment holders was in hand.

22/RA/64.1

Facilities Manager to remove pest control contracts from allotments and monitor impact. This would be achieved by not renewing existing contracts as they come to an end.

22/RA/65.1

Clerk to bring Warm Bank proposal to next R&A meeting. This was on the agenda.

22/RA/66.1

Clerk to discuss option for future date for Ukraine Event with Cllr Jahromi. This was on the agenda.

22/RA/68.1

Facilities Manager to arrange for a soil sample of Orchard Rise Allotments. The Facilities Manager had conducted a number of sample digs at the allotment site and reported that the quality of the soil was very poor, and it was difficult to dig down much below 4-5 inches. He had taken a soil sample and hoped to have the results in time for the 10th of November meeting.

ACTION – Facilities Manager to report back on soil conditions at Orchard Rise Allotment site

22/RA/73

Works Update

73.1 Progress on new MUGA and outdoor gym equipment for Spencers' Wood Recreation Ground

The Facilities Manager advised that the work on the MUGA had commenced on 4th October and was progressing well; the surrounds were in and the base was beginning to be installed. If the weather stayed kind, it was on track to be completed in the scheduled 4 weeks. A further week was then required before the line markings were applied but the MUGA could be used during that week. The corrective work on the fitness equipment area had now been carried out and the payment which had been withheld could now be paid.

ACTION – Facilities Manager to monitor progress of the MUGA works

73.2 Update on progress for new toilets at Shinfield Tennis Club

Cllr Clarke was still awaiting a more detailed quote for the proposed toilets.

ACTION – Cllr Clarke to obtain detailed quote

73.3 Initial Costings for Millworth Lane

The Clerk and Facilities Manager had started to build the financial model required. This will be structured to easily allow the model to be updated if elements were deleted or additional items added. The intention was to populate the model with real life examples of the hire rates, likely usage and ongoing maintenance costs involved.

ACTION – Clerk and Facilities Manager to develop an initial business plan for Millworth Lane post redevelopment for 10th November meeting

73.4 Consultation with the public regarding Millworth Lane proposals

The Facilities Manager had proposed a joint consultation exercise with the University of Reading but had not yet had a response.

ACTION – Clerk and Facilities Manager to work with University of Reading for a consultation event to take place before Christmas 2022

22/RA/74**Community Services****74.1 Sports Strategy Group**

Nothing to report.

74.2 Community Services

Nothing to report.

74.3 Pavilion Youth Club and Shinfield Rise Monday club

Cllr Tatla has spoken to the Youth Club leader who advises that the club is going from strength to strength. From a peak of 68 it has now settled at around a steady 40 participants each Wednesday with new starters every week. Four older members were now helping as were two parents. Recent or planned activities include dance activities, boxing and a session with Reading football club.

Having the minibus on a Monday evening will mean that the Shinfield Rise Monday club will also be able to make use of the facilities at Spencers Wood Pavilion and will also benefit greatly from the additional space compared to the Frensham Green flat. Ideally though a facility in Shinfield North would be preferred.

22/RA/75**Grant Applications****75.1 Grant Applications**

There were no formal grant applications to consider.

75.2 WBC Community Engagement Team

A request had been made from Shabina Maher for funding for up to 50 residents from Shinfield North to attend the Hexagon Pantomime. Each resident would be asked for a £7 contribution but to cover the remaining cost of the tickets and the hire of a coach. This would amount to £1,030. Cllr James advised that there were other reserve funds available which covered the scope of this and members agreed to use that reserve.

Proposed: Cllr Jahromi
Seconded: Cllr Emmet
Approved: Unanimously

ACTION – Clerk to advise accordingly

22/RA/76

Shinfield School Green Working Party

- 76.1 The Clerk advised that the first meeting had taken place on 12th October with Cllrs Jahromi and Tatla, the head teachers at the schools, two invited members, the Facilities Manager and the Clerk.

After introductions and a site visit, there had been a very positive discussion considering all the items set out in the terms of reference for the Working Party and some additional points received since the terms of reference were agreed. These additional suggestions included position of waste bins, disabled parking bays in toilets, visual impact of the parish noticeboard etc.

Already some ideas were beginning to come together. The Clerk would draw these together for further discussion at the next meeting provisionally scheduled for Monday 31st October which would allow time for a formal update to be included in the papers for the next R&A meeting on the 10th of November.

ACTION – Clerk to convene the next meeting of the Working Party

ACTION – Clerk to provide a more detailed report at next R&A Meeting

22/RA/77

Warm Banks Proposal

- 77.1 The Clerk advised that he had made some estimates of potential costs, but these would either be dependent upon actual numbers using the service or were non-cash costs (the staffing element). Members agreed to recommend the proposal to Full Council to start in early November and run through the winter (subject to demand)

ACTION – Clerk to add to Agenda for Full Council

22/RA/78

Help for Ukraine

- 78.1 The Clerk had discussed the concept further with Cllr Jahromi and it would be possible to either do a Sleep Out as originally envisaged in the Spring or a Sleep In (at the School Green Centre) on a similar concept on a Friday night in December. It was agreed to run a Sleep In on a Friday night in December. Cllrs Jahromi and Emmet offered to help with running the event.

Proposed: Cllr James
Seconded: Cllr Jahromi
Approved: Unanimously

ACTION – Clerk to arrange the event

22/RA/79

Other Items

79.1 Orchard Rise Allotment

This had already been covered earlier in the meeting.

79.2 Verbal Update on Cricket matters

The Facilities Manager advised that in addition to the 1st and 2nd adult teams playing at Manor Court the cricket club had asked whether they could make use of Millworth Lane for their junior cricket and also for 3rd and 4th adult teams. Members were content that junior cricket could continue at Millworth Lane, but it was not practical to continue to have adult cricket at that location due to the risk of cricket balls landing in the tennis courts.

79.3 Verbal Update on Newsletter

The Clerk advised that the hard copies had been received and they were with Royal Mail for delivery to households next week. He emphasised the hard copy was focussed on driving people to sign up for the electronic version.

22/RA/80

Future Meetings

- 80.1 The next meeting would be Thursday 10th November 2022.

The meeting ended at 20.40

List of Actions

22/RA/40.2	a) Clerk to ensure Orchard Rise allotments are only transferred to SPC when preparatory works have been completed to an acceptable standard	Clerk
	b) Clerk to add Quarterly Report on Bookings to agenda for 10 th November meeting	Clerk
22/RA/42.2	Clerk to arrange a Christmas tree for Spencers Wood Memorial Hall and to investigate possible sites for Shinfield North	Clerk
22/RA/43.1	Clerk to review the grant application form to provide more information to allow members to be better informed about grant requests	Clerk
22/RA/44.1	Clerk to include the provision of a tree as a memorial for Peter Hughes in the School Green Working Party plans	Clerk
22/RA/48.2	Facilities Manager to follow up with N Frankland at University of Reading regarding permission for some preparatory works at Millworth Lane	Facilities Manager
22/RA/57.1	Facilities Manager to liaise with the University of Reading and Shinfield Cricket Club to ensure the Manor Court Pavilion will be compliant with league requirements	Facilities Manager
22/RA/61.3	Clerk and Facilities Manager to investigate viable options for SPC having its own facility in Shinfield North	Clerk Facilities Manager
22/RA/62.2	Clerk to revisit the grant request with Shinfield Guides	Clerk
22/RA/68.1	Facilities Manager to arrange a soil sample of Orchard Rise Allotments	Facilities Manager
22/RA/73.1	Facilities Manager to monitor the progress of the MUGA works at Spencers Wood Recreation Ground	Facilities Manager
22/RA/73.2	Cllr Clarke to obtain a detailed quote for new toilets at Shinfield Tennis Club	Cllr Clarke

22/RA/73.3	Clerk and Facilities Manager to develop an initial business plan for Millworth Lane post redevelopment for 10 th November meeting	Clerk Facilities Manager
22/RA/73.4	Clerk and Facilities Manager to work with University of Reading for a consultation event to take place before Christmas 2022	Clerk Facilities Manager
22/RA/75.2	Clerk to advise WBC Community Engagement Team regarding funding for trip to pantomime	Clerk
22/RA/76.1	Clerk to convene next meeting of School Green Working Party	Clerk
22/RA/76.1	Clerk to provide more detailed update on School Green Working Party for 10 th November meeting	Clerk
22/RA/77.1	Clerk to add the Warm Banks Proposal to the agenda for Full Council meeting on 20 th November	Clerk
22/RA/78.1	Clerk to arrange a "Sleep In" event for Ukraine to take place in early December	Clerk

Minutes of a meeting of
Planning & Highways Committee
Held on Thursday 6th October 2022
At School Green Centre commencing at 19.30

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

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

22/PC/91 Public Questions

91.1 No public questions have been received

22/PC/92 Apologies and declarations of Members' Interest

92.1 Apologies had been received from Cllrs Peer and Jahromi. Cllr Lias would chair the meeting as Vice-Chair of the committee.

92.2 There were no declarations of members' interests.

22/PC/93 Minutes of the Previous Meeting

93.1 The minutes of the committee meeting of 1st September 2022 were approved as a correct record and signed as such by Cllr Lias.

Proposed: Cllr Tatla
Seconded: Cllr Emmment
Approved: Unanimously

22/PC/94 Actions and Matters Arising

28.5 Make good Footpath 17.

There was no update on this matter.

ACTION – Clerk to continue monitor situation until issue resolved

22/PC/56.1 Taylor Wimpey Reinstatement of Footpath 13

Cllr Emmet confirmed that this work had been completed.

22/PC/75.3 Clerk to advise when Loddon Valley Ramblers have installed the Kissing Gates of FP23

The Ramblers have installed one of the gates and had provided a photo. The other gate was to be installed next week

ACTION – Clerk to advise when second gate installed

22/PC/75.3 Clerk to contact landowner regarding availability of land for potential retail development

The Clerk has not yet sent this letter

ACTION – Clerk to send letter as discussed at previous meeting

22/PC/84.1 Clerk to submit comments on PA 222304 via planning portal

The Clerk had restated the previous objections to this planning application. This was also on the agenda at 10.2

22/PC/85.1 Clerk to distribute live and closed enforcement reports for August
22/PC/85.2 when available from WBC

The Clerk had distributed these reports

22/PC/86.1 Clerk to obtain more details regarding the TRO proposed for outside the Post Office in Three Mile Cross

This would be covered at Item 7 on the agenda.

22/PC/87.1 Clerk to update the Terms of Reference for the Traffic Working Party to reflect discussion at 1st September Meeting

This item was on the agenda

- 22/PC/87.3 Clerk to discuss with Cllr Grimes on how to set SMART objectives for the Traffic Working Party

The Clerk and Cllr Grimes had discussed this point.

- 22/PC/87.4 Clerk to arrange the first meeting of the Traffic Working Party

This item was on the agenda.

- 22/PC/88.2 Clerk to respond to WBC regarding the positioning of the works compound for the construction of the village centre food store

This had been done.

- 22/PC/89.1a Cllr Lias to follow up Beke Avenue bus gate with WBC

Cllr Lias advised members of the contents of the letter he had sent Paul Fishwick at Wokingham Borough Council.

- 22/PC/89.1b Clerk to add discussion on Beke Avenue bus gate to agenda for October Meeting

This would be covered later in the meeting.

22/PC/95

Schedule of Deposited Plans

- 95.1 Planning Application 222416 – Provision of 4 Jet Wash bays at BP garage on Basingstoke Road, Three Mile Cross

Members discussed this application and had no objection provided the restrictions set out in the application e.g. hours of operation were fully complied with.

22/PC/96

Appeals

- 96.1 Planning Application 201002 – Land west of Kingfisher Grove, Three Mile Cross

Members discussed this appeal and in particular the encroachment into the DEPZ. Cllr Lias agreed to attend the opening of the public inquiry which was scheduled for 15th November 2022.

ACTION – Cllr Lias to attend and report back to committee

- 96.2 Members reviewed the other appeals within the parish that are notified on the Planning Inspectorate website

22/PC/97

Enforcement Update

- 97.1 Closed Enforcement Notices

Members NOTED the closed enforcement notices for the month.

- 97.2 Live Enforcement Notices

Members NOTED the live enforcement notices for the month. In particular they wished to keep an eye on any enforcement on HMOs.

- 97.3 Hannah Skeels regarding PA 221090

Members NOTED the response from Hannah Skeels at Wokingham Borough Council regarding the above application.

22/PC/98

Highways, Street Lighting and Footpath Matters

- 98.1 Wokingham Borough consultation on Traffic Regulation Order Amendment 5

Members discussed each of the three items within TRO Amendment 5 that related to Shinfield parish and NOTED the document.

22/PC/99

Road Traffic

99.1 Traffic Working Party

The Clerk had suggested dates for the first meeting to the 5 councillors nominated to sit on the working party and would confirm a date as soon as possible.

ACTION – Clerk to confirm the date of the first Traffic Working Party meeting

99.2 The Clerk had updated the terms of reference following the discussions at the previous Planning & Highways Committee.

ACTION – Clerk to circulate the updated version of the terms of reference to the committee

22/PC/100

Shinfield Centre Food Store Application

100.1 Planning Application 222656

The Clerk summarised the comments that had already been made regarding this application which were largely in favour but with specific concerns from some regarding parking, potential noise, lack of recycling provision and impact on the footpath.

Members considered the application carefully and arrived at the following position:

Shinfield Parish Council was supportive of the planning application provided the build proceeds in accordance with the details set out in the application and that the store operations do likewise. In particular the council would not want to see the site/store cause any nuisance to its neighbours through noise, litter, anti-social behaviour and similar.

The Council had the following specific comments:

1 - Footpath 11 should remain open at all times throughout the build period. Where necessary to divert the footpath during the build, any alternative route should remain as near to the original footpath as practicable. It was not felt necessary for the footpath to be closed or for any diversion to be outside the overall boundary of the site. The footpath is an important thoroughfare for local residents and is especially well used for those travelling to/from the schools.

2 - It was felt that recycling facilities (glass, paper, fabric etc.) should be provided for within the car park.

3 - All construction traffic should access the site from Hollow Lane onto Beke Avenue. At the same time Beke Avenue should be opened for buses.

4 - As stated above there is a considerable amount of pedestrian movement north-south that will need to cross Beke Avenue. Shinfield Parish Council strongly urged a reinstatement of the bus gate originally planned for Beke Avenue (as a planning condition for this application). This would ensure that most vehicle traffic is to the east of the car park entrance and allowing an uncontrolled crossing point for pedestrians to the west of the car park entrance. If the bus gate was not reinstated, then a full controlled crossing point would be required for the safety of pedestrians (and especially children) crossing at this point.

The Council had no specific comment to make on the number of parking spaces being proposed.

ACTION – Clerk to circulate a draft of these comments for review by members and then post the comments on the planning portal.

22/PC/101

Correspondence

101.1 Jonathan Simpson ref Church Lane/Basingstoke

Members NOTED the email from Jonathan Simpson updating the position on these works.

101.2 Planning Application 222304 - land adjacent to Land End House, Shinfield

This item had been called in by Borough Councillors and would be discussed on 12th October.

101.3 Response of Borough Councillors to HMO question

This will be discussed further at the next meeting.

ACTION – Clerk to add to agenda for next meeting

- 101.4 Pre-consultation for proposed radio base station on Basingstoke Road, Three Mile Cross

Members discussed this consultation document and felt there was a need to balance any potential health & safety concerns over such base stations with ensuring that residents can access the technologies they provide (e.g. 5G). It was felt that the specific location could be moved slightly further towards the A33 (and away from nearby houses) and should be multi-agency use to avoid the need for other similar stations in the same area.

ACTION – Clerk to respond to the pre-consultation accordingly.

- 101.5 Hayes Drive Double Yellow Lines

This road has yet to be handed over to Wokingham Borough Council so there was very little that Shinfield Parish Council could do to address the residents concerns over parking. When and if the road was adopted then WBC could provide additional double yellow lines but there was no clear idea of timescale for this to happen. Cllr Lias would write to the resident accordingly.

ACTION – Cllr Lias to write to the resident

- 101.6 SOLVE Petition

Members discussed and agreed that Shinfield Parish Council should not endorse or promote this petition.

22/PC/102

Project Schedule

- 102.1 The Clerk was asked to follow up with John Russell at Motion regarding the travel plan for Crosfields school. There were no other comments on the Project Schedule.

ACTION – Clerk to check with Motion

The meeting ended at 21.40

The next meeting is Thursday 3rd November 2022

List of Actions

28.5	Clerk to continue to monitor the position regarding Footpath 17 with University of Reading	Clerk
22/PC/75.3	Clerk to advise committee when Loddon Valley Ramblers have installed Kissing Gates	Clerk
22/PC/75.3	Clerk to contact landowner regarding availability of land for potential retail development	Clerk
22/PC/96.1	Cllr Lias to attend opening of Planning Inquiry relating to PA 201002 and report back to committee	Cllr Lias
22/PC/99.1	Clerk to confirm the date of the first meeting of the Traffic Working Party	Clerk
22/PC/99.2	Clerk to circulate the updated terms of reference for the Traffic Working Party	Clerk
22/PC/100.1	Clerk to submit comments on PA 222656 – Lidl's	Clerk
22/PC/101.3	Clerk to add consideration of Wokingham Borough Council's approach to Houses in Multiple Occupation to agenda for next meeting	Clerk
22/PC/101.4	Clerk to respond to the pre-consultation document for a proposed radio base station on Basingstoke Rad, Three Mile Cross	Clerk
22/PC/101.5	Cllr Lias to write to the resident in Hayes Drive regarding double yellow lines	Cllr Lias
22/PC/102.1	Clerk to follow up with John Russell at Motion regarding the travel plan for Crosfields School	Clerk

Safer Neighbourhoods

Introduction

Thames Valley Police (and police forces in general) are finding that their resources are being stretched and to focus on the more severe crimes they are assigning fewer resources to tackling what would be termed as anti-social behaviour (ASB).

As a response to this Wokingham Borough Council introduced a new ASB enforcement team from 1st April 2022 which aims to tackle

- Fly tipping
- Car Meets
- Construction site noise
- Problems in parks and open spaces

Shinfield Parish Council has received complaints about ASB in recent months including fires at Millworth Lane and motorbikes on Spencers Wood Recreation Ground.

The Clerk has received an outline proposal for how SPC could specifically target ASB in the parish and this is set out below.

Safer Neighbourhood Proposal

The Clerk has received a proposal from a security company called Code 9 Security who he has previously had dealings with. Code 9 have also worked directly for Wokingham Borough Council and Wokingham Town Council (the latter are reportedly considering a similar proposal from Code 9). Code 9 are also involved with other councils including Basingstoke & Deane, Hook Parish Council and the Royal Borough of Windsor and Maidenhead.

The proposal is to co-ordinate community safety across the parish as follows:

- Provide a Safer Neighbourhoods Officer
 - Actively engaging with Shinfield communities via foot patrols, cycle patrols and vehicle patrols
 - Patrols to be targeted according to needs and ASB activity
 - Will also address minor issues such as littering, dog fouling and unlawful or inconsiderate parking
 - Assisting and advising on ASB matters
 - Working with partner agencies (in particular WBC ASB team)
 - Running surgeries and public engagement
 - Allows residents an opportunity to report matters of concern or provide information to help address these
 - Engaging with schools, residential homes, churches
 - Attempt to prevent young people being drawn into ASB by linking with Youth Club, other youth groups, Scouts, Guides etc.
 - Providing support for Speedwatch as required

- Being a visible presence at community events e.g. Spencers Wood Carnival and SPC organized events
- Supporting Patrols
 - These would come from within the Code 9 team and be targeted by the Safer Neighbourhoods Officer as required
- Control Room Personnel
 - Code 9 Control Room could allow a 24/7 monitoring and initial handling of ASB concerns
 - This would be by phone, email, webchat, social media etc.
 - Control Room could also remotely view SPC CCTV
- Supporting businesses
 - Operating a membership scheme for local businesses to e.g. respond to persistent offenders, reducing crime against businesses
 - Code 9 propose facilitating business access to the above on a commercial basis which may partially offset the cost of the service to SPC
 - This would also involve engaging with WBC as a stakeholder to this element as they receive the business rates
- All of the above would be coordinated with WBC ASB team. PCSOs and the police to avoid duplication of effort and achieve the best overall outcome for residents

Initial Cost Estimate

Based on providing the Safer Neighbourhoods Officer for 30 hours per week, 20 hours of supporting officer time and 10 hours of additional patrols per week and including the uniform and core equipment costs, training etc. the initial estimate of cost is in the region of £78,000 + VAT per annum.

This cost could be reduced by

- Reducing the number of direct hours per week
- Looking to partner with neighbouring parish/town councils to share costs and resources
- Offsetting costs by income from business
- Offsetting costs by seeking sponsorship

Summary

This is an initial outline of the type of support that is possible to identify whether members feel there is any merit in investigating the subject further.

If so, then further work could be carried out to refine the proposal (including the costs) to best reflect the objectives of Shinfield Parish Council.

Payments Already Processed at the Bank between 7th September & 12th October 2022

Date Paid	Supplier / Payee	Amount Paid Including VAT £	Description
08/09/2022	Kreatif Design Ltd	59.99	Web Hosting September
08/09/2022	The Shed Man	3,060.00	50% Final Payment Bus Shelter (Claimed back Insurance)
08/09/2022	Royal Electrics	750.00	Installation Extractor Fan, Downlighters, Motion Sensors - SGC
08/09/2022	Silver Supply Limited	1,959.00	Security SGC - 21/27/28 August
08/09/2022	Berks Extinguisher Service	109.20	Replacement Fire Extinguisher (Millworth Pavilion)
08/09/2022	Seton UK	376.96	Safety Signs SGC
08/09/2022	Impact Boxing	100.00	Youth Club Activity
08/09/2022	ProServicing Limited	440.40	Service to Moveable Accoustic Wall - SWP
08/09/2022	Safe I.S. Ltd	478.80	Fire Safety Course Staff
08/09/2022	SSE Southern Electric	1,571.76	Unmetered Supply Electricity Street Lights (3 mths)
08/09/2022	Urban Planet Communications	169.00	Printing of Walk 3 Grazeley Leaflet
08/09/2022	Fcc Recycling (UK) Ltd	199.50	2 Visits RE3 Waste Disposal
Sept / Oct	Hirers	2,134.00	Total Refunds in Period - Damage Deposits
15/09/2022	Chargemaster Limited	26.06	Council Van Charging SGC
16/09/2022	Alphabet (GB) Ltd	468.85	Van Rental September
21/09/2022	Telefonika UK Ltd	221.98	Staff Mobile Phones (4)
27/09/2022	HMRC	4,543.78	NI & PAYE September
28/09/2022	Employees	13,275.33	September Net Pay
28/09/2022	SSE Energy Solutions	1,243.98	Electricity SGC (New Meter) August
30/09/2022	Nest Pension Contributions	1,420.56	Pension Contributions September
03/10/2022	Wokingham Borough Council	246.00	Business Rates SWP & Ryeish - October
04/10/2022	Arthur J Gallagher	13,780.47	Insurance Renewal - Annual due 1/10/2022
04/10/2022	involve Community Services	50.00	Child Safeguarding Course (FOH)
04/10/2022	A & E Fire & Security	434.40	6 Mthly Check Fire Alarm System - SGC
04/10/2022	A1 Locksmiths (Berkshire) Ltd	110.50	Combination Padlocks Clares Grn Rd Allotment Site
04/10/2022	SAS Land Services	1,800.00	Clearance Waste & Groundcover - Recreation Lane Allotment Site
04/10/2022	PKF Littlejohn LLP	3,360.00	External Audit - Review of Accounts 2021/2022
04/10/2022	Impact Boxing	300.00	Youth Club Activity
04/10/2022	Popdance Ltd	130.00	Youth Club Activity
04/10/2022	Fcc Recycling (UK) Ltd	98.70	1 Visit RE3 Waste Disposal
04/10/2022	Office Depot International (UK	12.11	Folders for Office Filing
04/10/2022	Kompan UK	567.11	Repairs to Play Equipment
04/10/2022	Lister Wilder	22.49	Fuel for Council Mower
04/10/2022	Absolute Brilliance Cleaning Ltd	7,981.41	Cleaning at Pavilion(£1,784) & Spencers Wood Pavilion (£6,197) - September
04/10/2022	Nigel Jeffries Landscaping Ltd	2,082.00	Grass Cutting August 2022
04/10/2022	Gavin Fullbrook (Window Cleaner)	760.00	Cleaning Windows - SWP & SGC
04/10/2022	Claire Connell	237.50	Internal Audit Services - Claire Connell
04/10/2022	Office Depot International (UK	38.02	Notice Board for Office
04/10/2022	Silver Supply Limited	1,000.50	Security SGC - 1/3,4,10,11,12 Sept
04/10/2022	Wokingham Borouh Council	399.07	Council Tax Millworth Lane (Charged for period caravan on site but not occupied)
04/10/2022	Elibah School of Dance	60.00	Youth Club Project
04/10/2022	Alexandra	97.93	Polo Shirts for Staff on Approval
04/10/2022	MFG UK Ltd	3,978.47	Monthly IT Contract / Internet & Phones & New Lap Top (Staff)
04/10/2022	Select Environmental Services	2,151.72	Litter Bins & Commercial Waste Collections (all sites)
04/10/2022	Rialtas Business Solutions Ltd	90.00	Annual Licence & Support for Google Calendar Support
05/10/2022	Lloyds Bank plc	7.00	Bank Fee October
05/10/2022	Employee	500.00	Net Pay - September
05/10/2022	Youth Club Leader	288.32	Youth Activities
11/10/2022	Land Registry	3.00	Search Fee
		<u>73,195.87</u>	

Date Paid	Supplier / Payee	Amount Paid Including VAT £	Description
07/09/2022	Adobe	39.95	Adobe Software Monthly Fee
17/09/2022	Solon Security	21.84	Personal Attack Alarms - Reception School Green Centre
21/09/2022	The Beauty Centre	9.00	Descaler for Tea Urns
21/09/2022	TV Licensing	318.00	TV Licences - SGC & SWP
23/09/2022	B&Q	51.06	Paint for Covering Grafitti
26/09/2022	POST OFFICE	157.76	Postage Stamps Allotment Rent Letters
28/09/2022	Text Magic	120.00	Top Up for Allotment Text Messaging
		<u>780.55</u>	

Warm Banks

The following proposal has been considered by Recreation & Amenities Committee on 13th October and is recommended to Full Council for adoption.

Introduction

There are reportedly already over 1,400 Warm Banks in the UK performing a function similar to Food Banks but for those who are unable to heat their homes.

It is possible to offer such a service to residents of the parish and how this could be achieved is set out below.

It is also likely that Wokingham Borough Council will wish to put in place similar arrangements and most likely this would be in collaboration with parishes. Those discussions have not yet taken place.

It would also be sensible to see if we can co-ordinate with other organisations within the parish

General Principles

- This service, if adopted, should be available to anyone who feels the need or wishes to make use of the service
 - It may be worth considering restricting to parish residents especially if it proves to be in high demand
- It should be offered in such a way that it does not cause any embarrassment to potential users
 - See below for thoughts on naming
- The service could be promoted through our usual channels and there would be time to create awareness of it before it officially was opened to the public
 - It would also allow time to discuss and co-ordinate with WBC
- As set out below for School Green Centre the service would entail minimal staff time but would benefit from one or more volunteers
- To accommodate a regular weekend hirer of the Tower Room, a Monday to Friday service would be most appropriate

School Green Centre

- Ideally would be the same room as much as possible so that set up etc. is simplified
 - In practice this would most likely be the Tower Room as this is not normally hired out to anyone else (and would be available after a booking with WBC comes to an end on 21st October)
 - The Tower Room already has 10 tables which could be arranged in pairs to create 5 blocks for 4-6 people each
 - It would also be possible to relocate some of the chairs from Spencers Wood and Three Mile Cross Rooms

- Facilities could include
 - Flasks of Tea & Coffee set up at the start of the session on a “help yourself” basis
 - Biscuits (possibly provided on a donation basis from local shops?)
 - Newspapers (as above)
 - Board Games & Jigsaw puzzles
 - SPC to buy a selection or source from donations etc.
 - TV
 - Screen already in position and TV licence already owned
 - Kitchen Facilities
 - Robyn’s Nest has offered to make special arrangements such as a discounted soup & roll offer.
- Additional Services
 - Work with the library to encourage lending
 - CAB and other organisations to come in at pre-arranged times to help ensure users are accessing all help available to them
 - SPC Councillors to drop in when available to talk to users and see if there is anything that can be done to help them
 - Ideally these could be joint sessions with Borough Councillors

➤ Estimated Operating Costs

Item	Cost	Comment
Tea, Coffee, Milk, Biscuits, cups etc.	£25 pw	Based on 20 users per day @ 25p per person
Cleaning	£Nil	Already on cleaning rota
Electricity	£5 pw	Additional time the lighting is on in the room
Furniture etc.	£Nil	Use existing
Lost Revenue	£Nil	Current pattern of bookings is that there are very few weekday bookings for the Tower Room. If necessary, an alternative room could be used as required.
Staffing	£75 p.w.	Based on 1 hour per day @ £15 per hour although this is expected to be absorbed by existing staff and would not be an additional cash cost. Could be avoided if volunteers were available.
TOTAL	£105 p.w. £2,310	For 22 weeks
One Off cost	£500	To buy activities such as jigsaw puzzles, games, playing cards and to refresh during the period of activity

Spencers Wood Pavilion

- The main room is available most weekday mornings/lunchtime
- Consider if it would be possible to extend the Tea Club to additional days beyond the current Thursday
- Alternatively could make arrangements similar to School Green Centre

Health & Safety

- The Clerk and Facilities Manager would prepare a risk assessment for the activity to ensure all those involved were safe at all times.

Naming of the Activity

- It is intended to use a name for the activity that does not draw attention to or focus on the fact that users of the service may be struggling with the cost-of-living crisis or facing other challenges
- Possible Suggested names are
 - Shinfield Together Group
 - Chatterbox
 - Shinfield Fika
 - Fika is a Swedish concept meaning “making time for friends and colleagues to share a cup of coffee or tea”
 - Members are asked to consider if they have any other suggestions as to naming